



PUBLIC NOTICE

Section 101(a), Sale and Supply of Alcohol Act 2012

Femme Enterprises Limited has made application to the District Licensing Committee at Dunedin for the grant of an On Licence number ON-27-2025 in respect of the premises situated at 218 Crawford Street Dunedin and to be known as Errick's

The general nature of the business to be conducted under the licence is Tavern.

The applicant seeks the licence on the following hours:

Monday to Sunday 11.00 am to 2.00 am the following day.

First publication date: Saturday, 6 December 2025

Second publication date: Saturday, 13 December 2025

Objections Close 5:00 pm Thursday, 5 February 2026

- The application may be inspected during ordinary office hours at the office of the Dunedin District Licensing Committee at 50 The Octagon, Dunedin, or on-line at <https://www.dunedin.govt.nz/services/licensing/alcohol-licence-applications>
- No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012
- Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 25 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Dunedin District Licensing Committee at 50 The Octagon, PO Box 5045, Dunedin 9058



APPLICATION FOR ON LICENCE

Incomplete applications will not be processed

The application must be accompanied by the correct fee (see below).

When a licence has been granted, it will not be issued until the annual fee has been paid.

The District Licensing Committee (DLC) will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (the advertising cost is included in the application fee).

The contact person will be emailed a copy of the public notice to be displayed on the premises.

Please use separate pages to provide extra information where necessary.

If you have any questions while completing this form, please contact Dunedin DLC staff on 03 474 3481 or email dla@dcc.govt.nz.

Please read and complete the following checklist before submitting the application

- ☐ Written statement from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. An email is acceptable, this can be sent to dla@dcc.govt.nz with the name of the premises and applicant included as a reference.
- ☐ If a body corporate: certificate of incorporation (or equivalent document)
- ☐ Planning and building certificates (not required for a conveyance)
- ☐ A copy of the proposed food and drinks menus
- ☐ A scale plan of the premises showing the principal entrance and the areas where alcohol is to be sold, supplied and consumed, with an indication of which areas are to be:
 - undesignated - anyone of any age allowed
 - supervised - minors must be with their parent/guardian
 - restricted - R18.
- ☐ Map showing location of 'sensitive' locations, e.g., schools, early childhood facilities, hospitals and churches
- ☐ A risk mitigation plan detailing how you will ensure the impact on the community will be minimized, e.g. control of noise and litter, parking and dispersal of patrons
- ☐ Copy of host responsibility policy – for high risk premises please also include an alcohol management plan explaining how you will implement the points of the policy
- ☐ Letter of authorisation if a consultant is completing this form on your behalf

Office use only

Date received:

Calculate your application fee

Select your premises type:

- ☐ **Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the DLC, operate that bar at least one night a week in the nature of a tavern (such as serving alcohol without meals to tables situated in the bar area)
- ☐ **Class 2 restaurants** – restaurants that have a separate bar (including small bar areas) but which, in the opinion of the DLC, do not operate that area in the nature of a tavern at any time
- ☐ **Class 3 restaurants** – restaurants that only serve alcohol to tables and do not have a separate bar area

Type of premises	Points
Class 1 restaurant, nightclubs, taverns, adult premises	15
Class 2 restaurant, hotels, function centres, universities, polytechnics	10
Class 3 restaurant, other premises not specified	5
Theatres, cinemas, BYO restaurants, cellar doors	2
Premises points	15

Select the latest time you intend to sell alcohol:

Latest alcohol sales time	Points
2am or earlier	0
Between 2.01am and 3am	3
3am onwards	5
Trading hours points	0

Add the premises points and trading hours points together to get the total:

15

Use the table below to work out the fee payable:

Total points	Risk rating	Application fee (GST inc)	Annual fee (GST inc)	Total fee required
0-2	Very low	\$368.00	\$161.00	\$529.00
3-5	Low	\$609.50	\$391.00	\$1000.50
6-15	Medium	\$816.50	\$632.50	\$1449.00
16-25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00

APPLICATION FOR ON LICENCE

Section 224 of the Sale and Supply of Alcohol Act 2012

To the Secretary, Dunedin District Licensing Committee

Application for an on-licence is made in accordance with the particulars set out below:

Endorsements *(tick if applicable)*

- ☐ BYO restaurant – tick if you are a restaurant that does not intend to sell alcohol, i.e. you want to offer BYO only
- ☐ Caterer's on licence – for off-site catering, instead of, or in addition to, food/alcohol supplied on the premises (please provide menus, website information, bookings etc)

Contact person

Name: Rebecca Ellis

Phone: 0274819895

Email: rebecca.ellis@hotmail.co.nz OR becky.erricks@gmail.com

Postal address: 163 Brockville Road, Dunedin

Postcode: 9011

Applicant details

Applicant status (please select from the below options)

- | | | |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="radio"/> Individual | <input type="radio"/> Partnership | <input type="radio"/> Body corporate |
| <input type="radio"/> Public company | <input checked="" type="radio"/> Private company | <input type="radio"/> Club |
| <input type="radio"/> Trustee | <input type="radio"/> Local authority | <input type="radio"/> Licensing trust |
| <input type="radio"/> Government department or other instrument of the Crown | <input type="radio"/> Manager under the Protection of Personal Property Rights Act 1988 | <input type="radio"/> Board, organisation or other body |

Legal name/s of the person/s or organisation that will receive any proceeds from alcohol sales.
Include any other names you may be known by.

Full legal name: Femme Enterprises Limited

Any other names you may be known by:

Address: 218 Crawford St, Dunedin

Postcode: 9016

Occupation: Venue

Phone: 0274819895

Email: becky.erricks@gmail.com

Date of birth: 28/10/1988

Place of birth: Dunedin

Gender: Female

Is this your principal business? ☒ Yes ☐ No

Please state any other businesses:

Further details where the applicant is a company or an incorporated society

For a company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation), give full legal names of directors.

Rebecca Ann Ellis

Where the applicant is a **private company**, give full details of each person who holds any shares issued by the company as follows: full name, address, date of birth, place of birth, designation in company and percentage of shares held.

Rebecca Ann Ellis
DOB: 28/10/1988
Place of birth: Dunedin
Company director and 100% shareholder

Please also provide:

Authorised capital: \$350000

Paid up capital: \$350000

Where the applicant is a **public company**, give full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company, as follows: full name, address, date of birth, place of birth, designation in company.

Further details where the applicant is a partnership

Full details of each partner as follows: full legal name, address, date of birth, place of birth.

Signature of each partner



If a body corporate, please state the authority under which you are incorporated, e.g. Companies Act 1993, Incorporated Societies Act 1908, Charitable Trusts Act 1957.

Criminal convictions

Please state all criminal convictions against any applicants including Directors or Shareholders (except convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies).

Full Name	Conviction	Date of conviction

(Use a separate sheet if necessary)

Details of premises

Proposed trading name:	Errick's
Current trading name (if applicable):	Errick's
Name of the building (if applicable):	
Address of the premises:	218 Crawford St, Dunedin and 649 Princes Street, Dunedin
	Postcode: 9016

Does the applicant own the premises? ☐ Yes ☒ No

If "no", please provide the full legal name and address of the owner:

Southern Capital Limited
Duncan McKinlay
30 Pollen Street, Grey Lynn, Auckland

He has already sent permission as part of the Temporary Licence application

A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to dla@dcc.govt.nz with the name of the premises and applicant included as a reference.

What type of lease does the applicant have and when does it expire?

Commercial lease until 1 September 2028, with one five year right of renewal, and and another 2 year renewal (so can renew until 2035)

Is the licence conditional on completion of building work? ☐ Yes ☒ No

If yes, please provide details:

Does the building have a current building warrant of fitness (BWOF)? ☒ Yes ☐ No

What is the maximum occupancy of your entire premises including outside areas? 300 total, with all doors open and all areas accessible to guests
100 in cafe space (649 Princes St)

Please describe in detail the number and nature of the toilet arrangements, e.g. number of male and female toilets, number of urinals, unisex facilities and accessible facilities:

We have 5 permanent unisex toilets available. These consist of: two accessible toilets inside the venue, and a further three which are accessed via the courtyard. Additionally, for any events that are over 150 people, portaloos are hired to provide additional facilities.

Fire Evacuation Declaration – Fire and Emergency Act 2017

Which of the following fire evacuation statements applies to you?

If unsure, check with Fire and Emergency New Zealand

- ☒ The owner of the building in which the premises is situated provides and maintains an evacuation scheme as required by section 76 Fire and Emergency Act 2017
- ☐ Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme
- ☐ Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation

Signed  Date 19/11/2025

Details of conveyance (e.g. if this application is for a ship, bus, train etc.)

Type of conveyance (e.g. ship, bus or train):

Trading name of conveyance:

Registration number:

Address where based:

Postcode:

Does the applicant own the conveyance? ☐ Yes ☐ No

If "no", please provide the full legal name and address of the owner:

Type text here

A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to dla@dcc.govt.nz with the name of the premises and applicant included as a reference.

What type of lease does the applicant have and when does it expire?

Business details

Is there a current alcohol licence for the premises?? ☒ Yes ☐ No Type: ☒ on ☐ off ☐ club

Licence number: 069/ON/25/2025 (under previous owners) 3 December 2025- note, renewal has been submitted
069/TA/28/2025 (temporary authority) Expiry: 20 February 2026

What is the general nature of the business to be conducted under the licence?

- ☒ Tavern/bar ☐ Café/restaurant ☐ Hotel ☐ Nightclub ☐ Entertainment
- ☐ Other (specify)

Please select which days, and during which hours, you wish to be licensed to sell alcohol:

Day	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Start time	11am	11am	11am	11am	11am	11am	11am
End time	2am	2am	2am	2am	2am	2am	2am

Is the sale of alcohol intended to be the principal purpose of the business? ☐ Yes ☐ No

If no, what is the principal purpose of the business?

The main purpose of the business is to host events. These are a mix of weddings, corporate functions, live music and other entertainment (e.g. theatre, comedy, cabaret).

Does the applicant supply or sell, or intend to supply or sell, any goods other than alcohol and food?

☐ Yes ☒ No If yes, provide details:

Does the applicant provide, or intend to provide, any services other than those related to the sale or supply of alcohol or food?

☐ Yes ☒ No If yes, provide details:

What designation(s) are required for the premises?

- ☒ Undesignated (people of any age are permitted)
- ☒ Supervised (people under 18 years must be accompanied by a parent or legal guardian)
- ☒ Restricted (people under 18 years not permitted)

If different designations are required for different areas, please describe:

So that we can open the venue for events that do not sell alcohol during the day, we would like the venue to be classified as undesignated between the hours of 11am and 9pm (in line with the current licence).

Manager details

Provide the below details for each manager or proposed manager.

Full name	Date of birth	Manager's certificate number	Expiry date
Hamish Jonathan Marchant	09/01/1991	069/CERT/159/2024	20/09/2025
Emilia Ngahuia Manukau Farquhar	13/06/1999	069/CERT/28/2025	14/03/2026
Jasmine Lobo - new application being submitted			
Rebecca Ann Ellis - new application to be submitted	28/10/1988		

Conditions

What experience and training does the applicant have in relation to premises licensed to sell and/or supply alcohol?

I have previously held an LQC certificate in a previous role. I am currently also in the process of recertifying for my LQC so that I have the most up to date knowledge, in preparation for applying for my own Duty Manager licence.
I have previously worked in an off-licence supermarket as a supervisor, responsible for authorising the sale of alcohol. I am also a part time performer in venues where alcohol is served, so have a responsibility for ensuring that patrons are consuming alcohol safely, for the safety and comfort of other patrons and performers.

What provision does the applicant intend to make for the sale and/or supply of:

i. food (describe type and range and when it will be served, attach menu)

We work with catering companies (Precinct and Lemon Pie Catering) or food trucks to supply food for most events (e.g. Citizens, Slice of Heaven).
Additionally, we offer a variety of substantial and easily consumable food i.e. pizzas, garlic breads, pies etc. at all times.
Sample menu is attached

ii. non-alcoholic drinks (describe type and range)

A variety of soft drinks and juices are available at all times (along with water) - these consist of: Cola, lemonade, orange juice, cranberry juice, ginger beer and bundaberg

iii. low-alcohol drinks (2.5% alcohol by volume or less, describe type and range)

We offer:
Steinlager 2.5%
Heineken 0%
Pils 0% (various flavours)

To what extent, and where, will drinking water be freely available to patrons?

Drinking water is freely available at all times beside the bar. For events where minors attend, there is also free water available at all times on a table outside the bar area

If no access to mains water supply is available, how will clean drinking water be made available?

N/A

What steps will be taken to provide help with, and information about, transport options from the premises?

We have signs up at the bar with the phone numbers of local taxi services. Staff are also trained to call a taxi for guests when required. Bus timetables will also be available from bar staff

What steps will be taken to prevent the sale and supply of alcohol to prohibited people (minors and intoxicated people)?

Bar and door/security staff are trained to recognise signs of inebriation and will not serve alcohol or allow access to anyone who is intoxicated, at all times. The bar is also designated as an 18+ only area for ticketed events.
For ticketed events, we will complete ID checks on everyone who appears to be under the age of 25, and door staff and/or security will also assess the sobriety of all ticket holders, and prevent entry for anyone who is intoxicated.
For private events, minors will not be allowed to order alcoholic beverages. We will complete ID checks at the bar for anyone ordering alcohol who appears to be under 25 (unless accompanied by a parent or guardian).

What other steps will the applicant take to promote the responsible consumption of alcohol?

Low and non-alcoholic beverages, food and water will be promoted and available at all times. We also have signs at the bar promoting the responsible consumption of alcohol (sourced from Hospitality NZ).

How does the applicant intend to staff the premises to ensure compliance with the Act?

Please provide the number of staff and their experience.

We have a 6 casual staff members and one full time staff member who have been working for the business prior to the change of ownership so are familiar with the venue set up and requirements for the supply of alcohol.
We have a further 2 casual staff members who have started in the last 2 weeks who are experienced in hospitality undergoing training for the venue, along with 2 more who are being onboarded within the next week.
Four of the staff will have their Duty Managers certificate, to ensure event staff have the support to make decisions around intoxication and restricting consumption where required.

How will the applicant train staff to ensure they comply with the Act?

All staff will complete an induction and training on the responsible service of alcohol during onboarding, including but not limited to: identifying signs of intoxication, recognising approved IDs and safe ways to deny service to prohibited people.
We will also hold regular staff meetings which will include discussions around responsible service of alcohol.

For high risk premises, what arrangements will be made for security staff?

Security staff are contracted through TN Security to restrict entry and manage capacity

Signed



Date

19/11/2025

Place

Dunedin, NZ

Privacy statement

The information you provide in this application, and any supporting documents, will be used by the Dunedin City Council to process your application under the Sale and Supply of Alcohol Act 2012. The information will be shared with the Dunedin District Licensing Committee (DLC), Dunedin District Licensing Inspectors, Police and the Medical Officer of Health as part of the approval process. If required, the information may form part of a public hearing before the DLC and may be used in any subsequent decision relating to your application. The decision will be publicly available.

If your application is publicly advertised, the associated information will be publicly available.

The DCC is required to keep a statutory register of all alcohol licence applications and anyone can request a copy of that information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at privacy@dcc.govt.nz or 03 477 4000.

FOOD MENU

Margherita Pizza

\$8

Milk, Gluten, Soy

Meatlovers Pizza

\$8

Milk, Gluten, Soy

Garlic bread

\$5

Wheat, Gluten, Soy

Snag

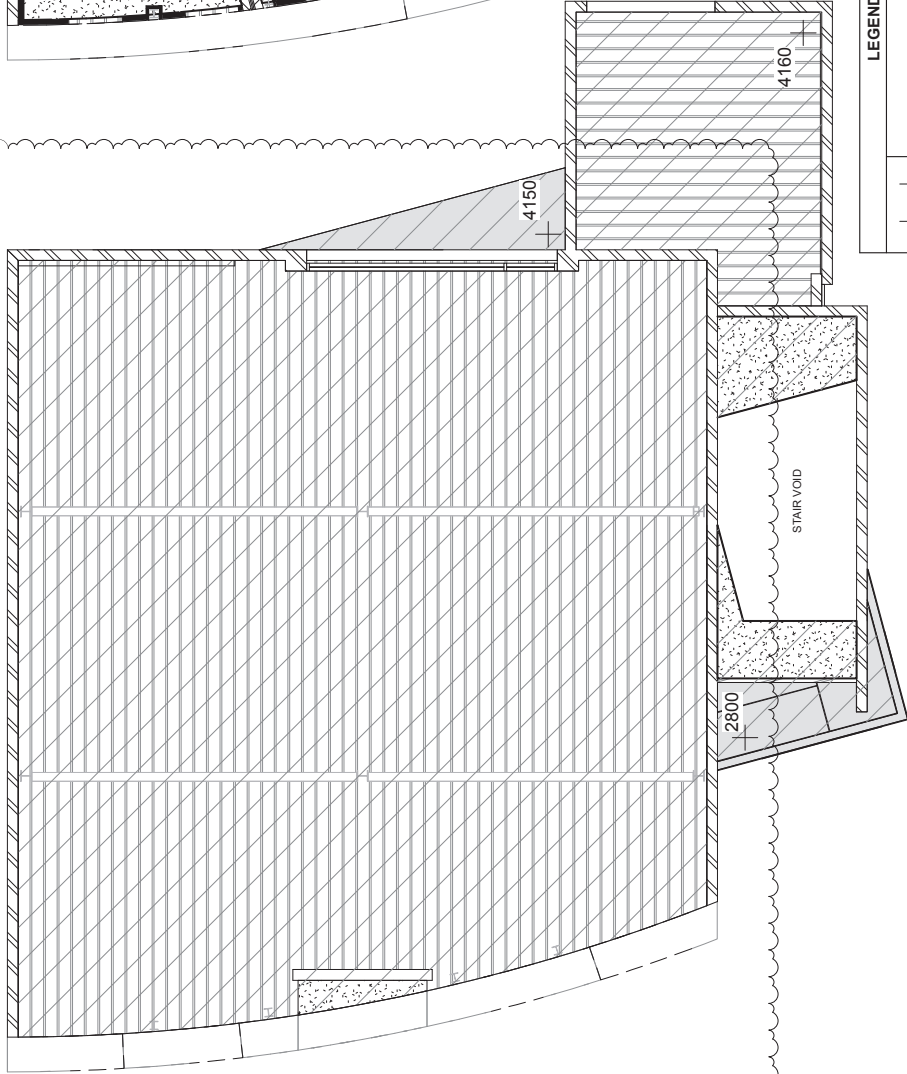
\$4

Gluten, Soy, Suplhites

DRINK MENU

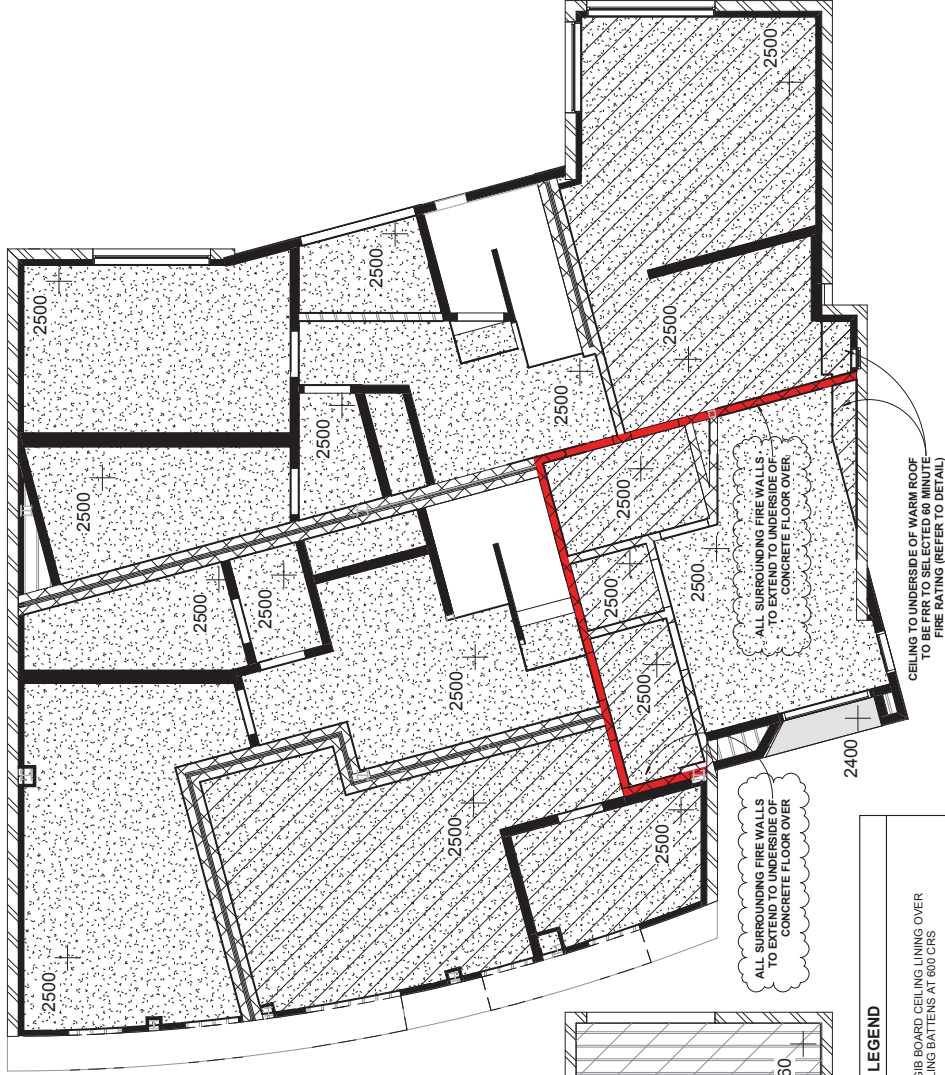
WINE		CRAFT BEER	
SAUVIGNON BLANC	\$10.00	LAGER	\$12.00
ROSE	\$10.00	HAZY IPA	\$12.00
PINOT GRIS	\$10.00	CANS	
PINOT NOIR	\$10.00	PALS	\$10.00
PROSSECO	\$12.00	GINGER BEAR	\$10.00
BEER		LONG WHITE	\$10.00
SPEIGHTS	\$10.00	GORDANS G&T	\$10.00
SPEIGHTS SUMMIT	\$10.00	GORDANS PINK GIN	\$10.00
CORONA	\$10.00	SPIRITS	
STEINLAGER	\$10.00	VODKA	\$10.00
CIDER	\$10.00	GIN	\$10.00
NON-ALC		TEQUILA	\$10.00
JUICE	\$5.00	RUM	\$10.00
SODA	\$5.00	JACK DANIELS	\$10.00
SOFT DRINK	\$5.00	LOW ALCOHOL	
GINGER BEER	\$5.00	STEINLAGER LIGHT 2.5%	\$10.00
BUNDAGERG	\$6.00	HEINEKEN 0%	\$10.00

60/60/60 FRR ACHIEVED FROM CONCRETE FLOOR ABOVE (APPROVED FIRE COLLARS INSTALLED TO ALL PENETRATIONS). ALL FRR WALLS & LININGS TO EXTEND TO UNDERSIDE OF CONCRETE FLOOR, WHERE WALLS MEET STRUCTURAL STEEL WORK. STEEL WORK TO BE INTUMESCENT PAINTED WITH 60/60/60 FRR



GROUND FLOOR CEILING PLAN

1 : 100



1ST FLOOR CEILING PLAN

1 : 100

LEGEND	
	SELECTED GIB BOARD CEILING LINING OVER RONDO CEILING BATTENS AT 600 CRS
	60/60/60 FRR CEILING
	60/60/60 FRR ACHIEVED FROM CONCRETE FLOOR ABOVE (APPROVED FIRE COLLARS INSTALLED TO ALL PENETRATIONS) REFER TO ENGINEERS DFR FOR FRR
	PROPRIETARY FLATDECK FLOORING SYSTEM
	COMPOSITE ALUMINIUM SOFFIT CLADDING SYSTEM (CLADDING FROM WALL TO RETURN UNDER SOFFIT REFER TO DETAILS)

FEMME ENTERPRISES LIMITED HOST RESPONSIBILITY

The management and staff of (the premises) have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Because of this, we have implemented the following Host Responsibility policy.

We provide and actively promote a good range of food available for sale at all times. Menus are visible at all times.

We provide and actively promote a range of low alcohol and non-alcoholic drinks, including low alcohol beer options, juices, soft drinks.

Iced water presented and available free of charge at all times.

It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a current photo driver's licence, an 18+ Evidence of Age card or a current passport.

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.

Our policy is zero tolerance for aggressive, coercive or violent behaviour.

We promote a range of transport options to get you home safely.

We encourage people to have a designated driver. We will make the drive home more attractive by providing an interesting range of alcohol free drinks.

We make sure all of these services are well promoted so you won't have to go looking for them

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.

Host Implementation and Risk Mitigation Plan- FEMME ENTERPRISES LIMITED

1. Low alcohol and non-alcoholic beverages

It is a condition of all on-licences that a reasonable range of low alcohol and non-alcoholic beverages be available at all times. Low alcohol drinks are considered to be no more than 2.5% alcohol. Free drinking water must also be readily available..

The manager on duty is responsible for ensuring availability of low alcohol and non-alcoholic beverages.

Procedures to follow to ensure low alcohol and non-alcoholic beverages remain available:

All menus, for any event, must list low and non-alcoholic beverage options

Low alcohol and non-alcoholic options must be visible at the bar for patrons to see

Any beverage menus displayed in the venue, must all display non and low alcoholic options

2. Food A range of food must be available at all times.

There must always be food available. This should include at least three types of substantial food. The food must be reasonably priced and be readily available in a reasonable amount of time. It is not acceptable to claim that items have 'run out' unless they have been replaced by a similar item. Salty foods such as potato chips, pretzels and nuts are not considered substantial foods.

The manager on duty is responsible for ensuring availability of food by way of organising chefs and/or catering.

Food menus must be displayed at all times – due to the nature of events, likely menus will be placed at the bar.

The duty manager must liaise with the chef to ensure there is always 3 substantial food items available at all times. If it is likely that food will run out, then a plan to get more food will need to be made prior to running out.

3. Intoxication

A person is considered intoxicated if they are observably affected by alcohol and/or other drugs to such a degree that Speech, Coordination, Appearance or Behaviour are clearly impaired

The duty manager will proactively manage patrons, especially during busy periods, by ensuring they have the necessary staff in place to be able to closely monitor patrons at all times, ensuring they are not diverted from this in order to serve behind the bar and carry out other administrative functions.

All events, will have a security or manager at the entry to identify and refuse entry to intoxicated persons. Security and the duty manager will actively monitor this for the remainder of the event.

Staff will actively promote low and non-alcoholic options. Service speed will be managed to ensure that patrons do not become intoxicated. Water will be available and promoted at all times.

Security or a duty manager will appropriately and safely dealing with patrons who require intervention and escalate as necessary.

The manager on duty must Identify a safe place that can be used for the care and protection of an intoxicated customer until they can be safely removed from the premises and plan for this in any event set up.

4. Staff training

All staff will receive regular training on our policies and procedures, including our Host Responsibility Implementation Plan. Management should ensure that any new employees or contractors, regardless of their previous experience, undertake ServeWise training and receive training that covers the conditions of the licence, before their first shift.

Our staff training procedures are outlined in our induction packs filed in the office.

Training will be ongoing and completed by the manager of the establishment.

5. Entertainment and promotion

For any events, always consider having other activities, not involving drinking, to attract customers to your premises. Actively promote live music as an 'alternative activity' that aligns with our business ethos.

6. Minors

It is illegal to supply alcohol to someone under the age of 18 (a minor)

If any person appears to be under the age of 25, you must check their ID.

Forms of identification we will accept to verify age: current photo NZ driver's licence, an 18+ Evidence of Age card or a current passport

For any large events or busy nights, there must be a person stationed at the entry, checking ID's and identifying any minors. It is the responsibility of the manager to find a clear way to identify any minors at all times (ie. wristband).

7. Signage

Licence signage must be clearly displayed at all times, including the following:

- Liquor Licence
- Any special licence
- Duty Manager name
- Safe Transport Options
- Free Water
- Prohibited persons signage

The establishment manager is responsible for ensuring that signage is maintained and kept up-to-date.

As a venue who works with RedLight, we also like to have their signage displayed in the venue at all times.

8. Alcohol promotions

It is an offence for licensee or manager to do anything that is intended or likely to encourage people to consume alcohol excessively.

Any promotions involving alcohol – check that they comply with section 237 of the Sale and Supply of Alcohol Act. The National guidance on alcohol promotions outlines acceptable and unacceptable promotions for licensed premises.

For any promotions – detail the management systems for promotions to ensure they do not lead to excessive alcohol consumption and create an implementation plan with the establishment manager.

9. Security

Security staff have particular responsibilities. Security is a requirement for most events at our establishments. A lapse in these can let down the rest of the team. Apart from the steps outlined under 'Intoxication' and 'Minors', you will need to address the following areas appropriate to the size and type of your premises.

Security, Duty Managers and Event Promoters/Organisers are responsible for the following:

1. Patrons leaving the premises with alcohol, in breach of any local alcohol ban and your on-licence – prevented by venue layout organised by manager and event organiser. Managed on the night by security.
2. The presentation of fraudulent identification – managed by the person employed either on the door or bar to check ID.
3. Spiking of drinks – Security, event organiser and event manager actively watching for the potential for this to happen.
4. Using or dealing in illegal drugs – see health and safety procedures.

5. The control of customers' behaviour outside the premises, particularly at closing time – security and event organiser.
6. Keeping the environment around the premises clear of empty bottles (can be used as weapons), vomit, urine etc. – Security and establishment manager.
7. Patrons drinking outside the barriers of the smoking section – Security.
8. The regular monitoring of security cameras for incidents and action – Venue Owner
10. An injured or unwell patron requiring first aid or emergency services – Manager, see health and safety procedures.
10. Excessive noise – Event Organiser, manager, production manager
11. Overcrowding of the premises beyond fire limit numbers – Security / person employed to manage entry
12. Fire safety regulations, fire warden duties, and evacuation procedures – establishment manager

10. Safe transport

We are required to promote transport options. There should be signs prominently displayed detailing information about alternative forms of transport from the premises. Staff must also know about and be available to provide comprehensive and accurate information about transport options such as taxi and urber services available in our area. Our iPad are always readily available to use to bring up an up to date list of available transport options for customers. We have a phone in the office, which can be used to make transport options for customers.

11. Incident log

Your incident log can be used to record matters relating to customer behaviour as well as things like monitoring visits from regulatory agencies. These records are helpful in identifying matters and trends that require further action such as staff training. Your duty manager should review all entries in the incident log prior to commencing each shift.

The duty manager is required to complete their managers and incidents log (if necessary) after each large event, noting how the event went, any issues that occurred, any health and safety concerns or issues, any regulatory visits, any complaints. The manager is responsible for reviewing this each week, and updating the owner at the weekly management meeting that takes place.

Staff Training & Template Training Log

Introduction

The Sale and Supply of Alcohol Act 2012 (Act) requires District Licensing Committees (DLC's) and the Alcohol Regulatory and Licensing Authority (ARLA) to consider various criteria when deciding license applications (both new applications and renewals). This resource focuses on the **appropriate systems, staff and training** criteria.

What does this mean?

Applicants need to have **internal policies** (e.g. intoxication, minors, host responsibility) and appropriate **staff** who are **well-trained** to consistently apply those policies to meet the object of the Act.

Why is this important?

Applicants must show compliance with the criteria of the Act. Where a DLC decides that the applicant has not shown adequate evidence of appropriate systems, staff and training to comply with the Act, the DLC may hold a hearing to consider the application. Good applications provide strong evidence of compliance with the criteria of the Act.

How do I show compliance with the criteria?

Keep detailed records of all internal policies, internal staff training and any external training or qualifications gained by staff (e.g. LCQ).

How can I ensure that my staff are appropriately trained?

Appoint an experienced and certified duty manager to train all incoming staff on your policies and ensure that all staff receive regular refresher training on your policies (twice a year is recommended). Below is a template training log. You may also choose to use external training providers

When should I use this template training log?

Any time that a new staff member commences employment, an existing staff member undertakes refresher training, a staff member undertakes external training or gains a qualification.

How do I use this template training log?

Complete the template with your businesses and staff members' details and sign off when the staff member has demonstrated that they understand your policies, have undergone refresher training or gained a qualification.

Where can I find more information?

Online host responsibility training modules are available from <https://www.alcohol.org.nz/management-laws/managing-alcohol/host-responsibility/servewise>. The Bar Code, The Managers Guide and other relevant resources are available from the Health Promotion Agency <http://www.alcohol.org.nz/resources-research/alcohol-resources/resource-publications> or from your Hospitality New Zealand Regional Manager.

If you have any queries about the licensing criteria and how it affects you, please contact your Hospitality New Zealand Regional Manager on 0800 500 503

Staff Training Log



Staff Training & Template Training Log

This document is designed to last your employee for 3 years during their employment
File this working document in your training file and attach their certificates and any other training records to it.

Establishment name			
Employee			
Position			
Date of employment			
Training Materials issued: Host Responsibility Guidelines The Managers Guide <i>(if applicable)</i> Intoxication Assessment Tool	<input type="radio"/> Date _____ <input type="radio"/> Date _____ <input type="radio"/> Date _____		
Recommended three step ANNUAL training plan			
1. Responsible Service of Alcohol Standards (Typsy) Training completed date <i>Should be completed at start of employment and as an annual refresher thereafter, note each date (attach certificate each time)</i>	Year 1 Date: Cert. attached? Yes / No	Year 2 Date: Cert. attached? Yes / No	Year 3 Date: Cert. attached? Yes / No
2. In Person (internal) Training completed date <i>Should be completed once per year (trainer can be Manager as an example)</i>	Year 1 Date: Trainers Initials:	Year 2 Date: Trainers Initials:	Year 3 Date: Trainers Initials:
3. In Person (external) Training completed date <i>Should be completed once per year either with Hospitality NZ OR an external provider</i>	Year 1 Date: Trainers Initials:	Year 2 Date: Trainers Initials:	Year 3 Date: Trainers Initials:
4. Servewise Training completed date <i>Should be completed once per year, a recommendation is 6 months after 1. Servewise (attach certificate each time)</i>	Year 1 Date: Cert. attached? Yes / No	Year 2 Date: Cert. attached? Yes / No	Year 3 Date: Cert. attached? Yes / No



Staff Training & Template Training Log

Your commitment to training must be ongoing for the purposes of the safety and security of you, your team and your patrons. It is also a legal requirement of your businesses liquor licence.

Contact us for further assistance:



0800 500 503



info@hospitality.org.nz



NOISE MANAGEMENT PLAN NEMME ENTERPRISES LIMITED

Our company, being hospitality, live music and event venues, takes noise seriously.

We will, at all times, do our best to mitigate excessive noise within and outside of our venue.

We employ the help of Gravity Events, to operate as our production manager and business partner, looking after the production side of our business.

Our production manager is responsible for deciding how best we can comply with noise regulations, through placement of sound equipment and musicians in our venues. Our production manager will set provisions and rules with any outside production companies, contractors or musicians coming into our venue to ensure noise regulations are met as best as possible at all times.

Management/Plan

As professional hospitality operators we acknowledge that we have a responsibility to ensure that our premises do not generate excessive noise disturbance. The purpose of this Noise Management Plan is to detail the procedures we aim to adopt to ensure disturbance to neighbors by activities in and around our premises for which we have control over is avoided or minimized. Our aim is to adopt the best practicable options available to meet this objective while conducting our permitted business and social activities. Our premises will strive to ensure harmony with the local community by assessing and addressing as much as we can the following noise challenges.

Amplified Music:

Our venue speakers are set up in the best possible way to ensure we make best efforts to comply with noise regulations. Any changes to speaker config must be approved by our production manager. It is a requirement of our venue, to have a qualified sound tech, approved by our production manager. Any musicians that play at our venues, must be approved by our production manager.

If a noise issue is raised:

If a noise issue is raised, this should be directed to the venue manager and sound tech on site to investigate. Instructions from authorities should be discussed and put in place, to comply with regulations and closely monitored. If necessary, contact details and complaint details must be taken down, to refer to the owner/production owner to discuss further.

Outside event organiser: Customers will be made aware of the consequence of late night noise and encouraged to be proactive in noise avoidance or minimisation with an emphasis in reducing noise emissions. Customers must be made aware that if noise regulations are not complied with, they will be at risk of their event being ended. Notices will be displayed around the premises and on external doors asking customers

to leave the premises in a quiet and orderly fashion and to respect neighbors. Staff will assist with this as appropriate.

Outside/smoking areas:

Our outside areas will be monitored for excessive noise at all times by manager/security. Noise from surrounds will be monitored constantly for any big events.

If the manager believes the event goes will cause excessive noise, the outdoor courtyard access should be limited to toilet use only and no drinks taken outside, monitored by security at the exit.

Patrons exiting the venue:

For both noise and health and safety reasons, we will aim to stagger patrons leaving an event, more so for large events. Tactics should be put in place to ensure this and discussed with external event promoters and security should be employed to ensure crowd control for exiting the premises.

Patrons arriving to the venue:

For any large events, tactics should be put in place and discussed with external event promoters, to ensure staggered arrival of patrons at our venue.

An example of this, is opening the doors an hour prior to a band starting to ensure staggered arrival.

Upon arrival, the manager must ensure the door is manned by enough staff/security to ensure a quick and safe flow for entry into the premises.

Staff Levels
Staff Placements
Staff Training
Queuing
Signage
Screening Process
ID Requirements
Seizure of ID
Underage Persons
Pass outs
Denial of Entry
Intervention
Issues of warnings
Use of Force
Eviction Process
Trespass
Reporting

Crowd Control Standard Operating Procedures

For all large events 4-6 event staff will be a minimum requirement, with an additional 4-7 security
Entry, outside of premises control, door, bar, greenroom, courtyard, toilets, main venue, stage
Only approved security company used. All staff briefed and trained on positions.
All event queuing monitored by security and controlled via barriers both at entry/exit, no entry zones and bar
All necessary signage clearly displayed in all areas of the venue. Crowd control signage easily readable at all entry/exit points
Security responsible for screen process
Security and/or door person and/or bar staff responsible
Security and/or door person and/or bar staff responsible
Security and/or door person and/or bar staff responsible
Security and/or door person responsible for enforcing no passouts
Security on door responsible
Security or Duty Manager to complete
Security or Duty Manager to complete
No force is used unless necessary (as per the law). The police are called if required
Security to complete
Security to complete
All reporting must go directly to manager on duty and head guard