

Alcohol licensing infosheet

Large-scale events

Large-scale events attract additional considerations where there is an application for a special licence. Section 143 of the Sale and Supply of Alcohol Act 2012 (SSAA) provides that a DLC may require an applicant for a special licence, for such an event to:

- provide the committee with a management plan describing how the applicant proposes to deal with matters such as security, monitoring, interaction with local residents, and public health concerns
- provide the committee with a certificate by the territorial authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the building code
- liaise with the Police and the territorial authority on planning for the event.

When making its decision, the DLC may have regard to whether and how well the applicant has complied with any orders regarding a management plan or liaising with Police and the territorial authority (and whether the Police and territorial authority are satisfied with any liaison that has taken place). The DLC must also take into account the matters generally pertaining to special licenses in s142 of SSAA.

If the large-scale event involves multiple sellers or suppliers of alcohol (on or off-licence) who will be taking the profit from the alcohol they sell, the following special licences should be obtained:

- an overarching special licence for the event itself – obtained by the event organiser, and
- individual special licences for each stall holder who sells or supplies alcohol – obtained by or on behalf of each stall holder.

In some cases, particularly small scale events, a DLC may allow for only one overarching special licence providing the licensee has suitable arrangements in place.

Duty managers

A consequence of this structure is that there must be duty managers as follows:

- A duty manager responsible for the alcohol management of the event as a whole. This person will usually be part of the event management team.
- A duty manager for each stall. These duty managers will be responsible for their area only.

This will require a team effort. The overall duty manager should have a system in place to assist individual stall duty managers or their staff.

Best practice

It is best practice to hold a number of meetings with the applicant and duty manager prior to and during the event. At these meetings the following stakeholders should ideally be present:

- Overall event duty manager (or stall duty manager if the meeting relates to a special licence for a particular stall).
- Inspector.
- Police representative.
- Medical Officer of Health representative (if applicable).
- Medical or first aid personnel.
- Security staff.
- Any other key event organisational/operational staff.

Best practice would include the following series of meetings:

- **Pre-application meeting**
Discuss the application with the applicant before they lodge it. Discuss your expectations and any additional information you may require such as a plan of water stations, an alcohol management plan (AMP), or any matters falling under s142 and s143 of the Act. You should also review the previous event (if it is a regular event) and identify any particular concerns or additional conditions/changes you consider should be made.
- **Meeting before the event**
Meet with the applicant and relevant duty manager before the event to finalise details and see if there have been any changes you need to be aware of (and whether they are compliant).
- **Meeting during the event – at the start**
During the event itself it is best practice to meet with the applicant and duty manager early on. Find out how the set up has gone and make sure everything regarding the sale and supply of alcohol is satisfactorily in place and in compliance with the special licence.

It is good to visit every stall and check for compliance with conditions, introduce yourself, and check if they know what systems the applicant has in place to manage intoxication, chains of command, and incident response.

- **Meeting during the event – ongoing**
You should meet with the duty manager at regular intervals during the event to discuss matters such as:
 - number of people on the premises
 - age of people on the premises (eg, is it an event attracting older teenagers where careful identity procedures will be important for a large number of patrons?)
 - amount and types of alcohol sold
 - any evictions/refusals/incidents that have occurred
 - food sales
 - that water remains available
 - updates from other stakeholders eg, medical/first aid personnel.

Such meetings might need to be hourly but this will depend on the scale and nature of the event.

You will need systems in place to deal with and record any issues as you become aware of them. This might include having briefed support staff available to relieve or assist you if you need to attend to an issue.

- **Meeting after the event**
Immediately after the event it is best practice to have a debrief identifying any matters of immediate concern. You should also encourage the applicant to have a debrief with all stakeholders. If undertaken, this may be formally recorded and saved to review prior to the next event.

Roles and responsibilities

While the roles of some key individuals may change depending on the scale and nature of the event, set out below is a general overview of the roles and responsibilities that different people may hold.

Licensing inspectors – Licensing inspectors have a responsibility to report on every application for a special licence for a large-scale event, ensure compliance with the Act and with any conditions of the licence, and conduct monitoring and observations during the event.

New Zealand Police – Police have a range of responsibilities at large-scale events. Police Alcohol Harm Prevention Officers are responsible for enquiring into every application and ensuring compliance with the Act and with any conditions of the licence. Police Operations Commanders are responsible for managing the policing of the event more generally and are assisted on the day of the event by Police Support Units.

Medical Officer of Health – Delegates of the Medical Officer of Health are concerned with matters including the wider impacts of alcohol on public health and ensuring compliance with SSAA's host responsibility provisions. They look for evidence of the implementation of host responsibility practices and procedures to reduce alcohol-related harm and intoxication and, to this effect, also conduct monitoring and observations of events.

Licensees – Some venue-governing bodies in New Zealand contract out the sale and supply of alcoholic beverages at their site. Under SSAA, it is the licensee (ie, the person named as holding the alcohol licence) who has overall responsibility for ensuring compliance with the Act and with the conditions of the licence, as well as the event's alcohol management plan. They must ensure also that their duty managers act according to SSAA and to licence conditions.

Duty managers – Duty managers are also responsible for ensuring compliance with, and enforcement of, SSAA and licence conditions. They are responsible for the conduct of licensed areas and, in particular, ensuring that the conditions applying to prohibited people (minors and intoxicated patrons) are observed and complied with.

Event managers – As the people responsible for overall event management, event managers also play a role in alcohol management, even if they are not the licensees. They should help ensure licensees act according to SSAA.

Security providers – Security staff are responsible, on behalf of event managers, for helping ensure compliance with SSAA, particularly the provisions of the Act relating to assessing and preventing intoxication especially at entry points, preventing sales to minors and ensuring alcohol is not brought into events.. Their roles and responsibilities require that they have strong and reliable working relationships with the event management team, bar staff, and Police.

Te Whatu Ora/ Health New Zealand

Call: 04 917 0060

Email: enquiries@hpa.org.nz

For more information visit [alcohol.org.nz](https://www.alcohol.org.nz)