

STATUTORY SHUT DOWN PERIOD FOR LICENCES CHRISTMAS/NEW YEAR & JANUARY 2018



Ruapehu District Council wishes to advise public of a statutory 'shut down' period for alcohol licensing (country wide) where applications are not processed. This period begins on 20 December 2017 and ends on 15 January 2018. The District Licensing Committee will not be considering applications during this period.

WHEN DOES YOUR APPLICATION NEED TO BE LODGED?

To be processed before the close down period, the latest applications should be lodged with Council on:

- **Special Licence (for events planned up until end February 2018) - 17 November 2017**
- New Manager's Certificate - 17 November 2017
- Temporary Authority - 24 November 2017
- New Licence Application - 10 November 2017

Special licences for funerals are unforeseen and can still be made on a case-by-case basis. Contact Council to discuss your needs if you miss application close-off dates.

To limit delay with your application, make sure the forms are correctly filled in, the required documentation is provided and payment is made. For manager's certificates, a minimum of 6 months training must be complete and the Licence Controller Qualification (LCQ) Certificate, issued under the Sale and Supply of Alcohol Act 2012 (or LCQ issued under 1989 Act together with the LCQ Bridging Certificate), along with all other required documentation must be submitted with your application.

RENEWALS OVER THIS PERIOD:

Renewal applications for manager's certificates can be made at any time prior to its expiry.

Renewal applications for premises licences must still be lodged at least 20 working days prior to expiry.

Renewal applications won't be completed until after 15 January 2018. As long as the renewal application has been lodged on time, the premises licence or manager's certificate continues in force until the renewal application has been determined, even if this is past the expiry date.

The Health and Alcohol Team wish you a Merry Christmas and a safe, happy and prosperous New Year.