

AUCKLAND DISTRICT LICENSING COMMITTEE

PRACTICE NOTE

INTERNAL SIGNAGE

6 October 2023

This practice note supersedes the Internal Signage Practice Note dated 1 June 2023.

Sections 110(1)(a) (on and club licences) and 116(1)(a) (off licences) of the Sale and Supply of Alcohol Act (the 'Act') provides that a Committee may issue a licence subject to a condition prescribing steps to be taken by the licensee to ensure that the provisions of the Act relating to the sale or supply of alcohol to prohibited persons are observed. Prohibited persons are minors and intoxicated people. The Act does not specify where the signage needs to be located or the type of signage that needs to be used.

To comply with s 110(1)(a) the Committee will impose the following conditions on all applications for new or the renewal of on and club licences that are filed after the date of this Practice Note, if not already in place:

The licensee must ensure that an A4 sign stating the restrictions on the supply of alcohol to minors and intoxicated persons is prominently displayed in two places so as to be easily read by people using the premises.

To comply with s 116(1)(a) the Committee will impose the following conditions on all applications for new or the renewal of off licences that are filed after the date of this Practice Note, if not already in place:

The licensee must ensure that an A4 sign stating the restrictions on the supply of alcohol to minors and intoxicated persons is prominently displayed so as to be easily read from every point of sale.

The Committee also expects that inspectors will enforce these conditions if there are any issues with non-compliance.

Guidance notes

On-licences and club licences

To comply with the internal signage condition, the signs will need to be prominently displayed so that they stand out, are readily noticeable and are easily seen and read by people using the premises. The Committee is not prescribing where the signage must be placed. The placement of signage will depend on the type and size of the premises.

The Committee requires an A4 sign to be displayed in two distinctively different locations of the premises. This could include the entrances to the premises, the point of sale or any other prominent location. The premises may display signs in more places if they wish, or if there is a need to ensure all people using the premises can see and read the signs ie. in multiple room premises, premises with a courtyard.

The Committee does not expect signage on all tables provided that the signs are easily seen and read.

Off-licences

To comply with the internal signage condition, the A4 signs must be located so that they are easily read from each point of sale. A point of sale is where customers pay for their products (i.e. at the counter or cash register). Signage may also be located at the entrance. However this signage will be in addition to the signage that is easily readable from each point of sale.

In exceptional circumstances, if the inspector and applicant cannot agree on whether the proposed internal signage is acceptable, a preliminary view or indication from the DLC, or a pre-hearing meeting with the Committee may be sought.

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- *the information provided does not alter the Sale and Supply of Alcohol Act 2012 ('the Act') or other laws of New Zealand and other official guidelines and requirements*
- *this document sets out general principles which may be used as guidance for matters relating to the interpretation and application of 'the Act' and other statutory instruments; it is not intended to interfere with, or fetter, the professional views and opinions of council officers when they are performing any function or exercising any power under 'the Act'. Each consent application will be considered on a case-by-case basis and on its own merits*
- *Users should take specific advice from qualified professional people before undertaking any action as a result of information obtained in this practice note*
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