



ŌTOROHANGA DISTRICT LICENSING COMMITTEE

Decision	018-0610
<u>IN THE MATTER</u>	the Sale and Supply of Alcohol Act 2012
<u>AND</u> <u>IN THE MATTER</u>	of an application by Ōtorohanga District Council for a special licence pursuant to section 138 of the Act

DECISION OF THE DISTRICT LICENSING COMMITTEE

1. The application for a special licence is granted. The special licence may issue immediately.
2. Ōtorohanga District Council is authorised to sell and supply alcohol, on the Ōtorohanga District Library premises situated at 27 Turongo Street, Ōtorohanga to any person attending an author speaking event on 5 March 2026.
3. This licence is subject to the following conditions:
 - (a) A copy of this licence with all the conditions must be displayed in a prominent place so all persons can read it and all staff must be familiar with the conditions.
 - (b) Alcohol may be sold under the licence only on **Thursday 5 March 2026, from 5.30pm to 7.30pm.**
 - (c) Alcohol may be sold or supplied to people present participating in the event this licence is issued for.
 - (d) The area where alcohol is to be sold and consumed is described in the plan date stamped as received by the District Licensing Committee on **2 February 2026** and no alcohol is to be taken out of this area.
 - (e) The persons nominated to manage the sale and supply of alcohol at all times the premises is open for the sale and supply of alcohol are Heather Francis Taylor and Gaylene Donna Cumpstone, and a sign shall be prominently displayed inside the premises identifying the person/s responsible for the management of the sale and supply of alcohol under the licence.
 - (i) All staff will be trained in their responsibilities under the Act;
 - (ii) Evidence of age documents will be requested from any person appearing to be under the age of 25.
 - (iii) There must be no consumption of alcohol by staff or managers immediately before or during their shifts.

- (f) There must be no sale or supply of alcohol to minors or intoxicated persons. Appropriate signage outlining these restrictions must be clearly displayed at every point of sale.
- (g) Drinking water must be freely available from the bar area and on tables and this must be clear to customers while the premises is open for the sale and supply of alcohol.
- (h) Food must be available for consumption on the premises at all times the premises is open for the sale of alcohol in accordance with the menu submitted with the application for this licence:
Catered finger food.
- (i) A range of low-alcohol and non-alcoholic drinks must be always available when the premises is open for the sale of alcohol.
- (j) A telephone must be freely available for customers to call for transport and staff must assist is required. Telephone numbers for alternative forms of transport from the premises must be clearly displayed.
- (k) The entire premises is to be undesignated.

REASONS

1. This is an application by Ōtorohanga District Council for a special licence for a book marketing event to be held at the Ōtorohanga District Library on Thursday 5 March 2026. The application was filed more than 20 working days prior to the event as required by section 137.
2. The Liquor Licensing Inspector, Police and Medical Officer of Health have no objection to this application for a special licence (s 141). Accordingly, this application is decided on the papers (s 202).
3. The object of the Act is to ensure that the sale and supply of alcohol is undertaken safely and responsibly, and the harm caused by excessive or inappropriate consumption of alcohol is minimised (s 4). In deciding whether to grant a special licence the District Licensing Committee must have regard to the criteria in s 142 of the Act. Therefore, this committee must consider the following questions within the framework of the purpose and object of the Act:
 - a) What is the nature of the event? Does the applicant propose to engage in the sale of goods or provision of services other than those directly relating to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food?
 - b) Is the applicant suitable?
 - c) Will the amenity and good order of the locality be reduced to more than a minor extent by the effects of the issue of the licence?
 - d) Are the days and hours during which the applicant proposes to sell alcohol reasonable?
 - e) Is the design and layout of the premises suitable? Are any areas of the premises designated restricted or supervised areas?
 - f) Does the applicant have appropriate systems, staff and training to comply with the law? What steps will the applicant take to ensure that alcohol is not sold to prohibited persons?
 - g) What proposals does the applicant have in relation to the sale and supply of non-alcoholic drinks and food, low-alcohol drinks and the provision of help with or information about alternative forms of transport from the premises?
 - h) Have the Inspector, Police and Medical Officer of Health raised any relevant considerations?
 - i) Does the application comply with the Ōtorohanga District Local Alcohol Policy?

Should the special licence be granted?

4. The application relates to a book marketing event, designed to provide an opportunity for the author to meet and engage with their audience. The Library Manager, Heather Taylor, has confirmed that wine will be available during the event, limited to a maximum of two glasses per person. Similar events have been hosted at the Ōtorohanga District Library over the past two years. Attendees will be welcomed at the entrance, where their names will be recorded and a \$5 entry fee collected. Each guest will receive two wine vouchers, redeemable during the event. Both the food and wine will be supplied by the Council. A book signing and sales session will follow the formal proceedings.
5. Approximately 100 people are expected to attend this ticketed event. As the library is a public venue, minors may also be present. The Licensing Committee is satisfied that the proposed hours of operation are reasonable.
6. The Licensing Inspector reports that the application does comply with the Ōtorohanga District Local Alcohol Policy.
7. The Licensing Committee is satisfied that Ōtorohanga District Council is a suitable applicant to hold a special licence. Ōtorohanga District Council is entitled to hold an on-site special licence because it is a crown entity (s28(h)) and has demonstrated compliance with the Act.
8. Given the nature of the event and the venue it is not likely that the issue of the special licence will adversely affect neighbouring properties.
9. The Licensing Committee is satisfied that the design and layout of the premises is suitable given the temporary nature of the licence. The entire premises is to be undesignated.
10. Ōtorohanga District Council does not propose to have a certificated duty manager at this event. However, the Licensing Committee is satisfied that an exemption may be granted from the requirement to appoint a duty manager (s 213). This is a small private function and Ōtorohanga District Council is capable of managing it without a certificated duty manager. The Licensing Committee is satisfied that the applicant will have trained bar staff on the premises that are aware of their responsibilities and obligations under the Act. Finally, Heather Taylor and Gaylene Cumpstone will take responsibility for the management of the event and ensure that it complies with the Act.
11. The Licensing Committee is satisfied that the applicant will provide sufficient food, low-alcohol and non-alcoholic refreshments. Free water will also be provided. The use of taxi services will be promoted as a safe option for transport home from the event.

Conclusion

12. The Licensing Committee is satisfied that the grant of the special licence with the appropriate conditions will ensure the safe and responsible supply of alcohol and the minimisation of harm caused by excessive or inappropriate use of alcohol.
13. Therefore, the application for a special licence is granted.

Dated at this 23rd day of February 2026



Tegan McIntyre
Commissioner
Ōtorohanga District Licensing Committee