

## WELCOME TO THE MARLBOROUGH ALCOHOL LICENSING NEWSLETTER FOR MARLBOROUGH LICENSED PREMISES

PRODUCED BY THE MARLBOROUGH DISTRICT COUNCIL WITH THE MARLBOROUGH POLICING TEAM  
AND TE WHATU ORA HEALTH NEW ZEALAND - NELSON MARLBOROUGH

### In this Newsletter

- Staff changes
- Fire hazards
- Reminders
- Current Alcohol Stats



### Licensing Inspectors:

- Karen Winter
- Georgia Murrin
- Sasha Gardiner

### Administration Officer:

- Lynda Johns



Lynda Johns

## STAFF CHANGES

For those of you that do not know..... we have said goodbye to our alcohol admin guru Lynette Newport and wish her all the very best for her retirement. We have however filled her spot and you will now be dealing with Lynda Johns for your alcohol enquiries.

For all email enquiries please use:  
[alcohol@marlborough.govt.nz](mailto:alcohol@marlborough.govt.nz)

## FIRE HAZARDS

It is a requirement under the Act that each new or renewed licence application we receive must have a statement from the applicant that the building maintains an evacuation scheme or because of the nature of the buildings use it is not required to have an evacuation scheme. This is a reminder that as this is a requirement, we will be following up with all applicants should you not provide us with this information. We will provide you with a template to make your statement on.

## REMINDERS

We are noticing a rise in receiving new/renewed applications either within 20 working days or not receiving them at all. It is reminded that all applications are to be received more than 20 working days before the licence is due to expire.

Floor plans are to be supplied with all initial and renewal applications. This is due to the potential change of layout at premises between renewals. We need to ensure that the area we have licensed matches where you are wanting to sell or supply alcohol. This is easier to do at renewal to avoid the cost of variation to your licence.

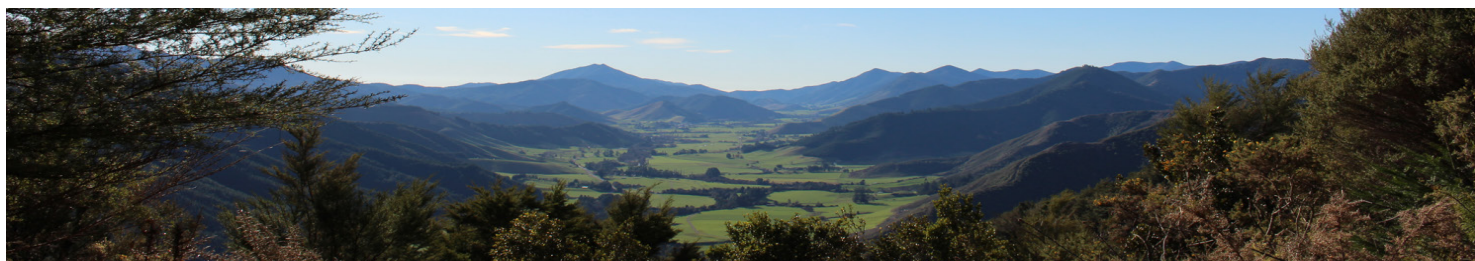
Licensees are to keep a record of managers, acting managers and temporary managers. This information is required to be kept for at least 2 years after it was recorded. You are required to notify the licensing committee and Blenheim Police. Please follow the link to Notice of Alcohol Management Change <https://www.marlborough.govt.nz/services/alcohol-licences/alcohol-licensing-forms/notice-of-management-change?ed-step=1>

It would be best practice to have an incident logbook onsite to record any issues that arise. The log should include:

- The date and time of incident
- Nature of incident
- Location of incident
- Description of events (Where were you? What did you see/hear? What happened first? Who was there? Photos/Videos? Trespass notice served? Police called? When? Ambulance required?
- Witnesses
- Date and time of completing report
- Declaration and/or signature of person

In the free toolkits there is a section on this, please see information on toolkits below.

Whether you hold an on/off or club licence, there are free toolkits available for you to utilize should you wish, these are provided by Te Whatu Ora. It provides an overview of the legal obligations and responsibilities of a premises holding an alcohol licence. Should you wish to have a physical copy of one of these, please get in contact with the alcohol



## ALCOHOL STATS



**On Licensed Premises**  
(Including boats that hold on licences)



**Off Licensed Premises**  
(28 endorsed for remote sales only)



**Club Licences**



**Manager Certificates**  
(Active)



## AGENCY CONTACT DETAILS

## Marlborough District Council Alcohol Licensing Team

[www.marlborough.govt.nz](http://www.marlborough.govt.nz)

Phone (03) 520 7400

Lynda Johns

Licensing Administrator

Karen Winter

Chief Licensing Inspector

Georgia Murrin

Licensing Inspector

Sasha Gardiner

Licensing Inspector

For all alcohol enquiries, please email [alcohol@marlborough.govt.nz](mailto:alcohol@marlborough.govt.nz)

## Te Whatu Ora - Health New Zealand

Coral Hedley - Public Health Promoter

[coral.hedley@nmhs.govt.nz](mailto:coral.hedley@nmhs.govt.nz)

(03) 928 4174

Andrew Lindsay - Medical Officer of Health

[andrew.lindsay@nmhs.govt.nz](mailto:andrew.lindsay@nmhs.govt.nz)

(03) 546 1537

## Blenheim Police Alcohol Harm Reduction Officer

Sergeant Michael Porter

[michael.porter@police.govt.nz](mailto:michael.porter@police.govt.nz)

Sergeant Graham Single

[graham.single@police.govt.nz](mailto:graham.single@police.govt.nz)

(03) 578 5279



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# Fire safety, evacuation procedures and evacuation schemes



## Do I need an evacuation procedure or scheme?

Buildings that the public can enter, or that are workplaces, must have an evacuation procedure in place to ensure the safe, prompt and efficient evacuation of everybody in the building, in case of a fire or other emergency. As part of an evacuation procedure, signs must be in place, indicating to people what they should do in an emergency.

In some cases, your building may require a Fire and Emergency approved evacuation scheme which requires more detail, in addition to your evacuation procedure.

### You might need an evacuation scheme if:

- You employ 10 or more people
- Your building can hold more than 100 people
- If you provide accommodation for six or more people (this excludes individual homes)
- If you store hazardous substances
- If you provide specialist care.

**Find out whether your building requires an approved evacuation scheme, and information about how to apply for one at <https://onlineservices.fire.org.nz/>**

## Developing your evacuation procedure

You must consider the layout of your building, its use and the people in it. For example, if people sleep in your building, in order for your procedures to be safe you need to consider how occupants will be alerted to a fire, such as being alerted by smoke alarms sounding. You must also be able to ensure that everyone can safely evacuate the building, including those people who may require assistance. There are independent evacuation consultants available who can help you with this that can be found online via the [Fire Protection Association NZ](#).

## What happens if i do not have an evacuation procedure or approved evacuation scheme?

Not having an evacuation procedure in place for your building, or an approved evacuation scheme if required, can result in:

- Your occupants not being able to safely evacuate in the event of a fire.
- Your business' ability to trade being affected.
- Your business' ability to obtain a permit or licence from a licensing regime, such as a liquor licence, being jeopardised.
- A legal penalty or offence.

## What else do I need to do?

All building owners also have a responsibility to ensure their building is safe in the event of a fire. This includes:

- Ensuring stairwells, passageways and exits from your buildings are free from obstacles and unlocked in case they are required in an emergency
- Maintaining appliances and managing open flames
- Taking care when packing or unpacking goods with flammable material
- Carefully storing certain materials and waste
- Ensuring that fire-fighting equipment is properly maintained.

Make sure to review your evacuation procedures, employee training and signage regularly to help ensure they are still effective.

For further information and support, visit [www.fireandemergency.nz/business-and-landlords/](http://www.fireandemergency.nz/business-and-landlords/)