

AUCKLAND DISTRICT LICENSING COMMITTEE

PRACTICE NOTE

PLANS AND PHOTOGRAPHS FOR SUPERMARKETS AND GROCERY STORES

15 July 2024

This practice note supersedes the Practice Note of 2 March 2023.

PLANS

- [1] Section 113(2) of the Sale and Supply of Alcohol Act 2012 provides that a single alcohol area for supermarkets and grocery stores must be described by means of a plan of the footprint of the premises concerned showing:
- (a) the proposed configuration and arrangement of the premises or level;
 - (b) the perimeter of the area.
- [2] The Committee has become aware that some of the plans submitted with applications have been difficult to interpret and, in particular, it has been difficult to ascertain the size and location of the single alcohol area in relation to the remainder of the premises.
- [3] Accordingly, the Committee directs that all applications for supermarkets and grocery stores comply with one of the following options:
- (a) The application must be accompanied by clear and legible scale plans which comply with section 113(2) of the Act. Any application which is not accompanied by scale plans will not be accepted by the Committee and will be returned to the applicant as an incomplete application.
 - (b) If the submitted plans are not to scale, then a strip of contrasting tiles or contrasting floor treatment identifying the single alcohol area must be clearly identified on the plans. The single alcohol area in the premises must then comply with this direction by the placement of the tiles or floor treatment.
- [4] The Committee's preference is the use of a strip of contrasting tiles or contrasting floor treatment to visually identify the single alcohol area.

PHOTOGRAPHS

- [5] Photographs assist the reporting agencies and the Committee to understand the single alcohol area (**SAA**) in the context of the premises. The Committee requires photographs be submitted with all applications that clearly depict:

- the SAA from the entrance;
- the SAA from the checkout closest to the SAA; and
- the front of the SAA with the entirety of the SAA in frame (with an explanation of where the photo was taken from with reference to the floor plan).

Disclaimer The information in this practice and guidance note is, according to Auckland Council's best efforts, accurate at the time of publication. Auckland Council makes every reasonable effort to keep it current and accurate. However, users of the practice notes are advised that:

- *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*
- *Auckland Council does not accept any responsibility or liability whatsoever whether in contract, tort, equity or otherwise for any action taken as a result of reading or reliance placed on Auckland Council because of having read any part, or all, of the information in this practice note or for any error, or inadequacy, deficiency, flaw in or omission from the information provided in this publication.*

DATED at AUCKLAND this 15th day of July 2024

KATIA FRASER

Chairperson

Auckland District Licensing Committee