

## AUCKLAND DISTRICT LICENSING COMMITTEE

### PRACTICE NOTE

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#### SITE VISIT - PROTOCOL

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13 December 2018

In assessing an application for a new or renewed licence it is often important to undertake a site visit. The purpose of the site visit is to enable DLV to familiarise themselves with the site and its surroundings in order to understand the issues more clearly when considering the application. Site visits can be undertaken as a group or individually.

In some circumstances it may be necessary for an applicant or an agent to be present on the site (e.g. to provide access or for safety reasons, the premises are yet to open) In such circumstances discussions with the applicant or their agent or any third party should be avoided. Presentations by applicants must not be permitted. To avoid such situations, it is recommended that site visits which require the applicant or an agent to be present to be arranged by or conducted in the presence of the Council's hearing advisor.

DLC members should avoid being separated; it is essential that they should not allow themselves to be lobbied by anyone or enter into a discussion about the application or express any opinion about the application.

The DLC will not make any formal decision at the site visit and no individual member should reach a final decision on the application to which the site visit relates prior to the hearing of the application.

*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.*