

# POLICE & DLA NEWSLETTER

Date: 20 December 2007

## INTERNATIONAL RUGBY SEVENS - WELLINGTON

### FRIDAY 1 & SATURDAY 2 FEBRUARY 2008

After an approach from bars in Courtenay Place, Wellington City Council propose to close Courtenay Place for the nights of the 1<sup>st</sup> and 2<sup>nd</sup> of February 2008.

**Please note that the proposed road closure does not include Blair and Allen Streets. Should this change I will notify you directly to allow you to look at applying for a special licence in these areas.**

Details are as follows:

**Area to be closed :** Courtenay Place from Tory Street to Cambridge Terrace.

**Dates :** Friday 1st and Saturday 2nd February 2008

**Closure Times :** 6.00pm till 5.00am each night

**Entertainment :** Bands and performers on a mobile stage 10.00pm till 1.00am each night.

**Logistics :** Additional toilet trailer units, lighting and rubbish bins will be installed.

**Liquor licensing :** Bars can apply for special licences to extend their licensed area out to the curb side in front of their bar - as was done for the Lions Tour. Each area would be required to clearly define their area by the use of fencing

**Liquor ban :** Outside of the licensed areas - the liquor ban will remain.

**Security :** Control points will be erected at the various entry points to the closure area to ensure that the public do not bring in any liquor/glass. Access to the street would be available for all regardless of age. Bars may require additional security to manage extended areas and anticipated numbers of patrons.

### Special Licence Applications

Courtenay Place will be available for foot traffic only. Therefore, if you wish to sell and supply liquor on the footpath outside your premises, you must apply for a special licence to allow you to utilise this area. If you wish to use a greater area than your current pavement permission allows, you will also need to apply for a special licence. The maximum footpath area that can be utilised under the special licence will be from your property boundary to the kerb

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When applying for a special licence the following will need to be taken into account and the information is required to be attached to the application:

- No glass is permitted outside your premises. Therefore if you are applying for a special licence to utilise the pavement or have an existing pavement permission, glass is not permitted in this area;
- All outside areas used must be clearly delineated by way of a fence. A detailed scale plan is required showing the location of the tables and chairs, how the area is to be set up where the fencing is to be situated and the height of the fencing;
- A robust queue management plan must be in place which should include:
  - The design of the queue and the space required to maintain the queue;
  - The maximum number of people in the queue at any one time;
  - How will the queue be reduced;
  - Pre-checking of the patrons in the queue, i.e. intoxication and minors
- A certificated manager is to be in the outside area at all times. Details of that person is required, i.e. certificate number, expiry date of the certificate and a copy of the certificate;

Below is the link to the special licence application form.

<http://www.wellington.govt.nz/services/liquor/pdfs/licences/5-sl-premises.pdf>

All bars/restaurants in Courtenay Place who wish to extend their licensed area for this event are required to make application with the District Licensing Agency as soon as possible. The Police have a preference to have all special licence applications sent to them by the DLA no later than Friday 11 January 2008. Applications received in the office of the DLA after Friday 18 January 2008 cannot be guaranteed to have a licence issued for the event due to inadequate processing time by the reporting agencies.

For further information or clarification please contact:

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