



## PUBLIC NOTICE OF APPLICATION

### Sale and Supply of Alcohol Act 2012 Section 127, 101 & 120

**RUSSELY FUNCTION CENTRE LIMITED, (THE LICENSEE, c/- Omega Hospitality, PO Box 50, Kumeu, Auckland 0841)**, has made application to the District Licensing Committee at Christchurch for the renewal and variation of **ON-LICENCE** in respect of the premises situated at **428 Memorial Avenue, Harewood** known as **RUSSELY GOLF CLUB & FUNCTION CENTRE**.

The general nature of the business conducted under the licence is: **ON-LICENCE FUNCTION CENTRE**

The days on which and the hours during which alcohol is sold under the licence are:

**CURRENT HOURS:**

**MONDAY TO SUNDAY 10.00 AM TO 12.00 MIDNIGHT**

**VARIATION SOUGHT:**

**EXTENSION OF LICENSED AREA TO INCLUDE PRO SHOP AND DRIVING RANGE**

The application may be inspected during ordinary office hours at the office of the Christchurch District Licensing Committee, Civic Offices, 53 Hereford Street, Christchurch. Phone 941 8999 to arrange with the Alcohol Licensing Team.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 25 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee, P O Box 73013, Christchurch 8154.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

Date of first publication on website: **18 July 2025**

[www.ccc.govt.nz/alcohol](http://www.ccc.govt.nz/alcohol)

[ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licence-public-notification](http://ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licence-public-notification)

# Application for renewal of licence

Section 100, Sale and Supply of Alcohol Act 2012

## About this application:

Please complete this form and forward it with all required documents. You can submit the form (and documents) online through the webpage or in person, or post to Christchurch City Council, 53 Hereford Street, PO Box 73013, Christchurch 8154.

**This application cannot be accepted if the form is incomplete and documents are missing. Filing is not complete unless your invoice is paid. Invoices are posted to you 2 months in advance of the due date to your last address provided to us.**

Accepted methods of payment are: CASH – EFTPOS – Internet Banking.

*Note: Application fees are non-refundable and are for the processing of your application and must be paid when you apply for your renewal.*

We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).

The original of this application should be filed with the District Licensing Committee no later than 20 working days before the expiry of the licence. After that time it may be filed only with the permission of the District Licensing Committee. **In no case may the renewal application be filed after the licence has expired. You will be deemed unlicensed and a full new licence application will be required.**

Any questions contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz)

- Endorsements: (state by type every endorsement sought) ☐ Caterer ☐ BYO ☐ Auctioneers ☐ Remote sales
- Renewal with Variation: (changes to licence conditions) ☐
- Renewal of Club-off licence ☐

## 1. Renewal application for: (details as on current licence)

a. Trading name:

b. Licencee:

c. Licence number:

d. Licence Expiry date:

**If Renewal with Variation:** Risk Weighting verification and fees recalculation for invoice (Office to complete)

(If variation, please make an appointment with an Inspector to discuss and have your fees and risk weighting confirmed before payment as we may have to make **adjustments to your renewal invoice before you make payment.**)

Total Weighting:  Fee Category:

Updated Premises Certificate of Compliance (alcohol) application needed? ☐ Yes ☐ No

If YES, Certificate already applied for? ☐ Yes ☐ No OR ☐ Already issued and attached?

Inspector confirmed application vetted and complete for lodgement ☐ Yes ☐ No – refer to lodgement notes on back page

Inspectors Signature:  Date of verification:  dd/mm/yyyy

### Council Use Only

Connect Invoice number:

Receipt No.:

Date:

## 2. Details of Applicant

- a. Company or Club or Society name or full legal name(s) if individual to be on licence:

RUSSELY FUNCTION CENTRE LIMITED

- b. Other names/aliases known by:

- c. Date of Birth:

Sex:

☐ Male

☐ Female

- d. Occupation/Current employment (including for all Directors):

- e. Residential address:

- f. Website:

- g. **Convictions of Company Directors, Partners, or individuals:**

Have you ever been convicted of any offence (including traffic but not parking)? Note: As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualified from driving. ☐ Yes ☒ No

If YES, give details below. (You may wish to explain the circumstances on another page)

NB: Information on how to check your criminal record history details can be found at [justice.govt.nz/criminal-records](http://justice.govt.nz/criminal-records))

Name of offence:	Date of conviction:	Penalty suffered:

- h. Postal address for service of documents: C/- OMEGA HOSPITALITY, PO BOX 50,

Suburb: KUMEU, AUCKLAND

City:

Post Code: 0841

- i. Is this address used for any other business with Council? e.g. Rates; dog registration. ☐ Yes ☒ No

If Yes and this address has changed recently please go to the "Contact us" link at [ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us) to update your address details for all other Council business.

- j. Daytime Contact Name: HELEN GEE (Agent)

Phone:

Mobile:

Email: helen@omegahospitality.co.nz

- k. Preferred mode of contact: email

- l. Status of applicant: (tick appropriate box)

☐

Natural Person

☒

Private Company

☐

Trustee

☐

Licensing Trust

☐

Partnership

☐

Public Company

☐

Government Department

☐

Local Authority

☐

Manager under the protection of Personal and Property Rights Act 1988

☐

Body Corporate to which section 28(1)(b) of the Act applies. Authority incorporated under: Board, organisation, or other body to which section 28(1)(c)

☐

Incorporated Society

Other:



### 3. Details of all Managers appointed for the premises

Full list of all current manager(s) employed and Certificate Numbers of Manager's Certificate(s):

(Please attach separate sheet if required)

Name:	Known as:	Address:	Certificate number, or if no certificate held confirm if they have applied for one	Expiry Date
Anthony Marriott			60/CERT/189/2025	27.03.2026
Kararaina Campbell			60/CERT/608/2019	08.10.2026
Tania Work Keegan Caines			60/CERT/278/2024 60/CERT/674/2024	21.05.2028 12.12.2025

Note: please remember to complete a separate **Notice of Duty Manager Appointment or Change** form for all new Duty Manager appointments or termination of duty managers.

### 4. Further details of where applicant is a company

a. Date of incorporation: 22.11.2010

b. Place of incorporation: CHRISTCHURCH, NZ

c. Full details of each director, and the secretary (if any), as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:
Stephen KILPATRICK					
Michael MCAULEY					

d. Private Company only: Authorised Capital:

Paid-up Capital:

e. Private Company: Full details of each person who holds any shares issued by the company:

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:
Russley Golf Club Inc					

f. Public Company: Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company.

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:

## 5. Further details of where applicant is a partnership

a. Full details of each partner as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:

b. Signature of each partner:


## 6. Premises details

a. Legal address of Club premises: (Note: for Remote Sales this is the office base)

428 Memorial Ave, Christchurch

Is this premises location known by any other address? (Note: for Remotes Sales this could be your website address)

b. Type of licence: On Licence

c. Existing licence number: 60/ON/214/2022

d. Expiry date: 29.08.2025

e. Trading name: RUSSELY GOLF CLUB & FUNCTION CENTRE

f. **Details of premises area.** The current licence includes (please attach plans annotated with licenced area):

Internal areas include: ENTIRE AREA WITHIN THE CLUB ROOMS BUILDINGS + PRO SHOP

Outside areas include: ENTIRE GOLF COURSE AND DRIVING RANGE

Any leased public space areas? If YES, please attach copy of the lease. ☐ Yes ☒ No

g. Does the applicant own the proposed licensed premises? ☒ Yes ☐ No

If NO:

Owners full name:

Owners address:

Form and term of tenure (state whether to be held as leasehold, or under tenancy agreement, or licence):

NB: Additional information and/or signed documents may be requested in some instances to confirm tenure.

h. What part (if any) of the premises does the applicant intend should be designated as:

- **Restricted designation:** no person under 18 may be present on the premises.
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **Un-designated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

NB: Any designated areas MUST be marked on the plan for the premises

A restricted area: NONE

A supervised area: NONE

i. Has the premises area or layout changed in any way since the last renewal, or are you planning to make any changes in the future? ☒ Yes ☐ No

If YES, how? WE WISH TO INCLUDE THE PRO SHOP AND DRIVING RANGE TO THE LICENSED FOOTPRINT

**j. FIRE SAFETY – Section 127(2):**

I certify that the Building Owner has confirmed with me that the building: ☒ has ☐ does not require an Evacuation Scheme for public safety which meets the requirements of section 76 of the Fire and Emergency New Zealand Act 2017.

Name of owner: **RUSSELY GOLF CLUB INCORPORATED**

Signature:  Date: **17.07.2025** dd/mm/yyyy

- Overnight accommodation is provided for more than 5 people.

Please contact Fire and Emergency NZ (telephone 372 8600) for more information about evacuation schemes and fire safety requirements.

**7. Business details** (Please attach separate sheet if required.)

- a. What is the general nature of the business? (e.g. hotel, tavern, restaurant, entertainment/nightclub):

**GOLF CLUB & FUNCTION CENTRE**

- b. Is the sale of alcohol intended to be the principal purpose of the business? ☐ Yes ☒ No

(i) If NO, what is intended to be the principal purpose of the business? **GOLF CLUB**

(ii) What part of Section 32 of the Act is applicable to this application?

If section 32(1)(f) (grocery stores) applies you must complete the relevant Statement of Annual Sales Revenue available here [ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/off-licence/](http://ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/off-licence/)

If section 32(1)(b) (Bottle store) applies:

What percentage of your annual sales is expected to be from sale of alcohol?

NB: to assist you may wish to use the form found at the link above.

- c. Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? ☒ Yes ☐ No

If YES, what is the nature of those other goods or services?

**GOLF PRO SHOP / GOLF LESSONS / GOLF COMPETITIONS**

- d. Current licensed hours: **MONDAY TO SUNDAY 10AM TO 12MIDNIGHT**

- e. Full On-licence: are you also intending to permit BYO? ☐ Yes ☒ No

- f. Has any of the a-c questions above changed since the last renewal or are you planning to make changes to these in the future?

**NO CHANGES**

- g. If off-licence remote sales, state the address from where the alcohol will be stored and dispatched from.

**8. Conditions** (Please attach separate sheet if required.)

**The following questions relate to Variations – changes to licence conditions. Please attach separate sheet if required.**

- a. Are there any changes sought to the present conditions of the licence? ☒ Yes ☐ No (If yes please also refer to note at 11)

If YES, please detail what changes are sought (this includes hours, premises area, nature of the business)

**LICENSED AREA TO INCLUDE PRO SHOP & DRIVING RANGE & TERRACE, SEE COVER LETTER FOR MORE**

If seeking changes:

- Please DO NOT publish Public Notices until further discussion with the Alcohol Licensing Team on phone (03) 941 8827.
- An updated Premises Certificate of Compliance (Alcohol) authorising the changes sought may be required. Applications requesting changes cannot be accepted without this certificate. For more information refer to the Step-by-Step guide [www.ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/variatiions-to-alcohol-licences-changes-to-your-business/](http://www.ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/variatiions-to-alcohol-licences-changes-to-your-business/)

- b. **For Club Licences only:** Your Club Licence permits you to sell alcohol to authorised customers under s60(1)(a).

Do you also want to be able to sell alcohol to guests of authorised visitors from other clubs? ☐ Yes ☐ No

## 9. Host Responsibility (Please attach separate sheet if required.)

The following questions relate to Host Responsibility. In conjunction with completing the questions, you should provide with this application a copy of your 'Host Responsibility Policy' by using the guidelines on our website at [ccc.govt.nz/alcohol](http://ccc.govt.nz/alcohol)

a. What provisions does the applicant intend to make for the sale and supply of alcohol?

- Food (attach menu's, including all day or snack menu):

Functions menu + dinners and snacks from the bar

- Non-alcoholic refreshments:

Juices, soft drinks, bottled specialty drinks, hot beverages, Zero alcohol beer

- Low-alcoholic beverages (Between 1.1% and 2.5%ALC):

Mid on tap + bottled beer such as Heineken Light , Steinlager Light

- Alcohol range available (attach full drinks menu)

see attached drinks menu

b. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premises, for staff and patrons?

A list of taxi phone numbers is on display near the point of sale and the team are happy to make a free phone call to arrange alternative transport

c. What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

The team engage with their customers so they can more easily identify signs of intoxication. Promotions never encourage rapid or excessive alcohol consumption.

d. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

A comprehensive Host Responsibility policy is in place and supported by team training and signage that state:  
NO ALCHOL WILL BE SERVED TO MINORS + NO INTOXICATED PERSONS WILL BE SERVED

e. To what extent, where, and how is drinking water intended to be freely available to patrons? (i.e. explain whether water is bar service only, water jugs, or plumbed water stations (and locations))

At the cafe and delivered to tables during functions there is always a water station

f. What appropriate systems, staff and training does/will the applicant have in place to ensure compliance with the law?

Regular team training is provided by DM cert holder every six months. Also prior to every event.

g. What are the current and possible future noise levels and how does the applicant intend to mitigate them?

Noise is not an issue for the golf club. If any noisy behaviour takes place, the Management team are confident in quickly taking charge.

h. What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate them?

Not an issue for the golf club. There has never been any nuisance or vandalism reported. If it did occur, management will step in.

i. What other licensed premises are there in the vicinity of this proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

There are a few Airport Hotels close by and a bottle store in spitfire square.

j. What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?

This is an existing golf course.

## 10. Please attach the following documents:

You must provide the following prescribed documents (your application will not be accepted without these documents)

- ☒ Floor plans annotated to show licensed area (for whole of premises, including any outside area and mark any restricted or supervised designated areas)
- ☐ Leased outside areas – Footpath, public or private space lease details and plan if held for any outside areas (annotated to show licensed area)
- ☒ Photo of principle entrance to the premises
- ☒ Certificate of Incorporation (including the details of directors and shareholders)
- ☒ Premises Certificate of Compliance (Alcohol) (may be required when seeking a Variation of the licence)
- ☐ All Grocery Stores must complete a Statement of Annual Sales Revenue if applicable. Template statement available here [ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/off-licence/](http://ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/off-licence/)

**You should also provide the following documents to assist with assessment of your application (if these are not provided this will delay assessment of your application)**

- ☐ Duty Manager appointment forms for all your duty managers or any additional duty managers
- ☒ Host Responsibility Policy
- ☒ Food Menu
- ☒ Drinks/ beverage menus
- ☒ Any other information you wish to include to support your application, e.g. business plan, promotional materials etc
- ☐ **Bottle Stores:** To assist with confirmation of percentage annual income expected from alcohol you may wish to complete a Statement of Annual Sales Revenue if applicable. Template statement available here [ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/off-licence/](http://ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences/off-licence/)

### Clubs:

- ☐ 1. Provide an updated copy of Club charter and membership rules (including details of any Affiliated memberships)
- ☐ 2. A list of names of clubs with which the club has reciprocal visiting rights for members; and
- ☐ 3. A Club Alcohol Management Plan and Club Alcohol Policy (desirable)

### Notes:

- The Agencies may request to inspect a copy of your staff training plan/manuals.
- Please remember to complete a separate **Notice of Duty Manager Appointment or Change form for any new Duty Manager appointments or termination of duty managers** and provide a copy to both the Alcohol Licensing Team and the Police, as detailed on the form [ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/managers-certificate-notification-of-management-change](http://ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/managers-certificate-notification-of-management-change)

## 11. Payment and submitting the application

Please complete this form and forward it with all required documents. You can submit the form (and documents) online through the webpage or in person, or post to Alcohol Licensing, Christchurch City Council, 53 Hereford Street, PO Box 73013, Christchurch 8154.

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Note: All application fees are for processing of an application and are non-refundable, they must be paid when you apply.

Any questions contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz)

## 12. Important to note – Public notification of application

All alcohol licence application public notices are published on the dedicated webpage located on [ccc.govt.nz/alcohol](http://ccc.govt.nz/alcohol). Applications are no longer required to be published in the local newspaper.

1. We will take care of the publication of your public notice when you make your application to us.
  - There is a small administration charge for our assistance in loading the content onto the licensing notification webpage. The fee will need to be paid in advance of publication.
  - Your notice will be published within a week of your application being received and the public notice fee being paid.
2. We will send you a copy of the published notice for your records at the same time we send you the front entrance notice for display on your premises. You will need to display the notice on your main entrance for at least 25 working days.
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).



You must complete this section in full

☒ Yes ☐ No

# Privacy Statement

☒ Yes ☐ No

### Lodgement notes – for office use only