

PUBLIC NOTICE OF APPLICATION

Sale and Supply of Alcohol Act 2012 Section 101

FOOD LESSONS LIMITED, (THE LICENSEE, 100 Oxford Terrace, Central City, Christchurch 8011), has made application to the District Licensing Committee at Christchurch for the issue of **ON-LICENCE NEW** in respect of the premises situated at **100 Oxford Terrace, Central City** known as **RIVERSIDE KITCHEN**.

The general nature of the business conducted under the licence is: **ON-LICENCE RESTAURANT CLASS 3**

The days on which and the hours during which alcohol is intended to be sold under the licence are:
MONDAY TO SUNDAY 8.00 AM TO 1.00 AM THE FOLLOWING DAY

The application may be inspected during ordinary office hours at the office of the Christchurch District Licensing Committee, 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 issue of the licence 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 issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

Date of first publication on website: **7 May 2025**

www.ccc.govt.nz/alcohol

ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licence-public-notification

Application for new On-licence

Section 100, Sale and Supply of Alcohol Act 2012

About this application:

Please ensure you have read the Step-by-step guide before you apply

www.ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licences

Please complete this form and then arrange a **Lodgement Meeting** appointment with an Alcohol Licensing Inspector in order to lodge your completed application and pay the associated fee. The Alcohol Licensing Team are located at Civic Offices, 53 Hereford Street, Christchurch 8154 and can be contacted by phone (03) 941 8999 or email alcohollicensing@ccc.govt.nz

This application cannot be accepted if the form is incomplete and documents are missing. You will be given an invoice at the Lodgement meeting. Filing is not complete unless your invoice is paid.

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

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).

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

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

Endorsements: (state by type every endorsement sought) ☐ Caterer ☐ BYO only

1. New application for:

a. Trading name: **Riverside Kitchen**


b. Licensee: **Food Lessons Ltd**

2. Lodgement meeting, Fees Calculation Invoice and Payment

(Refer fees information sheet) To be completed at lodgement meeting with inspector before invoicing.

At the Lodgement meeting an inspector will – check the application for completeness, confirm the risk weighting and fees payable, and issue the invoice for payment.

Weighting and fees calculation

- a. Type of licensed premises: **C3 Restaurant** Weighting: **5**
- b. Latest alcohol sale time: **1:00am** Weighting: **5**
- c. Enforcements: **—** Weighting: **0**
- d. Total weighting: **5** Fee Category: Very low Low ☒ Medium High Very high
- e. Fees payable: Application fee: \$ **609.50** Annual fee: \$ **391.00**
- f. Premises Certificate of Compliance (alcohol) application lodged? ☐ Yes ☒ No If YES, Certificate already issued and attached? ☒ Yes ☐ No
- g. Inspector confirmed application complete for lodgement Yes ☒ No (refer to lodgement notes on back page)
- Inspectors Signature:  Date: **29/04/2025** dd/mm/yyyy

To be completed by the inspector at lodgement meeting

Council Use Only

Connect Invoice number:

Receipt No.:

Date:

3. Details of applicant

Please give legal name as appears on Birth Certificate or Passport

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

Food Lessons Ltd

- b. Other names/aliases known by: Riverside Kitchen

- c. Date of birth:

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

- e. Residential address:

- f. Website: <https://riversidekitchen.co.nz>

- 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 indefinitely disqualified from driving. Yes ☐ No ☒

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

Name of offence:

Date of conviction:

Penalty suffered:

- i. Daytime Contact Name: Lauren Bitter

Phone:

Mobile:

Email:

- j. Preferred mode of contact: lauren@riversidekitchen.co.nz

- k. 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, organization, or other body to which section 28(1)(c)

Incorporated Society

Other:

4. Details of all Managers appointed for the premises

- a. Full list of all details of all manager(s) to be 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
Belinda Jane Austin	Belinda Austin	[REDACTED]	30/CERT/4265/2021	13 May 2025
Hugo Arthur Daniel Campbell	Hugo Campbell		60/CERT/249/2024	7 May 2025

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

5. Further details of where applicant is a company

- a. Date of incorporation: 30-10-23
b. Place of incorporation: Christchurch
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:
Lauren Eliabeth Beltz Bitter	[REDACTED]				

- 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:
Lauren Eliabeth Beltz Bitter	[REDACTED]				

- 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:
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6. 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:
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b. Signature of each partner:

7. Premises details

a. Legal address of premises:

Is this premises location known by any other address? 100 Oxford Tce
Christchurch 8011

b. Proposed trading name for premises (if any): Riverside Market

c. Is a licence already held for this premises? ☒ Yes ☐ No If yes, licence number: 60/ON/235/2023

d. Do you hold a current Temporary Authority to trade on that licence? ☒ Yes ☐ No

e. Is a licence sought conditional upon construction/completion of the premises? Yes ☒ No

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

If NO:

Owners full name: Riverside Ltd
Kris Inglis and Richard Peebles

Owners address: 100 Oxford Tce, Christchurch 8011

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

Assignment of Lease

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

g. Details of premises area:

The proposed licensed areas to include: (Please attach plans annotated with proposed licensed area)

Internal areas include: Dining area and kitchen/school

Outside areas include: none

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

NB: Please attach plans annotated with licensed area

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:

A supervised area:

- i. **FIRE SAFETY – Section 100(d):** I certify that the Building Owner has confirmed with me that the building: has does not require an Evacuation Scheme in accordance with the requirements of section 76 of the Fire and Emergency New Zealand Act 2017.

Name of owner:

Signature:

Date: 28/4/25 dd/mm/yyyy

A registered Evacuation Scheme:

- The building can hold more than 50 people;
- There are more than 10 employees in the entire building; or
- 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.

8. Business details Please attach separate sheet if required

- a. What is the general nature of the business to be conducted by the applicant in the premises if the licence is granted? (e.g. hotel, tavern, restaurant, entertainment/nightclub.)

Riverside Kitchen is a cooking school in the heart of Christchurch. We teach various classes that focus on different global cuisines. In addition to classes, we host corporate team building cooking competition and private dining events.

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

If NO, what is intended to be the principal purpose of the business?

Cooking school

- 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?

Retail sales of cooking related equipment and branded Riverside Kitchen merchandise.

- d. On which days and during which hours does the applicant intend to sell alcohol under this licence?

MONDAY TO SUNDAY 8.00 AM TO 1.00 AM THE FOLLOWING DAY

- e. **BYO Restaurants only:** Does the applicant wish to have the licence endorsed under Section 37 of the Act? Yes ☐ No ☐

- f. **Full On-licence:** Are you also intending to permit BYO? ☒ Yes ☐ No

9. Conditions 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 Policy¹ by using the guidelines on our website at 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): Menu varies by class or event. Example menus attached.
 - Non-alcoholic refreshments:
 - Low-alcoholic beverages (Between 1.1% and 2.5%ALC):
 - Alcohol range available (attach full drinks menu)
- Full beverage menu attached

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

We will provide clear signage near the drinks table with information about alternative transport options, including local taxi services, ride-share apps (such as Uber), and public transport details. Additionally, staff will give a verbal reminder at the end of each event to encourage safe transport choices and offer assistance in arranging transport if needed. Our Duty Manager will be available to help patrons contact a taxi or ride service as required.

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

Alcohol is offered as a complement to the food and educational experience, not as the main focus of the gathering. We support responsible consumption by beginning each class or event with food (i.e. grazing plate, canapés) to ensure guests are not drinking on an empty stomach. Drink service is paced throughout the event, with limited and well-timed opportunities for guests to purchase beverages. Our staff are trained to monitor consumption, encourage moderation, and ensure that non-alcoholic options and water are readily available at all times.

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?

We aim to take a proactive approach to ensure alcohol is not served to prohibited persons. Prior to each event, guests receive a reminder that they are expected to arrive clear-headed and ready to participate in hands-on cooking activities. This reinforces our policy that intoxicated persons will not be permitted to participate or be served alcohol. Staff are trained to check identification for anyone who appears under 25, in line with the "Challenge 25" policy, and we will not serve alcohol to anyone without valid ID. Clear signage will be displayed on-site stating our right to refuse service to anyone who is intoxicated or otherwise not legally permitted to be served alcohol. Duty Managers will oversee all alcohol service to ensure compliance with the Act, and staff will be empowered and supported to refuse service when necessary.

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)

Drinking water is freely available to all patrons throughout the duration of each event. Water jugs are placed on the drinks table and are regularly monitored and refilled by staff to ensure constant availability. In addition to water, we also offer a complimentary non-alcoholic elderflower soda, providing guests with an appealing alternative to alcoholic beverages and further supporting our host responsibility practices.

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

We will have certified Duty Managers on-site during all events where alcohol is served. Staff will be trained in the Sale and Supply of Alcohol Act, including checking ID, identifying intoxication, and upholding host responsibility. We will follow a clear Alcohol Management Plan, maintain an incident register, and display our Host Responsibility Policy to ensure ongoing compliance.

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

Riverside Kitchen events are generally low-noise and conversational in nature, typically quieter than the ambient noise from the market below. Should noise levels rise, staff will take appropriate steps such as closing doors to contain sound and ensure we remain considerate of surrounding tenants and the public. We do not host loud music or late, late-night functions, and we are committed to being a respectful and quiet presence in the building.

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

Our food-focused events and classes attract responsible and respectful guests. We do not anticipate issues with nuisance or vandalism, as our events are low-risk in nature and alcohol is served in a controlled, limited manner alongside food. A certified Duty Manager will be present at all times to monitor guest behaviour and ensure no one becomes intoxicated to a point where poor decisions are likely. In the unlikely event of any accidental damage, we are fully insured and are positioned to address and resolve issues quickly and appropriately.

- 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)

Riverside Kitchen is located in the heart of Christchurch. There are a number of licensed restaurants at Riverside Market and we are quite close to the Terrace. However, our operation is very different in nature. Given the style of our events and the demographic of our guests, we do not expect the granting of this license to contribute to any alcohol-related problems in the area.

- 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?

We are situated in a commercially zoned area that already contains a number of bars and restaurants. The granting of an alcohol license will not impact the land use, as it is consistent with the existing character of the area. There are no residential properties nearby, so we do not anticipate any negative impact on the surrounding environment.

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 extract details of directors and shareholders)

Premises Certificate of Compliance (Alcohol)

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

Food Menu

Drinks/ beverage menus

Host Responsibility Policy (NB: If you are permitting BYO, you will need to indicate how you will manage BYO on your premises)

Background information on applicant(s) and Directors – business experience and training experience in the hospitality industry (a brief CV outlining work history would assist)

Background information on the Operational Manager (if not to be the licensee) – experience and training in the hospitality industry (a brief CV would assist)

Any other information you wish to include to support your application, e.g. business plan, promotional materials etc

Notes:

- The Agencies may request to inspect a copy of your staff training plan/manuals.
- Tenure (Q7f) – Additional information and/or signed documents may be requested in some instances to confirm tenure.
- 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

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. 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 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).

11. Payment

You will be issued an invoice at your lodgement meeting when you file your application. **Payment of Fees MUST be made immediately on receiving the invoice.**

Accepted methods of payment are: CASH – EFTPOS – INTERNET BANKING

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

Any questions? Contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or alcohollicensing@ccc.govt.nz.

12. Authorisation

You must complete this section in full

Have you completed ALL relevant sections of this form and attached ALL requested documents?

☒ Yes

☐ No

Incomplete applications WILL be returned. 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).

Privacy Statement

Information contained in your application and any supporting information will be held by Christchurch City Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. Please note, your full application, including name and contact details will be used by Council staff to assess and provided to decision makers. Your application, with names only will be available on our website. However, if requested under the Local Government Official Information and Meetings Act 1987, we may disclose applications including personal details. If you feel there are reasons why your contact details and/or personal details should be kept confidential, please contact us.

The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Council's Licensing Inspectors) for the purposes of assessing and reporting on your application, and to the Christchurch District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Christchurch District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly available.

The Council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the Committee's decision on it. This information (which includes the application and all attachments) is made available to the Council's Licensing Inspectors, the Medical Officer of Health, and the Police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, Duty Manager appointments, and the Act.

The Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority.

Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the Council. The Privacy Act 2020 applies to the Council and under that Act, you have the right to see and correct personal information that the Council holds about you.

I have read and understood the above privacy statement

☒ Yes

☐ No

Dated at Christchurch

Applicant's Signature
(must not be signed
by an Agent or Solicitor)

20 25

13. Lodgement meeting and invoicing

Please make an appointment with an alcohol licensing Inspector for a Lodgement meeting. The inspector will confirm your fees and issue your invoice for payment. Your application will not be accepted without this meeting. Phone (03) 941 8999 for an appointment.

14. Processing Timelines:

Manager Certificate applications should be made well before your certificate is required. On average about 5-6 weeks is required for a standard application to allow for processing, statutory reporting on your application, and issuing of a District Licensing Committee (DLC) decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application. More information about statutory timelines can be found at ccc.govt.nz/alcohol

Lodgement notes – for office use only