



PUBLIC NOTICE OF APPLICATION

Sale and Supply of Alcohol Act 2012 Section 101

PISTONPRO MECHANICS LIMITED, (THE LICENSEE, 291 Lincoln Road, Addington, Christchurch), has made application to the District Licensing Committee at Christchurch for the issue of **OFF-LICENCE NEW** in respect of the premises situated at **291 Lincoln Road, Addington** known as **THE ADDINGTON BAR**.

The general nature of the business conducted under the licence is: **OFF-LICENCE TAVERN**

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

ACROSS THE BAR:
MONDAY TO SUNDAY 8.00 AM TO 11.00 PM

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: **14 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 Off-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) ☐ Auctioneers ☐ Remote Sales

1. New application for:

a. Trading name: The Addington Bar

b. Licensee: Pistonpro Mechanics Limited

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: Tavern

Weighting: 15 *10*

b. Latest alcohol sale time: 11:00pm

Weighting: 0 *3*

c. Enforcements: None

Weighting: 0

d. Total weighting: 15

Fee Category: ☐ Very low ☐ Low ☒ Medium ☐ High ☐ Very high

e. Fees payable: Application fee: \$ 816.50

Annual fee: \$ 632.50

f. Premises Certificate of Compliance

(alcohol) application lodged? ☒ Yes ☐ No

If YES, Certificate already issued and attached? ☒ Yes ☐ No

g. Inspector confirmed application vetted and complete for lodgement

☐ Yes ☐ No (refer to lodgement notes on back page)

Inspectors Signature

Date: 13-05-2015 dd/mm/yyyy

To be completed by the Inspector at the 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:

Pistonpro Mechanics 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 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:
None	None	None

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 www.ccc.govt.nz/contact-us to update your address details for all other Council business.

- i. Daytime Contact Name: Pervinder Davies, Lawyer as agent - Pervinder Davies Law

Phone:

Mobile:

Email: pervinder@PervinderDaviesLaw.co.nz (Agent)

- j. Preferred mode of contact: Email

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

☐

Natural Person

☒

Private Company

☐

Trustee

☐

Licensing Trust

☐

Partnership

☐

Public Company

☐

Government Department

☐

Local Authority

☐

Incorporated Society

☐

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)

☐

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
Glen John Oakden-Eathorne			60/CERT/723/2023	10/11/2026
Piyush Rastogi			60/CERT/744/2023	8/11/2026

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: 13 May 2024
- b. Place of incorporation: Auckland, New Zealand

- 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:
Rupinder Singh					

- d. Private Company only: Authorised Capital: 100 shares 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:
Rupinder Singh					

- 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:

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:

b. Signature of each partner:

7. Premises details

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

291 Lincoln Road, Addington, Christchurch

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

No

b. Proposed trading name for premises (if any): 291 Bar & Restaurant

c. Is a licence already held for this premises? ☒ Yes ☐ No If yes, licence number: 60/OFF/111/2024

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: Lincoln 283 Limited

Owners address: c/- Ashton Wheelans Limited, Level 2, 83 Victoria Street, Christchurch, 8013

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

Leasehold with three rights of renewal for a five year term each. The lease term commenced from 1 April 2025.

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 include: Existing indoor and outdoor areas. Floor plan of the premises attached.

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: Gaming area

A supervised area: Entire premises

- 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 for public safety which meets the requirements of section 76 of the Fire and Emergency New Zealand Act 2017.

Name of owner:

Signature:

Date:

dd/mm/yyyy

A registered Evacuation Scheme is required when:

- The building can hold more than 100 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

****The applicant is not seeking any endorsement as a remote seller. The current off-licence allows the sale of alcohol on or from the premises and deliver it somewhere else in any event.**

- a. Does the applicant seek the licence in connection with the business of a remote seller? ☐ Yes ☒ No

If yes, state the address from where the alcohol will be stored and dispatched from.

If remote sales provided in future, alcohol will be stored and dispatched from the premises, 291 Lincoln Rd. No plans of remote sales at present.

- b. Does the applicant seek the licence in connection with the business of an auctioneer? ☐ Yes ☒ No

- c. 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?

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

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

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

- d. 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?

- e. On which days and during which hours does the applicant intend to sell alcohol under this licence? Note for remote sellers: s49 can permit sales "at any time on any day". s59(1) imposes restrictions on hours for delivery to the buyer for all remote sales licences.

- f. Does the applicant intend to provide complimentary samples of alcohol on the premises? ☒ Yes ☐ No

- 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 for public safety which meets the requirements of section 76 of the Fire and Emergency New Zealand Act 2017.

Name of owner: Howard Ruggman

Signature

Date: 09/05/25 dd/mm/yyyy

A register

- The building can hold more than 100 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

****The applicant is not seeking any endorsement as a remote seller. The current off-licence allows the sale of alcohol on or from the premises and deliver i somewhere else in any event.**

- a. Does the applicant seek the licence in connection with the business of a remote seller? ☐ Yes ☒ No

If yes, state the address from where the alcohol will be stored and dispatched from.

If remote sales provided in future, alcohol will be stored and dispatched from the premises, 291 Lincoln Rd. No plans of remote sales at present.

- b. Does the applicant seek the licence in connection with the business of an auctioneer? ☐ Yes ☒ No

- c. 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?

What part of Section 32 of the Act is applicable to this application? Section 32(1)(a)

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

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

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

- d. 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?

The premises has gaming machines

- e. On which days and during which hours does the applicant intend to sell alcohol under this licence? Note for remote sellers: s49 can permit sales "at any time on any day". s59(1) imposes restrictions on hours for delivery to the buyer for all remote sales licences.

Monday to Sunday 8:00 am to 11:00 am (across the bar)

- f. Does the applicant intend to provide complimentary samples of alcohol on the premises? ☒ 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 Policy' by using the guidelines on our website ccc.govt.nz

- a. 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?

See attached sheet.

- b. Are there any other steps the applicant intends to take to promote the responsible drinking of alcohol?

See attached sheet.

- c. **Where the principal business is other than the manufacture or sale of alcohol:** What kind or kinds of alcohol does the applicant intend to sell or deliver under the licence?

See attached sheet.

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

See attached sheet.

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

See attached sheet.

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

See attached sheet.

- g. 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)

See attached sheet.

- h. 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?

See attached sheet.

9. Conditions – for off-licence application

- a) **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?**

The applicant will implement a range of measures to ensure compliance with the Sale and Supply of Alcohol Act 2012, particularly in relation to the sale of alcohol to prohibited persons such as minors and intoxicated individuals. All staff will receive training on their legal obligations, including how to check for acceptable forms of identification and how to recognise signs of intoxication. A strict "No ID, No Sale" policy will be enforced, with clear signage displayed on the premises. Alcohol will not be served to anyone showing signs of intoxication, and any such incidents will be recorded in an incident register for monitoring and training purposes. A certified duty manager will be on-site at all times alcohol is sold, and the premises will actively promote a responsible drinking environment, with food, non-alcoholic beverages, and free water always available. These steps are intended to ensure that alcohol is sold responsibly and only to those legally permitted to purchase it.

- b) **Are there any other steps the applicant intends to take to promote the responsible drinking of alcohol?**

The applicant is committed to promoting the responsible consumption of alcohol and will take steps to support this goal. These include offering a wide range of low and non-alcoholic beverage options, ensuring food is always available during trading hours, and providing free water at all times. Staff will be encouraged to promote these options to patrons, and signage promoting responsible drinking will be clearly displayed throughout the premises. The venue will also maintain a safe, comfortable environment that discourages excessive consumption, including appropriate music volume, seating arrangements, and lighting. Regular staff briefings will reinforce the importance of host responsibility, and any concerns about patron behaviour will be proactively addressed. These steps aim to foster a culture of moderation and safety around alcohol consumption.

- c) **Where the principal business is other than the manufacture or sale of alcohol: What kind or kinds of alcohol does the applicant intend to sell or deliver under the licence?**

The principal purpose of the business is the sale of alcohol. The premises will operate as a tavern with across the bar sales under the off-licence.

- d) **What appropriate systems, staff and training does/will the applicant have in place to ensure compliance with the law?**

All staff involved in the sale and supply of alcohol will complete training in host responsibility, including the legal requirements relating to age verification, intoxication, and prohibited persons. A certified duty manager will be on-site at all times alcohol is being sold or supplied, overseeing operations and ensuring compliance. The premises will operate an incident register to record any refusals of service or issues involving patrons, which will be reviewed regularly as part of ongoing staff training and performance monitoring.

The premises will have CCTV for monitoring and security purposes. The premises will be well lit and kept tidy. Lighting inside and outside will be appropriate to check ID and monitor customers.

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

The premises is an existing premises that has operated in the locality for some years. The applicant is not aware of any noise related concerns relating to the premises. The noise levels will remain within acceptable limits for the area and will take proactive steps to ensure they do not cause a nuisance to neighbours or the wider locality. Any music or amplified sound will be kept at a moderate volume and monitored regularly, particularly during evenings and weekends. Doors and windows will be kept closed where practicable during periods of amplified sound, and signage will be displayed to remind patrons to be respectful when entering or leaving the premises. Should noise complaints arise, the applicant will engage constructively with neighbours and authorities to resolve issues promptly.

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

The applicant is not aware of any incidents related to nuisance and vandalism concerning the premises and does not anticipate significant issues with nuisance or vandalism but recognises the importance of taking proactive steps to minimise any potential impact on the surrounding area.

To mitigate nuisance, staff will monitor patron behaviour closely, particularly during busy periods and at closing time, to ensure patrons depart quietly and respectfully. Signage will be displayed reminding patrons to consider nearby residents and businesses. The premises will be well-lit and regularly maintained to deter vandalism, and any graffiti or damage will be promptly removed or repaired.

There will be sufficient lighting inside and outside to deter loiterers. There will be CCTV for monitoring and security purposes, and staff will be trained to respond to incidents appropriately and report concerns.

Customers will be encouraged to raise any concerns with a duty manager and/or directors regarding noise, nuisance, and vandalism. An incident register will be kept and maintained to monitor any such concerns.

g) 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)

The premises is located on a main street in Addington and there are quite a few licensed premises nearby, namely The Pedal Pusher Addington, Koji Japanese Buffet, and Mosaic by Simo.

In terms of off-licences, there is Bottle-O Addington across the road.

The premises have operated in the locality for some years and the applicant is not aware of any concerns or complaints regarding the premises. The applicant will maintain effective and well-established systems to promote the safe and responsible sale and supply of alcohol. As there are no proposed changes to the nature, scale or intensity of the operation, the licence is unlikely to result in any increase in alcohol-related harm within the locality.

h) 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?

The land near the premises is being used mainly for commercial and hospitality purposes. There are various food and beverage outlets on the same street as the premises as well as other businesses such as barber, hair and beauty salon, pet food shop, cafes, drycleaning, and accommodation facilities. The granting of the licence is unlikely to impact on neighbouring land use given the premises holds a licence of the same kind as applied by the applicant.

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, and mark any restricted or supervised designated areas)
Photo of principle entrance to the premises
- ✓ Certificate of Incorporation (including the extract details of directors and shareholders)
- ✓ Premises Certificate of Compliance (Alcohol)
- 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
-

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)

- ✓ Host Responsibility Policy
- ✓ Duty Manager appointment forms for all your duty managers
- ✓ 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
- **Bottle Stores 32(1)(b):** 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

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 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).

11. Payment

You will be issued an invoice at your lodgement meeting when you file your application. **Payment of Fee 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, and 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 this day of 20

Applicant's Signature:

*(must not be signed
by an Agent or Solicitor)*

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

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 this 09 day of MAY 20 25

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

[Redacted Signature]

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.

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Lodgement notes – for office use only

[Empty box for lodgement notes]