

PUBLIC NOTICE OF APPLICATION

Sale and Supply of Alcohol Act 2012 Section 101

RICHMOND CRICKET CLUB INCORPORATED, (THE SECRETARY, 41 Poulton Avenue, Richmond, Christchurch 8052), has made application to the District Licensing Committee at Christchurch for the issue of **CLUB LICENCE NEW** in respect of the premises situated at **41 Poulton Avenue Richmond** known as **RICHMOND RHINOS CRICKET CLUB**.

The general nature of the business conducted under the licence is: **CLUB LICENCE CLASS 3**

The days on which and the hours during which alcohol is intended to be sold under the licence are:
MONDAY TO SUNDAY 12.00 MIDDAY TO 10.00 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: **11 February 2026**

www.ccc.govt.nz/alcohol

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

Application for new Club Licence

For office use only:

Connect Ref:

ALC / /

Section 100 and 127 (2), 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

This application for a club licence is made in accordance with the details set out below.

1. New application for:

a. Trading name: Richmond Rhinos Cricket Club

b. Licensee: Richmond Rhinos Cricket Club

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: Club Licence **CLASS 3** Weighting: **2**
- b. Latest alcohol sale time: 10pm Weighting: **0**
- c. Enforcements: **N/A** Weighting: **0**
- d. Total weighting: **2** Fee Category: ☒ Very low ☐ Low ☐ Medium ☐ High ☐ Very high
- e. Fees payable: Application fee: \$ **368-00** Annual fee: \$ **161-00**
- f. Premises Certificate of Compliance (alcohol) application lodged? ☒ Yes ☐ No If YES, Certificate already issued and attached? ☒ Yes ☐ No

Council Use Only

Connect Invoice number:

Receipt No.:

Date:

3. Details of the Club Please give legal name as appears on Certification of Incorporate or equivalent document.

a. Full Society, Association or Club name to be on licence:

Richmond Rhinos Cricket Club

b. Is the Club incorporated? ☒ Yes ☐ No

If YES

Under what Act is the Club incorporated? Incorporated Societies Act 2022

What is the date of the Club's incorporation? 3rd day of October 2025

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.

e. Daytime Contact Name: Andy Macgregor

Role of Contact person: Life Member and Secretary

f. Status of Club: ☐ Chartered Club ☒ Sport Club ☐ Other

g. Predominant purpose of Club: For members to enjoy both competitive and social cricket with a structured club environment.

h. Membership numbers: Total of 40 of whom about 0 are under the age of 18 years.

i. Do you have affiliated members? ☐ Yes ☒ No

Note: Please provide a copy of the **Club's Certificate of Incorporation**, and of the **Club Charter and Rules** (or any other equivalent document that: 1. details the clubs membership rules, including about **affiliated membership**, and 2. that names (lists) all the other clubs with which the club has **reciprocal visiting rights for members**)

j. Full name of Secretary: Andrew James Macgregor

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
Krishna Macgregor	Krish		208446	17/12/2026

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

5. Details of the premises

a. Legal address of Club premises:

41 Poulton Avenue, Richmond, Christchurch 8013

Is this premises location known by any other address?

No

b. Is a licence already held for this premises? ☐ Yes ☒ No If YES, licence number:

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

d. Does the Club own the proposed licensed premises? ☒ Yes ☒ No

If NO

Owners full name: Richmond Club (old RVMC)

Owners address: 75 London Street, Richmond, Christchurch 8013

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

We are a section of The Richmond Club. No formal agreement.

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

e. **Details of premises area** – the proposed licence includes: (Please attach plans annotated with licensed area)

Internal areas include: Bar service and kitchen area together with seating area.

External areas include: Verandah and grass area, with the grass area having a removeable boundary when in use

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

f. What part (if any) of the premises does the Club 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.

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

Area	Designation

g. Does the Club share the premises with any other Club? ☐ Yes ☒ No

If YES

What is the name of the other club?

What months of the year do the respective clubs use the premises?

Do they hold a Club Licence? ☐ Yes ☐ No

h. **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.

- 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.

6. Conditions Please attach separate sheet if required

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

Monday to Sunday 12pm - 10pm.

However for clarity, 95% of the time it will be between 4pm and 10pm on Saturdays; September - April.

- b. A 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

- 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?

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

- d. 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):

Attached

- Non-alcoholic refreshments:

Attached

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

Attached

- Alcohol range available (attach full drinks menu)

Attached

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

Display signage within the club promoting safe transport options and contact details

Ensure bar staff and Duty Managers actively encourage members not to drink and drive and offer assistance in arranging alternative transport when required.

- f. What other steps does the Club propose to take aimed at promoting the responsible consumption of alcohol?

We have and will display within the bar area; 1. Alcohol Mgmt Plan 2. Host Responsibility Policy 3. Alcohol Policy.

All approved by the committee, the Duty Manager and will be sent to all Club Members and pointed out to all patrons.

Bar Staff monitor members intoxication levels and proactively intervene by suggesting alternative transport options if required.

- g. What steps does the Club 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 Club will ensure compliance with the Sale and Supply of Alcohol Act 2012 by training all bar staff / volunteers in host responsibility and legal obligations to minors and intoxicated people. Photographic ID from anyone who appears under 25 years of age. Refusing service to minors, intoxicated persons, and any other persons prohibited under the licence or Act. Monitoring of behaviours and recording any refusals or incidents in a register while operating strictly within the conditions of our licence.

- h. 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)

Iced Water jugs are available next to the bar

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

Appointing a certificated Duty Manager to train all bar staff and volunteers, who will receive host responsibility training and awareness of their obligations under the Sale and Supply of Alcohol Act 2012. Maintaining clear policies and procedures covering age verification, intoxication management, and refusal of service. Keeping an incident and refusal register and reviewing these regularly. Ongoing supervision and refresher training to ensure staff remain compliant and confident in their responsibilities.

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

Very minor noise levels as we are situated in a park with the nearest house over 100m away.

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

At present, the level of nuisance and vandalism associated with the premises is low

The club has not experienced ongoing issues relating to noise, disorderly behaviour, littering, or damage to property.

Activities are primarily cricket, which are well supervised and finish at reasonable hours. We have a good relationship with our neighbours.

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

There are a small number of licensed premises operating within the wider vicinity of the cricket club, including our neighbouring Shirley Tennis club, The Richmond Club, and licensed restaurants at the Palms.

These premises operate independently and cater to different patron groups and purposes. The presence of these venues has not resulted in significant or ongoing alcohol-related issues in the area as far as our research tells us.

m. 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 where the premises resides is a cricket ground.

No impact on neighbouring land use

7. 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 (or equivalent document. Include full registration details of the Society.)
- ☒ A copy of the Club Charter or Rules (or any other equivalent document that:
 - ✓ 1. Details the clubs membership rules, including details of any affiliated memberships, and
 - ✓ 2. A list of the names the other clubs with which the club has reciprocal visiting rights for members)
- ☒ 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
- ☒ Training documentation, including explaining the systems you use to check membership at the bar.
- ☒ Food Menu
- ☒ Drinks/Beverage Menus
- ☒ Host Responsibility Policy
- ☒ A Club Alcohol Management Plan and Club Alcohol Policy (desirable)

No

- Tenure (Q5d) – 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).

8. 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, 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.

9. 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

10. 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.

11. Processing Timelines:

Premises applications should be made well before your licence is required. On average about 5-6 weeks is required for a standard application to allow for public notification, 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 public objections or agency oppositions or missing information on your application. More information about statutory timelines can be found at www.ccc.govt.nz/alcohol

Lodgement notes – for office use only