

PUBLIC NOTICE OF APPLICATION

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

DARK STAR VENTURES LIMITED, (THE LICENSEE, 17 London Street, Lyttelton 8082), has made application to the District Licensing Committee at Christchurch for the renewal and variation of **ON-LICENCE RENEWAL** in respect of the premises situated at **17 London Street, Lyttelton** known as **WUNDERBAR**.

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

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

CURRENT HOURS:
MONDAY TO SUNDAY 8.00 AM TO 3.00 AM THE FOLLOWING DAY
VARIATION SOUGHT
TO UNDESIGNATE THE BACK ROOM (BAND GIG AREA)

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: **19 February 2026**

www.ccc.govt.nz/alcohol

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

- 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:

DARK STAR VENTURES

b. Other names/aliases known by: WUNDERBAR

c. Date of Birth: _____ Sex: Male Female

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

e. Residential address: 17 LONDON STREET, LYTTELTON

f. Website: WUNDERBAR.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 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

Name of offence:	Date of conviction:	Penalty suffered:

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

j. Daytime Contact Name: ALEX WALLACE

Email: hi@wunderbar.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: _____
 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
SEE SEPARATE SPREADSHEET ATTACHED				

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: 19 SEPTEMBER 2018

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:
ALEXANDER MAXWELL WALLACE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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:
ALEXANDER MAXWELL WALLACE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[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:

Question 3 Answers: Details of all managers appointed for the premises

Name	Known As		Certificate number	Certificate expiry date
Current Duty Managers				
Alexander Maxwell Wallace	Alex		60/CERT/7/2019	8/01/2029
Brenda Maree Dargan	Brenda		60/CERT/162/2016	15/02/2028
Leigh Dianne Pickering	Leigh		60/CERT/467/2019	6/08/2026
Manfred Peter Friedrich	Manny		60/CERT/154/2018	26/03/2028
Vanessa Jane Brooks	Vanessa		60/CERT/738/2019	19/12/2026
William Alexander Maxwell Wallace	William		60/CERT/458/2021	21/09/2028

5. Further details of where applicant is a partnership N/A.

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)

17 LONDON STREET, LYTTELTON

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

24 BRIDLE PATH RD, HEATHCOTE VALLEY, CANT. (POSTAL ADDRESS)

b. Type of licence: ON-LICENCE

c. Existing licence number: 60/ON/61/2023

d. Expiry date: 22 MARCH 2026

e. Trading name: WUNDERBAR

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

Internal areas include: BAR, TOILETS, BACKROOM FOR GIGS

Outside areas include: BALCONIES WITH SEATING.

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: GEOFFREY ANDREW EDWARDS (STASAPH STREET LIMITED)

Owners address: PO BOX 418, KAIAPOI 7644

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

LEASEHOLD.

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:

A supervised area:

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? MAKE THE BACKROOM (BAND GIG AREA) AN UNDESIGNATED AREA

- 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.

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):

BAR AND NIGHTCLUB.

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?

(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/

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?

d. Current licensed hours: MON TO SUN 8AM TO 3AM THE FOLLOWING DAY

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

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)

SEE ATTACHED SHEET.

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/

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

Question 8 Answers: Conditions

We wish to change the designation of the Backroom (where bands play) from Supervised to Un-designated. The other areas in the bar (main entrance, balcony and bar) will remain Supervised designation.

The Backroom is a separate space from the main bar and has its own entrance and male and female toilets.

We have discussed this change with James Reid at CCC Alcohol Licensing.

The reason for the change in designation is because we are regularly approached by local schools and music organisations that run music events for under 18's, along with music teachers running under-18 band training, who would like to use the Backroom for their events/music training.

They have told us that it is not realistic to expect the under-18s to bring their parent or legal guardian with them to every practice.

We are the only venue on this side of town, other than inner-city Christchurch, with a fully set-up band area with all the equipment needed to play (drums, guitars, synthesiser, dj booth, sound equipment etc). Most music venues hire in all their equipment, including speakers, which makes them economically unviable for these types of groups.

Most of the time the Backroom is empty. It is only used for private events or gigs, usually from 8:30pm onwards.

We will not make any money from offering the Backroom to these groups and will not be charging them; this is very much a community service to meet an unmet need.

9. Host Responsibility (Please attach separate sheet if required.) **SEE ATTACHED SHEET**

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

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):

- Non-alcoholic refreshments:

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

- Alcohol range available (attach full 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?

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

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?

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))

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

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

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

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)

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?

Q9: Host Responsibility Questions for On-Licence Renewal

Question B: What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premise, for staff and patrons?

- We have several prominently displayed signs stating that transport is available
- Staff are aware of all transport options available and advise customers accordingly. Most people now use Uber
- We have a company phone that staff or customers can use to arrange transport
- We provide a courtesy van if transport is hard to get or patrons have no way home

Question C: What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

- A water jug and glasses are always available on the bar, so patrons can help themselves at any time. This has a sign pointing to it, is prominent and easily accessible
- We always provide an extensive range of non-alcoholic and low-alcoholic beverages. We have several signs indicating that these options are available
- We regularly train our staff on what responsible service is, how to spot patrons before they become intoxicated, how to slow down service and ask patrons to drink water before being served further. Our strategy is to act early and stop intoxication before it occurs
- We provide a wide range of other activities to slow down the consumption of alcohol, such as pool, foosball, board games and music gigs

Question 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 have several prominently displayed signs stating that we cannot serve patrons without ID or anyone who appears intoxicated
- We train our staff to deal with patrons who are drinking too quickly, including slowing and stopping service
- We put on security for big gigs to ensure under-age patrons are unable to enter
- Anyone who looks under 25 is asked for ID and we only accept approved forms of ID
- If a patron comes in intoxicated from another bar, we ask them to leave and make sure they have a safe way home
- If a patron looks like they could become intoxicated, we talk to them and let them know that they need to slow down and start drinking non-alcoholic beverages or water, otherwise they'll be asked to leave.

- We have barred problematic patrons who are alcoholics or who cause issues with other patrons or staff when drinking

Question E: To what extent, and where, is drinking water intended to be freely available to patrons?

- We always have a minimum of 2 jugs of water, along with many glasses, available in the centre of our bar. This is signposted above the bar so patrons can see it. We keep this topped up at all times. It is easily accessible and prominently displayed

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

- All our staff have completed an LCQ certificate and most of them are Duty Managers. We support staff financially to get these qualifications
- We regularly train our staff on how to deal with situations that come up in the bar and any learnings we've had during that week
- New staff are mentored by experienced Duty Managers to ensure they know how to operate to our standards. They are always supported and the Duty Manager looks after any bar or patron issues
- The owner is working at the bar every night from about 9pm, and earlier on our busy nights, to keep an eye on our gigs and monitor patrons to prevent issues or intoxication
- If patrons need to slow down their drinking, we let all bar staff know who the patron is so we can monitor them

Question G: What are the current and possible future noise levels and how does the applicant intend to mitigate them?

- Due to an ongoing noise mitigation measures, we can proudly say that the noise from the bar is now less than the noise from the port or other music venues in the area
- We installed new sound gear and speakers which produce a better-quality sound and don't need to be driven as loudly. This has reduced the noise coming from the bar
- We've put a deflector over the air vent in our live music venue to diffuse the sound
- We employ our own in-house sound engineer to mix our gigs. He knows our expectations and how loud gigs can be before they become too loud for neighbours. This has reduced the excessive noise caused by external sound engineers who would turn the speakers up too loud
- We do our sound checks outside normal business hours, so we don't affect neighbouring businesses
- We have put in extra sound-dampening features, such as heavy drapes and carpets

- We have put air conditioning into our live music venue so that the fire escape doors don't need to be left open to ventilate the room. This has dramatically reduced the noise from the gigs we run
- We have not received any noise complaints in the last seven years
- We've installed sound flowers (baffles) to absorb noise where the bands play

Question H: What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate them?

- We have not had any vandalism from patrons
- More lights have been added outside to make the building and surrounding areas lighter, so that vandalism is harder to do
- We have a camera security system to deter vandalism

Question 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 several club and on-licence premises in Lyttelton. Wunderbar is the oldest bar in Lyttelton and has had a licence for over 35 years. The continuation of this licence will not contribute to an increase in alcohol related problems in the area. Since taking over the bar in January 2019, there have been no alcohol related incidents.

Question 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?

- The land around the Wunderbar is commercial, with a large carpark along one side. Continuation of our licence will not impact on the businesses or land around us.

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/

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

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

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.

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: 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

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. 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).

13. 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

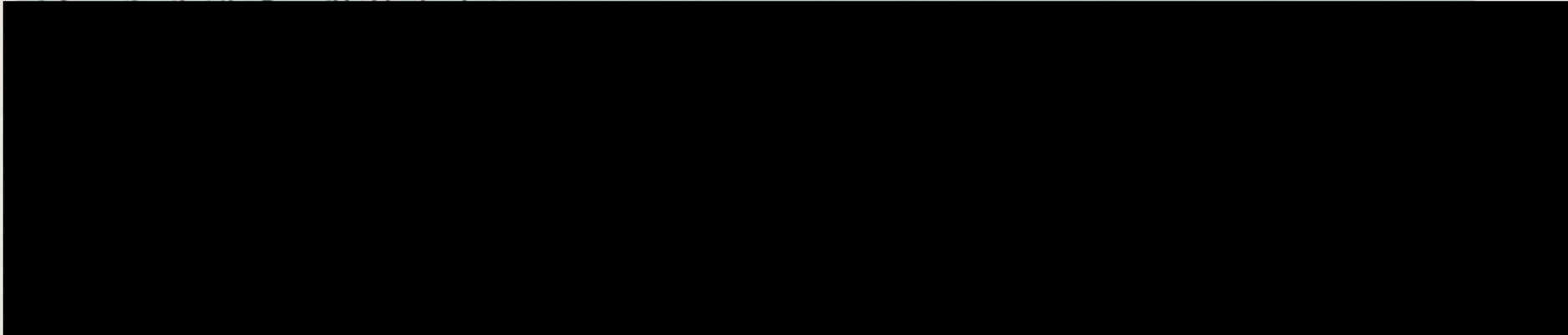
Information contained in your application and any supporting information will be held by Christchurch City Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. Please note, your full application, including name and contact details will be used by Council staff 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



14. Important to note – Renewal with Variation Lodgement and Invoicing

Please make an appointment with an Alcohol Licensing Inspector to lodge your new renewal with variation before you make payment. The inspector will confirm your risk rating and fees and if required re-issue your invoice for payment of fees.

Renewal with Variations will not be accepted without an Inspector Verification being completed.

Lodgement notes – for office use only