

## PUBLIC NOTICE OF APPLICATION

### Sale and Supply of Alcohol Act 2012 Section 101

**COLLECTIVE CONCEPTS LIMITED, (THE LICENSEE, PO Box 36719, Christchurch 8146)**, has made application to the District Licensing Committee at Christchurch for the issue of **ON-LICENCE NEW** in respect of the premises situated at **81 Wrights Road, Addington** known as **COLLECTIVE CONCEPTS**.

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

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 11.00 PM (RESIDENTIAL)**  
**MONDAY TO SUNDAY 8.00 AM TO 12.30 AM THE FOLLOWING DAY**  
**(COMMERCIAL)**

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 October 2024**

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

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

# Application for new On-licence

For office use only:

Connect Ref:

Section 100, Sale and Supply of Alcohol Act 2012

## About this application:

Please complete this form and then arrange an 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](mailto:alcohollicensing@ccc.govt.nz)

**This application cannot be accepted if it is incomplete or without invoice and payment of fees.**

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 – CHEQUE.

For other payment options please first contact directly a Technical Officer in the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz).

Endorsements: (State by type every endorsement sought)  Caterer  BYO Only

## 1. New application for:

a. Trading Name:

b. Licensee:

## 2. Lodgement meeting, Fees Calculation Invoice and Payment:

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

At 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 licenced premises:	<input type="text" value="On License - Caterer"/>	Weighting:	<input type="text" value="5"/>
b. Latest Alcohol Sale Time:	<input type="text" value="11pm (Residential) &amp; 12.30am (Commercial)"/>	Weighting:	<input type="text" value="0"/>
c. Enforcements:	<input type="text" value="Nil"/>	Weighting:	<input type="text" value="0"/>
Total Weighting:	<input type="text" value="5"/>	FEE Category:	<input type="checkbox"/> Very Low <input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High

d. FEES PAYABLE: Application Fee: \$  Annual Fee: \$

e. Certificate of Compliance lodged?  Yes  No If YES, Certificate already issued and attached?  Yes  No

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

Inspector's signature:  Date:  (dd/mm/yy)

(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 full legal name as appears on your Birth Certificate or Passport

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

Collective Concepts Ltd

b. Other names/aliases known by: Collective Concepts

c. Date of Birth:

Sex:  Male  Female

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

e. Residential address: 81 Wrights Road, Addington, Christchurch

f. Website: www.collectiveconcepts.co.nz

h. Postal address for service of documents: PO Box 36719

Suburb: Merivale

City: Christchurch

Post Code: 8146

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

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

i. Daytime Contact Name: Katherine (Kate) Blundell

Phone:

Email: kate@collectiveconcepts.co.nz

j. Preferred mode of contact: Phone or email

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

Full list of all details of all manager(s) to be employed and Certificate Numbers of Manager's Certificate(s):

Name:	Known as:	Address:	Certificate number, or if no certificate held confirm if they have applied for one	Expiry date:
Katherine Blundell	Kate	[REDACTED]	60/CERT/331/2015	21/4/27
Stephanie Mitchell	Steph	[REDACTED]	60/CERT/504/2019	15/8/26

Notes:

- Please attach separate sheet if required.
- Please remember to complete a separate **Notification of Duty Manager Appointment form** for all appointment or termination of duty managers

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

a. Date of incorporation: 3 June 2008

b. Place of incorporation: 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:
Katherine Lesley Blundell	[REDACTED]	15/7/81	Christchurch	Director / Shareholder

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:
Katherine Lesley Blundell	[REDACTED]			Director / Shareholder	50%
Jason Charles Blundell	[REDACTED]			Shareholder	50%

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:
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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:

b. Signature of each partner:


## 7. Premises details

a. Legal address of proposed licensed premises:

81 Wrights Road, Addington, Christchurch

Is this premises location known by any other address?

b. If premises is a conveyance:

Type of conveyance (ship, bus, plane, railway carriage):

Registration number:

Home base address:

c. Proposed trading name for premises/conveyance (if any): Collective Concepts

d. Is a licence already held for these premises or conveyance?  Yes  No If YES, licence number:

e. Do you hold a current Temporary Authority to trade for that licence?  Yes  No

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

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

If NO:

Owners full name: KA Kirk and MEKA trust

Owners address: 21 Weka Street, Fendalton, Christchurch

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. Details of premises area:

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

Internal areas include: Refer to attached plan

Outside areas include: Refer to attached plan

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

i. 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.
- **Undesignated:** 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: N/A

A supervised area: N/A

j. 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: KA Kirk and MEKA trust

Signature:

[Redacted Signature]

Date: 20 September 2024

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.)*

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):

Event Management and Wedding Planning + delivery of both.

Beverage sale and supply for events & weddings at event venues and locations. Registered caterers are engaged at every event or wedding to supply food.

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?

Event Management and Wedding Planning + delivery of both

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?

Event Management and Wedding Planning + delivery of both

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

Monday - Sunday, 8am - 11pm (residential) or 12.30am (commercial) to cover the period that a client wishes to host their event/s at various venues, marquees, defined locations etc. that may sell or supply alcohol.

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 Policy' by using the guidelines on our website at [ccc.govt.nz/alcohol](http://ccc.govt.nz/alcohol)

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

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

Food is provided by registered caterers contracted by Collective Concepts or the client for their event or wedding - see example.

- Non-alcoholic refreshments: Water (at all times), mocktails, punch, juice, soft drink, tea & coffee

- Low-alcoholic beverages (specify if you intend to have free water available at all times):

Water (at all times) Low and 0% beer & wine

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?

Transport arrangements are discussed as part of all events and weddings planned by Collective Concepts. Sometimes this is arranged through coach or private transfer companies, other times clients make their own arrangements. Signs displaying transport options are prominently displayed at the bar and a mobile phone is always available to arrange transportation.

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

Service by the glass and/or table service during seated meal periods, staff throughout venue monitoring guests, food service throughout the event or wedding, promotion of non / low alcohol beverages, accessible water stations.

All BYO beverage is managed via the bar i.e wedding client delivers order in chiller trailer and it is managed the same way as a full bar.

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?

Pre event discussions with client regarding guest attendance and potential issues i.e minors or heavy drinkers, signage at the bar, staff briefing on signs of intoxication and escalating potential issues to the Duty Manager, service by the glass from the bar during events or weddings/ table service during seated meal periods, ID checks.

e. To what extent, and where, is drinking water intended to be freely available to patrons?

Drinking water is freely available at the bar, and if guests are seated at dining tables, water is also available to guests at their table.

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

Staff are trained and/or well-briefed prior to the event, supervisors monitor staff members.

Duty Manager to monitor guests and manage supply/sale of alcohol with staff throughout the event to reduce chance of intoxication.

Duty Manager to deal directly with any situations of potential for intoxication.

All staff are encouraged to complete their LCQ course - regardless of if they wish to become a duty manager.

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

N/A - Venue noise restrictions / cut off times are considered when clients' events are booked at a venue or location. If no specific restrictions are outlined noise management is planned around RMA / District planning regulations.

If an event or wedding is held outdoors where there are amplified speakers (e.g for speeches or by a wedding celebrant) or music, then the effect of the noise will be mitigated by restricting the timing of the outdoor component of the event between 9am and 10.30pm.

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

Refer above in relation to possible noise nuisance. If an event was planned that may have potential to cause nuisance or vandalism security would be engaged to work alongside the event manager and duty manager - this forms part of general event H&S planning. As a general rule, we do not plan events or weddings that are likely to cause these issues.

- 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)

N/A - the address listed is the Collective Concepts office address, not a location that alcohol will be available for sale or supply for an event or wedding. The location alcohol will be sold or supplied is dependent on where clients book their wedding or event.

- 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?

N/A see above

## 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 licenced 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 licenced areas)
- ✓ Photo of principle entrance to the premises
- ✓ Certificate of Incorporation (including the details of directors and shareholders)
- ✓ 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
- ✓ Menu
- ✓ 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

### Payment

- ☐ Payment of Fee MUST accompany your application – *Please make cheque payable to the Christchurch City Council*  
For other payment options please first contact directly a Technical Officer in the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz).

### Notes:

- The Agencies may request to inspect a copy of your staff training plan/manuals.
- Tenure (Q7g) – Additional information and/or signed documents may be requested in some instances to confirm tenure.
- Please remember to complete a separate **Notification of Management Change form** for any appointment or termination of duty managers and provide a copy to **both** the Alcohol Licensing Team and the Police (as detailed on the form [ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/managers-certificate/notification-of-management-change/](http://ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/managers-certificate/notification-of-management-change/))



## Important to note – Public notification of application

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

1. We will take care of the publication of your public notice when you make your application to us.
  - There is a small administration charge for our assistance in loading the content onto the licensing notification webpage. The fee will need to be paid in advance of publication.
  - Your notice will be published within a week of your application being received and the public notice fee being paid.
2. We will send you a copy of the published notice for your records at the same time we send you the front entrance notice for display on your premises. You will need to display the notice on your main entrance for at least 15 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. Authorisation

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).

Dated at Christchurch this 20

20 2024

Applicant's signature:  
(Must **not** be signed by an Agent or Solicitor)

## 12. Lodgement meeting and

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.

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

### 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. This information will be made available to the public on request as part of the public notification of your application. 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 1993 applies to the Council and under that Act, you have the right to see and correct personal information that the Council holds about you.

## Lodgement notes – for office use only