

PUBLIC NOTICE OF APPLICATION

Sale and Supply of Alcohol Act 2012 Section 101

OVER THE HILL LIMITED, (THE LICENSEE, 79 Main Road, Governors Bay, Christchurch 8971), has made application to the District Licensing Committee at Christchurch for the issue of **ON-LICENCE NEW** in respect of the premises situated at **79 Main Road, Governors Bay** known as **OVER THE HILL**.

The general nature of the business conducted under the licence is: **ON-LICENCE RESTAURANT CLASS 2**

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

MONDAY TO SUNDAY 9.00 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: **11 October 2024**

www.ccc.govt.nz/alcohol

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

For office use only:

Connect Ref:

224 / 2793

Application for new On-licence

Section 100, Sale and Supply of Alcohol Act 2012

About this application:

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

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

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

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

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

We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).

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

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

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

1. New application for:

- a. Trading name: Over The Hill Ltd
- b. Licensee: Over The Hill Ltd

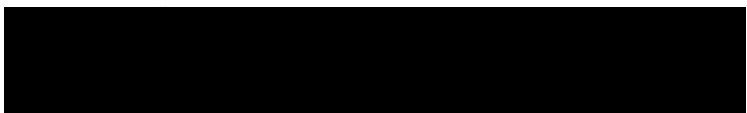
2. Lodgement meeting, Fees Calculation Invoice and Payment

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

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

Weighting and fees calculation

- a. Type of licensed premises: cafe on licence class **2** Weighting: **10**
- b. Latest alcohol sale time: 11pm Weighting: **11**
- c. Enforcements: **N/A** Weighting: **Nil**
- d. Total weighting: **10** Fee Category: Very low Low Medium High Very high
- e. Fees payable: Application fee: ~~\$600.50~~ **\$816.50** Annual fee: ~~\$630~~ **\$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)



Date: dd/mm/yyyy

9-10-24

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:

Over The Hill Ltd

b. Other names/aliases known by:

c. Date of birth

Sex:

Male

Female

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

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:

h. Postal address for service of documents: 79 Main Road

Suburb: Governors bay, christchurch 8971

City:

Postcode:

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: Vikki George

Phone:

Email: overthehillcafe@gmail.com

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

Manager under the protection of Personal and Property Rights Act 1988

Body Corporate to which section 28(1)(b) of the Act applies. Authority incorporated under:

Board, organization, or other body to which section 28(1)(c)

Incorporated Society

Other:

4. Details of all Managers appointed for the premises

- a. Full list of all details of all manager(s) to be employed and Certificate Numbers of Manager's Certificate(s):
(Please attach separate sheet if required)

Name:	Known as:	Address:	Certificate number, or if no certificate held confirm if they have applied for one	Expiry Date
Vikki Louise George	Vikki George			

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: 8th July 2024
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:	Face value of shares held:
Vikki George					100

- 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:
vikki George					100

- f. Public Company: Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company.

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:
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6. Further details of where applicant is a partnership

a. Full details of each partner as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:
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b. Signature of each partner:

7. Premises details

a. Legal address of premises:

79 main road, governors bay, christchurch

Is this premises location known by any other address?

no

b. Proposed trading name for premises (if any): over the hill

c. Is a licence already held for this premises? Yes No If yes, licence number:

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: Albert street ltd

Owners address:

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

under tenancy agreement

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

g. Details of premises area:

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

Internal areas include: yes

Outside areas include: no

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

NB: Please attach plans annotated with licensed area

h. What part (if any) of the premises does the applicant intend should be designated as:

- **Restricted designation:** no person under 18 may be present on the premises.
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **Un-designated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

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

A restricted area:

A supervised area:

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

Name of owner: Albert street Ltd

Date: 07/10/24

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

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.)
Cafe and Pizzeria

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?
we are a cafe and pizzeria selling cafe food and pizza

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?
we sell vintage good and we have a deli where you can buy food to make at home. We also sell tourist related gifts.

d. On which days and during which hours does the applicant intend to sell alcohol under this licence?
Monday to sunday 9 am untill 11pm

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

- 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):
please see our attached menu
 - Non-alcoholic refreshments:
please see our attached menu
 - Low-alcoholic beverages (Between 1.1% and 2.5%ALC):
Please see our attached menu
 - Alcohol range available (attach full drinks menu)
wine and beer on tap please see our menu
- b. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the club, for staff and patrons?
ride share app and taxi companies
- c. What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?
we have comedy nights and quiz nights happening together with sky sport and live music along with DJs. We are a cafe so it is pivotal that we sell our pizza and other food to our guests.
- 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?
To ensure compliance with the Sale and Supply of Alcohol Act, particularly regarding the prohibition of selling alcohol to intoxicated persons, we can take the following steps:
1. Staff Training, Intoxication Guidelines, Signage, Monitor Alcohol Consumption, Age Verification, Age Verification, Refusal Policy, Incident Logbook, Manager/Licensee Oversight. By implementing these measures, we will be well-prepared to comply with the Act.
- 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)
Water jugs and taps that are clearly signed so easy to find. Bottles of water for the table
- f. What appropriate systems, staff and training does/will the applicant have in place to ensure compliance with the law?
At Over The Hill, we prioritise compliance with the Sale and Supply of Alcohol Act by ensuring all staff involved in alcohol service are appropriately trained. Our training systems include mandatory completion of ServeWise certification, which covers legal obligations and responsible serving practices. In addition, staff receive ongoing internal training focused on identifying intoxicated patrons, verifying age identification, and understanding the best practices for refusing service. These training measures ensure that our team is equipped to serve alcohol responsibly and in accordance with Christchurch City Council regulations.
- g. What are the current and possible future noise levels and how does the applicant intend to mitigate them?
we have two house next to us one we rent and the other is on the back side of the cafe. we are in constant communication with them so that we can make sure that we don't affect their day to day living. Our deck faces out to the park and road. It is our plan to monitor the noise level and make changes as required.
- h. What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate them?
House rules and signage, CCTV system, lighting. Strict ID checks. clear communication with neighbour and local residents with open channel of communication. post closing strategies and implementing a soft closing process where we end alcohol serve slightly before the cafes closing time giving patrons time to finish their drinks calmly. Incident reporting any incidents, disturbance or acts of vandalism will be logged as reported as necessary.

- 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)
- The only licensed premises near our cafe, Over The Hill, is the Governors Bay Hotel. Our cafe and pizzeria focus on handmade 72-hour traditional Nepalese wood-fired pizza, with alcohol as a complementary part of the menu. We are committed to responsible alcohol service, ensuring compliance with regulations and promoting safe consumption. Our on-licence will enhance the dining experience without increasing alcohol-related issues, as we prioritize a safe, family-friendly atmosphere and will work closely with local authorities to maintain a well-managed environment.
- j. What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?
- We, Over The Hill Café, located in the heart of Governors Bay, are applying for an on-licence to serve alcohol in accordance with the local regulations. Our café will operate primarily as a dining establishment, with the service of alcohol limited to the approved hours. The café's operations, including the service of alcohol, are confined strictly to our premises and will not impact Neighbouring land or surrounding areas. Our goal is to enhance the local dining experience while ensuring compliance with all zoning and land-use policies. We are committed to responsible alcohol service and maintaining a safe and welcoming environment for our patrons.

10. Please attach the following documents:

You must provide the following prescribed documents (your application will not be accepted without these documents)

- ✓ Floor plans annotated to show licensed area (for whole of premises, including any outside area and mark any restricted or supervised designated areas)
- ✓ Leased outside areas – Footpath, public or private space lease details and plan if held for any outside areas (annotated to show licensed area)
- ✓ Photo of principle entrance to the premises
- ✓ Certificate of Incorporation (including the extract details of directors and shareholders)
- ✓ Premises Certificate of Compliance (Alcohol)

You should also provide the following documents to assist with assessment of your application (if these are not provided this will delay assessment of your application)

- ✓ Duty Manager appointment forms for all your duty managers
- ✓ Food Menu
- ✓ Drinks/ beverage menus
- ✓ Host Responsibility Policy (NB: If you are permitting BYO, you will need to indicate how you will manage BYO on your premises)
- ✓ Background information on applicant(s) and Directors – business experience and training experience in the hospitality industry (a brief CV outlining work history would assist)
- ✓ Background information on the Operational Manager (if not to be the licensee) – experience and training in the hospitality industry (a brief CV would assist)
- ✓ Any other information you wish to include to support your application, e.g. business plan, promotional materials etc

Notes:

- The Agencies may request to inspect a copy of your staff training plan/manuals.
- Tenure (Q7f) – Additional information and/or signed documents may be requested in some instances to confirm tenure.
- Please remember to complete a separate **Notice of Duty Manager Appointment or Change form for any new Duty Manager appointments or termination of Duty Managers** and provide a copy to both the Alcohol Licensing Team and the Police, as detailed on the form ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/managers-certificate/notification-of-management-change

Important to note – Public notification of application

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

1. We will take care of the publication of your public notice when you make your application to us.
 - There is a small administration charge for our assistance in loading the content onto the licensing notification webpage. The fee will need to be paid in advance of publication.
 - Your notice will be published within a week of your application being received and the public notice fee being paid.
2. We will send you a copy of the published notice for your records at the same time we send you the front entrance notice for display on your premises. You will need to display the notice on your main entrance for at least 25 working days.
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

11. Payment

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

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

Note: All application fees are for processing of an application and are non-refundable, they must be paid when you apply. *We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).*

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

12. Authorisation You must complete this section in full

Have you completed ALL relevant sections of this form and attached ALL requested documents? Yes No

Incomplete applications WILL be returned. *We can only process your application once we have BOTH the Proof of Payment of fees AND the required paperwork (application form and required documents).*

Privacy Statement

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

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

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

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

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

I have read and understood the above privacy statement Yes No

Dated at Christchurch this 8th day of october 20 24

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