

PUBLIC NOTICE OF APPLICATION

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

STEPPING STONE HOSPITALITY LIMITED, (THE LICENSEE, 463 Colombo Street, Sydenham, Christchurch), has made application to the District Licensing Committee at Christchurch for the issue of **ON-LICENCE NEW** in respect of the premises situated at **463 Colombo Street, Sydenham** known as **THE COURTYARD**.

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

The days on which and the hours during which alcohol is intended to be sold under the licence are:
MONDAY TO SUNDAY 5.30 PM TO 2.00 AM THE FOLLOWING DAY

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: **29 October 2024**

www.ccc.govt.nz/alcohol

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

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:
- 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 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: Weighting:
- b. Latest alcohol sale time: Weighting:
- c. Enforcements: Weighting:
- d. Total weighting: Fee Category: Very low Low Medium High Very high
- e. Fees payable: Application fee: \$ Annual fee: \$
- f. Premises Certificate of Compliance (alcohol) application lodged? Yes No If YES, Certificate already issued and attached? Yes No
- g. Inspector confirmed application vetted and complete for lodgement Yes No (refer to lodgement notes on back page)

Inspectors Signature: Date: dd/mm/yyyy

To be completed by the inspector at the lodgement meeting.

Council Use Only

Connect Invoice number:

Receipt No.:

Date:

3. Details of applicant

Please give legal name as appears on Birth Certificate or Passport

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

Stepping Stone Hospitality Ltd

b. Other names/aliases known by: The Courtyard

c. Date of birth:

Sex: Male Female

d. Occupation/Current employment (including for all Directors): Compliance, Restaurant Operations

e. Residential address:

f. Website: mgroad.nz is our restaurant website. we will be integrating with SpacetoCo for our function hall booking site

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:
NA		

h.

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: Thomas Shaji Kurian

Phone:

Email: steppingstonenz@gmail.com

j. Preferred mode of contact: text or call

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
Thomas Shaji Kurian	Thomas	[REDACTED]	60/CERT/775/2015	07 Sep 2027
Divek Thapar	Divek	[REDACTED]	60/CERT/70/2024	08 Feb 2025
Ankit Jadhav	Ankit	[REDACTED]	60/CERT/355/2024	17 Jun 2025

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: **26 June 2020**

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:
Thomas Shaji Kurian	[REDACTED]			Director	100

d. Private Company only: Authorised Capital: [REDACTED] Paid-up Capital: [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:
Thomas Shaji Kurian	[REDACTED]			Director	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:

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:
NA					

b. Signature of each partner:

7. Premises details

a. Legal address of premises:

463 Colombo Street, Sydenham, Christchurch 8023

Is this premises location known by any other address?

same as above

b. Proposed trading name for premises (if any): The Courtyard

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: 455 Colombo Street Limited

Owners address: PO Box 100, Christchurch 8140

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

leasehold to be purchased once business commences

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: Full Area of the Internal premises

Outside areas include: none

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: None

A supervised area: Entirety of licensed area to be 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: **Stepping Stone Hospitality**

Signature: [REDACTED]

Date: **15/10/2024**

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.)

Functions, Events and Dance Studio

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?

Seminars, Conference, Get-together, Dance Studio, Private Functions

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?

Renting space for Seminars' conferences and Dance Studios

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

Monday to Sunday 5.30pm to 2.00am

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):

Hosting private functions and private parties for patrons of both Bikanervala Restaurant and MG Road Restaurant

- Non-alcoholic refreshments:

Aerated Drinks, Free Water and Juices will be available all throughout any parties

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

as per request from customers. This will include items as mentioned in the training manual plus a few more

- Alcohol range available (attach full drinks menu)

5 to 6 types of Beers, 4-5 types of Spirits and 4- 5 types of wines as per customer choice. No alcohol will be stored in the premises

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?

Registration with Gold Band taxis.

An in house staff member with P2 endorsement who is also an Uber driver.

Staff will also be well versed with contact details of the alternative means of transport.

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

Ensure all staff members are adept with the Host Responsibility Policy.

Ensure staff is trained and refreshed regularly to reduce the abuse by consuming 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?

Alcohol will not be served to minors or intoxicated persons

Implement and train staff in Host Responsibility Policy. Signage which promotes food and non alcoholic beverages.

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)

Filled water bottles and glasses are available at the water station inside the restaurant.

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

Staff will be well trained and adept with Host Responsibility Policy and the requirements of the Act in relation to the sale of Alcohol

Display Signages. Most private functions with alcohol will have parents and guardians in attendance. Intoxicated people will not be served alcohol.

Staff will be trained and refreshed in all tool box meeting to ensure safe consumption of alcohol.

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

There are no noise levels in the function center except for music & songs during the private functions and dance workshops.

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

There has not been any instance on vandalism or nuisance in the area in the past 3 years. The premises is controlled with security alarms and CCTV cameras in all areas of operations. We might also put some barriers to stop any ram raids or vandalism. (this will be done with permission from CCC)

- 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 a few licensed premises in the near vicinity which includes our restaurants (Bikanervala Christchurch and MG Road Eatery) Both are family restaurants and we have had no known issues of alcohol related problems in this area.
A bottle store on 420 Colombo Street, Sydenham.
Churchills Tavern on 54 Battersea Street, Sydenham. Colombo Lodge on Colombo Street

- 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 adjacent to the premises is being used for vehicle body repairs.

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 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 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. 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 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

15 / OCT / 2024 day of

20 24

Applicant's Signature:

(must not be signed by an Agent or Solicitor)

13. Lodgement meeting and invoicing

Please make an appointment with an alcohol licensing Inspector for a Lodgement meeting. The inspector will confirm your fees and issue your invoice for payment. Your application will not be accepted without this meeting. Phone (03) 941 8999 for an appointment.

14. Processing Timelines:

Manager Certificate applications should be made well before your certificate is required. On average about 5-6 weeks is required for a standard application to allow for processing, statutory reporting on your application, and issuing of a District Licensing Committee (DLC) decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application. More information about statutory timelines can be found at ccc.govt.nz/alcohol

Lodgement notes – for office use only