

## PUBLIC NOTICE OF APPLICATION

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

**INTERNATIONAL ANTARCTIC EXPERIENCE LIMITED, (THE LICENSEE, 60 Hussey Road, Christchurch 8051)**, has made application to the District Licensing Committee at Christchurch for the issue of **ON-LICENCE NEW** in respect of the premises situated at **38 Orchard Road, Harewood** known as **INTERNATIONAL ANTARCTIC CENTRE**.

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 8.00 AM TO 12.00 MIDNIGHT**

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: **3 February 2025**

[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:

2025/237

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: International Antarctic Centre

b. Licensee: International Antarctic Experience Limited

## 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: Cafe / Function centre Weighting: 10  
b. Latest Alcohol Sale Time: 12:00 midnight Weighting: 0  
c. Enforcements: — Weighting: 0

Total Weighting: 10 FEE Category:  Very Low  Low  Medium  High  Very High

d. FEES PAYABLE: Application Fee: \$ 816.50 Annual Fee: \$ 632.50

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

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

Inspector's signature:  Date: 30/01/25 (dd/mm/yy)

(To be completed at 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:

International Antarctic Experience Limited

b. Other names/aliases known by:

c. Date of Birth:

Sex:  Male  Female

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

e. Residential address:

f. Website: [www.iceberg.co.nz](http://www.iceberg.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.)

Nature of offence:

Date of conviction:

Penalty suffered:

h. Postal address for service of documents: 760 Hussey Rd. 4

Suburb: Northwood

City: Christchurch

Post Code: 8051

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: Kirsty Willis

Phone: 9

Mobile:

Email: [kirsty@willowbank.co.nz](mailto:kirsty@willowbank.co.nz)

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

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:
Jessica Halliday Deane	Jess Deane	[Redacted]	60/CERT/437/2024	22/8/25
Shih-Hsuan Yang	Shih-Hsuan	[Redacted]	60/CERT/593/2017	24/10/27
		[Redacted]	60/CERT/131/2016	28/2/25

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: 22 October 2024.

b. Place of incorporation: NZ.

c. Full details of each director, and the secretary (if any), as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:
Rivky Ann Willis	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Michael Hedley Willis	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Mark Hedley Willis	[Redacted]	[Redacted]	[Redacted]	[Redacted]

d. Private Company only:

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:
Rivky Ann Willis	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Michael Hedley Willis	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Mark Hedley Willis	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

f. Public Company:

Full details of each person

Full name:	Address:	Date of birth:	Place of birth:	Designation:

## 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:

38 Orchard Road, Harewood, Christchurch Airport, 8053

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):

International Antarctic Centre

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

60/0N/201/2024

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: Christchurch International Airport Company.

Owners address: PO Box 14001, Chch 8544.

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

Assignment of lease.

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: Cafe, Foyer, experience/attraction rooms, function spaces.

Outside areas include: Verandah.

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:

none

A supervised area:

none.

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:

International Antarctic Centre. (overseen by the airport)

Signature:

Date:

23/12/24

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):

Tourist attraction + cafe.  
Function spaces for meetings/conferences/events.

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?

Tourism.

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?

Ticketed attraction entry  
Retail/souvenir products.

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

Monday - Sunday 365 days.  
8am - 12am.

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):

Cafe food, cabinet + a la carte, function/catered menus.

- Non-alcoholic refreshments: coke range, coffee/tea, iced drinks

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

Low alcohol beer available. Cafe has tap for free water.

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?

- Signage offering assistance to get taxis.
- Staff training for responding to enquires / or identifying needs.

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

- alternative drinks offered.
- food.
- freely available water.
- low alcohol choices.
- don't serve intoxicated people.
- limit consumption
- serve standard drinks

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?

- signage
- staff training + regular refreshers.
- host responsibility policy.
- Duty manager supervision.

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

- Tap in cafe for easy access.
- At functions, jugs of water on tables.

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

Duty manager onsite during licensed selling times. Food + beverage manager ensuring staff trained.

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

Functions use internal areas - no sound travelling to residential after hours. Don't expect this to be a problem.

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

Staff are always onsite when functions happen, including catering staff. We have security company overseeing the building + are available if needed.

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)

Restaurants at Spitfire + next door hotel.  
Low risk - doesn't tend to be an area of pubs / bars / moving between venues.

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?

Christchurch airport property.  
- Antarctic programme - offices + facilities for travel to Antarctica.  
- hotel

## 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) *Outside area shown on floor plan*
- 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  day of  20

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

## 12. 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.

## 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