

Notice of Meeting:

I hereby give notice that an ordinary meeting of the District Licensing Committee will be held on:

Date: Wednesday 6 October 2021
Time: 9.30 am
Venue: Edinburgh Room, Municipal Chambers, the Octagon, Dunedin

Sandy Graham
Chief Executive Officer

District Licensing Committee**Reconvene Hearing of 10 June 2021 for an On-Licence Renewal****Vault 21****PUBLIC AGENDA**

MEMBERSHIP

Chairperson	Commissioner Colin Weatherall
Members	Rakei Amohau Karen Elliot
Senior Officer	Kevin Mechen, Secretary, District Licensing Committee
Governance Support Officer	Lynne Adamson

Lynne Adamson
Governance Support Officer

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Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 APOLOGIES

At the close of the agenda no apologies had been received.

2 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

PART A REPORTS

REPORT FOR ON-LICENCE RENEWAL OF VAULT 21, 21 THE OCTAGON, DUNEDIN – FROM SECRETARY, DISTRICT LICENSING COMMITTEE

Department: Civic

APPLICATION DESCRIPTION

Applicant's Name:	AND Hospitality Group Limited
Site Address	21 the Octagon, Dunedin
Trading Name:	Vault 21
Style of Licence	Tavern
Application Number	ON-29-2013
Date received by Council	12 February 2021

EXECUTIVE SUMMARY

- 1 This is a report for an application for the renewal of an on-licence for the premises situated at 21 The Octagon, Dunedin, and known as "Vault 21". The criteria found at section 131 of the Sale and Supply of Alcohol Act 2012 (the Act) apply to this application.
- 2 The application was not opposed by the reporting agencies however, their reports raised sufficient questions for the Committee to require a hearing.
- 3 At the conclusion of the hearing the applicant was given some time to amend their paperwork to the satisfaction of the agencies and Committee. They were also required to have their bar staff complete the ServeWise online training course. The applicant was given three months to meet the required standard.
- 4 All bar staff have completed the ServeWise course and some of their documentation has been changed to the satisfaction of the reporting agencies.
- 5 However, about one month after the hearing, the police were in the premises on two separate occasions when fights broke out on the dance floor. The police submitted a 'supplementary report' detailing the two incidents.
- 6 The Committee has decided to reconvene the hearing into the renewal of the licence so the performance of the applicant can be assessed in light of the new information.

APPLICANT'S FIRST HEARING

- 7 At the end of the first hearing on 10 June 2021, the Committee sent a 'minute' to the applicant detailing what the Committee wanted addressed. The points noted were
- Bar staff to complete the ServeWise training course
 - An updated, premises specific, Host Responsibility Policy
 - An updated, premises specific, Alcohol Management Plan
 - A Risk Management Plan detailing how risk will be managed and dealt with in the premises at any time
 - A Staff Training Plan – what is covered in the training and how is it conducted at the premises
 - A plan detailing the supervision and mentoring of all staff.
- 8 The applicant has ensured all bar staff have completed the required course and copies of their completion certificates have been forwarded to the Committee.
- 9 The amended Host Responsibility, Alcohol Management and Risk Management Plans have been circulated. The Committee has, at the date of preparing this report, not seen a Staff Training Plan.
- 10 The applicant was asked to supply the information by 10 September 2021. In the time given the country went into a full lockdown because of the pandemic and the applicant would not have had access to their business.

SUPPLEMENTARY POLICE REPORT

- 11 On 26 August 2021 the Police sent a Supplementary Report summarising recent compliance checks at the premises. Two of the checks revealed issues:
- 10 July 2021 – while in the premises, a police officer observed a possibly intoxicated male being assaulted by another male from a large group. The victim managed to get away before he could be spoken to and the offender was not properly identified. The group was removed from the premises by security.
 - 11 July 2021 – while in the premises a fight broke out on the dance floor. This was stopped by security but one of the offenders continued to fight. He was restrained and removed by the police and subsequently formally warned.
- 12 The Police are satisfied with the amended documents circulated by the applicant.

CONCLUSION

- 13 The renewal application for Vault 21 was not opposed in the first instance. The Committee convened the hearing because the comments made in the agency's reports raised questions.
- 14 During the hearing the applicant was challenged about their paperwork. They accepted it need to be changed and most of this has been done. The Staff Training Plan is yet to be provided.

- 15 This reconvened hearing will provide an opportunity to get detail about the two incidents cited and for the applicant to explain the changes made at the premises.

Signatories

Author:	Kevin Mechen - Secretary, District Licensing Committee
Authoriser:	

Attachments

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11 June 2021

AND Hospitality Group Limited
PO Box 5289
DUNEDIN 9054

Dear Sir

“Vault 21” – On-licence Renewal Application

Thank you for your attendance at the hearing into the matter of the renewal of the on-licence for your premises “Vault 21”. We have received your current Host Responsibility Policy and Alcohol Management Plans, thank you.

We have also noted your commitment to having all bar staff complete the [ServeWise](#) training course within one week. When this has been done please send confirmation of the staff who have completed the training.

At the conclusion of the hearing, the District Licensing Committee has decided to adjourn the hearing for no longer than three months. In that time, they require the following:

- An updated, premises specific, Host Responsibility Policy
- An updated, premises specific, Alcohol Management Plan
- A Risk Management Plan detailing how risk will be managed and dealt with in the premises at any time
- A Staff Training Plan – what is covered in the training and how is it conducted at the premises
- A plan detailing the supervision and mentoring of all staff.

While the Committee is aware there are various roles within your business, they believe that ‘cross-training’ of all staff will allow your team to better understand what is required at any time and will improve their confidence when dealing with incidents if/when they occur.

As and when the updated documents are available please send them to the Committee no later than 10 September 2021.

If you have any queries, please feel to contact the writer.

Yours faithfully



Kevin Mechen
Secretary

DUNEDIN DISTRICT LICENSING COMMITTEE

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 [DunedinCityCouncil](#)  [@DnCityCouncil](#)

The following is some feedback on the Host Responsibility Policy sent 10 June 2021.

1. The current alcohol legislation is covered by the **Sale and Supply of Alcohol Act 2012**.
2. The Host Responsibility (HR) Policy sent appears to be more an implementation plan for staff. Most of the document is not relevant for patrons. Ideally the HR Policy will be a simple document displayed for patrons. The separate HR Implementation Plan will be included in the staff training/management toolbox.
3. Make use of the templates found in <https://www.alcohol.org.nz/licensed-premises-templates-checklists>
4. Both the HR Police and Alcohol Management Plan (AMP) only refer to the SCAB tool as part of staff training. ServeWise will need to be included in AMP and the HR Implementation Plan.

The templates found in the link above covers various documents including a staff training register. Please make the most of what is offered.

Sample Host Responsibility Policy (iii)

The management and staff of (the premises) have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Because of this, we have implemented the following Host Responsibility policy.

- We provide and actively promote a good range of food available for sale at all times. Menus are visible at all times.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (insert your own choices eg, low-alcohol beer, fruit juices, soft drinks, tea and coffee).
- Iced water is attractively presented and available free of charge at all times.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a current photo driver's licence, an 18+ Evidence of Age card or a current passport.
- Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.
- Our policy is zero tolerance for aggressive, coercive or violent behaviour.
- We promote a range of transport options to get you home safely. These include
- We encourage people to have a designated driver. We will make the driver's job more attractive by providing an interesting range of alcohol-free drinks.
- We make sure all of these services are well promoted - you won't have to go looking for them
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.

.....
(Signed)

Writing a Host Responsibility Implementation Plan (iv)

This 12 step guide takes you through the components of a Host Responsibility Implementation Plan. Your plan should outline the strategies that your premises will undertake to ensure a safe drinking environment.

1. Low alcohol and non-alcoholic beverages

It is a condition of all on-licences that a reasonable range of low alcohol and non-alcoholic beverages be available at all times. Low alcohol drinks are considered to be no more than 2.5% alcohol.

Free drinking water must also be readily available.

In this section you should outline:

1. Who is responsible for ensuring availability of low alcohol and non-alcoholic beverages
2. Procedures to follow to ensure low alcohol and non-alcoholic beverages remain available
3. Details of promotions, signage and display unit placement of these beverages. Ideally low-alcohol beverages should be displayed in a prominent position so as to be highly visible.

2. Food

A range of food must be available at all times. This should include at least three types of substantial food e.g. pies, nachos, pizza, sausage rolls. The food must be reasonably priced and be readily available in a reasonable amount of time.

It is not acceptable to claim that items have 'run out' unless they have been replaced by a similar item. Salty foods such as potato chips, pretzels and nuts are not considered substantial foods.

In this section you should outline:

1. Who is responsible for ensuring availability of food
2. Procedures to follow to ensure appropriate menu items remain available
3. Details of how food will be promoted (e.g. menu boards; staff hand out menus when drinks are ordered; menus on tables).

3. Intoxication

A person is considered intoxicated if they are observably affected by alcohol and/or other drugs to such a degree that Speech, Coordination, Appearance or Behaviour are clearly impaired (See Intoxication Assessment Tool on page 9 of the Toolkit or available at alcohol.org.nz).

In this section, explain your procedures for:

1. How the duty manager will proactively manage patrons, especially during busy periods, ensuring the DM is not

diverted from this in order to serve behind the bar and carry out other administrative functions.

2. Identifying and refusing entry to intoxicated persons.
3. Identifying potential problems amongst customers.
4. Reducing the risk of customers becoming intoxicated on the premises.
5. Appropriately and safely dealing with patrons who require intervention.
6. Identifying a safe place that can be used for the care and protection of an intoxicated customer until they can be safely removed from the premises.

4. Staff training

All staff should receive regular training on your policies and procedures, including your Host Responsibility Implementation Plan. Management should ensure that any new employees or contractors, regardless of their previous experience, undertake ServeWise training and receive training that covers the conditions of the licence and the contents of this manual, before their first shift.

This section should include:

1. A statement of intent about staff training.
2. Content of initial and ongoing training.
3. Frequency and duration of training.
4. Responsibility for organising and conducting training.
5. Methods of ensuring attendance.
6. Reference to location of the staff training manual, who will update this and how often.

5. Entertainment and promotion

Consider having other activities, not involving drinking, to attract customers to your premises (e.g. quiz nights, DJ, karaoke, pool or darts competitions).

List these extra activities in your plan.

6. Minors

It is illegal to supply alcohol to someone under the age of 18 (a minor).

In this section you should:

1. Establish the forms of identification you will accept to verify age.
2. Set out the procedures for verifying the age of any person appearing to be under 25 years of age.

3. Set out the procedures relating to the consumption of alcohol by a minor who is either accompanied or not accompanied by their parent or legal guardian.
4. Set out the procedures for refusing service to someone you suspect to be a minor.

7. Signage

All licences require a premises to display the following:

1. A copy of the licence, at the principle entrance
2. Trading hours (visible from outside)
3. The duty manager's name
4. 'Prohibited person signage' adjacent to points of sale.

In this section, your plan should specify:

1. Where the various signage will be displayed
2. Who is responsible for ensuring that signage is maintained and kept up-to-date.

8. Alcohol promotions

It is an offence for a licensee or manager to do anything that is intended or likely to encourage people to consume alcohol excessively.

In this section:

1. List the types of promotion your premises runs, or intends to run, and include the reasons for each promotion. Check that they comply with section 237 of the Sale and Supply of Alcohol Act. The National guidance on alcohol promotions outlines acceptable and unacceptable promotions for licensed premises.
2. Detail the management systems for promotions to ensure they do not lead to excessive alcohol consumption. For further information see National guidance on alcohol promotions at alcohol.org.nz.

9. Security

Security staff have particular responsibilities. A lapse in these can let down the rest of the team. Apart from the steps outlined under 'Intoxication' and 'Minors', you will need to address the following areas appropriate to the size and type of your premises.

In this section detail who is responsible (i.e. licensee, manager or security) and the steps that will be taken to prevent or react to the following:

1. Patrons leaving the premises with alcohol, in breach of any local alcohol ban and your on-licence
2. The presentation of fraudulent identification
3. Spiking of drinks
4. Using or dealing in illegal drugs
5. The control of customers' behaviour outside the premises, particularly at closing time

6. Keeping the environment around the premises clear of empty bottles (can be used as weapons), vomit, urine etc.
7. Patrons drinking outside the barriers of the smoking section
8. The regular monitoring of security cameras for incidents and action
9. An injured or unwell patron requiring first aid or emergency services
10. Excessive noise
11. Overcrowding of the premises beyond fire limit numbers
12. Fire safety regulations, fire warden duties, and evacuation procedures.

10. Safe transport

You are required to promote transport options. There should be signs prominently displayed detailing information about alternative forms of transport from the premises. Staff must also know about and be available to provide comprehensive and accurate information about transport options.

In this section you should:

1. List the safe transport options available from your premises. Ensure you have processes to keep this information up to date.
2. Describe how these options will be promoted to customers
3. Detail what will be done in the event of staff becoming aware of situations when customers who have been drinking, intend to drive.

11. Incident log

Your incident log can be used to record matters relating to customer behaviour as well as things like monitoring visits from regulatory agencies. These records are helpful in identifying matters and trends that require further action such as staff training.

Your duty manager should review all entries in the incident log prior to commencing each shift.

In this section of your plan:

1. List the types of incidents to be recorded and how
2. Define who is responsible for recording entries
3. Identify who is responsible for acting upon the information recorded.

12. Trespassed persons

Your plan should include details about the options available if you need to ban or trespass a person (e.g. issuing a trespass order – verbal or written).

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Alcohol Management Plan¹ (v)

Licensee name	Trading name	Licence number
---------------	--------------	----------------

- This plan is to be used as an operational **risk management** tool for dealing with alcohol related concerns and is regularly reviewed and updated.
- **This plan is to be followed by all staff and security while the premises is operating under an alcohol licence.** A copy will be maintained within the toolkit and be available to all staff at all times for reference.
- **This plan forms part of our Host Responsibility training.** All staff are aware of alcohol, resource and noise management requirements for the premises.
- It is our job to ensure the best result from any situation while maximising safety of staff and customers and maintaining amenity and good order.
- Every individual is a (potential) guest and must be treated so.

Things to consider

- What aspects of intoxication/minors/customer behaviour etc. pose a risk? Excessive consumption; drink spiking; removal from premises, etc.
- What actions will be taken before, during and after the event to mitigate risk?
- How and where will you record an incident? Are there any other relevant documents e.g. a resource consent?

Intoxication

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

¹ Thanks to Christchurch City Council.

Minors

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Customer behaviour

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Premises management

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Host Responsibility

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Staff training

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Noise management

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Operational structure

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Agencies and monitoring

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Alcohol Management Plan¹ (v)

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- What actions will be taken before, during and after the event to mitigate risk?
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Host Responsibility

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

Staff training

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Noise management

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

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Agencies and monitoring

Identified risk	Risk level (LOW, MEDIUM or HIGH)	Risk management actions	Persons responsible	Resources / recording / outcomes

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Central Police Station
25 Great King street
Private Bag 1924
DUNEDIN
Telephone (03) 4714800
Fax (03) 479 9363

The Secretary
Dunedin Licensing Committee

Supplementary report – Vault 21

COMPLIANCE CHECKS:

Police have visited Vault 21 to assess compliance with the Act on the following occasions, and have noted the following incidents.

13/06 0133hrs	No issues
10/07 0144 hrs	While police officer was speaking to Max Gillies, the duty manager, another police member was inside observing the dance floor. He was observing a male that appeared intoxicated, before he could talk to this male he was assaulted by another male, who appeared to be part of a large group. In the melee the intoxicated male disappeared and the offender could not be identified in the group. They were subsequently removed by security.
11/07 0035hrs	Police were conducting a compliance check when a fight broke out on the dance floor. This was stopped by security but the one of the offenders continued to fight in front of police. He was restrained and arrested and issued a formal warning.
17/7 0200hrs	No issues
31/07	No issues

SUBMITTED DOCUMENTS:

Police have received several documents that the applicant has updated as per request at the hearing. Police have no issues with the documents, and appear all in order.

I T Paulin
Sgt E896

26/08/2021

Sgt Ian Paulin - Dunedin Police –
Team Leader, Alcohol Harm Reduction Unit

ian.paulin@police.govt.nz DDI- 4714980 Cell 021 1914981



HOST RESPONSIBILITY IMPLEMENTATION PLAN

1. Minors

- All staff are conversant with the requirements of the Sale and Supply of Alcohol Act 2012, which prohibits the sale of alcohol to minors (persons under the age of 18 years old)
- Signage is displayed on the premise stating minors will not be served
- Staff may require any person appearing to be under the age of 25 years to produce proof of identification
- The accepted form of identification are New Zealand photo driver's licence, passport or Kiwi Access (18+) card
- Where proof of age cannot be produced and doubt exists as to age, the person concerned will be required to leave the premises.
- If a minor is accompanied by their parent or legal guardian they are allowed to drink alcohol at the parent or legal guardians discretion. If unaccompanied by a legal guardian or parent, they will be refused and asked to leave.

2. Intoxication

- Staff have been trained to recognise the signs of intoxication, including referring to the SCAB assessment tool.
- Any person displaying escalating signs of intoxication will not be served any further alcohol
- Any person who is appearing to be intoxicated will be asked to leave the premises or, if it is unsafe to do so, moved to a safe space where they are supervised away from other patrons until they can be removed. Our "safe space" is a private room down past the bathrooms. Here, patrons/victims that need support can be looked after by a member of staff until it is safe to call appropriate transport.
- Alternative drinks i.e. free water or low and non-alcoholic beverages and food will be recommended when a person shows signs of escalating intoxication.
- Managing Patrons and the premise:

We have 2-3 Duty managers present during Friday and Saturday night trade, depending on the level of busy-ness. We have between 4-7 security guards present, again, depending on the level of busy-ness.

One duty manager is positioned behind the bar overseeing bar staff and patrons at the bar, ensuring that influenced patrons are not being served. The second manager on the floor, constantly liaises with the toilet supervisor and stationed security guards, at the same time checking blind spots. The third Duty manager oversees the line and outdoor smoking area.

Two security guards are positioned at the front entrance checking ID and identifying intoxicated patrons and refusing entry. Another security guard is positioned by the bifold windows on the green tiles. Their job is to prevent barrier jumpers and manage the outside queue by keeping the footpath clear. Another security guard is positioned on an elevated platform in the corner of the dance floor. They are there to oversee the dance floor and watch the ramp from the main entrance to identify any influenced patrons. We have one security guard roaming the entire venue, predominantly the main floor between the bar and the bathrooms. Lastly we have a toilet supervisor whose sole job is to supervise the toilet cubicles and manage the toilet line. Having these positions allows our staff to easily identify intoxicated patrons and potential problem customers or incidents.

- There are a few mitigating factors for having influenced/intoxicated patrons on premise. I'll outline how we deal with each situation below:
Patrons ordering at the bar - We have trained our staff using the on-licensed premise tool kit and SCAB assessment tool. Staff are aware of how to correctly identify patrons who are influenced and need intervention. If an "influenced" patron is identified, they will be refused service of alcoholic beverages immediately or given the option of low or non-alcoholic beverages (dependent on their level of influence). These patrons will be brought to the attention of the Duty managers and security. Here they will be monitored. We monitor these particular guests, to ensure anyone they are with isn't providing them with alcoholic beverages. If they start showing signs of intoxication, they will be asked to leave. If they are in need of assistance we will take them to our safe area and call appropriate transport for them.

3. Food

- Our Head chef is responsible for ensuring that all items available during late night are available and do not "run out". Our chefs have a late night par level for our "Lights Menu". This is to ensure that all substantial products are always available at any point once the Main A La Carte menu is not available.
- A good range of substantial food is always available. Menus are visible at all times. These menus are positioned behind the bar for patrons buying drinks to see, as well as on the black pillar on the dance floor next to the water station.

- Staff will actively promote and encourage the consumption of food at the bar to slow the onset of intoxication.

4. Non-Alcoholic and Low-Alcoholic Beverages

- A range of non-alcoholic and low-alcoholic beverages is available at the par point of service and printed on all beverage menus
- We have a larger par level set for all non-alcoholic, low alcoholic and lower alcoholic beverages to ensure that they don't run out at any point. E.g. We use an Ideal re-order report when ordering beverages. Once we are lower than one keg (steinlager pure light) our system notifies us to re-order another. That way we always have at least two full 25L kegs as back up. We do the same process for our non-alcoholic beers, lower alcoholic wines. Our products that we have available are as follows: Steinlager Pure Light (2.5%). Macs Stuntman (0% beer), Wither Hills Early Light (lower alcoholic). We understand because it's not 2.5% it is not classified as a low alcohol option, however, it is a lower alcohol wine option. The bar manager is responsible in ensuring these items remain available at all times.
- Our low alcoholic options are printed separately and placed behind the bar in a clear and visible spot. This is to ensure all patrons at the bar are aware of the options available.
- We also provide free non-alcoholic options for sober drivers as opposed to just water. We have found this helps patrons not feel excluded in a social setting, and won't be "bullied" into drinking by their friends if they appear to have a drink that "looks like alcohol", but in reality, it's a ginger beer/Coca Cola, Lemon Lime and bitters etc)
- Free water stations are readily available and easily accessible for all patrons throughout the venue. We have one station positioned at the end of the bar towards the bathrooms and another positioned down by the dance floor. Both stations are supervised by security to ensure water is constantly topped up and fresh glassware is available. The water jugs are constantly recycled to ensure jugs are not spiked. This risk is mitigated by having Security present for the most part of the evening.

5. Safe Transport Options

- A telephone is available should anyone wish to call a taxi, dial a driver or other private transport home
- Staff are willing and available to assist with guests who require a taxi from the Octagon Taxi stand
- Management supports the designated driver scheme by providing a good range of non-alcoholic beverages and free post-mix (soda's) for those patrons.
- If we become aware of a customer who is intending to drive after drinking. We will offer to keep their keys safe on premise and organise appropriate transport.

6. Signage:

- Ensure all signage is displayed appropriately. This includes:
 - i. The current license at the entrance of our property
 - ii. Visible trading hours on the front door.
 - iii. Duty Manager's name is placed clearly on the wall behind the bar
 - iv. Signage of safe transport options,
 - v. Minors will be refused and anyone who looks visibly under the age of 25 will be asked for I.D.
- The Group Manager is responsible for ensuring all signage is up to date and current.

7. Alcohol Promotions

- No promotions encouraging the rapid consumption of alcohol or an excessive volume of alcohol will be either initiated or conducted on these premises.

8. Security

- As outlined in the 'intoxication' section.
- The Duty Manager checks all security on the night are COA certified and have their appropriate certificates. The Duty manager is responsible for ensuring noise is not at an excess level throughout the night.
- We have two security positioned on the front door. This is our first screening process to minimise any risk within the premise including intoxication/altercations and minors.
- Duty managers check consistently that all security are at the designated positions. Please refer to 'section 2: Intoxication' for a detailed security plan.
- Remind security guards to be vigilant to monitor potential spiking of drinks. One way we mitigate this is by placing security next to the water station by the dance floor.
- Remind security guards to be vigilant to monitor potential drug use or dealing. E.g. We mitigate this by having a supervisor on the bathrooms who strictly follows "one person per cubicle" at all times as those are blind spots.
- All security guards are treated as "glassies" to remove any unattended drinks, including empty glassware.
- The security guard stationed by the bifold doors monitors the line and outdoor area for patrons behaviour and prevents drinks being handed outside of the premise and potential barrier jumpers.
- Late night staff and Duty managers work with St John for first aid training.
- Front door security guards and the roaming duty manager work together to ensure capacity of the venue is maintained, Patrons do not breach local alcohol ban rules and our ON-license. We do this by using a clicker app on a smart phone.
- We have quarterly fire drills with FSN (Fire Safety Net).
- Security and managers recap every night to see where we can improve.

9. Incident log

- At the end of every shift. The duty manager will note any incident on our daily report write up and act on it.
- The incidents recorded will range from police visits, fake Identification confiscation, Physical incidents and removals. The range of potential recordings is can be fairly large and will be recorded appropriately.

10. Staff Training

- We use the On-licensed training tool kit when training staff, as well as our current induction training package.
- We train the staff on SCAB, to ensure all staff are able to correctly identify Influenced and intoxicated patrons. At the same time we have the SCAB assessment tool attached to each bar till as a constant reminder and to mitigate any potential lapse in memory.
- We have a qualified supervisor behind the bar to assist the bar staff with any questions or concerns.
- ServeWise is a national e-Learning tool developed for sellers and servers of alcohol. It provides users with an understanding of the Sale and Supply of Alcohol Act, with a strong focus on intoxication, minors, server intervention and host responsibility. The ServeWise training is tailored to meet the needs of on-licensed settings (ie, bars, restaurants, cafes, clubs and entertainment venues). This will ensure a high standard of training that will be refreshed every 3 months. We keep a spreadsheet of all staff who have trained using serve wise, we record the initial date and set a refresher date. This is an on-going process and training will be updated in conjunction with the Sale and Supply of Alcohol Act 2012.
- The operational manager is in charge of organising these training and refresher courses. They are compulsory and will be done during working hours to ensure attendance.

11. Trespassed Persons

- Work with Dunedin Police and Octagon Alcohol Group for any updated trespassed persons.
- Individual trespass booklet, consistent update with security guards.

As good hosts our expectation is that you will enjoy your visit to our premises. You are requested to act in a responsible manner whilst on the premises and not sirupt or cause offence to other patrons and staff.

Refusal of service should be viewed as an indication we are concerned for your own welfare. It is pointed out that staff must comply with their legal obligations under the Sale and Supply of Alcohol Act 2012.

Thank you for your support and patronage.



HOST RESPONSIBILITY

The management and staff of Vault 21 have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Because of this we have implemented the following host responsibility policy

We provide and actively promote a good range of food available for sale at all times. This includes Vault 21's Famous Sticky beef Wontons, Korean Fried Chicken, Salt and Pepper Squid and Fries. Menus are visible at all times behind the bar and at each water station in our venue.

We provide and actively promote a range of low alcohol and non-alcoholic drinks, including the Coca-Cola range, Simply Squeezed Juice range, Bundaberg Ginger Beer, 0% Beer, Sherbert martini, Passionfruit Soda and Steinlager Pure Light. Low or non-alcoholic options are provided on separate menus that are visible at all times on each till at the bar.

Sober drivers are provided with free Coca-cola and Simply squeezed juices at request.

Iced water is presented and available free of charge at all times. These stations are presented next to the dancefloor, at the end of the bar and can be poured by staff across the entirety of the bar.

It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification.

Acceptable forms of proof of age are a current New Zealand photo drivers licence, an 18+ evidence of age card (Kiwi Access) or a current passport.

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises, and will be encouraged to take advantage of safe transport options.

We promote a range of transport options to get you home safely. We can escort you to the taxi stand in the centre of the Octagon, call a taxi or sober driver of your choice.

We encourage people to have a designated driver. We will make the drivers job more attractive by providing an interesting range of alcohol-free drinks. This list is provided above.

Our policy is zero tolerance for aggressive, coercive or violent behaviour. If this occurs you will be asked to leave. Any escalation, police will be called.

We make sure all of these services are well promoted - you won't have to go looking for them.

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.

As good hosts our expectation is that you will enjoy your visit to our premises. You are requested to act in a responsible manner whilst on the premises and not sirupt or cause offence to other patrons and staff.

Refusal of service should be viewed as an indication we are concerned for your own welfare. It is pointed out that staff must comply with their legal obligations under the Sale and Supply of Alcohol Act 2012.

Thank you for your support and patronage.



ALCOHOL MANAGEMENT PLAN

This plan is to be used as an operational risk management tool for dealing with alcohol related concerns and is regularly reviewed and updated.

This plan is to be followed by all staff and security while the premises is operating under an alcohol licence. A copy will be maintained within the toolkit and be available to all staff at all times for reference.

This plan forms part of our Host Responsibility training. All staff are aware of alcohol, resource and noise management requirements for the premises.

It is our job to ensure the best result from any situation while maximising safety of staff and customers and maintaining amenity and good order.

Every individual is a (potential) guest and must be treated so

RISK	RISK COMPONENT	RISK LEVEL	RISK MANAGEMENT ACTIONS	PERSONS RESPONSIBLE	RESOURCES/RECORDING/OUTCOMES
MINORS.	Minors on premises	High	<p>All staff are conversant with the requirements of the Sale and Supply of Alcohol Act 2012, which prohibits the sale of alcohol to minors (persons under the age of 18 years old).</p> <p>Any staff member may require any guest appearing to be under the age of 25 years to produce proof of identification.</p> <p>Where proof of age cannot be produced and doubt exists as to age, the person concerned will be required to leave the premises.</p>	<p>Duty Manager</p> <p>Bar and FOH staff</p> <p>Security</p>	<p>Proof of legal identification - NZ photo drivers licence, Passport, Kiwi Access (18+ card)</p> <p>Signage displayed at the bar and front door</p>
	Minors entering premises.	High	<p>In the event that security is not on the door, the host or FOH staff is to request ID before being seated or served at the bar.</p> <p>Standard practice for Friday/Saturday nights - security staff start on the door at 10pm, at the latest, to check IDs of all patrons before entering.</p> <p>No minors are permitted to enter the premises after 10pm</p> <p>Minors may be permitted to enter the premises prior to 10pm with a legal parent or guardian.</p>	<p>Duty Manager</p> <p>Bar and FOH staff</p> <p>Security</p>	<p>Fake IDs to be reported to police.</p>

INTOXICATION	Patrons arriving intoxicated / pre-loading	High	<p>Security Staff are to assess patrons as they line up to enter the premises. Additionally they engage in conversation with patrons as they check their ID's to effectively assess their intoxication levels.</p> <p>Any patron who is appearing to show 3 or more signs of the SCAB assessment tool will be denied entry.</p> <p>Any patron appearing to be influenced on premise will require intervention. Staff will recommend available food options and push for low alcohol or non-alcoholic options depending on the level of influence.</p>	Duty Manager Bar and FOH staff Security	<p>FOH staff have all been trained in-house to effectively assess intoxication.</p> <p>FOH staff trained using ServeWise and SCAB</p>
	Excessive consumption / Patrons showing signs of escalating intoxication	High	<p>Staff are trained to be aware of how much alcohol a patron has consumed. Alternative drinks i.e. free water or low and non-alcoholic beverages and food will be recommended when a person shows signs of escalating intoxication. These guests will also be monitored to ensure their own safety and those around them.</p> <p>Any person who is appearing to be intoxicated will be asked to leave the premises or, if it is unsafe to do so, moved to a safe space where they are supervised away from other patrons until they can be removed. Our "safe space" is a private room down past the bathrooms. Here, patrons/victims that need support can be looked after by a member of staff until it is safe to call appropriate transport.</p> <p>If any staff at any point of service, whether it's during lunch, dinner or late night, has used their own assessment of a guest and determined they are intoxicated, they are to alert the Duty Manager or Security Staff who will then remove the patron.</p>	Duty Manager Bar and FOH staff Security	<p>Signage displayed at the bar.</p> <p>Food menu displayed at the bar at all times.</p> <p>Non-alcoholic and low-alcoholic menus displayed at all times.</p> <p>Scab assessment tool printed and displayed at each Point of Sales for staff to use.</p>
	Drink Spiking	High	<p>Our Duty manager, roaming security and Glassy constantly move around the venue and remove any unattended drinks/glassware.</p> <p>We have security monitoring the water stations.</p> <p>We regularly replace the water jugs at each water station.</p>		
CUSTOMER BEHAVIOUR	Aggressive behaviour	High	<p>Security Staff and Duty managers are trained to assess any suspicious behaviour that may happen throughout the venue,</p> <p>Security are stationed;</p> <ul style="list-style-type: none"> • 2 at the door - monitoring the entry/exit, outside area • 1 standing on the green tiles/sliding doors - monitoring the outside area and dancefloor • 1 standing elevated at the top of the ramp - monitors the dance floor and the entrance from the outside area 	Duty Manager Security	<p>Any Incidences to be recorded in the incident log in the on-licensed premise tool kit and incident report to be written up on the night.</p> <p>Also to be recorded in the Daily Report.</p> <p>All Duty Managers are trained with Safe Bars NZ.</p>

			<ul style="list-style-type: none"> 1 standing at the bar - monitors the area in front of the bar 1 roaming at all times and is easily accessible 1 stationed at the toilets - monitors who goes in and out, also has sight of the area in front of the bar <p>By having these contact points, Security are able to have all areas of the venue in their site.</p> <p>Any patron that shows any aggressive behaviour that has the potential to cause harm to other patrons are to be removed immediately.</p> <p>If once the patron is removed and they appear as though they may continue to cause further harm outside of the premises the Duty Manager will notify the police.</p> <p>All Duty Managers are trained with Safe Bars for the effective removal of trouble patrons with minimal force to ensure the safety of those on premise. Any trouble patrons will be issued with a verbal or written trespass for that night and will not be allowed permission/access to the premises.</p>		
	Unwanted attention	High	<p>All venues are a part of the Red Light initiative and all staff have been trained and given information around the programme.</p> <p>If patrons at any point ever feel as though they are receiving unwanted attention and don't feel able or comfortable to deal with the situation they can ask any FOH staff, Duty Manager or security person for a Red Light Drink and we can offer to organise safe transport home or call a friend or police for them.</p>	Duty Manager Bar and FOH staff Security	Staff are trained in-house with the red-light tool. If a customer shows the red light logo or mentioned red light, we will intervene discreetly and take the victim to our safe space.
	Drug Use	High	<p>One staff member is stationed at the toilets at all times from 11pm onwards on Friday and Saturday nights.</p> <p>They monitor who goes in and out of the toilets.</p> <p>Patrons wait in a line outside the toilet area and are ushered in once the toilet has been checked. 1 person per cubicle is allowed at a time.</p> <p>FOH/Bar staff have also been trained to monitor persons who may be on different types of substances.</p> <p>Those thought to be under the influence of illegal substances will be removed.</p>	Duty Manager Bar and FOH staff Security	Police will be notified straight away if any illegal activity is caught.

	Drink Driving	High			
NOISE CONTROL	Loud music	High	<p>Music is monitored throughout the night by the duty manager. At 2:30am music is incrementally turned down until closing time at 3am.</p> <p>Genre of music for the last few songs is calm, happy and 'good vibes'</p> <p>Guest singers are scouted and given a set of guidelines prior to performing.</p>	Duty Manager/DJ	Helps ensure guests leave in a good mood.
OPERATIONAL STRUCTURE	Drink Spiking / Aggressive behaviour	High	<p>We have 2-3 Duty managers present during Friday and Saturday night trade, depending on the level of busy-ness. We have between 4-7 security guards present, again, depending on the level of busy-ness.</p> <p>One duty manager is positioned behind the bar overseeing bar staff and patrons at the bar, ensuring that influenced patrons are not being served. The second manager on the floor, constantly liaises with the toilet supervisor and stationed security guards, at the same time checking blind spots. The third Duty manager oversees the line and outdoor smoking area.</p> <p>Two security guards are positioned at the front entrance checking ID and identifying intoxicated patrons and refusing entry. Another security guard is positioned by the bifold windows on the green tiles. Their job is to prevent barrier jumpers and manage the outside queue by keeping the footpath clear. Another security guard is positioned on an elevated platform in the corner of the dance floor. They are there to oversee the dance floor and watch the ramp from the main entrance to identify any influenced patrons.</p> <p>We have one security guard roaming the entire venue, predominantly the main floor between the bar and the bathrooms.</p> <p>Lastly we have a toilet supervisor whose sole job is to supervise the toilet cubicles and manage the toilet line. Having these positions allows our staff to easily identify intoxicated patrons and potential problem customers or incidents.</p>	Duty Manager / Security	Orderly Venue
PREMISES MANAGEMENT	Line/Main entrance Congestion	High	<p>We have 2 security placed on the door to manage guests entering and exiting.</p> <p>Solid Barriers are put in place to ensure guests can't 'barge through'</p> <p>Security positioned on the green tiles by the bi-fold doors watches the exit congestions. They manage that area if it becomes to congested and moves patrons on.</p>	Duty Manager / Security	Orderly and clear entrance and exit

	Bathroom Queue	High	Staff employed to watch and maintain bathrooms. They keep an orderly line and allow one person per cubicle.	Duty Manager / Security	Orderly toilet line
	Dance Floor	High	There are two points for security. One positioned on the green tiles overlooking one half of the dance floor. Another positioned next to the water station on the dance floor. Both positions are elevated to ensure clear view to the dance floor. These security maintain the dance floor and ensure guests are behaving sensibly and respectfully.	Duty Manager / Security	Calm, non-aggressive dance floor
	Outside Smoking Area	High	One security positioned by the by-fold doors over looking outside area and queue.	Duty Manager / Security	Calm and non-aggressive
STAFF TRAINING	Serving Intoxicated patrons	High	Staff are trained using Serve Wise. They know how to spot and intervene when a patron is showing signs of influence. Staff are trained using SCAB assessment tool. They know how to correctly identify levels of intoxication.	Staff/duty manager	Certificate from serve wise
	Serving Minors	High	Staff know what ID's are accepted Staff trained to correctly check identification Knowing the signs of a fake ID	Staff / Duty Manager / Security	Appropriate signage is displayed at all times
HOST RESPONSIBILITY	Food Unavailability	Low	Our chefs have a late night par level for our "Lights Menu". This is to ensure that all substantial products are always available at any point once the Main A La Carte menu is not available.	Sous Chef	Food Par level sheet to be recorded every night.
	Food Promotion	Low	Menus are visible at all times. These menus are positioned behind the bar for patrons buying drinks to see, as well as on the black pillar on the dance floor next to the water station. Staff will actively promote and encourage the consumption of food at the bar to slow the onset of intoxication.	Duty Manager	New menus printed prior to the weekend. This ensures we have plenty of menus visible and available

	Low / Non-alcoholic beverages available	Low	<p>We have a larger par level set for all non-alcoholic, low alcoholic and lower alcoholic beverages to ensure that they don't run out at any point. E.g. We use an Ideal re-order report when ordering beverages. Once we are lower than one keg (steinlager pure light) our system notifies us to re-order another. That way we always have at least two full 25L kegs as back up. We do the same process for our non-alcoholic beers, lower alcoholic wines.</p> <p>Our low alcoholic options are printed separately and placed behind the bar in a clear and visible spot. This is to ensure all patrons at the bar are aware of the options available.</p>	Bar Manager	Ordering is done weekly to ensure we have enough available stock.
	Driving Whilst Intoxicated	High	<p>We have a phone available at all times to organise safe transport</p> <p>Staff are available to help escort patrons to the taxi stand in the centre of the octagon</p> <p>Designated driver scheme. We provide a range of free non-alcoholic options to encourage sober drivers</p>	Duty Manager/Staff	<p>Phone positioned behind the bar. This allows for easy access for all staff.</p> <p>Information about alternative transport is visible.</p>
	Injury from drink containers. Broken Glass	High	<p>The use of reusable plastic containers as the majority of "glassware"</p> <p>Frequent clearing of venue</p> <p>Adequate number of bins</p>	Security, Duty manager	Venue is clear of glasses and consistently clean.



Notice of Meeting:

I hereby give notice that an ordinary meeting of the District Licensing Committee will be held on:

Date: Thursday 10 June 2021
Time: 9.00 am
Venue: Edinburgh Room, Municipal Chambers, the Octagon, Dunedin

Sandy Graham
Chief Executive Officer

District Licensing Committee
On-Licence Renewal – Vault 21
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Member Colin Weatherall	
Members	Rakei Amohau	Karen Elliot
Senior Officer	Kevin Mechen, Secretary, District Licensing Committee	
Governance Support Officer	Lynne Adamson	

Lynne Adamson
Governance Support Officer

Telephone: 03 477 4000
Lynne.Adamson@dcc.govt.nz
www.dunedin.govt.nz

Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 APOLOGIES

At the close of the agenda no apologies had been received.

2 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

PART A REPORTS

REPORT FOR ON-LICENCE RENEWAL, "VAULT 21", 21 THE OCTAGON, DUNEDIN – FROM SECRETARY, DISTRICT LICENSING COMMITTEE

Department: Customer and Regulatory Services

APPLICATION DESCRIPTION

Applicant's Name:	AND Hospitality Group Limited
Site Address	21 The Octagon, Dunedin
Trading Name:	Vault 21
Style of Licence	Tavern
Application Number	ON-29-2013
Date received by Council	12 February 2021

EXECUTIVE SUMMARY

- 1 This is a report for an application for a renewal of an on-licence. The criteria found at section 131 of the Sale and Supply of Alcohol Act 2012 (the Act) apply to this application.
- 2 The applicant does not seek any changes to the licence.
- 3 While the reporting agencies have not opposed the renewal of the licence there is sufficient concern raised in their reports that has moved the Committee to want to determine the matter at a hearing where the applicant can have the opportunity to address the points raised.
- 4 There have been no public objections received.

APPLICANT AND APPLICATION

- 5 AND Hospitality Group Limited has a single director and shareholder, Mr Xiang Shi.
- 6 The licence for the premises was granted on 6 March 2014. The premises was originally called "Ra Café and Bar". The trading name was changed to the current "Vault 21" in 2015.
- 7 The licence was reprinted in 2019 to reflect the Local Alcohol Policy's maximum trading hours and the 2.30 am one-way door.
- 8 The applicant is seeking to renew the licence with no change to its conditions.

PUBLIC NOTICE

- 9 There were no objections received at the end of the public notice period.
- 10 The reporting agencies, the Police, Medical Officer of Health and Licensing Inspector have not opposed the grant of the renewal. However, the following points were raised:
- a) Police:
 - i) A compliance check on 27 February found three intoxicated people in the premises. The duty manager on duty did not agree saying he believed they were 'influenced' but not intoxicated.
 - ii) On 15 November 2020 a large fight broke out outside the premises. The music was loud and considered unacceptable all night and the DJ was heard swearing at the end of the night which was 'winding the patrons up'.
 - iii) On 4 November 2020, at the first Octagon Alcohol Group, it had been discussed that the music volumes would be reduced from 2am and the genre changed to encourage a 'happy mindset' for when patrons left the area. A representative from this premises was present, but they did not enter into the spirit of what was agreed, and the above-mentioned fight ensued.
 - iv) There is often congestion on the footpath outside the premises on busy nights which is resulting in a blocked carriageway.
 - b) Licensing Inspector:
 - i) Documents submitted with the renewal application refer to the 'Sale and Supply of Liquor Act 2012'
 - ii) The Alcohol Management Plan refers to the 'Sale of Liquor Act 1989' and carries the "Ra Bar" logo. The duty manager interviewed at the time of the renewal visit said he was not aware of the issues and suggested the Alcohol Management Plan was not 'active'.
 - iii) The manager was not aware of the ServeWise training tool despite the agencies working with the premises on this.
 - iv) The Inspector suggests there is a lack of staff training at the premises.
- 11 The agencies have commented that whenever there has been/is an issue the management of the premises works with the agencies to resolve the matters.

CONCLUSION

- 12 The reporting agencies have not opposed the grant of the licence renewal despite their reports laying the foundation for opposition.
- 13 Despite there being no opposition, the Committee has called the matter to a hearing (s.202(1) of the Act) so that the applicant has an opportunity to clarify their staff training regime and to speak to the points raised by the agencies.

Signatories

Author:	Kevin Mechen - Secretary, District Licensing Committee
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Authoriser:

Attachments

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APPLICATION FOR RENEWAL OF LICENCE		
<p align="center">On-Licence, Off Licence or Club Licence Section 127(2) Sale and Supply of Alcohol Act 2012</p>		
DETAILS OF LICENCEE:		
NAME OF LICENCEE:	AND Hospitality Group Limited	
POSTAL ADDRESS FOR SERVICE:	PO Box 5289, Dunedin 9054	
CONTACT DETAILS:	BUS: 03 742 0893	MOBILE:
	EMAIL:	
DETAILS OF LICENCE:		
LICENCE NUMBER:	169/ON/04/2019 X	
LICENCE TYPE:	On Licence	
REFERENCE NUMBER:	ON-29-2013	
EXPIRY DATE:	6 March 2021	
DETAILS OF PREMISES:		
ADDRESS OF PREMISES:	21 The Octagon Dunedin	
TRADING OR OTHER NAME:	Vault 21 X	

Rec 12/2

Application for On-Licence Renewal

Incomplete applications will not be processed

- The application must be accompanied by the correct fee (see page 2)
- Accepted methods of payment are either by cash, eftpos or cheque (Cheques payable to Dunedin City Council)
- Administration will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (advertising is included in the application fee). The contact person will be emailed a copy of the public notice to be displayed on the premises
- If you have any queries while completing this form please contact Administration on 03 474 3481 or email dla@dcc.govt.nz

Please read and complete the following checklist before submitting the application

- A copy of both the food and drinks menus ☒
- Location map showing location of 'sensitive' locations (e.g., school, early childhood facilities, hospitals, churches, etc.) together with a Risk Mitigation plan detailing how you will ensure impact upon the community will be minimised (e.g. control of noise and litter; parking; dispersal of patrons) ☒
- Copy of Host Responsibility Policy (for high risk premises please also include an alcohol management plan explaining how you will implement the points of the policy) ☒
- Letter of authorisation for a consultant where a consultant is completing form ☒

Calculate your fee

Select your premise type:

- Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the Council, operate that bar at least one night a week in the nature of a tavern (such as serving alcohol without meals to tables situated in the bar area)
- Class 2 restaurants** – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of the Council, do not operate that area in the nature of a tavern at any time
- Class 3 restaurants** – restaurants that only serve alcohol to the table and do not have a separate bar area

Type of premises	Points
Class 1 restaurant - Night clubs, Taverns, Adult premises	15
Class 2 restaurant - Hotels, Function centres, Universities, Polytechnics	10
Class 3 restaurant, other premise not specified -	5
Theatres, cinemas, BYO restaurants, cellar doors	2
Premises points	15

Select the latest time you intend to sell alcohol:

Latest alcohol sales time	Points
2am or earlier	0
Between 2:01am - 3:00 am	3
3:00 am onward	5
Trading hours points	3

Select the number of enforcement holdings and add to the points:

Number of enforcement holdings in the last 18 months	Points
None	0
1	10
2 or more	20
Enforcement points	0

Add the premises points, trading hour's points and the enforcement points together to get the total:

Premises points: Trading hours points: Enforcement points: Total points:

Use the table below to work out the fee payable:

Total points	Risk rating	Application fee (GST Inc)	Annual Fee (GST Inc)	Total fee required
0-2	Very low	\$368.00	\$161.00	\$529.00
3-5	Low	\$609.50	\$391.00	\$1000.50
6-15	Medium	\$816.50	\$632.50	\$1449.00
16-25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00



Dunedin DLC – On Licence Renewal Application – DDLC-ONRENEW-V1-2017

Application for On-Licence Renewal

Section 127 (2), Sale and Supply of Alcohol Act 2012

TO The Secretary

Dunedin District Licensing Committee

Application for the renewal of an on-licence is made in accordance with the particulars set out below:

Contact Person

Full Name: Rebekah Rolleston
Phone No.: 087 321 8219
Mobile No.:
Email address: prohibitionsnakehouse@gmail.com
Postal address for documents: 21 The Octagon, Dunedin 9016
Preferred mode of contact: phone or email

Details of the Applicant

Full legal name/s of the person/s or company who will receive any proceeds from alcohol sales:
Include any other names you may be known by e.g. maiden names, alias

AND Hospitality Group Ltd TA Vault 21

Applicant status please select from the below options

<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Body Corporate
<input type="checkbox"/> Public Company	<input checked="" type="checkbox"/> Private Company	<input type="checkbox"/> Club
<input type="checkbox"/> Trustee	<input type="checkbox"/> Local Authority	<input type="checkbox"/> Licensing Trust
<input type="checkbox"/> Government Department or other instrument of the Crown	<input type="checkbox"/> Manager under the Protection of Personal Property Rights Act 1988	<input type="checkbox"/> Board, organisation or other body

Have there been any changes to the licensee status? ☐ Yes ☒ No
(A change would include a change of any shareholders, directors or partners)
If yes, detail changes:

Address: 21 The Octagon, Dunedin, 9016

Occupation: Restaurateur

(If individual) ☐ Male ☐ Female ☐ Other

(If individual) Applicants place and date of birth:

Postal address for documents:
21 The Octagon, Dunedin, 9016

Is this your principal business? ☐ Yes ☒ No
Please state any other businesses:
Prohibition Smokehouse, Catacombs Nightclubs, Deja Vu.

Criminal Convictions		
Please state all criminal convictions against any applicants including Directors or Shareholders (except convictions for offences to which the Criminal Records (Clean State) Act 2004 applies)		
Full Name	Conviction	Date of Conviction
(Use a separate sheet if necessary)		

Details of Premises

Trading name: Vault 21

Name of the building (if applicable):

Address of premises: 21 The Octagon, Dunedin 9016

Does the building have a current Building Warrant of Fitness (BWOF)? ☒ Yes ☐ No

What is the maximum occupancy of your entire premises including outside areas? 540

Please describe in detail the number and nature of the toilet arrangements e.g.: number of toilets male and female, number of urinals, unisex facilities and accessible facilities:

7 unisex bathrooms, 1 x accessible facilities downstairs
3 x unisex bathrooms upstairs

Fire Evacuation Declaration - Fire and Emergency Act 2017

Which of the following fire evacuation statements applies to you?

If unsure, check with Fire and Emergency New Zealand

☒ The owner of the building in which the premises is situated provides and maintains an evacuation scheme as required by section 76 Fire and Emergency Act 2017

☐ Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme

☐ Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation

Signed [Signature] Date 10/2/2021

Details of Conveyance (e.g. if this application is for a ship, bus, train etc.)

Type of conveyance (e.g.: ship, bus, carriage etc.):

Trading name of conveyance:

Registration number:

Address of home base:

Business Details

What is the general nature of the business to be conducted under the licence?

☐ Tavern/Bar ☒ Café/Restaurant ☐ Hotel ☐ Nightclub

☐ Entertainment ☐ Other (specify).....

On which days and during which hours do you sell alcohol:

Day	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Weds	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Start time	8am	8am	8am	8am	8am	8am	8am
End time	3am	3am	3am	3am	3am	3am	3am

Are there any changes to the current licenced hours? ☐ Yes ☒ No
(An extension to the existing hours may require resource consent, check with City Planning Department)

If yes, describe changes:

What designations apply to the premises?

- ☐ Undesignated (people of any age are permitted)
- ☒ Supervised (people under 18 years must be accompanied by parent or legal guardian)
- ☐ Restricted (people under 18 years not permitted)

Is the applicant seeking any changes to the current licenced areas or designations?

☐ Yes ☒ No If yes, detail:

Is accommodation provided? ☐ Yes ☒ No

Is the sale of alcohol the principal purpose of the business? ☐ Yes ☒ No

If no, provide details:

Main purpose of business is dining

Does the applicant supply or sell any goods other than alcohol and food?

☐ Yes ☒ No If yes, provide details:

Does the applicant provide any services other than those related to the sale or supply of alcohol or food?

☐ Yes ☒ No If yes, provide details:

Manager Details			
Provide the below details for each manager or proposed manager			
Full Name	Date of Birth	Managers Certificate Number	Expiry Date
Max Gillies	17/05/94	069 / cert / 2018 / 2016	3/12/2022
Rebekah Redkeston	12/07/94	069 / cert / 113 / 2020	28/10/2021
Lione Tisdall	25/11/94	069 / cert / 253 / 2016	22/06/2022
Carlo Gueno	14/01/91	069 / cert / 206 / 2016	16/06/2023
(Use a separate sheet if necessary)			

Conditions

1) What provision does the applicant make for the sale and/or supply of:

i. food (describe type and range and when it will be served, attach menu)

Full a la carte menu + reduced 'lights' menu available at all times

- ii. non-alcoholic drinks (describe type and range)
water, post mix soda, house-made soda, mocktails,
fruit juice, tea and coffee
- iii. low-alcohol drinks (2.5% abv or less, describe type and range)
Stemlager pure life
- 2) To what extent, and where, is drinking water **freely** available to patrons?
Water stations at all 3 water stations, water station at
bar.
- 3) If no access to mains water supply is available, how will potable (clean drinking) water be
made available?
N/A Water jugs
- 4) What steps are taken to provide help with and information about transport options from the
premises?
Signage on display at bar, restaurant and bar staff
security assist as needed.
- 5) What steps are taken to prevent the sale and supply of alcohol to prohibited people (minors
and intoxicated people)?
* Alcohol management plan attached.
SCAB signs at all tills for bar staff, security to prevent minors
infor at the entrance, restaurant and bar staff to assess during service.
- 6) How does the applicant staff (number and experience) the premises to ensure compliance with
the Act? For high risk premises, what arrangements will be made for security staff?
2 Duty managers, 6 restaurant/bar staff, 1 maître d'/host,
6 security/doormen (N/A)

7) How does the applicant train staff to ensure compliance with the Act?

All staff receive Host Responsibility and SCAB training with induction, ongoing training in house, trainings with police

8) What other steps does the applicant take to promote the responsible consumption of alcohol?

Promote dining food available, providing water prior to patrons becoming influenced, limiting number of drinks per person, slowing down the rate at which patrons consume alcohol, making sure patrons aren't sneaking in their own alcohol.

Signed  Date 10/2/21 Place



HOST RESPONSIBILITY POLICY

1. MINORS

- All staff are conversant with the requirements of the Sale and Supply of Liquor Act 2012, which prohibits the sale of alcohol to minor (persons under the age of 18 years).
- Signage is displayed on the premises stating minors will not be served.
- Staff may require any person appearing to be under the age of 25 years to produce proof of identification.
- The accepted forms of identification are photo driver's license, passport, 18+ card. They will be requested where any doubt as to age exists.
- Where proof of age cannot be produced and doubt exists as to age, the person concerned will be required to leave the premises.

2. INTOXICATION

- All staff are aware that the Sale and Supply of Liquor Act 2012 prohibits the sale of alcohol to intoxicated persons and the presence of intoxicated persons on licensed premises.
- Signage is displayed on the premises stating intoxicated persons will not be served.
- Staff have been trained in how to recognise the signs of intoxication, including the SCAB assessment tool.
- Any person displaying signs of intoxication will not be served further alcohol and may be asked to leave.
- Alternative drinks i.e., low and non-alcoholic beverages and food will be recommended when a person shows signs of escalating intoxication.

3. FOOD

- A good range of food is always available, as well as substantial meals. Menus are visible at all times.
- Staff will actively promote and encourage the consumption of food to slow the onset of intoxication.

4. NON-ALCOHOLIC AND LOW-ALCOHOL BEVERAGES

- A range of non-alcoholic and low-alcoholic beverages is available at the bar point of service.
- Tap water is made readily available and is provided free of charge.

5. SAFE TRANSPORT OPTIONS

- A telephone is available should you wish to call a taxi, dial a driver or other private transport home.
- The telephone numbers for local taxi services are displayed with the telephone.
- Management supports the designated driver scheme by providing a good range of low-alcohol and non-alcoholic beverages

6. LIQUOR PROMOTIONS

- No promotions encouraging the rapid consumption of alcohol or an excessive volume of alcohol will be either initiated or conducted on these premises.

As good hosts our expectation is that you will enjoy your visit to our premises. You are requested to act in a responsible manner whilst on the premises and not disrupt or cause offence to other patrons and staff.

Refusal of service should be viewed as an indication we are concerned for your welfare. It is pointed out that staff must comply with their legal obligations under the Sale and Supply of Liquor Act 2012.

Thank for your support and patronage.



APPLICATION FOR SPECIAL LICENSE

REPORT DETAILING RISK MITIGATION TO COMMUNITY

Extension of Licensed Premises for 21 The Octagon

INTOXICATION

- Security and Staff will be provided with appropriate training and support on how to deal with intoxication and how to identify potential hazards.
- The "SCAB" Assessment tool will be available and displayed.

MINORS

- Security will be posted at the main front gate as well as the main entrance into the building.
- All patrons that look under the age of 25 will be asked for proof of age. Identification will be requested at the point of entry.
- We will only accept the legal forms of ID such as NZ Drivers License, NZ Passport or 18+ Evidence of Age card

PROMOTIONS

- Any promotions to be conducted will be in line with the Sale and Supply of Alcohol Act 2012.

NOISE

- Any entertainment will be conducted in a courteous manner in respect of the neighbouring businesses and general public

ENVIRONMENTAL

- Footpaths will be kept clear where possible to enable the free flow of pedestrians.
- We will ensure that the street frontage is clean and clear of any rubbish, broken glass and spills.
- We will abide by any other council regulations.

We will take the necessary steps to comply with the Sale and Supply of Alcohol Act 2012 including the display of the Special License where it is visible to all persons.

Our mitigations strategies centre around establishing a close working relationship with the local authorities including DCC, Police, Ministry of Health, Food Safety and any other governing bodies associated in this industry.

At least 2 Duty Managers will be on premise at all times with the appropriate qualifications needed and to uphold these standards including our Host Responsibility and Alcohol Management Plan.

ALCOHOL MANAGEMENT PLAN

Risk	Level of Risk	Risk Components	Strategies	Actions	Responsibility	KPIs/Measures
Mitigations	High	Underage on premise	Knowledge of the Sale of Liquor Act 1989	Remove from premises	Manager on Duty Bar Manager	Staff training
			Proof of legal identification	Checks upon entering premises	Manager on Duty Bar Manager Security Staff	No ID No entry
		Fake ID	Knowledge of legal and valid identification	Confiscation of ID if illegal	Manager on duty Bar Manager Security Staff	Report to Police
Intoxication	High	Patrons arrive intoxicated	Refuse entry	Dedicated security observations at entry	Manager on duty Security provider Staff	Intoxicated patrons do not enter the venue
			Communication	Communication between entry points	Manager on duty Security provider Staff	Security staff have communications
			Set expectations	Information and signage	Management	Information and signage are present
Food	Low	Running out of pre-prepared food	Have member of staff on hand to prepare food to order	Staff training of our late night menu	Manager on Duty Staff	A good range of substantial food is available at all times
Non-alcoholic and low-alcohol Beverages	Low	Running out of stock	Positioning in fridge to be fully visible	Information and signage	Bar Manager Manager on Duty Staff	Readily stated on drinks menu
			Ensuring enough stock on hand	Bar Manager/staff to check on regular daily basis	Bar Manager Manager on Duty Staff	Readily stated on drinks menu

Page 1 of 2

Risk	Level of Risk	Risk Components	Strategies	Actions	Responsibility	KPIs/Measures
Safe Transport Options	High	Driving whilst intoxicated	Tap water free of charge	Designated area made available	Manager on Duty Bar Manager Staff	Continuous supply of water
			Phone available	signage	Manager on Duty Staff	Information and signage are present
			Taxi numbers	Information and signage	Manager on Duty	Information and signage are present
			Designated driver Scheme	provide complimentary range of non-alcoholic beverages for sober drivers	Manager on Duty Bar Manager Staff	Information and signage are present
Liquor Promotions	High	Rapid consumption of alcohol or excessive volume	Restriction on quantities purchased at one time	Restricting quantity	Manager on Duty Bar Manager	Low tolerance on stock piling and excessive consumption

Page 1 of 2

SMALL PLATES & SNACKS

- Crispy Fresh Tofu \$14 V GF DF
- Soft tofu criss salad, lemon sesame dressing
- Seared Tuna Steak \$17 GF DF
- Seared tuna, garlic ponzu, spring onion pickled dillion
- Korean Fried Chicken \$15 GF DF
- Gochujang chili Mayo
- Sweet & Sour Pork \$16 DF
- Crispy fried pork, coriander fennel & apple slaw
- Crispy Squid \$16 GF DF
- Green chili, lime and togarashi pepper and watercress salad
- Spiy Tuna Taco (3) \$16 DF
- Spiy srinacha tuna, cucumber, coriander fennel & apple slaw, srinacha chili mayo
- Teriyaki Chicken Taco (3) \$14 DF
- Teriyaki chicken, spring onion, cucumber, coriander fennel & apple slaw, miso mayo
- Salmon Taco (3) \$16 DF
- On King Salmon, avocado, nasturtium, coriander fennel & apple slaw, wasabi mayo
- Peking Duck Taco (3) \$14 DF
- Cucumber, spring onion and hoisin sauce
- Oyster Bun (2) \$16
- Hot sauce, soy sauce & jalapeno mayo, shallots in pink pepper pickle
- Peua Sando Bun (2) \$16
- Peua pati, watercress, wasabi mayo, shallots in pink pepper pickle
- Spiy Chicken Buns (2) \$16
- Pickled onion, coriander leaf and srinacha mayo
- Pork Belly Steamed Buns (2) \$16
- Pickled cucumber, BBQ sauce, kaniyo mayo
- Prawn Dumpling (3) \$12
- Prawn, coriander with chili lime dressing
- Spicy Beef Wontons (3) \$16
- Chili, coriander, white miso mayo

SALADS

- Nom Bam Chicken Salad \$18.50 DF GF V
- Chicken, avocado, sea salt, dillion, radish, cherry tomatoes, grilled sweet soy chicken thigh
- Spring Vegetable Salad \$14 DF GF V
- Miso criss, fennel, radish, dillion, avocado & toasted cashew, chili lime vinaigrette

GRILL

- Char Grilled Steak \$32 GF
- Silver Fern Farms soy glazed beef, asla verde pesto, marinated eggplant & dillion salad
- Fresh Caught Southern Ocean Fish \$29.50 GF
- Fin seared fresh fish, little neck clams, pickled fennel, fresh green chili, ginger & lime dressing
- Roast Pumpkin \$12 GF DF V
- Slow roasted pumpkin, grilled, tamarind roasted pumpkin seeds, jalapeno, sweet soy
- Grilled Eggplant \$12 GF DF V
- Grilled eggplant, ginger miso, spring onion, aniched pine nuts, sesame dressing
- Charred Tenderstem Broccoli \$12 GF DF V
- Pink pepper, coriander honey soy glaze
- Smoked Pork Bites \$20
- Grilled, Gochujang and hoisin sticky sauce, chili and macadamia
- Crispy Pork Belly \$34.50
- Teriyaki apple, baby watercress, chargrilled broccoli and star anise glaze

KITCHEN

- Slow Braised Beef Brisket Hot Pot \$34.50
- 1 1/2hr slow braised beef brisket rice hot pot, miso butter, dillion, bok choy, wasabi, shiitake mushrooms, soy beef broth
- Braised Wild Mushroom Hot Pot \$26.50 GF V
- Soy braised enoki, shiitake mushroom, button mushrooms, spring onion, miso butter rice hot pot
- Bang Bang Spiy Tuna \$26.50 GF DF
- Yellowfin tuna tossed in a srinacha sauce, togarashi pepper, steamed rice, green beans, cucumber, sesame seeds, dillion, coriander fennel & apple slaw
- Bang Bang Sesame Miso Salmon \$26.50 GF DF
- Sesame miso marinated raw On King salmon, steamed rice, pickled cucumber, cucumber, sesame seeds, dillion, coriander fennel & apple slaw
- Bang Bang Chicken \$26.50 GF DF
- Korean fried chicken, steamed rice, cucumber, green beans, sesame seeds, dillion, coriander fennel & apple slaw
- Tender Lamb, Tomato & Coconut Curry \$32
- Crispy shallots, concase tomato, mint yogurt, and served with rice
- Wok Fried Sassy Beef \$26.50
- Rice noodle, cherry tomatoes, bean sprouts, pickled radish, peanut, bok choy and mung beans
- Thai Yellow Pumpkin Curry \$23 V
- Red capsicum jam, toasted pine nuts, fried tofu, rocket and side of rice

SIDES

- Fries \$10
- Spiy salt & chili mayo
- Stir Fried Vegetables \$14 V
- Seasonal vegetables, garlic & leccop-mais
- Kimchi Fried Rice \$8
- Garlic, chili, kimchi spring onion
- Steamed Rice \$5.50 V
- Garlic Fried Rice \$8 GF
- Crispy shallots, spring onion, garlic butter
- Vegetable Rice Noodles \$16 GF DF V
- Rice noodle, cherry tomatoes, pickled radish, peanuts, bok choy

GF = is or can be adjusted to Gluten free DF = is or can be adjusted to Dairy Free V = is or can be adjusted to Vegan. If you have any dietary requirements, please let our staff know. Please get home carefully, our staff are happy to call you a taxi on request.



LIGHT MEALS

Vault 21 Famous Sticky Beef Wontons \$16 (3) ❖
Lemon grass, chilli, coriander, white miso

Korean Fried Chicken \$15 ❖
Gochujang chilli dipping sauce

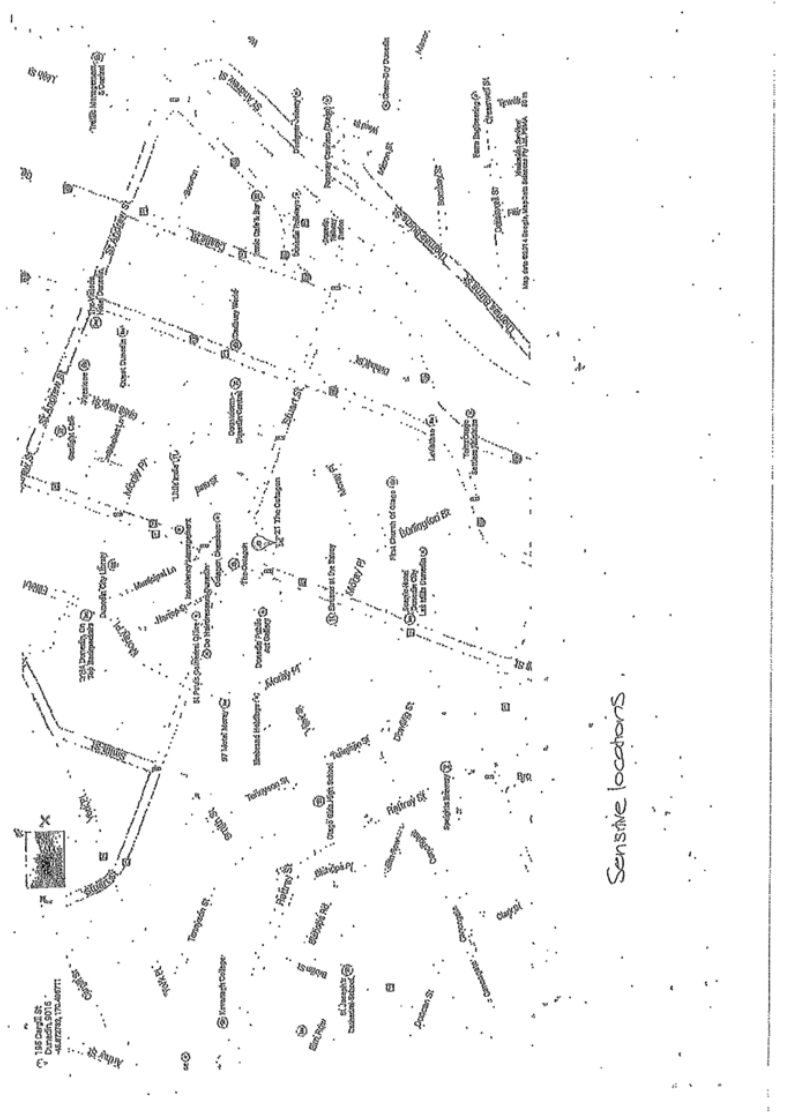
Salt & Pepper Squid \$12 ❖ V DF GF
Tamarind dressing

Asian Slaw \$9.5 ❖
Peanuts, coriander, kewpie mayo, crispy glass noodle

Fries \$10 ❖
Spicy salt & chilli mayo



Cocktails		Bottled Beer	
Stirred, shaken & otherwise		Steinlager Classic	9
		Corona	9.5
G.H. Mumm Grand Cordon Bellini	20	Leffe Blonde	15
Champagne, mango puree		Mac's Rockaway Pacific Pale Ale	9
		Mac's Interstate APA	12
Candy Floss Cosmopolitan	18	Emerson's London Porter 500ml	15
Nobody's too old for candy floss, we use it as a sweetener for our well-known cosmopolitan		Mac's Black	9
Espresso Martini	18		
42 Below Vodka, harpoon cold brew, quick brown fox liqueur and honey served up		Wines by the Glass	
		Vault 21 wine of the moment	10
		Subject to availability	
Mango Sake Sour	16		
Sake, mango, bitters, served short on the rocks		White Wine	
		G.H. Mumm Grand Cordon	17/99
Japanese Sunset	16	G.H. Mumm Grand Cordon Rose	150
White rum, yuzu, lime, black sesame seed, edible flower		Lanson Black Label Brut	120
		Daniel Le Brun Brut (750ml bottle)	35
Blood Orange Negroni	16	Daniel Le Brun Brut (750ml)	14/75
Gin, blood orange, bitter, sweet vermouth		Huntaway Reserve Chardonnay	11/55
		Trinity Hill Gimblet Gravel Chardonnay	15/75
*classic cocktails available on request		Wither Hill Sauvignon Blanc	10
		Trinity Hill Sauvignon Blanc	11/55
Mocktails		Roaring Meg Sauvignon Blanc	12/55
Passionfruit Soda	10	Wither Hill Early Light (8.5% alc/v)	9/45
Passionfruit, lime, orange, soda		Opawa Pinot Gris	12/60
		Te Kairanga Estate Riesling	12/60
Sherbet Martini	10	Mt Difficulty Target Gully Riesling	14/70
Mixed berry, lemon, lime, ginger beer		Lost Garden Rose	14/70
		Te Kano Rose	13/65
		Vavasour	18/90
Beer / Cider on tap served in a 435ml		Red Wine	
Speights Gold Medal Ale	8.5	Wither Hills Pinot Noir	12
Mac's Three Wolves	10	Roaring Meg Pinot Noir	12/55
Steinlager Pure	10	Te Kairanga Estate Pinot Noir	13/65
Emersons Pilsner	11	Black Quail Pinot Noir	18/90
Emersons Bookbinder	11	Huntaway Syrah	11/50
Parthead Supercharger	12	Lost Garden Syrah	14/70
Mac's Cloudy Apple Cider	10	Catena Malbec	13/60
Pure Light 2.5%	8	Trinity Hill Gimblet Gravel Tempranillo	16/80
		Trinity Hill Merlot	11/55
Non-Alcoholic		Angus the Bull Cabernet Sauvignon	10/50
Antipodes Sparkling Water 1L	10	Huntaway Cabernet Merlot	11/50
Soft Drinks	4.5		
Coca Cola Range/Juices			



INSPECTOR'S REPORT ON-LICENCE RENEWAL APPLICATION

Applicant AND Hospitality Group Limited
Trading Name Vault 21
Address of premises 21 The Octagon, Dunedin
Type of licence ON-Licence
Application type Renewal
Pathway number ON—29-2013
Application status No matters in opposition
Date of application 12 February 2021
Interviewee Max Gillies, Duty Manager
Date of interview 19 March 2021

Applicant details
AND Hospitality Group Limited
Company number: 4630542
NZBN: 9429030073975
Incorporation Date: 04/09/13
Company Status: Registered
Entity type: NZ Limited Company

The sole director is Xiang Shi.

General nature of the business (description/background/previously licensed)
Vault 21 is a restaurant primarily through daytime and evening hours (lunch and dinner services) before becoming a late-night venue with amplified music, dance floor, bar areas etc. An upstairs bar/function area is also covered by this licence but used for private events/functions only.

Site Location (zoning/surrounding uses or activities)
Central Activity Zone.
2GP Central Business District

Manager details
Current Manager's Certificate holders are
Max Gillies – Expires 03/12/2022
Rebekah Rolleston – Expires 28/10/2021
Lionel Tisdall – Expires 22/06/2022
Carlo Guevarra – Expires 16/06/2023

Licensing hours sought
Monday to Sunday 8am to 3am.
Trading hours are currently Sunday - Thursday 12pm – 10pm (approx.) and Friday – Saturday 12pm – 3am.

Are there any changes from the existing licence or Temporary Authority?
No

Designation sought
Supervised.

Correct signage on display?
The licensee displays the following in the correct manner

1. Copy of licence at principal entrance?	Yes
2. Duty Manager?	Yes
3. Prohibited persons?	Yes
4. Availability of food?	Yes
5. Transport options?	Yes

Host Responsibility

1. Food. Menus visible at all times, good range available at all times. 'Light' menu available once full a la carte menu stops after dinner service (approx. 10pm).
2. Minors. The premises operate the Under 25 policy in terms of asking for ID.
3. Intoxication. SCAB tool used by staff to assess intoxication. Consumption of food and water/non-alcoholic beverages are actively promoted.
4. Transport options. All staff promote a range of transport options. Phone available, signage displayed.

Does the premises utilise DCC owned footpath?

Yes.

What is the maximum occupancy number for the premises?

The Building Compliance Officer has advised the occupancy should not exceed 540. (Comprised of the following numbers: Basement - 50, Ground Floor - 260, 1st Floor - 230)

Public Notification process

ODT Saturday 20 February 2021 and Saturday 27 February 2021

Public Objections (interest in the application/reasons for)

None

In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:

The object of this Act:

No issues.

The suitability of the applicant:

See inspector's comment at end of report.

Any relevant local alcohol policy:

The activity complies with the provisions of the LAP.

The days on which and the hours during which the applicant proposes to sell alcohol:

No issues.

The design and layout of any proposed premises:

No issues.

Whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services:

None

Whether the applicant has appropriate systems, staff, and training to comply with the law:

- (a) **Building.** This premises has a current BWOF (renewal currently pending).
- (b) **Sale of food.** A Current Food Act 2014 Registration is held by the operator, expiring 31/05/2021. The premises currently holds an 'A' 'Excellent' food grading.
- (c) **Fire.** No issues as of 19/02/2021
- (d) **Security.** Security firm employed to undertake security.

Any matters dealt with in any report from the Police or a Medical Officer of Health

No objections from police, however comments/report attached for the committee's consideration. No objections from MOH.

Whether (in its opinion) the amenity and good order of the locality would be likely to be increased, by more than a minor extent, by the effects of a refusal to renew the licence:

See inspector's comments below.

The manner in which the applicant has sold (or, as the case may be, sold and supplied), displayed, advertised, or promoted alcohol.
No known issues

Inspector's comment

During the licence renewal visit held on Friday 19 March 2021, with Duty Manager Max Gillies, several areas of concern were raised in relation to the relevant systems, staff training and procedures in place within this premises.

Specifically, the Duty Manager was alluded to several legislative errors referenced in their Host Responsibility Policy and Risk Mitigation Report for Special Licences provided as part of their renewal application, noting 'The Sale of Liquor Act 2012' incorrectly referenced multiple times in their policy. The Host Responsibility policy and Risk Mitigation reports also required updating to include the 'Kiwi access' age identification card as an acceptable form of identification. This was noted by the Duty manager at the time of interview.

Legislative references aside, more concerning to me was producing an Alcohol Management Plan with the 'Ra Bar' logo and references to the Sale of Liquor 1989 Act within this plan. Ra bar has not traded since 2015. When questioned about the plan and how current this document was, the Duty Manager was unaware of the errors, which demonstrated this is not an active plan, being regularly reviewed or followed by staff.

The Duty Manager was further questioned in relation to staff training about the free online training (Serve wise) available to staff. The Duty Manager was unaware of this training. It is my understanding that agencies have previously worked with this premises (December 2020, where the interviewee Max Gillies, Duty Manager was present) and encouraged the use of this free online additional training tool.

Therefore, it was disappointing to hear the Duty Manager was unaware of Serve wise as an additional (free) training tool. Again, the Duty Manager noted these recommendations to amend relevant policies and consider the use of the Serve wise free online training for all staff.

I refer the committee to Section 105 (j) of The Sale and Supply of Alcohol Act 2012, which states:

*In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:
(j) whether the applicant has appropriate systems, staff, and training to comply with the law"*

Other agencies discussed concerns with the Duty Manager during the renewal visit (For example recent fighting, noise reduction around the one-way door policy) and these conversations further provided some doubt to me about the appropriateness of the ongoing, current training available to staff within this premises.

The Duty Manager noted the highlighted areas of concern raised during the interview and remedial action has been left with the premises to undertake to address the concerns raised.

I also note that this company's sister premises (AND Eatery Limited, Trading as: Catacombs) of which Xiang Shi is also the sole director was before ARLA in May 2019 and experienced a licence suspension of 48 hours due to intoxication issues. This may cause the committee to question the overall suitability of the applicant in terms of managing licenced premises.

Generally, Vault 21 is a busy central city establishment, and a good relationship has been formed between the applicant and agencies in relation to addressing any issues as they may arise or need attention. Therefore, the application is not opposed.



Tanya Morrison
Licensing Inspector
30/04/2021

From: [PAULIN, Ian](#)
To: [Dunedin Licensing Agency](#)
Cc: [Aaron Whipp; Tony Mole](#)
Subject: Vault 21 renewal report
Date: Friday, 23 April 2021 9:44:24 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Vault 21 report.docx](#)

Good morning

Please find attached the police report on the application by AND Hospitality to renew the licence for the premises known as Vault 21, situation at 21 The Octagon.

Regards

Ian

Ian Paulin
Sergeant
Team leader
Alcohol Harm Prevention Unit
Dunedin Police

P +64 03 4714980

M +64 21 1914981

E ian.paulin@police.govt.nz



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Central Police Station
25 Great King street
Private Bag 1924
DUNEDIN
Telephone (03) 4714800
Fax (03) 479 9363

22 April 2021

Re:- application by AND Hospitality Group Limited for premises known as Vault 21.

The Secretary
Dunedin Licensing Committee

Police received an application from AND Hospitality Group Limited for the renewal of the premises known as Vault 21, situated at 1 The Octagon, Dunedin.

Police have enquired into this application and we have some points to raise for the cognizance of the Committee regarding the premises and its impact on immediate locality..

1. A compliance check on the 27th of February located three intoxicated patrons. The duty manager, Max Gillies did not believe the patrons were intoxicated, but rather influenced. One of the patrons was observed vomiting as he left the outside area onto the street.
2. On the 15th of November at 0310 hrs a large fight took place in the Octagon, outside of this premises. The police working the prevention shift walking the beat in the central city, observed the music coming from Vault 21 was at unacceptable volume all night. The DJ was heard to swear profusely at the end of the night which appeared to wind the patrons up as they were leaving and they immediately began fighting on the street.
3. The Octagon Alcohol Group, a working group of all central city bars, was set up and held its first meeting on the 4th of November. A major talking point was the music levels of the outside areas of Octagon bars. It was agreed that bars would reduce sound levels from 0200 and a change in genre would take place for the last part of the night so as to encourage a happy mind set amongst patrons exiting onto the streets. It is therefore disappointing that 11 days later Vault 21 failed to comply with this agreement and exactly what the agreement was trying to avoid, took place.
4. There is heavy congestion outside this premises at peak nights, mainly on Friday and Saturday nights. This causes the footpath immediately outside the entrance to become blocked. This is aggravated by the use of a second queue for VIP members. This has been brought to the attention of the applicant and will be monitored for compliance.

Sgt Ian Paulin - Dunedin Police – Alcohol Harm Prevention Officer
ian.paulin@police.govt.nz DDI- 4714980 Cell 021 1914981

These matters are for the information of the Committee. All these matters have been discussed with the applicant and remedial action has been undertaken.

Police do not oppose this application.

It is accepted this is a very busy central city bar that is generally well run, any issues are dealt with as they arise which is facilitated by a good working relationship between the applicant and the agencies.

Regards

Ian Paulin
Sgt E896
Dunedin Police

From: [Melissa Joyce](#)
To: [Dunedin Licensing Agency](#)
Subject: No Opposition ON-29-2013 Vault 21
Date: Friday, 23 April 2021 3:44:57 PM
Attachments: [image002.png](#)
[image004.png](#)
[Report Vault 21.pdf](#)

23 April 2021

Ref: ON-29-2013
Application received: 16 February
2021
Applicant: AND Hospitality Limited
Application type: Renewal On
Premises: Vault 21
Premises address: 21 The Octagon, Dunedin

Dear DLC Secretary,

This application is not opposed.

Please find our full report attached.

Yours sincerely,

Aaron Whipp

Delegated by the Medical Officer of Health, under section 151 of the Sale and Supply of Alcohol Act 2012

Thanks,

Melissa Joyce | Administration Officer, Public Health Service | Southern District Health Board
Private Bag 1921, Dunedin 9054, New Zealand | Level 2, Main Block, Wakari Hospital, Taieri Road, Dunedin 9010
Office: 03 4769864 | fax: 03 4769858 | melissa.joyce@southernmbh.govt.nz



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Report for On Licence Applications

Host Responsibility, Sale and Supply of Alcohol Act and Smoke-free
Environments Act Considerations

GENERAL INFORMATION			
Licensing Agency	Dunedin City Council	Application/licence number	ON-29-2013
Date application received	16/02/2021	Date of visit	19/03/2021
Type of application (check one of <u>each</u> item)	On Renewal	BYO endorsed? No Caterers endorsed? No If a variation, what is being varied?	
Name of person interviewed	Max Gillies	PHS Staff Member	Aaron Whipp
Licensing Inspector	Tanya Morrison	Police	Ian Paulin
DETAILS OF PREMISES			
Name of premises	Vault 21		
Address of premises	21 The Octagon, Dunedin		
Contact person	Max Gillies		
Name of applicant/licensee	AND Hospitality Limited		
General nature of business	Tavern		
Number of bars	3 1 downstairs and 2 upstairs	Designation of bar(s)	Restricted: <input type="checkbox"/> Supervised: <input checked="" type="checkbox"/> Undesignated: <input type="checkbox"/>
Duty Managers	2 Plus 2 pending		
Managers Register	Yes		
Capacity	540		
Comments			
OBSERVATION OF PREMISES			
Licence able to be easily read as entering each principle entrance or, for a club, by people using the premises?	Yes		
Signage displayed	<input checked="" type="checkbox"/> Minors <input checked="" type="checkbox"/> Transport <input checked="" type="checkbox"/> Capacity (Dunedin) <input checked="" type="checkbox"/> Intoxication <input checked="" type="checkbox"/> Duty Manager's name		
Hours	Displayed so easily read from immediately outside the entrance: Yes		

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	Requested/licensed hours: 8am-3am, 1 way door system from 2am		
	Normal trading hours: Sunday-Wednesday 11am-approx 10pm, Thursday 11am-11.30pm/12am, Friday/Saturday 11am-3am		
Comments			
STAFF TRAINING – RELEVANT TO THE SALE AND SUPPLY OF ALCOHOL ACT 2012			
Describe training or staff instruction provided	<input checked="" type="checkbox"/> On the job training <input type="checkbox"/> Mentoring/buddy system <input type="checkbox"/> Drinksafe/SASA workshops <input checked="" type="checkbox"/> Part of induction process <input type="checkbox"/> Servewise online training		
	Comments: Refer to recommendations		
FOOD AVAILABILITY			
Sufficient food signage	Yes	Methods to promote food	<input checked="" type="checkbox"/> Menu <input type="checkbox"/> Table talkers <input type="checkbox"/> Blackboard Other:
Menu supplied with application?	Yes <input type="checkbox"/> If no, sighted on visit		
Where (on-site) is the food you sell prepared?	<input checked="" type="checkbox"/> Kitchen <input type="checkbox"/> Brought in by client/caterer <input type="checkbox"/> Kitchenette <input type="checkbox"/> Brought in by another premises, e.g. nearby restaurant		
What food is available?	<input checked="" type="checkbox"/> Bar/snack menu <input checked="" type="checkbox"/> All day menu <input type="checkbox"/> Breakfast menu <input type="checkbox"/> Lunch menu <input type="checkbox"/> Dinner menu <input type="checkbox"/> 24hr room service <input type="checkbox"/> Other premises menu	Kitchen hours	Operating hours
		What options are available at all times?	
Comments			
OVERALL ASSESSMENT OF FOOD AVAILABILITY			
<input type="checkbox"/> Excellent range & well promoted, e.g. blackboard or similar for a tavern & menus clearly visible for café or restaurant <input checked="" type="checkbox"/> Range exceeds minimum expected with adequate promotion <input type="checkbox"/> Minimum expected requirements met <input type="checkbox"/> Minimum expected requirements not met			
CONTROL OF PREMISES – MINORS			
<input checked="" type="checkbox"/> Appropriate control systems stated to be in place <input type="checkbox"/> Low-risk setting with adequate control procedures in place <input type="checkbox"/> Control systems and/or grasp of control issues seems questionable			

Comments	ID25, Security work on busy nights, no ID no service		
CONTROL OF PREMISES – INTOXICATION			
<input checked="" type="checkbox"/> Appropriate control systems stated to be in place <input type="checkbox"/> Low-risk setting with adequate control procedures in place <input type="checkbox"/> Control systems and/or grasp of control issues seems questionable			
Comments	SCAB tool utilised, Monitor patrons		
CONTROL OF PREMISES – PROVISION OF ENTERTAINMENT			
Entertainment provided	Yes	<input type="checkbox"/> Pool/darts <input type="checkbox"/> Live or TV sports <input type="checkbox"/> Tour (land or water)	<input type="checkbox"/> Pokies <input type="checkbox"/> Theatre/movies <input checked="" type="checkbox"/> Live band/DJ/singer
Comments			
ALCOHOL PROMOTIONS			
Do you or are you intending to run discounted drink promotions?	No	<input type="checkbox"/> Happy Hour <input type="checkbox"/> Loyalty scheme	Aware of legislative requirements? Yes
Are food and non-alcoholic products discounted when the promotion is running?	NA	<input type="checkbox"/> Complementary bar snacks <input type="checkbox"/> Discounted food <input type="checkbox"/> Comes with set menu/meal <input type="checkbox"/> Discounted non-alcoholic drinks	
Comments			
HOST RESPONSIBILITY			
Does management have a written Host Responsibility Policy or Alcohol Management Plan?	Yes	Has a copy been supplied?	Yes
Does the policy require any amendments?	Yes	Is the applicant aware that the premises may be subject to compliance visits by the regulatory agencies?	Yes
Comments	Needs to be amended – refer recommendations		
LOW AND NON ALCOHOLIC DRINKS			
Do you offer low alcohol (2.5% or less) drinks at all times?	Yes	How are they promoted?	<input checked="" type="checkbox"/> On menu <input type="checkbox"/> Visible in fridge Other:
Price compared to options over 2.5%	Low alcohol is cheaper		

Do you offer a range of non-alcoholic drinks at all times?	Yes	How are they promoted?	<input checked="" type="checkbox"/> On menu <input type="checkbox"/> Visible in fridge Other:
Do you offer free drinking water at all times?	Yes	How is it promoted?	<input type="checkbox"/> On bar <input type="checkbox"/> Visible in fridge <input checked="" type="checkbox"/> Served to every table <input type="checkbox"/> Signage Other: Water Station at front of premises on busy nights
Comments			
TRANSPORT			
What assistance or information about safe transport options do you provide for patrons?	<input checked="" type="checkbox"/> Staff will call a taxi <input type="checkbox"/> Taxi number/s displayed <input type="checkbox"/> Courtesy vehicle <input checked="" type="checkbox"/> A phone is available <input type="checkbox"/> Staff will take people home		
Comments			
INCIDENT LOG			
Does the premises keep an incident log?	Yes	Comments	
SMOKEFREE ENVIRONMENTS ACT 1990			
Does the designated smoking area appear to be substantially open (70% or more)?	Yes	If further assessment is required, is anyone smoking there during the visit?	Yes
Does the applicant sell cigarettes/cigars/tobacco?	No	If yes, are the displays visible?	NA
Comments			
RECOMMENDATION			
<p>No opposition</p> <p>A discussion was held with Max indicating that he was not aware of servewise, yet they had an agency training session late in 2020 which the topic of training was discussed. Host responsibility policy wording and reference to the Old ACT was presented this year, I like to note that this also was brought to their attention in 2019 that the wording was not current and reference to the previous act was not compliant.</p> <p>Sale and Supply of Liquor Act 2012, \ copied from their Host responsibility</p>			

Angie Symon

From: Bredenbeck, Mark <Mark.Bredenbeck@fireandemergency.nz>
Sent: Friday, 19 February 2021 9:34 AM
To: Dunedin Licensing Agency
Subject: FW: ON-29-2013 - AND Hospitality Group Limited, Vault 21, 21 The Octagon Dunedin
Attachments: ON-29-2013 Vault 21 application.pdf; ON-29-2013 Vault 21 cover sheet.doc

Hi

There are no issues with this application from Fire And Emergency.

Regards

Mark

Mark Bredenbeck
Fire Risk Management Officer
East Otago – Area 24

We Are Better Together – Whanaungatanga

Dunedin Central Fire Station
85 Castle Street
PO Box 341
Dunedin 9054



From: Karen Tytsma
Sent: Tuesday, 16 February 2021 12:36 PM
To: JONES, Stephen (Steve) ; Aaron Whipp ; Admin DHB ; Alison Blair ; Ian Paulin ; Kevin Mechen ; Bredenbeck, Mark ; Melissa Joyce ; Tanya Morrison ; Toni Pateron ; Tony Mole
Subject: ON-29-2013 - AND Hospitality Group Limited, Vault 21, 21 The Octagon Dunedin

Karen Tytsma

The Secretary
Dunedin District Licensing Committee
PO Box 5045
Moray Place
Dunedin 9058

Public Notice Declaration

Premises Name: Vault 21
Premises Address: 21 The Octagon Dunedin
Reference number: ON-29-2013

The Public Notice of the above application was displayed on or adjacent to the site of the premises in accordance with the requirements of the Sale and Supply of Alcohol Act 2012

The notice was displayed (describe where):

On the window of the front door.

From Date: 18/02/21 To Date: 12/03/21

Name: Max Gillies

Signature: 

- Within 10 working days after filing the application with the District Licensing Committee the applicant must ensure that notice of the application in accordance with form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates.
- The notice shall be displayed until the close of the public objection period. (The public objection period is 15 working days from the first public notice being advertised in the newspaper).
- This declaration shall be forwarded to the Secretary of the District Licensing Committee via email dla@dcc.govt.nz, posted to the above address, or faxed to 474 3523