

**Notice of Meeting:**

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

**Date:** Tuesday 20 September 2022  
**Time:** 3.30 pm  
**Venue:** Edinburgh Room, Municipal Chambers, the Octagon, Dunedin

Sandy Graham  
Chief Executive Officer

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**District Licensing Committee**  
**New On-Licence – Bookies Bar**  
**PUBLIC AGENDA**

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**MEMBERSHIP**

<b>Chairperson</b>	Colin Weatherall
<b>Members</b>	Rakei Amohau Katie Lane
<b>Senior Officer</b>	Kevin Mechen, Secretary, District Licensing Committee
<b>Governance Support Officer</b>	Lynne Adamson

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Lynne Adamson  
Governance Support Officer

Telephone: 03 477 4000  
Lynne.Adamson@dcc.govt.nz  
[www.dunedin.govt.nz](http://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, "BOOKIES BAR", 20 LOGAN PARK DRIVE, DUNEDIN – FROM SECRETARY, DISTRICT LICENSING COMMITTEE

Department: Civic

#### APPLICATION DESCRIPTION

Applicant's Name:	OURFC Bookies Bar Limited
Site Address	20 Logan Park Drive, Dunedin
Trading Name:	Bookies Bar
Style of Licence	Tavern
Application Number	ON-9-2022
Date received by Council	9 June 2022

#### EXECUTIVE SUMMARY

- 1 This is a report for an application for a new on-licence for the premises situated at 20 Logan Park Drive, Dunedin, and to be known as "Bookies Bar". The criteria found at section 105 of the Sale and Supply of Alcohol Act 2012 (the Act) apply to this application.
- 2 This is a new licence resulting from the University of Otago Rugby Incorporated seeking an on-licence so they can better manage the number of functions being sought at the premises.
- 3 The application did not attract any public opposition there have been non adverse reports from the reporting agencies. The Licensing Inspector does not oppose this application.

#### APPLICANT AND APPLICATION

- 4 The Applicant is a newly created trading arm of the University of Otago Rugby Incorporated that has been set up to run an on-licence at their premises. The reason for the application is that they are receiving a lot of inquiries for functions at the premises, and this is necessitating them applying for special licences. Some requests are at short notice.
- 5 The Applicant does not anticipate the premises being open like a 'normal' tavern but more when there is a function or large event in town. They will also continue to operate for the club as they do now.

- 6 The Applicant advises there will be no loyalty scheme operating at the premises.

**PUBLIC NOTICE**

- 7 The application was publicly notified, and no opposition has been raised.
- 8 The reporting agencies, Police, Medical Officer of Health and Licensing Inspector have not raised any matter of concern.
- 9 The Committee, however, has asked for the matter to be brought before them because they want reassurances from the Applicant about the nature of the premises and how they will be managed.

**CONCLUSION**

- 10 The Committee has asked for the matter to be heard because, while the application is thorough, they want to satisfy themselves that they have the ability to control what may be seen as a new attraction in the North Dunedin area.
- 11 The premises has the potential to become a popular place to drink and therefore the management will need to be prepared for this.
- 12 This hearing will be an opportunity for the Applicant to explain what they propose and how the premises will be managed as an on-licence.

**Signatories**

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

**Attachments**

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## APPLICATION FOR ON LICENCE

### Incomplete applications will not be processed

The application must be accompanied by the correct fee (see below).

When a licence has been granted, it will not be issued until the annual fee has been paid.

The District Licensing Committee (DLC) will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (the advertising cost is included in the application fee).

The contact person will be emailed a copy of the public notice to be displayed on the premises.

Please use separate pages to provide extra information where necessary.

If you have any questions while completing this form, please contact Dunedin DLC staff on 03 474 3481 or email [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz).

Please read and complete the following checklist before submitting the application

- Written statement from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. An email is acceptable, this can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the premises and applicant included as a reference.
- If a body corporate: certificate of incorporation (or equivalent document)
- Planning and building certificates (not required for a conveyance) [Application accompanies]
- A copy of the proposed food and drinks menus
- A scale plan of the premises showing the principal entrance and the areas where alcohol is to be sold, supplied and consumed, with an indication of which areas are to be:
  - undesignated - anyone of any age allowed
  - supervised - minors must be with their parent/guardian
  - restricted - R18.
- Map showing location of 'sensitive' locations, e.g., schools, early childhood facilities, hospitals and churches
- A risk mitigation plan detailing how you will ensure the impact on the community will be minimized, e.g. control of noise and litter, parking and 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 if a consultant is completing this form on your behalf

Office use only

Date received:

**Calculate your application fee**

**Select your premises type:**

- Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the DLC, 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 (including small bar areas) but which, in the opinion of the DLC, do not operate that area in the nature of a tavern at any time
- Class 3 restaurants** – restaurants that only serve alcohol to tables and do not have a separate bar area

Type of premises	Points
<b>Class 1 restaurant, nightclubs, taverns, adult premises</b>	<b>15</b>
Class 2 restaurant, hotels, function centres, universities, polytechnics	10
Class 3 restaurant, other premises not specified	5
Theatres, cinemas, BYO restaurants, cellar doors	2
Premises points	

**Select the latest time you intend to sell alcohol:**

Latest alcohol sales time	Points
<b>2am or earlier</b>	<b>0</b>
Between 2.01 am and 3am	3
3am onwards	5
Trading hours points	

Add the premises points and trading hours points together to get the total:

15

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
<b>6-15</b>	Medium	\$816.50	\$632.50	<b>\$1449.00</b>
16-25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00



## APPLICATION FOR ON LICENCE

### Section 224 of the Sale and Supply of Alcohol Act 2012

To the Secretary, Dunedin District Licensing Committee

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

#### Endorsements *(tick if applicable)*

- BYO restaurant – tick if you are a restaurant that does not intend to sell alcohol, i.e. you want to offer BYO only
- Caterer's on licence – for off-site catering, instead of, or in addition to, food/alcohol supplied on the premises (please provide menus, website information, bookings etc)

#### Contact person

Name: Cherie Jackson

Phone: 0211435341

Email: cherie.mike.ricky@xtra.co.nz / cherie.jackson@anzocofoods.com

Postal address: C-/ Cherie Jackson P.O. Box 6130 Dunedin North

Postcode: 9059

#### Applicant details

Applicant status (please select from the below options)

- Individual
- Partnership
- Body corporate
- Public company
- Private company
- Club
- Trustee
- Local authority
- Licensing trust
- Government department or other instrument of the Crown
- Manager under the Protection of Personal Property Rights Act 1988
- Board, organisation or other body

Legal name/s of the person/s or organisation that will receive any proceeds from alcohol sales.  
Include any other names you may be known by.

Full legal name: OURFC Bookies Bar Ltd. 8275142 NZBN: 9429050153466

Any other names you may be known by: University of Otago Rugby Inc; Otago University Rugby Football Club (OURFC)

Address: 20 Logan Park Drive, Dunedin

Postcode: 9016

Occupation:

Phone:

Email:

Date of birth: Place of birth: Gender:

Is this your principal business?  Yes  No

Please state any other businesses: Bookies Bar Ltd is a subsidiary company of University of Otago Rugby Inc, a rugby sports club.

**Further details where the applicant is a company or an incorporated society**

For a company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation), give full legal names of directors.

Sole Director: CASSIDY, Russell James. 21 Erin Street, Roslyn, Dunedin 9010

Where the applicant is a **private company**, give full details of each person who holds any shares issued by the company as follows: full name, address, date of birth, place of birth, designation in company and percentage of shares held.

100% University of Otago Rugby Incorporated. 20 Logan Park Drive, Dunedin 9016

Please also provide:

Authorised capital:

Paid up capital:

Where the applicant is a **public company**, give full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company, as follows: full name, address, date of birth, place of birth, designation in company.

Not Applicable

**Further details where the applicant is a partnership**

Full details of each partner as follows: full legal name, address, date of birth, place of birth.

Not Applicable

Signature of each partner

N/A

If a body corporate, please state the authority under which you are incorporated, e.g. Companies Act 1993, Incorporated Societies Act 1908, Charitable Trusts Act 1957.

N/A

**Criminal convictions**

Please state all criminal convictions against any applicants including Directors or Shareholders (except convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies).

Full Name	Conviction	Date of conviction

(Use a separate sheet if necessary)

**Details of premises**

Proposed trading name: Bookies Bar Limited

Current trading name (if applicable): Bookies Bar Limited

Name of the building (if applicable):

Address of the premises: 20 Logan Park Drive, Dunedin

Postcode: 9016

Does the applicant own the premises?  Yes  No

If "no", please provide the full legal name and address of the owner:

University of Otago 263 Leith Street Dunedin 9016

A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the premises and applicant included as a reference. **See attached email documents**

What type of lease does the applicant have and when does it expire?

University Rugby Inc (Parent/Holding company) has a right of use, specified under the 2003 Deed of Agreement, usage schedule; Indefinite use.

Is the licence conditional on completion of building work?  Yes  No

If yes, please provide details:

N/A

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? 250

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


On second floor only:  
 Male Toilet - includes 2 private cubicles and urinal with 4-5 capacity, 2 wash hand basins, hand blow dryer  
 Female Toilet - includes 3 private cubicles, 2 wash hand basins, hand blow dryer  
 Disability Toilet - one available, unisex designation.  
 There are additional facilities available throughout the entire premises, generally not used during social events.

**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  Date **6 May 2022**

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

Type of conveyance (e.g. ship, bus or train): N/A

Trading name of conveyance:

Registration number:

Address where based:

Postcode:

Does the applicant own the conveyance?  Yes  No

If "no", please provide the full legal name and address of the owner:

A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the premises and applicant included as a reference.

What type of lease does the applicant have and when does it expire?

University Rugby Inc (Parent/Holding company) has a right of use, specified under the 2003 Deed of Agreement, usage schedule; Indefinite use.

**Business details**

Is there a current alcohol licence for the premises??  Yes  No Type:  on  off  club

Licence number: 069/CL/52/2019 Expiry: 23 March 2025

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

Tavern/bar  Café/restaurant  Hotel  Nightclub  Entertainment

Other (specify) Principal business of parent company remains a sports club. Bookies bar Ltd will provide bar and entertainment facilities, utilising the on-licence for added flexibility for facility hire and generating revenue from outside functions

Please select which days, and during which hours, you wish to be licensed to sell alcohol:

Day	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Start time	11am	11am	11am	11am	10am	10am	10am
End time	11pm	11pm	11pm	11pm	12am	12am	10pm

Is the sale of alcohol intended to be the principal purpose of the business?  Yes  No

If no, what is the principal purpose of the business?

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

Yes  No If yes, provide details:

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

Yes  No If yes, provide details:

Club activities (e.g. meetings) and Venue hire (e.g. meetings, conferences) where alcohol or food is not available

What designation(s) are required for the premises?

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

If different designations are required for different areas, please describe:

### Manager details

Provide the below details for each manager or proposed manager.

Full name	Date of birth	Manager's certificate number	Expiry date
Cherie Anne Jackson	26/11/1970	069/CERT/096/2021	11 May 2022

### Conditions

What experience and training does the applicant have in relation to premises licensed to sell and/or supply alcohol?

Bookies Bar Ltd is a subsidiary company of University of Otago Rugby Inc, a rugby sports club. The rugby club has successfully operated a club license at the proposed premises for a number of years under Club committee guidance, overseen first with licensed manager Mark Te Au and in the past ~12 months with licensed manager Cherie Jackson. In that time, the club's licensed facilities have been utilised for a number of different events (21sts, weddings conferences etc) all held under authorised special licenses.

What provision does the applicant intend to make for the sale and/or supply of:

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

\$5 meal nightly special; Burgers, Chips, Baskets, Pies, Filled Rolls.

ii. non-alcoholic drinks (describe type and range)

Coke, Sprite, L&P, Sparkling Duet, Bundaberg, Orange Juice, Summit Zero.

iii. low-alcohol drinks (2.5% alcohol by volume or less, describe type and range)

Speights mid-Ale, Steinlager Light.

To what extent, and where, will drinking water be freely available to patrons?

Pre-cooled drinking water is available in re-fill bottles, alongside disposable cups in a designated area immediately adjacent to the bar area. As re-hydration is a priority for club members after rugby games and training, water is also served in standard jugs upon request from the bar.

If no access to mains water supply is available, how will clean drinking water be made available?

Filtered water supply is available.

What steps will be taken to provide help with, and information about, transport options from the premises?

There are signs advertising numbers for local taxi companies on display in the bar area. Signage also offers assistance with Uber bookings as an alternative. Finally the Club has recently purchased a 7 seater courtesy vehicle and provides a sober driver, offered as an alternative to members for transport to and from the Club, discouraging cars being driven and providing a safe alternative to walking for student members.

What steps will be taken to prevent the sale and supply of alcohol to prohibited people (minors and intoxicated people)?

Prominent signs advertising (i) the requirement for those under 18 to be accompanied by a parent or legal guardian; (ii) that proof of age is required if you patrons look under 25; (iii) that alcohol will not be served to intoxicated persons. All bar staff are qualified to a minimum of a Serweise certification and the bar operates with a working policy requesting proof of age and monitoring patron behavior and alcohol consumption, with communication amongst staff to minimize adverse behavior and intoxication of patrons

What other steps will the applicant take to promote the responsible consumption of alcohol?

Continual oversight of consumption and sale of alcohol, providing a varied food selection and a choice of low-alcohol and non-alcoholic drinks. Entertainment is provided through a music box system and utilising hire DJs. The facilities includes a "chill out" zone in the corner with sofas.

**How does the applicant intend to staff the premises to ensure compliance with the Act?  
Please provide the number of staff and their experience.**

Working policy is to have the appropriate number of bar staff and security necessary for the number of people attending the premises. During meal times, 1-3 kitchen staff and during bar service, 1-3 bar staff are utilised. Additional security staff vary from 1-2 depending on the type and size of any function and are usually located at entry/exit points to the building and to the restricted areas.

**How will the applicant train staff to ensure they comply with the Act?**

Bar staff are encouraged to achieve LCQ level of training and all have a minimum requirement of serweise training. Training includes first aid training. Kitchen staff trained in first aid, health and safety, and food safety. All are trained in appropriate fire safety and evacuation procedures.

**For high risk premises, what arrangements will be made for security staff?**

To restrict entry, licenced security staff are currently used for larger organised functions or for functions conducted under an approved special licence (e.g. 21sts, balls, weddings). This practice will continue.

Signed  Date 12 May 2022 Place Dunedin

### Privacy statement

The information you provide in this application, and any supporting documents, will be used by the Dunedin City Council to process your application under the Sale and Supply of Alcohol Act 2012. The information will be shared with the Dunedin District Licensing Committee (DLC), Dunedin District Licensing Inspectors, Police and the Medical Officer of Health as part of the approval process. If required, the information may form part of a public hearing before the DLC and may be used in any subsequent decision relating to your application. The decision will be publicly available.

If your application is publicly advertised, the associated information will be publicly available.

The DCC is required to keep a statutory register of all alcohol licence applications and anyone can request a copy of that information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at [privacy@dcc.govt.nz](mailto:privacy@dcc.govt.nz) or 03 477 4000.


**From:** Dean Macaulay dean.macaulay@otago.ac.nz  
**Subject:** RE: Approval Letter  
**Date:** 17 November 2021 at 5:51 PM  
**To:** Paul Hessian paul.hessian@otago.ac.nz  
**Cc:** Murray Gray murray.gray@otago.ac.nz

DM

Kia ora Paul,

As the owners representative, I hereby give approval for the tenant to sell and supply alcohol and allow its consumption on the premises for the purpose of function hire.

Nāhaku noa nā

	<b>Dean Macaulay</b> BBus (Prop), CertPS (Ops), MIO DNZ <b>Director</b>
	<b>Property Services Division</b> Operations Group
	University of Otago   Te Whare Wānanga o Ōtāgo PO Box 56, Dunedin 9054 New Zealand   Aotearoa
	Tel: +64 (0) 3 479 8016 Mob: +64 (0) 21 279 8016 Email (Office): <a href="mailto:ps.director@otago.ac.nz">ps.director@otago.ac.nz</a> Email (Direct): <a href="mailto:dean.macaulay@otago.ac.nz">dean.macaulay@otago.ac.nz</a>
	<a href="#">LinkedIn profile</a>

**From:** Paul Hessian <paul.hessian@otago.ac.nz>  
**Sent:** 16 November 2021 2:14 p.m.  
**To:** Dean Macaulay <dean.macaulay@otago.ac.nz>  
**Subject:** Approval Letter

Dear Dean

University Rugby (OURFC) is in the process of applying to change our alcohol licence from a club licence to an on-licence. The principal reason for the change to increase our revenue from function hire (mostly weddings and 21st birthdays), especially hires that provide late notice (<21 days) of their intent.

You will be aware that OURFC tenancy in the Annex building at the University of Otago Oval is covered by agreements with the University, including deeds outlining rights of use that recognise the University as the owner of the Annex building. As part of the on-licence application process, we require "a written statement from the building's owner giving approval to sell alcohol and supply alcohol and allow its consumption on the premises. An email with this content is acceptable that may be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the premises and the applicant included as a reference."

Is it possible for you to provide such a statement? If so I would be grateful if you would also copy me in to any email sent to the DLA.

We intend making this application ASAP and hopefully prior to pre-Christmas deadlines for















































































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## ALCOHOL LICENCE APPLICATIONS

Off-5602-2006 – Kitt Enterprises Limited, Super Liquor Cumberland Street, 867 Cumberland Street, Dunedin. Second notice. Closes Wednesday, 29 June 2022.

On-9-2022 – OURFC Bookies Bar Limited, Bookies Bar, 2A – 20 Logan Park Drive, Dunedin. First notice. Closes Monday, 4 July 2022.

Visit [www.dunedin.govt.nz/alcohol-applications](http://www.dunedin.govt.nz/alcohol-applications) for full details of the applications.

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## ALCOHOL LICENCE APPLICATIONS

On-6709-2006 – S and P Limited, Stiletto's, 319 Princes Street, Dunedin. First notice. Closes Monday, 11 July 2022.

On-9-2022 – OURFC Bookies Bar Limited, Bookies Bar, 2A – 20 Logan Park Drive, Dunedin. Second notice. Closes Monday, 4 July 2022.

Visit [www.dunedin.govt.nz/alcohol-applications](http://www.dunedin.govt.nz/alcohol-applications) for full details of the applications.

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