

NB: This is an example only of the usual Hearings Notice format and information included.

**BEFORE THE CHRISTCHURCH
DISTRICT LICENSING COMMITTEE**

IN THE MATTER the Sale and Supply of Alcohol Act 2012

AND

IN THE MATTER of an application for an on/off/club* licence renewal* by
_____ (*Applicant*) in
respect of premises at _____

(the *premises*) to be known as

NOTICE OF HEARING

I give notice that a meeting of the Christchurch District Licensing Committee will be held as follows:

Date:

Time:

Venue:

Members: Messrs (Chair), and .

Please see the enclosed information sheet for details on the conduct and process of the hearing. Should you have any queries regarding this, please feel welcome to contact me by telephone or email.

The Committee requires written statements of evidence to be to be relied upon at the hearing to be filed with the DLC Secretariat at the Council's Offices and served on all other parties at least five working days prior to the hearing. This will include all statements of evidence and documents or other exhibits which are intended to be presented to the Committee. In this case that means filing and service by **4pm on - day date**. It will assist the Committee if a copy of any submission to be presented is also filed and served at the same time. For clarity please identify exhibits with the initials of the witness producing them and number sequentially, for example, AGS1, AGS2, BFR1, BFR2. Note that supplementary material *may* be accepted by the Committee at the hearing by leave of the Chair, but you will need to bring at least nine (stapled) copies as photocopying is limited at this venue.

[The Committee requires disclosure prior to the hearing to assist it and the parties to prepare for the hearing. With the agreement of the parties and if appropriate the Committee may decide to take the evidence pre-circulated as read once the witness has formally produced it and attested as to its accuracy and proceed straight to cross-examination of the witness concerned.]

Please let me know as soon as possible by email whether you intend to be present at this hearing to give evidence and whether or not you will be represented, and if so who your representative will be.

Any person wishing to raise any pre-hearing preliminary matter must do so by filing a written Memorandum for the Committee setting out:

- what the matter concerns;
- the statutory basis for raising the matter;
- any submissions on the facts or the law as are relied upon in relation to the matter.

As examples of what should be appropriately raised before the hearing the Committee instances:

- any conflict of interest issue;
- any application for (interim) non-publication of evidence;
- any objection to the status of any proposed party;
- any jurisdictional matters (eg establishment of tenure) to be heard first and require a decision or direction.

Pre-hearing applications by Memorandum must be filed and served within ten working days of the date of this Notice of Hearing.

The Committee expects written or oral submissions to be made at the conclusion of the hearing. A delay for written submissions to be presented will be agreed to by the Committee only in exceptional circumstances.

Dated at Christchurch this _____ day of _____ 20__

Signed:

(Hearings Adviser)

(For Secretary DLC)
Janet Anderson
Janet.anderson@ccc.govt.nz
DDI : (03) 941 8112

The Persons to whom this Notice has been sent together with their addresses for service are set out in the Appendix hereto.

Appendix

1. Applicant:
2. Police:
3. Medical Officer of Health:
4. Inspector:
5. The following persons who have lodged objections within the statutory time.
 - 5.1 Etc.