



**PAPAIOEA**  
PALMERSTON  
NORTH  
CITY

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# **PALMERSTON NORTH CITY COUNCIL**

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## **AGENDA**

# **DISTRICT LICENSING COMMITTEE HEARING**

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**09.30AM, THURSDAY 7 AUGUST 2025**

MISSOULA ROOM | FIRST FLOOR | CIVIC  
ADMINISTRATION BUILDING | 32 THE SQUARE |  
PALMERSTON NORTH

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# MEMBERS

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**Aleisha Rutherford (Chairperson)**  
**Stewart Davies**  
**Vicki Beagley**

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square  
City Library | Ashhurst Community Library | Linton Library

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**Waid Crockett**

**Chief Executive | PALMERSTON NORTH CITY COUNCIL**

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# DISTRICT LICENSING COMMITTEE

7 August 2025

## ORDER OF BUSINESS

1. **Welcome and Introductions**

2. **Declaration of Conflict of Interest**

3. **Overview of the Proceedings**

Information concerning procedure for hearing of applications made pursuant to the Sale and Supply of Alcohol Act 2012

4. **Hearing of application by Zachary Morris Allan Roberts for a Manager's Certificate**

**Parties:**

- i. Applicant
- ii. Palmerston North City Council (Opposition)
- iii. Police (Opposition)
- iv. Any other person given leave by the Chairperson to give evidence
- v. Right of Reply

5. **Exclusion of Public**

The Committee will reserve the right to make the decision with the public excluded pursuant to section 203(4) of the Sale and Supply of Alcohol Act 2012.

## Procedure for hearing applications made under the Sale and Supply of Alcohol Act 2012<sup>[1]</sup>

This information is to assist anyone participating in a hearing before the District Licensing Committee. The hearing is necessary because the application has been opposed by reporting agencies or objections have been received from the community.

### 1. Public Hearing

All hearings are public, and the media and members of the public are entitled to be present. This also means that any evidence provided during the process, the Minutes of the hearing and the Decision of the Committee will be published on the Council website and remain publicly available.

However, the Committee may hold any part of the hearing in private and has the power to make an order to protect sensitive information.

### 2. Committee Conducting the Hearing

The hearing will be conducted by the District Licensing Committee of the Palmerston North City Council. The Committee comprises three members and has the power to consider and determine certain applications received under the Sale and Supply of Alcohol Act 2012.

### 3. Venue for the Hearing

The hearing will be held at the Palmerston North City Council in the **Missoula Room, which is on the first floor of the Civic Administration Building, Te Marae o Hine - 32 The Square, Palmerston North**. Please note that access is via the automatic doors on the Te Marae o Hine - The Square side of the roadway where our Customer Service Centre is situated. There are stairs and a lift to the first floor on the right as you enter the building.

### 4. Evidence

The Committee has the power to require evidence given at the hearing to be on Oath or Affirmation, however, there is no obligation for evidence to be sworn.

Any evidence given may be oral or in writing. You can elaborate on points already raised in the evidence submitted to support your case.

When speaking to the Committee make a good, strong presentation. Keep statements simple, make key points clear, speak clearly and slowly enough to be understood, and try not to repeat statements. Where it is considered that there is likely to be excessive repetition, the Chairperson may limit the circumstances in which parties having the same interest may speak or present evidence.

It would assist the Committee if you prepare a written brief of any oral evidence you will present on the day. You do not need to bring copies of the original objection itself or any report made to the Committee, as the Committee will already have these.

If you wish to present written evidence, you have two options:

(1) Pre-circulated Evidence

Submit any written evidence to the Committee Administrator by the date in the letter notifying the hearing. On the day you or your representative can read this, unless the Committee says it is not necessary. You will not be obliged to elaborate any further unless asked to.

(2) Tabled Evidence

Alternatively, your evidence can be tabled (i.e. presented for the first time) at the Hearing. In this event your evidence must be read in full at the Hearing by yourself or by your representative. You should also have **9 copies** of your evidence available for distribution on the day.

## 5. Cross-Examination

As per the changes introduced by The Sale and Supply of Alcohol (Community Participation) Amendment Act 2023, the ability of cross-examination is no longer permitted. This means the ability for parties to question other parties or their witnesses – DLCs members will test evidence instead. The Committee may also question any party concerning their submissions or evidence.

## 6. Participants

The following people have the right to speak at the hearing, personally, or by counsel, and may call, examine, witnesses:

The Applicant

- o The Licensing Inspector, a member of the Police - to each of whom a copy of the application has been sent
- o Any Objectors

You can present your own case, but if you wish you can engage legal counsel or any other person to appear on your behalf.

As a party to this hearing, we recommend you attend for the complete duration of the hearing. If you do not appear in person by counsel, the matter may be heard and determined in your absence. If you have any concerns about the timing or location of the hearing, please inform the Committee Administrator at least 10 days prior to the Hearing. From 30 May 2024, as per the CPA, DLCs hearings are enabled to proceed by Telephone/AVL/other remote access. This change not only applies to hearings of applications, but also any pre-hearings matter such as directions, conferences, etc.

That means that a witness and/or a representative and/or a party and/or a member of the public merely wishing to participate by observing the hearing is entitled to make a request for remote participation.

## **7. Conduct of the Hearing**

At the start of the hearing, the Chairperson will briefly outline the hearing procedure. The following order of appearance will usually apply:

- (1) The applicant presents his or her case and calls witnesses in support of the application.
- (2) The Licensing Inspector and member of the Police, usually in that order, presents their reports and call witnesses in support if they wish.
- (3) Objectors, if any, present their objections and call witnesses in support of their objections.
- (4) Any other person given leave by the Chairperson of the District Licensing Committee to give evidence may speak.
- (5) The Applicant has a right of reply.

## **8. Te reo and tikanga Māori**

You may speak to your submission in te reo Māori if you wish. If you intend to do so, please contact the Committee Administrator within 3 days of the date you receive the letter notifying you of the hearing. This is to enable arrangements to be made for a certified interpreter to attend the meeting. Evidence may also be submitted in te reo Māori.

## **9. Visual Aids**

If you wish to use a data projector, video, whiteboard, pin-up board or a similar aid, please contact the Committee Administrator no later than 2 working days before the hearing so that arrangements can be made.

## **10. Adjournment**

The Committee has the power to adjourn the hearing. If at the time of the adjournment no date or time is set for a resumed hearing, then the Applicant will be given at least ten 10 working days' notice of the time and date of the resumed hearing.

## **11. Decision of the Hearing**

After the District Licensing Committee has heard the evidence and submissions, it will usually declare the hearing closed and will leave the room to consider its decision.

Parties will be advised in writing of the decision and reasons for it as soon as possible after the decision has been made. You can expect this within 30 working days.

## **12. Appeal Rights**

Any party has a right of appeal to the Alcohol Regulatory and Licensing Authority. You can appeal against the whole or any part of the decision. If you wish to appeal, you must do so within 10 working days of the date on which the decision was issued. That time may be extended if the licensing authority is satisfied if there was reasonable cause.

Because the appeal process is more involved than the initial hearing, we recommend you consult a solicitor if you are thinking about lodging an appeal.

## **13. Variation of Procedure**

The Committee may, at its sole discretion, vary the procedure set out above if the circumstances indicate that some other procedure would be more appropriate. Any change would comply with the requirements of the Sale and Supply of Alcohol Act 2012 and be advised at the hearing.

Detailed provisions for procedure are contained in Section 203 of the Sale and Supply of Alcohol Act 2012.

## 14. Impartiality

You should not endeavour to contact members of the District Licensing Committee. Please communicate through the Committee Administrator.

The Committee may choose to visit the site of the application. In this event, do not discuss the case with them. It is important they remain impartial until they have heard all of the evidence for it to be a fair process.

[\[1\]](#) Updated to include amendments as at 30 August 2023