

Waimakariri District Council

District Planning and Regulation Committee

Agenda

Tuesday 19 September 2023

2pm

Council Chambers
215 High Street
Rangiora

Members:

Cr Al Blackie (Chairperson)

Cr Neville Atkinson

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Mayor Gordon (ex officio)



WAIMAKARIRI
DISTRICT COUNCIL

AGENDA CONTENTS – DISTRICT PLANNING AND REGULATION COMMITTEE

<u>Item Number</u>	<u>Item Topic</u>	<u>Page numbers</u>
3	Confirmation of Minutes	
3.1	Minutes of 21 March 2023	6-8
3.3	Notes of a workshop 15 August 2023	9-10
5	Staff Reports	
5.1	Applications to the Heritage Fund - Recommendations of Staff	11-39
5.2	Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023	40-52
5.3	Annual Report on Dog Control 2022/2023	53-60

A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 19 SEPTEMBER 2023 AT 2PM.

Recommendations in reports are not to be construed as Council policy until adopted by the Council

BUSINESS

Page No

1 APOLOGIES

2 CONFLICTS OF INTEREST

Conflicts of interest (if any) to be reported for minuting.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday 21 March 2023

6-8

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 21 March 2023, as a true and accurate record.

3.2 Matters arising (From Minutes)

3.3 Notes of the workshop of the District Planning and Regulation Committee held on Tuesday 15 August 2023

9-10

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** the circulated notes of the workshop of the District Planning and Regulation Committee, held on 15 August 2023.

4 DEPUTATIONS

Nil.

5 REPORTS

5.1 Applications to the Heritage Fund - Recommendations of Staff – Gina Maxwell (Project, and Support Coordinator) and Ian Carstens (Team Leader Resource Consents)

11-39

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 230718107579.
- (b) **Notes** the accumulated amount available in The Heritage Fund is currently \$61,700.00.
- (c) **Approves** from The Heritage Fund \$10,000.00 for the application received from C & L Smith for 1455 Cust Road, Cust.
- (d) **Approves** from The Heritage Fund \$15,000.00 for the application received from J Pearce for 57 Charles Street, Kaiapoi.

5.2 Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Billy Charlton (Environmental Services Manager and District Licensing Secretary)

40-52

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 230814123599.
- (b) **Approves** the attached 2022/23 Report to the Alcohol Regulatory Licensing Authority (ARLA) (Trim: 230814123621).
- (c) **Circulates** a copy of this report to all the Community Boards for information, which includes the Annual Report to ARLA, the annual survey to ARLA and the full list of On, Off and Club Licences to 30 June 2023 (also to ARLA).

5.3 Annual Report on Dog Control 2022/2023 – Billy Charlton (Environmental Services Manager and District Licensing Secretary)

53-60

RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 230814124157.
- (b) **Approves** the attached 2022/23 Annual Report on Dog Control to the Department of Internal Affairs (DIA) (Trim: 230814124162).
- (c) **Circulates** a copy of this report to all the Community Boards for information and publishes the report on the Council's Website.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 **District Planning – Councillor Tim Fulton**

7.2 **Civil Defence and Regulation – Councillor Jason Goldsworthy**

7.3 **Business, Promotion and Town Centres – Councillor Brent Cairns**

8 QUESTIONS UNDER STANDING ORDERS

9 URGENT GENERAL BUSINESS

NEXT MEETING

The next meeting of the District Planning and Regulation Committee will be held on the 21 November 2023.

Workshop

- *Animal Control LOS Options – Billy Charlton (Environmental Services Manager and District Licensing Secretary)*

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 21 MARCH 2023, AT 1PM.

PRESENT:

Councillors A Blackie (Chairperson), N Atkinson, B Cairns, T Fulton and J Goldsworthy.

IN ATTENDANCE

Councillors N Mealings, P Redmond and P Williams.

E Neilson and H Harwood (Simpson Grierson).

J Millwards (Acting Chief Executive), T Tierney (General Manager Planning, Regulation and Environment), S Hart (General Manager Strategy, Engagement and Economic Development), V Thompson (Senior Advisor, Business and Centres), M Bacon (Development Planning Manager), W Taylor (Manager Building Unit), B Charlton (Environmental Services Manager), B Wiremu (Emergency Management Advisor) and A Connor (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Blackie

Seconded: Councillor Goldsworthy

THAT an apology for absence be received and sustained from Mayor Gordon.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday 21 February 2023

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 21 February 2023, as a true and accurate record.

CARRIED

3.2 Matters arising (From minutes)

3.3 Notes of the workshop of the District Planning and Regulation Committee held on Tuesday 21 February 2023

Moved: Councillor Atkinson

Seconded: Councillor Cairns

THAT the District Planning and Regulation Committee:

- (a) **Receives** the circulated notes of the workshop of the District Planning and Regulation Committee, held on 21 February 2023.

CARRIED

4 DEPUTATIONS

Nil.

5 REPORTS

5.1 132 Percival Street Temporary Carpark Development and P120 Restriction – Vanessa Thompson (Senior Advisor, Business and Centres)

V Thompson spoke to the report.

A Blackie noted the car park was shingle and questioned how the parking would be controlled. V Thompson stated they would be using parking wheel stops and would monitor with regular parking enforcement.

Moved: Councillor Atkinson Seconded: Councillor Cairns

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 221121201456.
- (b) **Notes** the recent construction of a temporary unsealed carpark at 132 Percival Street providing an additional 28 car parks to the public town centre supply in Rangiora.
- (c) **Notes** that the Council approved the use of 132 Percival Street as a temporary unsealed carpark on 4 October 2022.
- (d) **Notes** the applied P120 parking restriction aligns with the existing restriction in the Council carpark located at 136 Percival Street, immediately adjacent to the new carpark area.
- (e) **Approves** the P120 restriction and notes that the parking schedule will be updated to reflect the changes.

CARRIED

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 District Planning – Councillor Tim Fulton

- District Plan review process was continuing however was delayed by six months due to implications of dealing with the RMA. Council staff had written to the Minister of Environment seeking a two year extension and were confident it would be supported.
- Plan Implementation Unit were continuing to work through court consents. There was excellent continuing conversation with the people whose consents they were.
- There was a new member of staff joining the Planning Team.

7.2 Civil Defence and Regulation – Councillor Jason Goldsworthy

- Had amazing staff and volunteer contribution to the response from the North Island Flooding.
- All compliance was progressing and building consents running smoothly.

7.3 **Business, Promotion and Town Centres – Councillor Brent Cairns**

- New Zealand Motorhome Association park in Kaiapoi had seen an increased number of people coming into the town. Had 40 to 50 campervans in the park every week. Sailings of the River Queen were full and businesses had reported their sales had increased. Kiosk at the park was filled with business flyers. Had also set up QR codes for people to scan and get special deals. This had also been suggested to the Rangiora and Oxford Promotions Associations.
- Oxford Promotions Action Committee held their Annual General Meeting. They had a minor issue with only having a Chairperson and no Treasurer or Secretary however were hoping to resolve within the next month.
- Good Street development was looking to be completed in May. Businesses had been struggling with the disruption.
- The Flamingo Scooters agreement ha been extended for one year.
- Eats and Beats event in Rangiora was successful and saw many donations.
- Pegasus/Woodend/Ravenswood town centre plans were being developed and Oxford would be next.
- Reflections Trust had decided to close its operations. They held events such as the Waimakariri Light Party, Children's Day and Community Christmas Lunch.

8 **QUESTIONS UNDER STANDING ORDERS**

9 **URGENT GENERAL BUSINESS**

NEXT MEETING

The next meeting of the District Planning and Regulation Committee will be held on the 18 April 2023.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 2.37PM.

CONFIRMED

Councillor A Blackie

Date

Notes of the District Planning and Regulation Committee Workshop held in the Council Chamber, 215 High Street, Rangiora, at 1pm on Tuesday 15 August 2023.

Present

Councillor A Blackie (Chair), Mayor D Gordon, Deputy Mayor N Atkinson, Councillors B Cairns, T Fulton, J Goldsworthy.

Councillors P Redmond, J Ward, and N Mealings.
J Millward (via Teams)

Apologies

R Brine, P Williams

Conflicts of Interest

Deputy Mayor N Atkinson and Councillor N Mealings noted they had conflicts of interest due to being commissioners for the District Plan.

Resource Management - Regional Policy Statement and Process Overview – M Bacon, W Harris, Jeff Smith (ECan), Clare McKay (ECan Councillor) and Joan (Ecan)

Key Points:

- Within the Regional Policy Statement (RPS) were – Issues, Objectives, Polices and Methods.
- There was a statutory requirement to review the RPS after 10 years however it was also being reviewed due to things changing.
- Drafting a proposed RPS would occur in early 2024, formal RMA consultation would happen in late 2024.
- Campaign One: Sharing visions for freshwater and outcomes for the environment and community wellbeing.
- Campaign Two: Testing draft visions and environmental outcomes, developing options and actions to meet them.
- Themes: Air/Hau takiwa, Coast/Takutai, Built Environment/h taiao kua hangahanga whare, Water/Wai, Land/Whenua, Climate Change/Te huringa ahuarangi. Holding specific sessions with Territorial Authority staff on the themes.
- Risks: Resourcing Environment Canterbury and papatipu runaga partners and changing National direction or politics or both.
- The first step of a long planning programme was very important. The Council had an opportunity to consider and put in submission. There was no argument of what type of Waimakariri District Council Environment Canterbury wanted. Was about building on what was already available. Keeping people local. Would come back earlier in Stage Two for Council feedback to allow for more time.
- Webinars would be available to watch on the website if unable to attend.

Workshop sections of the meeting are open to the public, however, are non-decision making.

Issues/Questions Raised:

- *How easy was it for members of the public to locate and understand the submission process? Had many submissions from the public been received?*
There were 200 submissions as of last week. Webinars had been well attended as well as the drop-in sessions. Consultation closed on 27 August 2023.
- *Had air noise contours been considered as part of this process as they would have an effect on development?*
Yes they would be considered after the engagement on visions and outcomes were complete.
- *Why was Ohoka being classed as urban?*
Environment Canterbury staff would clarify what it was classed as.
- *Was there any hierarchy between urban development, highly productive land, fresh water and biodiversity.*
No hierarchy however treating in own regard did not work.
- *Did Environment Canterbury recommend people submitted now rather than waiting?*
Yes, needed to hear people's aspirations. The aspirations enabled the process of creating the RPS.
- *Avoid/mitigate, did the policy or objective hold more weight?*
Objective was saying to avoid subdivision in high hazard areas, the policy needed to give effect to objective.
- *With sea level rise how could you tell what a hazard in five to ten years would be.*
That was where climate change cut across all of the themes and would fall out of the process.
- *How would plan changes effect the noise contours?*
Environment Canterbury's stance on plan changes was until it had been through a District plan process it would be part of the RPS.
- *Regarding the National Policy Statement for highly productive land (NPS HPL) needing to be mapped, would that be part of this process?*
Yes it would be. Environment Canterbury had till October 2025 to notify the HPL map. NPS gave a clear process for the transition period.
- *What was staff capacity to put forward views.*
There was limited capacity however staff could make capacity. This workshop had been helpful for key themes Council was interested in.
- *Was there any consideration for extending the timeframe?*
Would go back and discuss with staff as it would be valuable for Council to submit.
- *What measures were being taken to mitigate the rising river base levels to avoid increased water flows in the future due to climate change?*
Would arrange for a specialist from Environment Canterbury staff to answer specific questions at a further workshop.
- *Oxford-Ohoka Community Board were putting in submission.*

The workshop ended at 1.40pm

Workshop sections of the meeting are open to the public, however, are non-decision making.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: DDS-08-04/ 230718107579

REPORT TO: DISTRICT PLANNING AND REGULATION COMMITTEE

DATE OF MEETING: 19 September 2023

AUTHOR(S): Gina Maxwell, Project, and Support Coordinator
Ian Carstens, Team Leader Resource Consents

SUBJECT: Applications to the Heritage Fund - Recommendations of Staff

ENDORSED BY:
(for Reports to Council,
Committees or Boards)


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to have the District Planning and Regulation Committee consider funding two applications received by The Heritage Fund. The Fund has accumulated a total of \$61,700. Council adds \$15,500 to the Heritage Fund annually, with the next funding provision being made on 1 July 2024.
- 1.2. The application for H073/H089 located at 1455 Cust Road, Cust is applying for \$34,609.66 +GST to replace weatherboards, framing and doors, reframe windows and replace rotten flooring of the Bankhead stable. Given the significant deterioration of the stables, along with no remedial work having been completed on the stables to date, staff recommend a contribution of \$10,000 towards this project to cover approximately 25% of the restoration project. The recommended amount is to provide an incentive to commence work and encourage the owners to complete other work associated with the upkeep and maintenance of the stables.
- 1.3. The application for H045/H030 is located at 57 Charles Street, Kaiapoi and is applying for \$45,431.16 +GST towards weatherboard replacement, exterior painting, and scaffolding of the former Railway Station (now Paris for the Weekend Café). Providing scaffolding is not considered an act to benefit the heritage of the building and is therefore not considered to be an appropriate application of heritage funding. Staff are recommending a contribution of \$15,000.00 towards the exterior painting and replacement of weather boards of the former Railway Station to protect and enhance the heritage of the building. This is a prominent heritage building in the centre of Kaiapoi that has recently been relocated and is a popular café.
- 1.4. The Heritage Fund is a contestable fund that is provided for owners of sites listed in the District Plan to protect and preserve the heritage values of the district.

Attachments:

- i. Application Form for 1455 Cust Road Bankhead Stable Site: H089 TRIM (230228027166)
- ii. Application Form for 57 Charles Street Former Kaiapoi Railway Station H030 TRIM (230907139115)

2. **RECOMMENDATION**

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 230718107579.
- (b) **Notes** the accumulated amount available in The Heritage Fund is currently \$61,700.00.
- (c) **Approves** from The Heritage Fund \$10,000.00 for the application received from C & L Smith for 1455 Cust Road, Cust.
- (d) **Approves** from The Heritage Fund \$15,000.00 for the application received from J Pearce for 57 Charles Street, Kaiapoi.

3. **BACKGROUND**

- 3.1. The Heritage Fund is a contestable fund that is provided for owners of sites listed in the District Plan to protect and preserve the heritage values of the district.
- 3.2. The application for H045/H030 located at 57 Charles Street, Kaiapoi will also be receiving financial support from Council via Greenspace. A budget has been set aside for a notional "Railway Heritage Precinct" in Kaiapoi. This was to enable Council to support the former owners of the building (the Kaiapoi Railway Station Trust), with arranging a permanent home for the building, and associated landscaping etc.
- 3.3. The Trust sold the building to William Hill Consulting, who is undertaking the relocation project, and commercially leasing the building to the café tenant.
- 3.4. Council still intends contributing towards project costs from the 'Railway Heritage Precinct' capital project budget as there are public amenity benefits associated with the project, as well as deferred maintenance items in the carpark.
- 3.5. The Council's capital contribution to the project is not yet confirmed but is estimated by Greenspace to be between \$50,000 to \$100,000. This support is separate from the Heritage Fund, which can only be used to protect or enhance the Heritage aspects of the building.
- 3.6. Heritage funding applications have resulted in the following amounts being granted and claimed over the last four financial years:

Financial Year	Total granted	Total claimed
2019/20	\$35,217.00	\$24,173.69
2020/21	\$44,561.29	\$38,950.29
2021/22	\$69,146.58	\$69,702.46
2022/23	\$12,443.00	\$9,203.56
Total	\$161,367.87	\$142,030.00

Please note: Not all funds are claimed in the same financial year they are granted, figures include Biodiversity until the fund was split taking effect on 1st July 2021.

4. **ISSUES AND OPTIONS**

- 4.1. In making the recommendations set out in this report, staff considered the aim of the Heritage Fund.
- 4.2. We are currently unable to confirm the total Council contribution to be made to the relocation, public amenity, and deferred maintenance aspect of the project. The District Planning and Regulation Committee has the option to put the Heritage application on hold until all the Council funding contributions to the wider project can be confirmed.
- 4.3. Staff have reviewed the applications in accordance with the significance criteria of the District Plan. The recommendations take into consideration the following:
 - The overall heritage significance to the Waimakariri district.
 - Funding previously allocated from The Heritage Fund to the property.
 - Current balance of The Heritage Fund.
 - The use of the Heritage building.
 - The extent to which the repairs protect the heritage values of the building.
- 4.4. The Heritage Fund has a current balance of approximately \$61,700. The Council adds \$15,500 per annum to this fund. All successful applicants are required to sign an accountability agreement, and funds are paid on successful and receipted completion of the work. The funding agreement enables staff to monitor or inspect the works if required.

Implications for Community Wellbeing

There are specific implications on the local community wellbeing by the issues and options that are the subject matter of this report.

The retention of the district's heritage resources contributes to the maintaining of the District's culture and character for future generations.

- 4.5. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

There are no groups or organisations likely to be affected by, or to have interest in the subject matter of this report. All owners of listed heritage sites were advised of the opening of the Heritage Fund in 2019. The fund is not planned to be re-advertised due to the limited funds available.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report that is greater than a general desire to protect the districts remaining heritage resources.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

The Heritage Fund current has a balance of \$61,700.

- 6.2. The Heritage Fund will increase by a further \$15,500 on 1 July 2024.

6.3. There are financial implications of the decisions sought by this report. The Heritage Fund current has a balance of \$61,700 Should the Committee support the recommendations in this report, the fund would be reduced to \$36,700.00.

6.4. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 **Risk Management**

There are no risks arising from the fund allocation.

6.3 **Health and Safety**

The recommendations in this report do not have and Health and safety impacts.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

Allocations for heritage grants are made under the provision for discretionary grants provided for in the Local Government Act 2002.

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report, as follows:

- The community's cultures, arts and heritage are conserved and celebrated.
- There is a strong sense of community within our District.
- The community's cultures, arts and heritage are conserved, developed, and celebrated.
- There is a safe environment for all.

7.4. **Authorising Delegations**

The District Planning and Regulation Committee has delegation under S-DM 1026 to assess The Heritage Fund applications.



Heritage Contestable Fund Application

for Bankhead Stables

Colin and Liz Smith
1479 Oxford Road
RD1, Rangiora.

WAIMAKARIRI
DISTRICT COUNCIL
RECEIVED: 28 FEB 2023
To: GIWA

RECEIVED
27 FEB 2023
BY: _____

Table of Contents

1-6 - Application Form

7-9 - Supporting Photographs

10, 11 - Quotations from Builders.

PLAN IMPLEMENTATION

Information Sheet for Heritage Contestable Fund Application

Information

The purpose of the fund is to make available financial assistance to owners of historic heritage items listed in the Proposed District Plan to encourage and assist with work that benefits the heritage values of these sites.

A growing number of landowners are protecting and restoring heritage sites on their private land, the Contestable Heritage Fund was established to encourage and assist private landowners to carry out work that benefits heritage values.

The fund is a contestable fund which is assessed and approved throughout the year by the Council's District Planning and Regulation Committee. Council staff, with expert advice where necessary, will make recommendations to the Committee.

There is a variable amount available in this Fund, it will be distributed among the successful applicants. If there are no other applications or appropriate projects, the fund may not necessarily be distributed either in whole or in part.

Guidelines

Who can apply?

The Fund is open only to ratepayers of the Waimakariri District - individuals or groups - for work relating to either private or public land listed as a historic heritage item in the Proposed District Plan.

The Fund is not available:

- (i) For work that there is a legal obligation to do; and
- (ii) To compensate for work already done. It is intended to assist with the cost of future work.

How to apply

Applications will be accepted throughout the year. Applications will be acknowledged upon receipt.

Return completed application form to:

The Waimakariri Contestable Heritage Fund, 215 High Street, Rangiora 7400

1. The application must be a signed original of this application form. Applicants are encouraged to attach any supporting documents, such as plans, diagrams, maps, and photos.
2. Applications without any supporting documents will still be considered, but applicants may be asked for more information.
3. Applications will be assessed throughout the year.
4. The recipient will be required to complete a signed accountability form when the funds have been spent, confirming that they have been spent in the way set out in the application.

Continued over page

Funding criteria

Applications will be assessed on merit based on criteria listed below:

1. The degree to which the work improves, protects, benefits, enhances, restores or reinstates historic heritage items.
2. Whether the applicant or project has been past recipient(s) of the Fund. Preference for funding will generally be given to those who have not received grants from this Fund in the past.

Terms and conditions

1. Grants will be allocated on a case by case basis.
2. Financial assistance will usually be no more than 50% of a project's total costs.
3. The applicants share of the costs can be by way of in kind contributions (e.g. labour), or cash.
4. Unless prior arrangement is made, grants must be spent within one year of the awarding of the grant.
5. Approval of funding may be subject to conditions.
6. All decisions will be final and no correspondence will be entered into.
7. The Council's District Planning and Regulation Committee may wish to visit sites prior to making a decision.
8. The fund recipients will be required to either make progress reports, or a final report on the project after the grant monies have been spent.

PLEASE NOTE:

The Council hereby undertakes to all applicants that information concerning private property supplied in this application, or obtained when assessing it, will be used by the Council for no purpose other than for assessing the application or if considered appropriate, for publicity purposes. However, once an application has been received, the information contained within it becomes public information, accessible by members of the public when requested. By lodging the application, the applicant agrees that if funds are given to the applicant, the amount received and the applicant's name and photo may be publicised, and used for publicity purposes.

PLAN IMPLEMENTATION

Heritage Contestable Fund Application Form

To provide financial assistance to owners of historic heritage items listed in the Proposed District Plan to undertake work that would improve the item's heritage values.

Please read **Information and Guidelines** before completing this form.

Details of applicant

Name of applicant: Colin and Elizabeth Smith

Name of contact person for this application (if different to applicant): _____

Address of applicant: [REDACTED]

Contact details

Mobile: [REDACTED]

Phone (home): [REDACTED]

Phone (work): _____

Email: [REDACTED]

Land details

Name and contact details of land owner (if different to applicant):

Mobile: _____ Home: _____ Work: _____

Site Reference: _____ Area of site: _____

Have you received funding from the Heritage Contestable Fund in the past and if so what was it used for?

Yes No

Summary of work

Aim of project (*brief*):

To replace the deteriorated cladding, doors, and floor to preserve the structure.

Date project to be started: April 2023 Two independent quotes attached?

Expected duration and staging of project, including expected costs of each stage:

~1 month. All works completed in one stage. Costs as outlined in attached builders' quotations.

If you are granted funds, how and when will they be spent?

Funds will be spent on payment to builder, and will be paid upon invoice.

Have you applied to any other fund for this project? Yes No

If so:

1. What fund? _____

2. How much was applied for? _____

3. How much has been granted? _____

Detailed description of project

Description

Provide an overall description of the site and project, keeping in mind the purpose and outcome of the fund (as set out below):

The Bankhead Stables are listed on the Waimakariri District Council Historic Heritage Records, number HH073. The site is described therein:

"PHYSICAL DESCRIPTION

Utilitarian agricultural building with rectangular footprint and saltbox roof. Six door openings, some with split doors. Trellis style ventilation panels on same, north-west facing elevation. Gable end window."

The stables framing remains sound, but the cladding and access doors are severely degraded, compromising the building envelope. If left unchecked, the framing will deteriorate and fail. The raised floor in the back (or feeding, utility) portion of the stables has many hazards due to broken boards and holes due to dry rot and borer. The subfloor joists largely remain sound, and new flooring could be fitted.

New materials selected would be in keeping with the existing aesthetic.

Work to date

Describe any work that has been carried out to-date toward the project:

None.

Future management

Describe the future management, protection and maintenance of the project site, if you are successful in securing this fund:

Bankhead Farm is tidy and well maintained. These stables are a working building, and still used as such for shelter. If we are successful in securing this fund, the stables will continue to be maintained and serviced for ongoing agricultural use.

Do you consent to a Council employee contacting you to investigate whether any other sources of funding may be available for your work? Yes No

Acknowledgement

I confirm that:

1. I am authorised to sign this application as the applicant or on behalf of the applicant, and I am prepared to sign an accountability agreement.
2. The answers given on this form are true and correct.
3. The funds will be spent by the applicant in the manner declared in this application.
4. If the applicant is a group, I will be personally responsible for how the funds are spent.
5. I will inform the Waimakariri District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application.
6. I have read and agree with the 'Information Sheet for Heritage Contestable Fund Application'.

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box below you are giving your authority for this application to proceed.

Signature: _____

CD Smith

Name (please print): _____

COLIN DAVID SMITH

Date: _____

23. 1. 2023 .

Applications must be posted or delivered to:

The Waimakariri Heritage Contestable Fund

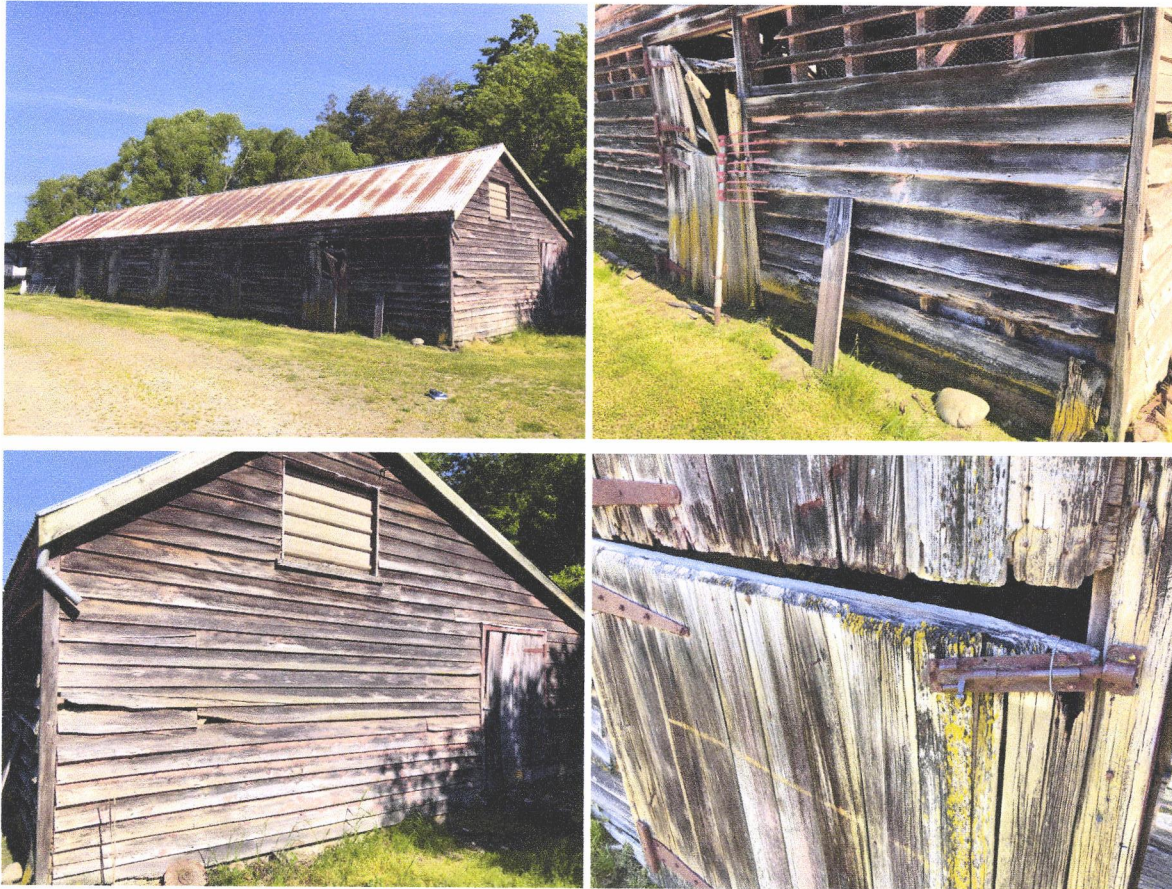
215 High Street, Rangiora 7400

For more information

Phone 0800 965 468, or email office@wmk.govt.nz

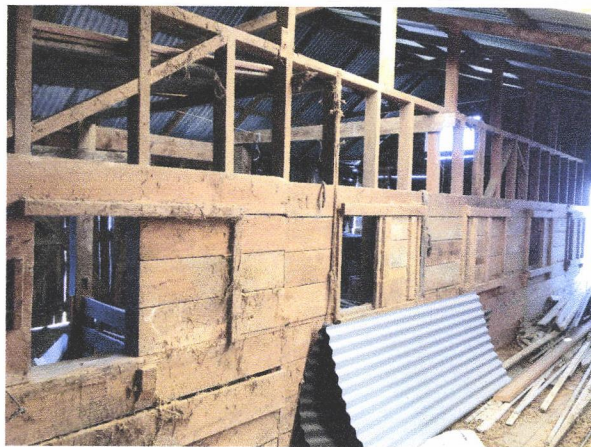
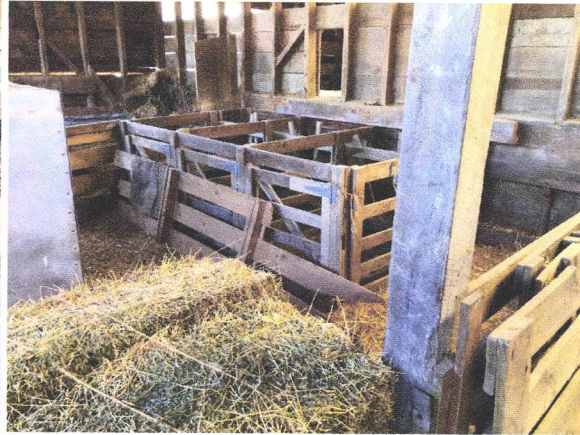
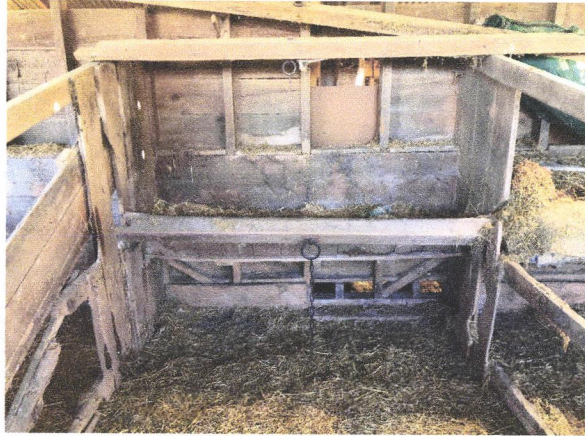
Supporting photographs for Bankhead Stables Funding Application

Bankhead Stables current exterior condition:



Our proposal includes replacing exterior weatherboards and facings, rebuilding doors in a like fashion, and replacing rain spouting on the northern aspect.

Bankhead Farm was one of the last in the district to use working horses. These photos are of Bankhead Stables stock pens, showing historic hitching and feeding features. Access to feed bins was through custom openings from a long service/feed-store room running the length of the stables on the south-western side.



Significant deterioration to tongue and groove flooring throughout services/feed-store room makes accessing this area hazardous. Floor substructure appears largely sound and serviceable. Our proposal includes replacing this tongue and groove flooring.



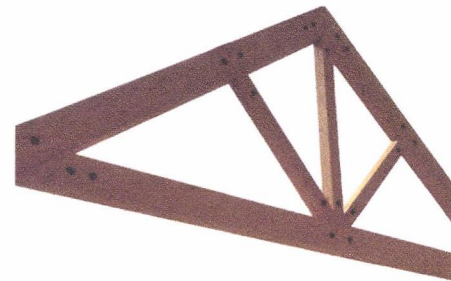
Skillion roof structure, and the majority of wall framing is sound and weatherproof.





BELL

- *Building & Carpentry* -



14 November 2022

1418 Cust Road
RD1, Rangiora 7471

Dear Colin and Liz

Thank you for asking me to quote on work to be done on your Stables at Bankhead Farm.

Outside: To remove existing degraded weatherboards and netting, and replace with new (approx 800 lineal metres). Make good any damaged/degraded framing inside as necessary. Re-frame 2x gable windows. To replace guttering on NE elevation, with 2x downpipes. To fabricate 8x new galv box-section door frames, fit vertical timber cladding, new hardware (hinges, latches) and hang.

Inside: To remove badly rotten flooring from feed-room and replace with new throughout (approx 900 lineal metres) on existing joists, which appear sound.

Materials	23559.66
Labour	11050
Subtotal	34609.66
GST	5191.449
TOTAL	39,801

The labour portion of this quotation remains valid for 3 months. The materials portion of this quote remains valid for 7 days, and can be updated to reflect current pricing at commencement of your project.

Should any unexpected degradation be discovered, work to remediate this would be charged at an hourly rate, plus materials.

Kind regards

Steve Bell



QUOTE

C & E Smith 'Bankhead' Cust

Date

16 Nov 2022

Expiry

16 Dec 2022

Quote Number

QU-0040

Reference

Bankhead Stables

GST Number

123-981-413

HLB

(Hurunui Landscape
Builders Limited)

www.hlb.nz

952 Medbury rd

Hawarden

Bank account

02-0876-0296993-00

hurunuilandscapes@gmail

.com

Ph 0800 MYDECK

Description	Quantity	Unit Price	Amount NZD
Materials required to re-instate stables Flooring , cladding , 8 x new doors , guttering and downpipe , hardware	1.00	26,500.00	26,500.00
Labour	200.00	65.00	13,000.00
		Subtotal	39,500.00
		TOTAL GST 15%	5,925.00
		TOTAL NZD	45,425.00

PLAN IMPLEMENTATION

Information Sheet for Heritage Contestable Fund Application

Information

The purpose of the fund is to make available financial assistance to owners of historic heritage items listed in the Proposed District Plan to encourage and assist with work that benefits the heritage values of these sites.

A growing number of landowners are protecting and restoring heritage sites on their private land, the Contestable Heritage Fund was established to encourage and assist private landowners to carry out work that benefits heritage values.

The fund is a contestable fund which is assessed and approved throughout the year by the Council's District Planning and Regulation Committee. Council staff, with expert advice where necessary, will make recommendations to the Committee.

There is a variable amount available in this Fund, it will be distributed among the successful applicants. If there are no other applications or appropriate projects, the fund may not necessarily be distributed either in whole or in part.

Under the new district plan rules you may be required to attend a workshop/provide a report to ensure that repairs/maintenance are completed in accordance with the design/supervision of a heritage expert.

Guidelines

Who can apply?

The Fund is open only to ratepayers of the Waimakariri District - individuals or groups - for work relating to either private or public land listed as a historic heritage item in the Proposed District Plan.

The Fund is not available:

- (i) For work that there is a legal obligation to do; and
- (ii) To compensate for work already done. It is intended to assist with the cost of future work.

How to apply

Applications will be accepted throughout the year. Applications will be acknowledged upon receipt.

Return completed application form to:

The Waimakariri Contestable Heritage Fund, 215 High Street, Rangiora 7400

1. The application must be a signed original of this application form. Applicants are encouraged to attach any supporting documents, such as plans, diagrams, maps, and photos.
2. Applications without any supporting documents will still be considered, but applicants may be asked for more information.
3. Applications will be assessed throughout the year.
4. The recipient will be required to complete a signed accountability form when the funds have been spent, confirming that they have been spent in the way set out in the application.

Applications will be assessed on merit based on criteria listed below:

1. The degree to which the work improves, protects, benefits, enhances, restores or reinstates historic heritage items.
2. Whether the applicant or project has been past recipient(s) of the Fund. Preference for funding will generally be given to those who have not received grants from this Fund in the past.

Terms and conditions

1. Grants will be allocated on a case by case basis.
2. Financial assistance will usually be no more than 50% of a project's total costs.
3. The applicants share of the costs can be by way of in kind contributions (e.g. labour), or cash.
4. Unless prior arrangement is made, grants must be spent within one year of the awarding of the grant.
5. Approval of funding may be subject to conditions.
6. District Plan Activity Rule HH-R1 requires any maintenance or repair of a heritage item listed in HH-SCHED2 (not including interiors) is undertaken in accordance with the design and/or supervision of a heritage professional. A report may be required.
7. All decisions will be final and no correspondence will be entered into.
8. The Council's District Planning and Regulation Committee may wish to visit sites prior to making a decision.
9. The fund recipients will be required to either make progress reports, or a final report on the project after the grant monies have been spent.

PLEASE NOTE:

The Council hereby undertakes to all applicants that information concerning private property supplied in this application, or obtained when assessing it, will be used by the Council for no purpose other than for assessing the application or if considered appropriate, for publicity purposes. However, once an application has been received, the information contained within it becomes public information, accessible by members of the public when requested. By lodging the application, the applicant agrees that if funds are given to the applicant, the amount received and the applicant's name and photo may be publicised, and used for publicity purposes.

PLAN IMPLEMENTATION

Heritage Contestable Fund Application Form

To provide financial assistance to owners of historic heritage items listed in the Proposed District Plan to undertake work that would improve the item's heritage values.

Please read Information and Guidelines before completing this form.

Details of applicant

Name of applicant: _____

Name of contact person for this application (if different to applicant): _____

Address of applicant: _____

Contact details

Mobile: _____ Phone (home): _____

Email: _____ Phone (work): _____

Land details

Name and contact details of land owner (if different to applicant):

Mobile: _____ Home: _____ Work: _____

Site Reference: _____ Area of site: _____

Have you received funding from the Heritage Contestable Fund in the past and if so what was it used for?

Yes No

Aim of project (brief):

Date project to be started: _____ Two independent quotes attached?

Where is the maintenance/repair to? Interior Exterior

Value of works applied for? less than \$20K Over \$20K

Expected duration and staging of project, including expected costs of each stage:

If you are granted funds, how and when will they be spent?

Have you applied to any other fund for this project? Yes No

If so:

1. What fund? _____

2. How much was applied for? _____

3. How much has been granted? _____

Description

Provide an overall description of the site and project, keeping in mind the purpose and outcome of the fund (as set out below):

Work to date

Describe any work that has been carried out to-date toward the project:

Future management

Describe the future management, protection and maintenance of the project site, if you are successful in securing this fund:

Do you consent to a Council employee contacting you to investigate whether any other sources of funding may be available for your work? Yes No

I confirm that:

1. I am authorised to sign this application as the applicant or on behalf of the applicant, and I am prepared to sign an accountability agreement.
2. The answers given on this form are true and correct.
3. The funds will be spent by the applicant in the manner declared in this application.
4. If the applicant is a group, I will be personally responsible for how the funds are spent.
5. I will inform the Waimakariri District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application.
6. I have read and agree with the 'Information Sheet for Heritage Contestable Fund Application'.

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box below you are giving your authority for this application to proceed.

Signature: _____

Name (please print): _____

Date: _____

Applications must be posted or delivered to:**The Waimakariri Heritage Contestable Fund**

215 High Street, Rangiora 7400

For more information

Phone 0800 965 468, or email office@wmk.govt.nz



262 O'Roarkes Road
RD1
Rangiora 7471

Ph. 021 771 594
Ph. 021 771 554
E. gppaintinganddec@gmail.com
W. www.gppainting.co.nz

Bill To:

Hazeldine Construction Ltd
PO Box 76164, Northwood
Christchurch
New Zealand

Quote

GST Reg. No: 105958994
Invoice No: 00001831
Date: 13/06/2023

DESCRIPTION	AMOUNT
<p>Kaiapoi Train Station/Paris for the Weekend Cafe</p> <p>On inspection of this building we came across lead in the previous paint system. This quote will include safe removal of this to comply with industry standards. This quote does not allow for scaffold or height access equipment.</p> <p>This quote is for labour and materials to prep and paint the exterior (excluding roof)</p>	\$30,221.16

Subtotal: \$30,221.16
GST: \$4,533.17
Total Inc GST: \$34,754.33

Payment is required within 21 days from date of invoice.

Payment can be made by way of direct credit to:
Account Number 03 1592 0613218 00

Winners of the 2015 Master Painter of the Year Award for Exterior Residential Painting



Jedd Pearce
C/- William Hill Consulting

Paris For The Weekend
1 Tom Ayres Drive, Kaiapoi

15 June 2023

Dear Jedd,

Thank you for the opportunity to provide a quote to supply materials and labour to remediate the exterior of building at Paris For The Weekend ready for painting

Hazeldine Construction prices includes the following:

- Remove existing weather damaged and rotten weatherboards
- Supply new H3.2 treated pine weatherboards – to match existing profile
- Installation of new weatherboards, including all fixings

\$ 5,100.00 + gst

Tags:

- Have allowed for mobile scaffold access to high level areas
- Power to be made available from cafe during construction
- No allowance for any work to remediate unforeseen issues (areas not visible until weatherboards are removed)

Thank you again for the opportunity to provide this quote. I welcome the chance to answer any questions you may have. Please don't hesitate to give me a call.

Regards

A handwritten signature in blue ink, appearing to read 'Nick Newell', is written over a light blue horizontal line.

Nick Newell
Construction Manager

P. 03 327 6329
C. 027 429 6290
133b Heywards Road, Clarkville, Kaiapoi 7692

www.hazeldine.co.nz





Skyhigh Scaffolding Ltd

Quote

PO Box 227

Kaiapoi 7644

Phone 0800 475 944

Email accounts@skyhighscaffolding.co.nz

Web www.skyhighscaffolding.co.nz

Quote For:

Mike Luck
mike@plcgroup.co.nz
PLC Group

Site Address:

57 Charles St -Paris for the weekend
cafe

Date: 23 Jun 2023

Job : 23247

Quoted By: Maurice Tito

Quote No: SHS20249

Scaffold to allow safe access to all Elevations above 3m complete with roof edge protection for painting

Erection/Dismantle	\$7,500.00
Weekly Rental	\$300.00
Cartage and Delivery to and from Site	\$500.00

Weekly Inspection

\$65.00

All prices are net and exclude GST.

All scaffolds built to best practise guidelines for scaffolding.

All scaffolds meet department of labour requirements and include aculog safety register.

If we can be of any further assistance, or you have any questions please don't hesitate to contact us on 0800 475 944.

Mike, we appreciate the opportunity to Quote this Project and look forward to working closely with PLC Group on it.

Regards

Maurice Tito

Heritage Fund Application – Supporting Information

Historic Railway Building / Paris for the Weekend Cafe

1. APPLICANT

William Hill Limited (Jedd Pearce)

2. PROPERTY LOCATION

1 Tom Ayers Drive - Kaiapoi

3. LEGAL DESCRIPTION

Lot 11 DP 42864 – MORGAN WILLIAMS RESERVE

4. ZONING

Business 1

5. REASON FOR APPLICATION

To relocate the former historical Kaiapoi Railway Station (now Paris for the Weekend Cafe). The site is located at 1 Tom Ayers Drive – Kaiapoi.

The Historic Railway Station building was last shifted in 2012 to the current and temporary location.

The structure of the building itself will remain as it is now, simply moved and raised to a new location level with the stop bank to improve access to and from the stop bank and river. The building was structurally improved prior to being shifted in 2012 so requires no further structural improvements to the building for the relocation.



The relocation aligns with the District Plans for Kaiapoi town centre that promotes a vision of a vibrant Town Centre that embraces the river, attracts visitors and new businesses and creates enjoyable public spaces.

Paris for the Weekend Café will remain as an operating business once the building has been relocated. Paris for the Weekend is a perfect fit for the historic building with their High Tea's being very popular and a café menu that keeps the business bustling.



Ultimately, the relocation of the historically registered Railway Station is a big win for Kaiapoi. The building will find a final and permanent location and will be physically enhanced with decking and public access ramps for future enjoyment by the public. It is a strong desire of Heritage New Zealand that historical buildings are maintained and enjoyed by the public for years to come.

William Hill Consulting will enter into a commercial lease arrangement of the reserve land the building will be relocated to. WDC are currently finalising the Agreement to Lease.

Under the new ownership of Jedd Pearce, who is a well know developer in Kaiapoi, the building will continue to have strong stewardship of this important historical building.



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: ENV-04-01, GOV-01-16/230814123599

REPORT TO: DISTRICT PLANNING AND REGULATION COMMITTEE

DATE OF MEETING: 19 September 2023

AUTHOR(S): Billy Charlton, Environmental Services Manager and District Licensing Secretary

SUBJECT: Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023

ENDORSED BY:
(for Reports to Council, Committees or Boards)



 General Manager



 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to present to the District Planning & Regulation Committee, the 2022/23 Annual Report to the Alcohol Regulatory Licensing Authority (ARLA). This annual report covers the activity of the Waimakariri District Licensing Committee (DLC) over the past financial year.
- 1.2. The DLC has worked very effectively over the past year and Council has fulfilled its obligations under the Sale and Supply of Alcohol Act 2012.

Attachments:

- i. Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA) 2022/23 (Trim: 230814123621)
- ii. Annual Survey to ARLA 2022/23 (Trim: 230814123619)
- iii. Full register of licensed premises 2022/23 (Trim: 230814123923)

2. RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 230814123599.
- (b) **Approves** the attached 2022/23 Report to the Alcohol Regulatory Licensing Authority (Trim: 230814123621).
- (c) **Circulates** a copy of this report to all the Community Boards for information, which includes the Annual Report to ARLA, the annual survey to ARLA and the full list of On, Off and Club Licences to 30 June 2023 (also to ARLA).

3. BACKGROUND

- 3.1. The Alcohol Regulatory Licensing Authority (ARLA) is the overarching agency that oversees and monitors all alcohol licensing in New Zealand.
- 3.2. All Territorial Authorities are required to have a District Licensing Committee (DLC).

- 3.3. There is a statutory requirement for each DLC in New Zealand to complete an annual report to ARLA. The 2022/23 financial component of the annual report is required to be presented to ARLA by 30 September 2023. The survey component, which was in the form of an on-line questionnaire was presented to ARLA on 14 August 2023 as required by ARLA. The full ALRA report forms part of this report as an attached file. Also included as an attached file is a full list of all On, Off and Club licenced premises within the Waimakariri District.
- 3.4. The annual report provides ARLA with information regarding the activities of the Waimakariri District Council's DLC. The annual report also itemises the types and numbers of alcohol licence applications decided by the Waimakariri DLC. The reporting cycle is also an opportunity for the DLC Secretary to provide feedback directly to ARLA via the on-line survey. The information from the Waimakariri DLC forms part of a wider report that ARLA present to the Government.
- 3.5. The Annual Report is a statutory requirement of the Waimakariri DLC to inform ARLA of a summary of the alcohol licence applications dealt with by the DLC over the preceding year. The information is collected across the Waimakariri district as a holistic entity and is not broken down into wards.
- 3.6. There is a statutory requirement to provide the required information pursuant to Sec. 199 of the Sale and Supply of Alcohol Act 2014 (the Act), which states that within three months after the end of every financial year, every territorial authority must prepare and send to ARLA an Annual Report outlining the territorial authority's licensing proceedings and operations for that financial year.
- 3.7. The Annual Report covers aspects of the DLC's workload over the last year. It includes any new DLC initiatives undertaken, what effect the Local Alcohol Policy (LAP) is having within the District and whether it believes the LAP is achieving the object of the Act for the Waimakariri District.
- 3.8. Pursuant to Section 186 of the Sale and Supply of Alcohol Act 2012 (SSAA) each Territorial Authority must appoint a District Licensing Committee (DLC). One member of the DLC must be appointed as the Chair. For Hearings, generally held if there is opposition to a licence or manager's certificate application, there must be a quorum of three members of the DLC, one member being the Chair.
- 3.9. The Chair can operate as a quorum of one for all licences and manager's certificates applications that are not opposed. The Chair can approve these applications on the papers when the three agencies, being the New Zealand Police, Medical Officer of Health, and the Licensing Inspector submit their reports with no opposition to the application.
- 3.10. The Council through its process to appoint DLC members in 2012 chose to have elected members (Councillors) as DLC members as the model for Waimakariri District. An alternative model of approach available to a TA is to appoint independent commissioners outside of Council and decide on a Chair for each Hearing as they occur. The Council decided some time ago to appoint all DLC members as commissioners so that in the event of a Councillor not being re-elected in the Local Body Elections are standing down as a Councillor, they could remain as a DLC member until reviewed, which is every 5 years.
- 3.11. Membership of the District Licencing Committee consists of:
 - Chair: Councillor Neville Atkinson (Commissioner)
 - Members: Wendy Doody, Councillor Paul Williams, Councillor Philip Redmond (Commissioners)
 - Commissioner: Jim Gerard

- 3.12. Meetings of the DLC are held bi-monthly, usually on a Monday. Training is incorporated as part of these meetings. If a hearing is required the allocated time set aside for these bi-monthly meetings is utilised where possible.
- 3.13. For the year 2022 / 2023 reporting period, two Hearings were held:
- 24 August 2022 - LL1015 Southern Grain Sprints (NZ) Limited - Off Licence (Granted)
26 June 2023 - LL1371 Number 9 Limited – Off Licence (Withdrawn)

4. ISSUES AND OPTIONS

- 4.1. The alcohol area has become increasingly busy over the last two years. This is due to new licence applications generally in new developments and the increased time with pre-consultation meetings to enhance the standard of applications to reduce post application work.
- 4.2. The Environmental Services Unit (ESU) now has two dedicated staff members with the ability to work on alcohol applications administration, which creates a more seamless approach for applicants.
- 4.3. At present the Council has one staff member acting as the sole Licensing Inspector. However, as of 28 August 2023 the Environmental Services Unit (ESU) has employed a Team Leader - Environmental Health, to oversee Food, Health and Alcohol licensing. This position allows for staff cover, and future proofing in the inspectorate area and also gives the ability to free up time for training and improvement of services.
- 4.4. The Council resolved at an early stage of the establishment of the Sale and Supply of Alcohol Act 2012 to have the DLC comprised of elected members, it was argued that this would provide a connection to the community. The DLC members are now experienced and confident in their roles.
- 4.5. To future proof the seamless running of the DLC, Council resolved that all members be installed as commissioners. This allows the DLC to continue post local body elections regardless of election results.
- 4.6. The Chair and Secretary of the DLC have had discussions regarding the future membership of the DLC. It is considered by both the Chair and Secretary that Council is at risk of not being able to form a DLC for a Hearing due to the low number of present members and the District Planning and Regulation Committee and/or Council need to consider building capacity and adding members to the current list. A future report will be presented to the District Planning and Regulatory Committee with recommendations for the Committee to consider regarding the number of DLC members.
- 4.7. The Council has a Local Alcohol Policy (LAP) that helps gain compliance with the object of the Act: that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly. This policy places restrictions on the location of stand-alone bottle stores and also specifies maximum trading hours for premises in the district. The LAP is due for review in 2024 and is programmed in our workstream accordingly.
- 4.8. **Implications for Community Wellbeing**
- By submitting the annual report to ARLA and completing the on-line survey there are positive implications for community wellbeing. The information provided enables ARLA to report to the government to ensure that the Sale and Supply of Alcohol Act 2012 is fulfilling its purpose and objectives to minimise harm associated with alcohol sales, supply, and consumption.
- 4.9. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by the content of this report. However, there may be groups interest in the subject matter of this report. The report will be uploaded to Council's Website for ease of information dissemination once resolved by the Committee.

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Alcohol licence work is funded by a mix of alcohol licence fees and from the general rates. The fees are set by government regulation and have not changed since their inception in 2012.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3. **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report.

6.4. **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

Sale and Supply of Alcohol Act 2014, Section 199

1. *3 months after the end of every financial year, every territorial authority must prepare and send to the licensing authority a report of the proceedings and operations of its licensing committees during the year.*
2. *The licensing authority may specify the form of the annual report and the matters to be included in the report.*
3. *The licensing authority or the licensing committee must, on payment of any reasonable fee it may prescribe, provide a copy of each report to any person who asks for one.*
4. *Every annual report required to be prepared under this section is a public record for the purposes of this Act.*

5. *A copy of every annual report must be made available by the territorial authority for inspection free of charge and be made available on an Internet site maintained by or on behalf of the territorial authority for a period of not less than 5 years.*

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not compromised by any actions arising from recommendations in this report. However, the work completed adds value to the community by creating an environment where alcohol related harm is mitigated through the safe and sensible supply and consumption of alcohol through the licensing process.

There is a safe environment for all – Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised due to the work undertaken by the DLC and staff.

7.4. **Authorising Delegations**

Jurisdiction of the District Licensing Committee, under the Sale and Supply of Alcohol Act 2012, s186-211

A range of criteria will be considered when deciding licence applications under sections 105, 131 and 142 of the Act. Case law and guidance or practice directions issued by the Alcohol Regulatory and Licensing Authority (ARLA) will also influence District Licensing Committee decisions.

TERRITORIAL AUTHORITY : WAIMAKARIRI DISTRICT COUNCIL
ANNUAL RETURN FOR YEAR ENDING: 2023

On-Licence, Off-Licence and Club licence application received :						
Application Type		Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
Off Licence	New			4		
Off Licence	Renewal		1			
On Licence	New		3	2		
On Licence	Renewal			4		
Total Number :			4	10		
Total Fee paid to ARLA (GST incl)			\$138.00	\$517.50		

Annual Fees for existing licences received:						
Licence Type		Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
Club Licence		6	5	4		
Off Licence		1	5	30	1	
On Licence		2	25	37	2	
Total Number :		9	35	71	3	
Total Fee paid to ARLA (GST incl)		\$155.25	\$1,207.50	\$3,674.25	\$258.75	

Manager's certificate applications received:		Number received
Manager's Certificate	New	35
Manager's Certificate	Renewal	53
Total Number :		88
Total Fee paid to ARLA (GST incl)		\$2,530.00

Special Licence applications Received :				
		Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
Special Licence		6	32	9

Temporary Authority applications received :	Number received
Temporary Authority	46
	6

Permanent Club Charter applications received :	Number received
Permanent Club Charter	

Total Fee paid to ARLA for 2023 : \$ 8,481.25
(GST incl)

Submitted to Questions for DLCs 2022-2023
Submitted on 2023-08-14 11:42:36

Questions relating to the make up of your DLC

1 Please provide the name of your District Licensing Committee, and a generic email address to which general correspondence will be certain of a response.

Required:

Waimakariri District Licensing Committee
Alcohol@wmk.govt.nz

2 Please provide the name, email, and contact phone number of your Committee's Secretary.

Required:

Billy Charlton
Alcohol@wmk.govt.nz
billy.charlton@wmk.govt.nz
0800 965 468
027 325 7837

3 Please name each of your licensing inspectors and provide their email and contact phone number.

Required:

Raj Deo
raj.deo@wmk.govt.nz
0800 965 468

Licences for 2022-2023

4A In the 2022-2023 year, how many total Applications did your committee grant for New 'on licences' and to renew existing 'on licences'?

required:

66 renewals
9 new
75 total

4B In the 2022-2023 year, how many total Applications did your committee refuse for New 'on licences' and to renew existing 'on licences'?

required:

0 (zero)

4C In the 2022-2023 year, how many total Applications did your committee grant for New 'off licences' and to renew existing 'off licences'?

required:

5 new
37 renewals
42 total

4D In the 2022-2023 year, how many total Applications did your committee refuse for New 'off licences' and to renew existing 'off licences'?

required:

0 (zero)

4E In the 2022-2023 year, how many total Applications did your committee grant for New 'club licences' and to renew existing 'club licences'?

(Required):

0 (zero) new
15 renewal
15 total

4F In the 2022-2023 year, how many total Applications did your committee refuse for New 'club licences' and to renew existing 'club licences' required:

0 (zero)

Managers' Certificates 2022-2023

4G In the 2022-2023 year, how many managers' certificates did your Committee issue?

required:

88

4H In the 2022-2023 year, how many applications for managers' certificates did your Committee refuse?

Required:

0 (zero)

4I In the 2022-2023 year, how many applications for managers' certificates were withdrawn?

required:

1

Renewals 2022-2023

4J In the 2022-2023 year, how many licence renewals did your Committee issue?

required:

Total renewal licences 118

4K In the 2022-2023 year, how many licence renewals did your Committee refuse?

required:

0 (zero)

4L In the 2022-2023 year, how many managers' certificate renewals did your committee issue?

required:

53

4M In the 2022-2023 year, how many managers' certificate renewals did your committee refuse?

required:

0 (zero)

4N As at 30 June 2023 what is the total number of On-Licences (new and existing) in your licensing district?

required:

68

4O As at 30 June 2023 what is the total number of Off-Licences (new and existing) in your licensing district?

required:

37

4P As at 30 June 2023 what is the total number of Club Licences (new and existing) in your licensing district?

required:

16

Operations relating to DLC Operations & Experiences in 2022-2023

5 Please comment on any changes or trends in the DLC workload in 2022-2023

required:

There has been a reasonable growth in business numbers over the last 12 months. There have been a great number of businesses changing hands. We have been helping more often with a variety of questions, applications, and general advice. We feel this has come about due to the stresses on society in general.

6 Please comment on any new initiatives the Committee has developed/adopted in 2022-2023.

required:

The committee have had extensive training in many areas to stay current and develop skills to enhance their decision-making. The DLC have been attending neighbouring DLC hearings, attending ARLA hearings, and completing webinar training sessions, as well as group discussions on a monthly bases.

7 Has your DLC developed a Local Alcohol Policy?

Yes

7A If yes at what stage is the policy?

In force?

8 If the answer to 7 is 'in force', what effect do you consider your Local Alcohol Policy is having?

required:

The LAP is in force and this has a direct effect on minimising harm as all On Licence premises close at 2am. The LAP is due for review in 2024.

9A If the answer to 7 is 'in force', is your Local Alcohol Policy due for review?

No

9B If the answer to 9A is Yes, has such a review been undertaken; and, if so with what result?

required:

N/A until 2024 returns

10 Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its object. Note: the object of the Sale and Supply of Alcohol Act 2012 is that: a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

required:

In general terms in the Waimakariri District, the SSAA 2012 is working well with good compliance with the act. Consumption is generally undertaken safely and responsibly and the harm is minimised accordingly.

11 What changes or trends in licensing have you seen since the Act came into force?

required:

We have not seen any significant changes. However, there is a trend to more sensible sales and safer consumption in the Waimakariri District.

12 What changes to practices and procedures under the Act (if any) would you find beneficial?

required:

The requirement for applicants to apply in full and disclose all relevant information on the first application. There are too many applications requiring follow-up. This should be an absolute requirement to be suitable.

This report repeats much of the information sent during the year. It is frustrating that we have to fill in a full document with the same data. Yes, we understand that this is a requirement. However, ARLA has the data monthly. In 2023 this should be an automatic process with the data sent.

The information requested should ask for applications received. We think this should be when received and paid for.

Last Step

Waimakariri District Council On Licences as at 30 June 2023

Application ID	Primary Group	Primary Category	Full Details	Status	Stage/Decision	Primary Property
LL1005A	Liquor	LQON	Anglers Arms Tavern - On Licence	Current	Issued, Issued, Y	573 Upper Sefton Road, SEFTON
LL1009A	Liquor	LQON	The Cust Hotel - On Licence	Current	Issued, Issued, Y	1709 Cust Road, CUST
LL1018A	Liquor	LQON	Mandeville Tavern	Current	Issued, Issued, Y	99 Raven Quay, KAIAPOI
LL1044	Liquor	LQON	Cafe 51	Current	Renewed, Renewed, Y	51 Main Street, OXFORD
LL1058A	Liquor	LQON	Darjon	Current	Issued, Issued, Y	454 North Eyre Road, WAIMAKARIRI DISTRICT
LL1082	Liquor	LQON	The Woodend Tavern	Current	Approved, Approved, Y	51 Main North Road (Sh 1), WOODEND
LL1112	Liquor	LQON	Teppanyaki Takao Japanese Restaurant	Current	Issued, Issued, Y	10 - 77 Hilton Street, KAIAPOI
LL1113	Liquor	LQON	Kanniga (Kaiapoi) Thai Restaurant	Current	Issued, Issued, Y	61 Williams Street, KAIAPOI
LL1117	Liquor	LQON	Route 72 Cafe Bar Emporium Limited	Current	Issued, Issued, Y	1699 Cust Road, CUST
LL1136	Liquor	LQON	Flat White Cafe & Bar	Current	Issued, Issued, Y	8 Tahuna Street, PEGASUS
LL1142	Liquor	LQON	Teppanyaki Takao Japanese Restaurant	Current	Issued, Issued, Y	67 Williams Street, KAIAPOI
LL1154	Liquor	LQON	A Pocket Full of Spices	Current	Renewed, Renewed, Y	92 Victoria Street, RANGIORA
LL1205	Liquor	LQON	Five Stags Rangiora	Current	Issued, Issued, Y	29 Huntingdon Dr, RANGIORA
LL1212	Liquor	LQON	The Town Hall Cinemas	Current	Issued, Issued, Y	303 High Street, RANGIORA
LL1216	Liquor	LQON	The Plough Hotel - On Licence	Current	Issued, Issued, Y	398 High Street, RANGIORA
LL1223	Liquor	LQON	Pineacres Restaurant and Bar	Current	Issued, Issued, Y	740 Main North Road (Sh 1) (Kai-Wnd), KAIAPOI
LL1224	Liquor	LQON	Joe's Garage Rangiora	Current	Issued, Issued, Y	83 Victoria Street, RANGIORA
LL1228	Liquor	LQON	F.O.D Fools of Desire	Current	Issued, Issued, Y	176 High Street, RANGIORA
LL1234	Liquor	LQON	Himalayas Indian Restaurant and Takeaway	Current	Issued, Issued, Y	29 Huntingdon Dr, RANGIORA
LL1236	Liquor	LQON	Craft Bar and Kitchen	Current	Issued, Issued, Y	4 - 77 Hilton Street, KAIAPOI
LL1240	Liquor	LQON	Sushi Ya Rangiora	Current	Renewal, Renewal, Y	112 High Street, RANGIORA
LL1242	Liquor	LQON	Lemongrass Restaurant	Current	Renewal, Renewal, Y	56 Fletchers Road, LOBURN
LL1243	Liquor	LQON	Nomnom Kitchen	Current	Issued, Issued, Y	257 High Street, RANGIORA
LL1254	Liquor	LQON	Golden Panda Restaurant	Current	Issued, Issued, Y	246 High Street, RANGIORA
LL1260	Liquor	LQON	Kaikanui Tavern	Current	Approved, Approved, Y	67 Williams Street, KAIAPOI
LL1263	Liquor	LQON	Urban Revival	Current	Issued, Issued, Y	42 Silverstream Boulevard, KAIAPOI
LL1264	Liquor	LQON	Mandeville Sports Club	Current	Issued, Issued, Y	431 Mandeville Road, MANDEVILLE NORTH
LL1275	Liquor	LQON	Red Elephant - Mandeville	Current	Issued, Issued, Y	468 Mandeville Road, MANDEVILLE NORTH
LL1280	Liquor	LQON	The Good Home Pegasus	Current	Issued, Issued, Y	62 Pegasus Main Street, PEGASUS
LL1281	Liquor	LQON	79 Impresso Cafe	Current	Issued, Issued, Y	79 Main North Road (Sh 1), WOODEND
LL1282	Liquor	LQON	Fresca Mediterranean	Current	Issued, Issued, Y	188 High Street, RANGIORA
LL1286	Liquor	LQON	Indian Hut Restaurant and Takeaway	Current	Issued, Issued, Y	76 Main Street, OXFORD
LL1287	Liquor	LQON	Golden Eagle Brewery Limited	Current	Issued, Issued, Y	184 Williams Street, KAIAPOI
LL1289	Liquor	LQON	Kaiapoi Golf Club	Current	Issued, Issued, Y	373 Williams Street, KAIAPOI
LL1293	Liquor	LQON	Little Haveli Woodend	Current	Issued, Issued, Y	61 Main North Road (Sh 1), WOODEND
LL1295	Liquor	LQON	Charles Upham Retirement Village Limited	Current	Renewed, Renewed, Y	24 Charles Upham Drive, RANGIORA
LL1296	Liquor	LQON	Winnie Bagoes Rangiora	Current	Issued, Issued, Y	88 Victoria Street, RANGIORA
LL1298	Liquor	LQON	Brick Mill Cafe	Current	Issued, Issued, Y	1473 Main North Road (Sh1) (Wnd-Amb), WOODEND
LL1299	Liquor	LQON	The Ottoman	Current	Renewal, Renewal, Y	220 High Street, RANGIORA
LL1301	Liquor	LQON	Kaiapoi River Queen MNZ 129979	Current	Renewed, Renewed, Y	1 Tom Ayers Drive, KAIAPOI
LL1303	Liquor	LQON	Indian Lotus	Current	Issued, Issued, Y	42 Silverstream Boulevard, KAIAPOI
LL1305	Liquor	LQON	The Good Drop	Current	Issued, Issued, Y	7 Durham Street, RANGIORA
LL1307	Liquor	LQON	The Office Cafe	Current	Issued, Issued, Y	1429 Main North Road (Sh1) (Wnd-Amb), WOODEND
LL1308	Liquor	LQON	Armadillo's Beckenham Limited	Current	Issued, Issued, Y	416 Williams Street, KAIAPOI
LL1310	Liquor	LQON	The Station Cafe & Shop	Current	Issued, Issued, Y	2 Blackett Street, RANGIORA
LL1311	Liquor	LQON	Black Beech Wine and Pizza Bar	Current	Issued, Issued, Y	46 Main Street, OXFORD
LL1312	Liquor	LQON	Monteiths Rangiora	Current	Issued, Issued, Y	75 Victoria Street, RANGIORA
LL1314	Liquor	LQON	Pegasus Golf Limited	Current	Issued, Issued, Y	8 Mapleham Drive, PEGASUS
LL1315	Liquor	LQON	Mainstreet Sports Bar	Current	Issued, Issued, Y	37 High Street, RANGIORA
LL1325	Liquor	LQON	Himchuli Enterprise Limited	Current	Issued, Issued, Y	97 Williams Street, KAIAPOI
LL1330	Liquor	LQON	La Tandoor Indian Restaurant & Takeaway	Current	Issued, Issued, Y	75 Victoria Street, RANGIORA
LL1331	Liquor	LQON	Taste Asian Fusion House	Current	Issued, Issued, Y	3 Percival Street, RANGIORA
LL1336	Liquor	LQON	Taافتان Moroccan Grill and Bar	Current	Expired, Expired, Y	194 King Street, RANGIORA
LL1339	Liquor	LQON	Le Soleil	Current	Issued, Issued, Y	29 Sewell Street, KAIAPOI
LL1340	Liquor	LQON	The Brook Bar & Eatery	Current	InProgress, In Progress, Y	14 Southbrook Road, RANGIORA
LL1344	Liquor	LQON	Siri Thai Restaurant	Current	Issued, Issued, Y	246 High Street, RANGIORA
LL1350	Liquor	LQON	The Platform Restaurant Bar & Cafe	Current	InProgress, In Progress, Y	468 Mandeville Road, MANDEVILLE NORTH
LL1355	Liquor	LQON	La Luna Eatery & Bar	Current	Renewal, Renewal, Y	246 High Street, RANGIORA
LL1358	Liquor	LQON	Authentic Foods Limited T/A Golden Turmeric	Current	InProgress, In Progress, Y	61 Williams Street, KAIAPOI
LL1364	Liquor	LQON	Ramsay Oxford Limited T/A The West Oxford Hotel	Current	InProgress, In Progress, Y	159 Main Street, OXFORD
LL1366	Liquor	LQON	Lehle49 Ltd	Current	Renewal, Renewal, Y	24 Canterbury Street, ASHLEY
LL1367	Liquor	LQON	Asian Garden Hospitality Limited	Current	Issued, Issued, Y	93 Ivory Street, RANGIORA
LL1373	Liquor	LQON	South Hospitality Limited	Current	Issued, Issued, Y	124 High Street, RANGIORA
LL1374	Liquor	LQON	James Hospitality Ravenswood Limited	Current	InProgress, In Progress, Y	4 Clayton Place, WOODEND
LL1375	Liquor	LQON	SRR Enterprise Limited T/A Indian Food Court	Current	Issued, Issued, Y	7 - 77 Williams Street, KAIAPOI
LL1377	Liquor	LQON	The Coffee Club Ravenswood	Current	InProgress, In Progress, Y	4 Clayton Place, WOODEND
LL1378	Liquor	LQON	Singto Limited	Current	InProgress, In Progress, Y	8 - 77 Hilton Street, KAIAPOI
LL1379	Liquor	LQON	Spicey Kitchen Limited T/A King of Spices	Current	InProgress, In Progress, Y	4 Clayton Place, WOODEND

Waimakariri District Council Off Licences as at 30 June 2023

Applicat	Primary	Primary	Full Details	Status	Stage/Decision	Primary Property
LL1005	Liquor	LQOFF	Anglers Arms Tavern - Off Licence	Current	Issued, Issued, Y	573 Upper Sefton Road, SEFTON
LL1009	Liquor	LQOFF	The Cust Hotel - Off Licence	Current	Issued, Issued, Y	1709 Cust Road, CUST
LL1015	Liquor	LQOFF	Kaiapoi Distillery	Current	Issued, Issued, Y	9 A Peraki Street, KAIAPOI
LL1034	Liquor	LQOFF	Rangiora New World	Current	Issued, Issued, Y	10 Good Street, RANGIORA
LL1092	Liquor	LQOFF	Countdown Kaiapoi	Current	Issued, Issued, Y	91 Hilton Street, KAIAPOI
LL1127	Liquor	LQOFF	Super Liquor Kaiapoi	Current	Issued, Issued, Y	57 Williams Street, KAIAPOI
LL1140	Liquor	LQOFF	Countdown Rangiora East	Current	Issued, Issued, Y	46 Ivory Street, RANGIORA
LL1144	Liquor	LQOFF	Big Daddys Liquor - Rangiora	Current	InProgress, In Progress, Y	28 High Street, RANGIORA
LL1146	Liquor	LQOFF	Blackhouse Vineyard Bed and Breakfast	Current	Issued, Issued, Y	533 Boundary Road, CUST
LL1206	Liquor	LQOFF	Bottleland	Current	Issued, Issued, Y	29 Sewell Street, KAIAPOI
LL1217	Liquor	LQOFF	The Plough Hotel - Off Licence	Current	Issued, Issued, Y	398 High Street, RANGIORA
LL1220	Liquor	LQOFF	Rangiora Pak 'n Save	Current	Issued, Issued, Y	2 Southbrook Road, RANGIORA
LL1246	Liquor	LQOFF	Super Liquor Pegasus	Current	Issued, Issued, Y	60 Pegasus Main Street, PEGASUS
LL1253	Liquor	LQOFF	Craft Bar and Kitchen	Current	Issued, Issued, Y	4 - 77 Hilton Street, KAIAPOI
LL1256	Liquor	LQOFF	The Good Drop	Current	Issued, Issued, Y	7 Durham Street, RANGIORA
LL1261	Liquor	LQOFF	Kaikanui Tavern	Current	Issued, Issued, Y	67 Williams Street, KAIAPOI
LL1271	Liquor	LQOFF	Mandeville Supervalu Limited	Current	Issued, Issued, Y	468 Mandeville Road, MANDEVILLE NORTH
LL1283	Liquor	LQOFF	Fresca Mediterranean	Current	Issued, Issued, Y	188 High Street, RANGIORA
LL1284	Liquor	LQOFF	Super Liquor Oxford	Current	Issued, Issued, Y	46 Main Street, OXFORD
LL1288	Liquor	LQOFF	Golden Eagle Brewery Limited	Current	Issued, Issued, Y	184 Williams Street, KAIAPOI
LL1300	Liquor	LQOFF	Tiki Wine & Vineyards	Current	Issued, Issued, Y	27 Heywards Road, CLARKVILLE
LL1309	Liquor	LQOFF	Te Tino Enterprises Limited	Current	Approved, Approved, Y	61 Main North Road (Sh 1), WOODEND
LL1316	Liquor	LQOFF	Juniper Distillery Ltd	Current	Issued, Issued, Y	23 Riverview Road, RANGIORA
LL1317	Liquor	LQOFF	Super Liquor Rangiora	Current	Issued, Issued, Y	320 High Street, RANGIORA
LL1321	Liquor	LQOFF	Forthluck Limited	Current	Issued, Issued, Y	201 Davis Road, CUST
LL1327	Liquor	LQOFF	Bare Rabbit Limited T/A New World Ravenswood	Current	Issued, Issued, Y	10 Bob Robertson Drive, WOODEND
LL1328	Liquor	LQOFF	Derelict Brewing	Current	Issued, Issued, Y	19 Swannanoa Road, SWANNANOA
LL1345	Liquor	LQOFF	Woodend Canterbury Liquor	Current	Cancelled, Cancelled, Y	51 Main North Road (Sh 1), WOODEND
LL1347	Liquor	LQOFF	Fresh Choice Oxford	Current	Issued, Issued, Y	52 Main Street, OXFORD
LL1348	Liquor	LQOFF	HM Liquor Limited - Liquorland Southbrook	Current	Issued, Issued, Y	16 Southbrook Road, RANGIORA
LL1353	Liquor	LQOFF	SSSD Limited - Super Liquor Woodend	Current	Issued, Issued, Y	51 Main North Road (Sh 1), WOODEND
LL1354	Liquor	LQOFF	Feral Foods Limited - Remote Sales	Current	InProgress, In Progress, Y	137 Ashley Gorge Road, OXFORD
LL1363	Liquor	LQOFF	MKLS Automotive Imports Limited	Current	Renewal, Renewal, Y	59 Golf Links Road, RANGIORA
LL1365	Liquor	LQOFF	GLC Fresh Foods T/A New World Kaiapoi	Current	Renewal, Renewal, Y	58 Charles Street, KAIAPOI
LL1369	Liquor	LQOFF	Super Liquor Pegasus	Current	InProgress, In Progress, Y	60 Pegasus Main Street, PEGASUS
LL1370	Liquor	LQOFF	99 Liquor Limited	Current	Issued, Issued, Y	71 Victoria Street, RANGIORA
LL1376	Liquor	LQOFF	Countdown Waimakariri Junction	Current	InProgress, In Progress, Y	6 Hakarau Road, KAIAPOI

Waimakariri District Council Club Licences as at 30 June 2023

Applicati	Primary	Primary	Full Details	Status	Stage/Decision	Primary Property
LL1019	Liquor	LQClub	Oxford Rugby Club	Current	Issued, Issued, Y	28 Bay Road, OXFORD
LL1020	Liquor	LQClub	Kaiapoi Rugby Football Club	Current	Issued, Issued, Y	14 Smith Street, KAIAPOI
LL1022	Liquor	LQClub	Waimakariri Gorge Golf Club	Current	Issued, Issued, Y	1847 Thongcaster Road, OXFORD
LL1024	Liquor	LQClub	Rangiora RSA Club	Current	Issued, Issued, Y	82 Victoria Street, RANGIORA
LL1025	Liquor	LQClub	Rangiora Bowling Club	Current	Issued, Issued, Y	25 Good Street, RANGIORA
LL1029	Liquor	LQClub	Rangiora Golf Club	Current	Issued, Issued, Y	79 Golf Links Road, RANGIORA
LL1030	Liquor	LQClub	Northern Bulldogs Rugby League Club	Current	InProgress, In Progress, Y	78 Raven Quay, KAIAPOI
LL1041	Liquor	LQClub	Woodend Rugby Football Club	Current	Issued, Issued, Y	202 Gladstone Road, WOODEND
LL1045	Liquor	LQClub	Kaiapoi Working Mens Club	Current	Renewed, Renewed, Y	113 Raven Quay, KAIAPOI
LL1046	Liquor	LQClub	Oxford Workingmens Club & MSA	Current	Renewed, Renewed, Y	164 High Street, OXFORD
LL1047	Liquor	LQClub	The Southbrook Community Sports Club Incorporated	Current	Issued, Issued, Y	117 South Belt, RANGIORA
LL1055	Liquor	LQClub	Ashley Rugby Football Club	Current	Issued, Issued, Y	154 Loburn Whiterock Road, LOBURN
LL1059	Liquor	LQClub	Woodend Bowling Club Incorporated	Current	Issued, Issued, Y	Rangiora Woodend Road, WAIMAKARIRI DISTRICT
LL1062	Liquor	LQClub	Woodford Glen Speedway Association	Current	Renewed, Renewed, Y	39 Doubledays Road, KAIAPOI
LL1087	Liquor	LQClub	Kaiapoi Tennis Club	Current	Issued, Issued, Y	9 Cass Street, KAIAPOI
LL1156	Liquor	LQClub	Kaiapoi Riverside Bowling Club	Current	Issued, Issued, Y	13 Belcher Street, KAIAPOI

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: ANC-06, GOV-01-07 / 230814124157

REPORT TO: DISTRICT PLANNING AND REGULATION COMMITTEE

DATE OF MEETING: 19 September 2023

AUTHOR(S): Billy Charlton, Environmental Services Manager

SUBJECT: Annual Report on Dog Control 2022 / 2023

ENDORSED BY:
(for Reports to Council,
Committees or Boards)


General Manager


Chief Executive

1. SUMMARY

- 1.1. The report is to present to the District Planning and Regulation Committee for approval, the Annual Report for Dog Control for the financial year 2022/23.
- 1.2. Section 10A of the Dog Control Act 1996 (The Act), requires that Waimakariri District Council (WDC) provides specific information to the Secretary for Local Government (Dept. of Internal Affairs (DIA)) by way of an annual report each financial year within one month of the Council adopting this report.
 - 1.2.1. This information is found in the attached Annual Report on Dog Control.
 - 1.2.2. Under Section 5(3) of the Act the statistics contained within the attached report will also be publicly available on the Council's website.

Attachments:

- i. 2022/23 Annual Report on Dog Control (Trim: 230814124162)

2. RECOMMENDATION

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 230814124157.
- (b) **Approves** the attached 2022/23 Annual Report on Dog Control to the Department of Internal Affairs (DIA) (Trim: 230814124162).
- (c) **Circulates** a copy of this report to the Community Boards for information and publishes the report on the Council's Website.

3. BACKGROUND

- 3.1. The DIA collates Dog Control reports from Territorial Authorities (TAs) on an annual basis. This enables the DIA to maintain nationwide records and statistics in relation to dogs, dog numbers, the number of menacing and dangerous dogs, along with the number and type of dog related complaints received by TAs for each financial year.
- 3.2. A ten year review of the Waimakariri District Council Dog Control Bylaw was undertaken in November 2019, with the Bylaw being adopted by Council on the 3 December 2019 and came into force on the 16 December 2019. The objectives of the bylaw include:

- To encourage responsible dog ownership
- To provide for Dog Access to Public areas
- To enforce dog owner obligations
- To minimise any danger, distress, or nuisance from dogs to the community

4. **ISSUES AND OPTIONS**

- 4.1. Previous annual dog reports illustrate continued population growth across the district and that position remains a constant when presenting this report. Population growth is seen as the primary driver for the increase in registered dog numbers in the Waimakariri district. With the steady increase in dog numbers this year, 7.6%, up from 13190 in 2021/22 to 14199 in 2022/23, there has been an increase in overall complaints up from 1475 in 2021/22 to 1789 in 2022/23 which is a 24.29% increase compared to the previous year.
- 4.2. There has been an increase in incidents across nearly every category we report on to the DIA, with three areas which are notable. These are:
- 4.2.1. Barking Dog Complaints – an increase of 16.33% from 349 in 2021/22 to 406 in 2022/23.
- 4.2.2. Roaming Dog Complaints – an increase of 71.25% from 160 in 2021/22 to 274 in 2022/23.
- 4.2.3. Dog welfare complaints – an increase of 100% from 13 in 2021/22 to 26 in 2022/23.
- 4.3. There were only two categories that decreased in incidents. These were:
- 4.3.1. Dog rushing people – a decrease of 34.7% from 49 in 2021/22 to 32 in 2022/23.
- 4.3.2. Unregistered dogs resulting in infringements – a decrease of 21.42% from 112 in 2021/22 to 88 in 2022/23.
- 4.4. All complaints for the 2022/23 year have been dealt with through ESU's animal management processes. All 23 dog attacks on people have had an outcome which is discussed in detail below.
- 4.5. Dog numbers have increased by 7.6% in the 2022/23 financial year, while the increase in dog owners has gone up by 3.74%. There are no significant reasons that can be attributed to the overall higher increase in dog numbers compared to dog owner numbers. There have been no new dog breeders or new kennel clubs to account for any significant differences. We can only assume that more people have decided to own more than one dog. This is not uncommon across New Zealand. It has been anecdotally suggested that as more people work longer hours, some decide to have companion dogs for their original dog. We have not collected data as to why there is a higher percentage increase of dogs to dog owners.
- 4.6. The increase in dog numbers is not unique to Waimakariri as neighbouring Councils Selwyn and Christchurch City, have had increased numbers of dogs in recent year as their populations have grown. However, we will not know whether the 2022/23 financial year has seen a similar level of growth of dogs until each Council completes its respective Section 10A reports to their elected members, and subsequently reported to the DIA, and then finally, uploaded to their respective websites.
- 4.7. For information purposes, a definition of each classification reported to the DIA as complaints received by Council can be found in Table 1 below.

Table 1: Definitions of Complaint categories reported to the DIA.

Dog Attacks on People	When a dog physically attacks a person regardless of any physical injury occurring.
Dog Rushing People	When a dog runs directly at a person
Dog Attacks on Stock	When a dog physically attacks stock
Dog Attacks on Dogs	When a dog physically attacks another dog
Barking Dogs	Persistent barking as defined in the Dog Control Act 1996
Roaming Dogs	A dog at large (unaccompanied) in a public place or private property
Dog Welfare Complaints	Complaint received regarding the welfare of a dog
Unregistered Dogs resulting in infringements	A dog that is known to Council and is not registered after education and warnings to register
Lost / Found	Dogs reported lost by owners, subsequently found and returned, or found before Council involvement.
Callers requesting advice	General advice sought by customers on anything dog related.
Dog Fouling	Dogs caught fouling in public places or on private property other than the location the dog usually resides.
Dog Threatening	Dogs that show aggression such as baring teeth or growling towards other dogs or people.

- 4.8. It is important to recognise that all dog attacks on people are investigated as serious. However, at times there will be mitigating circumstances which results in different approaches being taken. Of the 23 incidents of Dog Attacks on People the following outcomes were achieved:
- 4.8.1. 14 received a warning letter after investigation.
 - 4.8.2. Of the 14 mentioned in 4.8.1 (of the 23 original complaints), 7 were classified as menacing (warning letters) (muzzled in public at all times).
 - 4.8.3. Of the 14 mentioned in 4.8.1 (of the 23 original complaints), 1 received an infringement (and a warning letter).
 - 4.8.4. Of the original 23 Dog attacks on people 9 complaints resulted in no action after investigation due to the nature of the incident or lack of information to process further. One owner decided to euthanise their dog directly after the incident with the complainant happy that no further action was required.
- 4.9. The classification of Dangerous Dog means that a dog must be muzzled at all times unless it is in a secured dog run on the owner's property. There were no new dogs classified as dangerous in 2022/23 financial year. There are currently 4 dogs in the district that were classified as dangerous in previous years.
- 4.10. There is a difference between "Rushing" and "Threatening" as classification categories. These classifications have subtle differences; a dog may be classified as threatening if it shows aggression toward a person or another dog. This can include baring teeth, aggressive barking, pulling on a lead in public with aggressive intent. This can also occur in some cases when a dog is behind a fence when a member of the public walks by with or without a dog. The Animal Management Officer (AMO) will investigate all complaints and make decisions based on the situation and their experience.

- 4.11. A dog fits into the category of Rushing when the dog in question physically moves towards a dog or person in an aggressive way. Complainants can at times confuse categories when they log their complaint with Council. However, through the investigation this will be corrected by the AMO so the correct category is recorded for the purposes of reporting to the DIA. Therefore, the number of incidents in the categories of Threatening and Rushing are correct, based on AMO experience.
- 4.12. A workshop on the level of service for Dog Control has been programmed to occur in September 2023 as a presentation to the District Planning and Regulation Committee. The workshop will be to seek direction on the future level of service required by Council over the coming years.

Implications for Community Wellbeing

There are implications on community wellbeing by issues and options that are subject to this report. An increasing number of incidents across many aspects of Dog Control which are highlighted in sections 4.1 to 4.3 of this report. These issues will be discussion points when the Committee is briefed on 22 August 2023.

- 4.13. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. This report is a statutory requirement of the Council intended by the Act to provide a summary of dog control statistics to the public and the DIA. The information is collected district-wide and is not broken down into wards.

5.3. Wider Community

The wider community is not likely to be affected by, or to have any greater interest than normal in the subject matter of this report.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report. Council's Animal Management unit is funded entirely by dog registration fees.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 Risk Management

There are no risks arising from the adoption/implementation of the recommendations in this report.

Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

Dog Control Act 1996: Section 10A -Territorial authority must report on dog control policy and practices

1. *A territorial authority must, in respect of each financial year, report on the administration of—*
 - a. *its dog control policy adopted under section 10; and*
 - b. *Its dog control practices.*
2. *The report must include, in respect of each financial year, information relating to—*
 - a. *the number of registered dogs in the territorial authority district:*
 - b. *the number of probationary owners and disqualified owners in the territorial authority district:*
 - c. *the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made:*
 - d. *the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made:*
 - e. *the number of infringement notices issued by the territorial authority:*
 - f. *the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:*
 - g. *the number of prosecutions taken by the territorial authority under this Act.*
3. *The territorial authority must—*
 - a. *give public notice, as defined in section 5(1) of the Local Government Act 2002, of the report; and*
 - b. *make the report publicly available, as described in section 5(3) of that Act.*

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity -

- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.

7.4. **Authorising Delegations**

Delegation S-DM 1026:

The District Planning and Regulation Committee shall enjoy all the powers granted to a standing committee under this Manual and shall be responsible for determining policy within the following general jurisdiction:

- *Dog registration and control.*

Our Reference: ANC-06/230814124162

20 September 2023

The Secretary for Local Government
Department of Internal Affairs
PO Box 805
WELLINGTON 6140

Dear Secretary for Local Government

Waimakariri District Council: Annual Report on Dog Control 2022 / 23

In accordance with the Dog Control Act 1996, Section 10A, the following is a copy of the annual report for Waimakariri District Council's dog control policy and practices.

Dog Control Policy

A 10 year review of the Waimakariri District Council Dog Control Bylaw was undertaken in November 2019, adopted by Council on the 3 December 2019 and came into force on the 16 December 2019. The objectives of the policy include:

- To encourage responsible dog ownership
- To provide for Dog Access to Public areas
- To enforce dog owner obligations
- To minimise any danger, distress or nuisance from dogs to the community

Education

The Waimakariri Animal Management Team delivers education to schools in the District encouraging safe practices around dogs, including bite prevention.

Dog Parks

The Council currently maintains four dog parks:

- **Kaiapoi Dog Park** – This dog park was opened in Kaiapoi in November 2019. The park has been built on previous red zone land and has an area of 2.2 hectares (1.6h for large dogs and 0.6h for small dogs). The park features a variety of mature trees, shrubs, water outlets and seating.
- **Southbrook Dog Park** - This 9540m² dog park was established in Southbrook Park, Rangiora, in 2010. Access to the park is either from Coronation Street or the Southbrook Park car park. The park features a pleasant walking circuit leading to a large fenced area where dogs can run and exercise. Information signs, water and seating are provided.
- **Millton Memorial Park Dog Park** - This dog park, at the corner of Millton Avenue and River Road, Rangiora, covers 2.6 hectares and was opened in 2015. The park features a 'large dog area' and 'small dog area'.
- **Gladstone Road Dog Park** – This dog park was opened in early 2018 and covers approximately 2 hectares.

The dog parks have a Facebook community page www.facebook.com/RangioraDogParks/.

Dog Control on parks and reserves

To protect public safety and enjoyment, the Dog Control Bylaw 2019 classifies the district's parks and reserves into three categories: Dog Prohibited Areas, Leash Control Areas and Under Control Areas.

The First Schedule of the bylaw lists all the district's reserves and their classifications. Dog owners or any member of the public allowed to own a dog can exercise dogs off leash in Under Control Areas as long as the dog(s) is/are kept under continuous supervision and control.

Reporting Requirement	2021/22	2022/23
The number of registered dogs	13190	14199
The number of registered owners	9168	9511
The number of probationary owners and disqualified owners	0	0
The number of dogs classified as dangerous (section 31).	4	4
The number of dogs classified as menacing (section 33).	40	47

Dog Attacks on People	18	23
Dog Rushing People	49	32
Dog Attacks on Stock	20	23
Dog Attacks on Dogs	42	58
Barking Dogs	349	406
Roaming Dogs	160	274
Dog Welfare Complaints	13	26
Unregistered Dogs resulting in infringements	112	88
Lost / Found	537	588
Callers requesting advice	175	219
Dog Fouling	Not recorded	14
Dog Threatening	Not recorded	38
TOTAL	1475	1789

The number of prosecutions undertaken.	0	0
--	---	---

The number of Infringement Notices issued.	129	96
--	-----	----

Yours sincerely

Billy Charlton
Environmental Services Manager