

## Michelle van Straalen

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**From:** official information  
**Sent:** Monday, 3 August 2020 17:31  
**To:** [REDACTED]  
**Cc:** official information  
**Subject:** LGOIMA 20200 - Processing liquor licences

Kia ora

Further to your information request of 29 July 2020 in respect of details of the average length of time taken to process alcohol licence applications, I am now able to provide Hamilton City Council's response.

**You requested:**

*I would like to request information under the OIA in regards to the average time it has taken HCC to process previous liquor licence applicants to our's: [REDACTED]. Information provided to go back as far as possible to identify averages and relate it to the experience we have received.*

**Our response:**

Each alcohol licence is treated separately and the time taken to process the application is dependent upon a range of factors. We do not record the amount of time taken to process each individual alcohol licence application. To provide that information you seek would necessitate a very large review including manual searches of our records. Accordingly your request for information is declined Pursuant to section 17 (f) of the Local Government Official Information and Meetings Act 1987 in that the information you request cannot be made available without substantial collation or research.

I can however advise that factors that impact upon the time taken to process each individual application include:

- The completeness of the application ( is the application complete and in the prescribed form, are all of the required attachments present – such as Planning Verification, Building Certificates, scale plans, certificates on incorporation, copies of menus and various policy documents are examples). The absence of such documents mean that the application must be sent back to the applicant for further work.
- Whether any of the statutory bodies object to the application (Police, Medical Officer of Health or Council Inspectors). The Sale and Supply of Alcohol Act requires that both the Police and Medical Officer of Health inquire into each application and file a report with the District Licensing Committee within 15 working days after receiving a copy of the application. The council Licensing Inspector must also inquire into and file a report on the application with the District Licensing Authority.
- Whether any member of the public wishes to object to the application. Within 20 working days of the filing of the application, the applicant is required to publicly notify the application. A person may object in writing to the District Licensing Committee within 15 working days of the publication of the public notice.
- Where the District Licensing Committee determines that a hearing is required to determine matters that may be in dispute such as suitability of the applicant, incomplete applications, points of objection from statutory authorities or from the public. The District Licensing Authority can also determine of their own volition that a hearing is necessary to assist them to make a decision on an application.

Thank you for your inquiry.

Kind regards,

**Michelle van Straalen**

Official Information Advisor | Legal Services | Governance Unit

DDI: 07 974 0589 | [Michelle.vanStraalen@hcc.govt.nz](mailto:Michelle.vanStraalen@hcc.govt.nz)

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**From:** official information

**Sent:** Wednesday, 29 July 2020 4:56 PM

**To:** [REDACTED]

**Cc:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>

**Subject:** LGOIMA 20200 - Processing liquor licences

Kia ora

I write to acknowledge your information request of 29 July 2020 in respect of processing liquor licences.

Please be advised that your request has been passed on to the relevant team within Council and you will be informed of the outcome.

The Local Government Official Information and Meetings Act 1987 requires that we advise you of our decision on whether the Council will provide the requested information or not "as soon as reasonably practicable", no later than 20 working days after the day we received your request. We will respond to you no later than 26 August 2020.

Kind regards,

**Michelle van Straalen**

Official Information Advisor | Legal Services

DDI: 07 974 0589 | [Michelle.vanStraalen@hcc.govt.nz](mailto:Michelle.vanStraalen@hcc.govt.nz)

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**From:** Hamilton City Council <[do.not.reply@hcc.govt.nz](mailto:do.not.reply@hcc.govt.nz)>

**Sent:** Wednesday, 29 July 2020 11:11 AM

**To:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
**Subject:** HCC Website - Official Information Request ref: HCC-QF-200729-6M6GM-WD7

## HCC Website - Official Information Request

**Reference:** HCC-QF-200729-6M6GM-WD7

**Attachment:** not attached

**Name:** [REDACTED]

**Email address:** [REDACTED]

**Phone number:** [REDACTED]

### Detailed Description of Request

Hello

I would like to request information under the OIA in regards to the average time it has taken HCC to process previous liquor licence applicants to our's: [REDACTED]. Information provided to go back as far as possible to identify averages and relate it to the experience we have received.

I note it has been 20 days since I elaborated on concerns that parties raised in regards to my liquor licence and 2 weeks since i asked to reschedule a meeting. The only party to actually respond being HCC, the other two parties have not communicated to myself at all.

The parties involved are HCC, DHB and Hamilton Police; I will be doing OIA's to all parties involved.

The information i request is not private in any matter. Remove all identifiers or associations to companies and people, I just need to know time frames that applications were processed in and any information relating to the time frames that it takes for parties to communicate to applicants.

I feel the delays I have experienced, surely cannot be the normal for companies and need clarification. As it has been mentioned to me that a certain group has influence in this area, this information would provide a conclusion on whether that is true or not

Regards

**Organisation:** [REDACTED]