**NOTICE OF HEARING/MEETING**

*Sale and Supply of Alcohol Act 2012*

**NOTICE**

I give notice that a hearing of the Kapiti Coast District Licensing Committee will be held as follows:

**Venue:**

Kapiti Coast District Council

175 Rimu Road,

Paraparaumu,

New Zealand

**Tuesday, 1 December 2020**

**9.30 a.m.:** This is an application from Jamie-Lee A Burns under Section 224 of the Sale and Supply of Alcohol Act 2012 (the Act) for the renewal of her Manager’s Certificate

Reporting agencies: Antoinette Bliss, Licensing Inspector- Opposed

 Matthew Barraclough, Police - Opposed

**Exchange of documents:**

1. To make sure the hearing is fair, the Committee has set the following timetable for the exchange of relevant documents:
	1. The applicant must provide any written evidence that it, or its witnesses, will present at the hearing to the Committee, via email to Democracy.Services@kapiticoast.govt.nz, and to all other parties (reporting agencies) via email by **5pm, Tuesday 10 November 2020**
	2. The Police and the Licensing Inspector must provide any written evidence that they, or their witnesses, will present at the hearing to the Committee, via email to Democracy.Services@kapiticoast.govt.nz, and to all other parties (applicant and objector) via email by **5pm, Tuesday 17 November 2020**
	3. If the applicant wishes to provide any further written evidence in response to what has been provided by the other parties, the applicant must do so by email to the Committee, via email to Democracy.Services@kapiticoast.govt.nz, and to all other parties (reporting agencies and objector) via email by **5pm, Tuesday 24 November 2020**
2. Failure to provide written evidence in advance may result in the Committee declining to consider evidence that is filed late, unless extraordinary circumstances apply. It is fundamental that the applicant has a fair opportunity to consider any evidence before the hearing.
3. **Every person must bring 10 printed copies of every document that they will present to the hearing, if it has not previously been exchanged with other parties electronically.**

Written evidence might include, for example, briefs of evidence and supporting documents, such as photographs. Parties are not required to file written submissions in advance, as submissions may be provided orally at the hearing. Please note, however, that it is good practice to file written submissions in advance, even though it is not mandatory.

**DATED** at **Paraparaumu** this 20 October 2020

**for Commissioner**

**Kapiti Coast District Licensing Committee**