



# PUBLIC NOTICE

## Section 101(a), Sale and Supply of Alcohol Act 2012

The Chip Family Limited has made application to the District Licensing Committee at Dunedin for the grant of an On Licence number ON-28-2025 in respect of the premises situated at 66 St Andrew Street Dunedin and to be known as Saigon Van Restaurant

The general nature of the business to be conducted under the licence is Restaurant

The applicant seeks the licence on the following hours:

Tuesday to Sunday                      11.00 am to 9.00 pm.

First publication date:                      Wednesday, 17 December 2025

Second publication date:                      Wednesday, 24 December 2025

Objections Close 5:00 pm Wednesday, 18 February 2026

- The application may be inspected during ordinary office hours at the office of the Dunedin District Licensing Committee at 50 The Octagon, Dunedin, or on-line at <https://www.dunedin.govt.nz/services/licensing/alcohol-licence-applications>
- No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012
- Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 25 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Dunedin District Licensing Committee at 50 The Octagon, PO Box 5045, Dunedin 9058



# APPLICATION FOR ON LICENCE

## Incomplete applications will not be processed

The application must be accompanied by the correct fee (see below).

When a licence has been granted, it will not be issued until the annual fee has been paid.

The District Licensing Committee (DLC) will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (the advertising cost is included in the application fee).

The contact person will be emailed a copy of the public notice to be displayed on the premises.

Please use separate pages to provide extra information where necessary.

If you have any questions while completing this form, please contact Dunedin DLC staff on 03 474 3481 or email [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz).

Please read and complete the following checklist before submitting the application

Written statement from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. An email is acceptable, this can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the premises and applicant included as a reference.

If a body corporate: certificate of incorporation (or equivalent document)

Planning and building certificates (not required for a conveyance)

A copy of the proposed food and drinks menus

A scale plan of the premises showing the principal entrance and the areas where alcohol is to be sold, supplied and consumed, with an indication of which areas are to be:

- undesignated - anyone of any age allowed
- supervised - minors must be with their parent/guardian
- restricted - R18.

Map showing location of 'sensitive' locations, e.g., schools, early childhood facilities, hospitals and churches

A risk mitigation plan detailing how you will ensure the impact on the community will be minimized, e.g. control of noise and litter, parking and dispersal of patrons

Copy of host responsibility policy – for high risk premises please also include an alcohol management plan explaining how you will implement the points of the policy

Letter of authorisation if a consultant is completing this form on your behalf



Office use only

Date received:



## Calculate your application fee

### Select your premises type:

**Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the DLC, operate that bar at least one night a week in the nature of a tavern (such as serving alcohol without meals to tables situated in the bar area)

**Class 2 restaurants** – restaurants that have a separate bar (including small bar areas) but which, in the opinion of the DLC, do not operate that area in the nature of a tavern at any time

**Class 3 restaurants** – restaurants that only serve alcohol to tables and do not have a separate bar area

Type of premises	Points
Class 1 restaurant, nightclubs, taverns, adult premises	15
Class 2 restaurant, hotels, function centres, universities, polytechnics	10
Class 3 restaurant, other premises not specified	5
Theatres, cinemas, BYO restaurants, cellar doors	2
Premises points	5

### Select the latest time you intend to sell alcohol:

Latest alcohol sales time	Points
2am or earlier	0
Between 2.01am and 3am	3
3am onwards	5
Trading hours points	0

Add the premises points and trading hours points together to get the total:

5

Use the table below to work out the fee payable:

Total points	Risk rating	Application fee (GST inc)	Annual fee (GST inc)	Total fee required
0-2	Very low	\$368.00	\$161.00	\$529.00
3-5	Low	\$609.50	\$391.00	\$1000.50
6-15	Medium	\$816.50	\$632.50	\$1449.00
16-25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00

# APPLICATION FOR ON LICENCE

## Section 224 of the Sale and Supply of Alcohol Act 2012

To the Secretary, Dunedin District Licensing Committee

Application for an on-licence is made in accordance with the particulars set out below:

### Endorsements (tick if applicable)

BYO restaurant – tick if you are a restaurant that does not intend to sell alcohol, i.e. you want to offer BYO only

Caterer's on licence – for off-site catering, instead of, or in addition to, food/alcohol supplied on the premises (please provide menus, website information, bookings etc)

### Contact person

Name: TOAN TRUNG LE

Phone: 0223800788

Email: chrisle238@gmail.com

Postal address: 25 Wickliffe Street, Mosgiel, Dunedin

Postcode: 9024

### Applicant details

Applicant status (please select from the below options)

Individual

Partnership

Body corporate

Public company

☒ Private company

Club

Trustee

Local authority

Licensing trust

Government department or  
other instrument of the Crown

Manager under the Protection of  
Personal Property Rights Act 1988

Board, organisation or other body

Legal name/s of the person/s or organisation that will receive any proceeds from alcohol sales.  
Include any other names you may be known by.

Full legal name: The Chip Family Ltd

Any other names you may be known by: Sui Gon Van

Address: 66 St Andrew Street, Dunedin, 9016

Postcode:

Occupation: Director

Phone: 0223800788

Email: chrisle238@gmail.com

Date of birth: 23/08/1988

Place of birth: Ho Chi Minh city, Vietnam

Gender: Male

Is this your principal business? ☒ Yes ☐ No

Please state any other businesses:



### Further details where the applicant is a company or an incorporated society

For a company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation), give full legal names of directors.

Toan Trung Le

Address: 25 Wickliffe Street, Masguel, 9024

DOB: 23/08/1988

Place of Birth: Ho Chi Minh city, Vietnam

Where the applicant is a **private company**, give full details of each person who holds any shares issued by the company as follows: full name, address, date of birth, place of birth, designation in company and percentage of shares held.

Toan Trung Le

Add: same as above

Designation: Shareholder / Director

Percent of share held: 70%

Hai Anh Nguyen

Add: same as above

Designation: shareholder /

Percent of share held: 30%

DOB: 24/05/1991

Please also provide:

Authorised capital:

Paid up capital:

Where the applicant is a **public company**, give full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company, as follows: full name, address, date of birth, place of birth, designation in company.

### Further details where the applicant is a partnership

Full details of each partner as follows: full legal name, address, date of birth, place of birth.

Signature of each partner

If a body corporate, please state the authority under which you are incorporated, e.g. Companies Act 1993, Incorporated Societies Act 1908, Charitable Trusts Act 1957.

Company Act 1993

## Criminal convictions

Please state all criminal convictions against any applicants including Directors or Shareholders (except convictions for offences to which the Criminal Records (Clean State) Act 2004 applies).

Full Name

Conviction

Date of conviction

(Use a separate sheet if necessary)

## Details of premises

Proposed trading name: *SaiGon Van Restaurant*

Current trading name (if applicable): *SaiGon Van Restaurant*

Name of the building (if applicable):

Address of the premises: *66 St Andrew Street, Dunedin*

Postcode: *9016*

Does the applicant own the premises? ☒ Yes ☐ No

If "no", please provide the full legal name and address of the owner:

A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the premises and applicant included as a reference.

What type of lease does the applicant have and when does it expire?

Is the licence conditional on completion of building work? Yes ☒ No

If yes, please provide details:

Does the building have a current building warrant of fitness (BWOF)? ☒ Yes ☐ No

What is the maximum occupancy of your entire premises including outside areas?

Please describe in detail the number and nature of the toilet arrangements, e.g. number of male and female toilets, number of urinals, unisex facilities and accessible facilities:

*Maximum occupancy ≈ 39 (including staff). Two toilets on site - one male, one female (unisex accessible facilities included)*



## Fire Evacuation Declaration - Fire and Emergency Act 2017

Which of the following fire evacuation statements applies to you?

If unsure, check with Fire and Emergency New Zealand

The owner of the building in which the premises is situated provides and maintains an evacuation scheme as required by section 76 Fire and Emergency Act 2017

Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme

Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation

Signed



Date 3/12/25

### Details of conveyance (e.g. if this application is for a ship, bus, train etc.)

Type of conveyance (e.g. ship, bus or train):

Trading name of conveyance:

Registration number:

Address where based:

Postcode:

Does the applicant own the conveyance? Yes No

If "no", please provide the full legal name and address of the owner:

A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the premises and applicant included as a reference.

What type of lease does the applicant have and when does it expire?

### Business details

Is there a current alcohol licence for the premises?? Yes No Type: on off club

Licence number:

Expiry:

What is the general nature of the business to be conducted under the licence?

Tavern/bar



Café/restaurant

Hotel

Nightclub

Entertainment

Other (specify)

Please select which days, and during which hours, you wish to be licensed to sell alcohol:

Day	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Start time		11 am	11 am	11 am	11 am	11 am	11 am
End time		9 pm	9 pm	9 pm	9 pm	9 pm	9 pm

Is the sale of alcohol intended to be the principal purpose of the business? Yes ☒ No

If no, what is the principal purpose of the business?

Providing Vietnamese food for dine in and take away customers

Does the applicant supply or sell, or intend to supply or sell, any goods other than alcohol and food?

Yes ☒ No ☐ If yes, provide details:

Does the applicant provide, or intend to provide, any services other than those related to the sale or supply of alcohol or food?

Yes ☒ No ☐ If yes, provide details:

What designation(s) are required for the premises?

Undesignated (people of any age are permitted)

☒ Supervised (people under 18 years must be accompanied by a parent or legal guardian)

Restricted (people under 18 years not permitted)

If different designations are required for different areas, please describe:

### Manager details

Provide the below details for each manager or proposed manager.

Full name	Date of birth	Manager's certificate number	Expiry date
Toan Trung Le	23/08/1988	069/CERT/MC/2025	28/07/2028

### Conditions

What experience and training does the applicant have in relation to premises licensed to sell and/or supply alcohol?

I had over 2 years experience managing Saigon Van restaurant and hold a valid Manager's certificate. I am trained in the Sale and Supply of Alcohol Act 2012 and food safety requirements

What provision does the applicant intend to make for the sale and/or supply of:

i. food (describe type and range and when it will be served, attach menu)

Full menu of Vietnamese food served during all trading hours, including Pho, rice dishes stir fried dishes, spring rolls and freshly made appetisers.  
Hot food available at all times while alcohol is supplies

ii. non-alcoholic drinks (describe type and range)

Soft drinks, water, tea, coffee available at all times

iii. low-alcohol drinks (2.5% alcohol by volume or less, describe type and range)

Low alcohol beer options will be available



To what extent, and where, will drinking water be freely available to patrons?

Free drinking water will be available at all times from the self serve water station inside the dining area and also provided by staff on request

If no access to mains water supply is available, how will clean drinking water be made available?

N/A

What steps will be taken to provide help with, and information about, transport options from the premises?

Staff provide information about taxi and bus service near the premises if requested

What steps will be taken to prevent the sale and supply of alcohol to prohibited people (minors and intoxicated people)?

Duty Manager to check ID where required. NO service to intoxicated persons  
Supervised designation - minors must be accompanied by a parent/legal guardian.  
Staff trained to follow the Sale and Supply of Alcohol Act.

What other steps will the applicant take to promote the responsible consumption of alcohol?

Food available at all times while alcohol is served  
Free water always available  
low alcohol and no alcohol beverages offered / Staff trained in responsible service and

How does the applicant intend to staff the premises to ensure compliance with the Act?

Please provide the number of staff and their experience.

Duty Manager on site at all times when alcohol is sold  
All staff trained on checking ID and identifying intoxication  
Manager holds a current Manager's certificate

How will the applicant train staff to ensure they comply with the Act?

Regular in house training on ID check, intoxication assessment, and Act requirements  
New Staff receive training before serving alcohol

For high risk premises, what arrangements will be made for security staff?

N/A

Staff trained to handle issues and call Police if needed

Signed



Date 3/12/25

Place Dunedin

### Privacy statement

The information you provide in this application, and any supporting documents, will be used by the Dunedin City Council to process your application under the Sale and Supply of Alcohol Act 2012. The information will be shared with the Dunedin District Licensing Committee (DLC), Dunedin District Licensing Inspectors, Police and the Medical Officer of Health as part of the approval process. If required, the information may form part of a public hearing before the DLC and may be used in any subsequent decision relating to your application. The decision will be publicly available.

If your application is publicly advertised, the associated information will be publicly available.

The DCC is required to keep a statutory register of all alcohol licence applications and anyone can request a copy of that information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at [privacy@dcc.govt.nz](mailto:privacy@dcc.govt.nz) or 03 477 4000.

## Landlord Approval – Sale and Supply of Alcohol

To: Dunedin District Licensing Committee / Dunedin City Council

Premises: **Saigon Van Restaurant**

Address: **66 St Andrew Street, Dunedin 9016**

I, **Guy Shallard (Edit South Ltd)**, as the owner/landlord/Director of the building at 66 St Andrew Street, Dunedin, hereby give my consent for the sale and supply of alcohol on the above premises in connection with the on-license application made by **The Chip Family Limited** (trading as Saigon Van Restaurant).

I confirm that I am aware an on-license is being sought for these premises and I have no objection to the granting of that license, subject to the usual statutory processes.

Signed:

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by a horizontal line extending to the right.

**Guy Shallard**  
**Edit South Ltd**

Date: 9 / 12 / 2025



# Certificate of Incorporation

**THE CHIP FAMILY LIMITED**

**9337602**

**NZBN: 9429052793950**

This is to certify that THE CHIP FAMILY LIMITED was incorporated under the Companies Act 1993 on the 23rd day of April 2025.



**Registrar of Companies**  
23rd day of April 2025



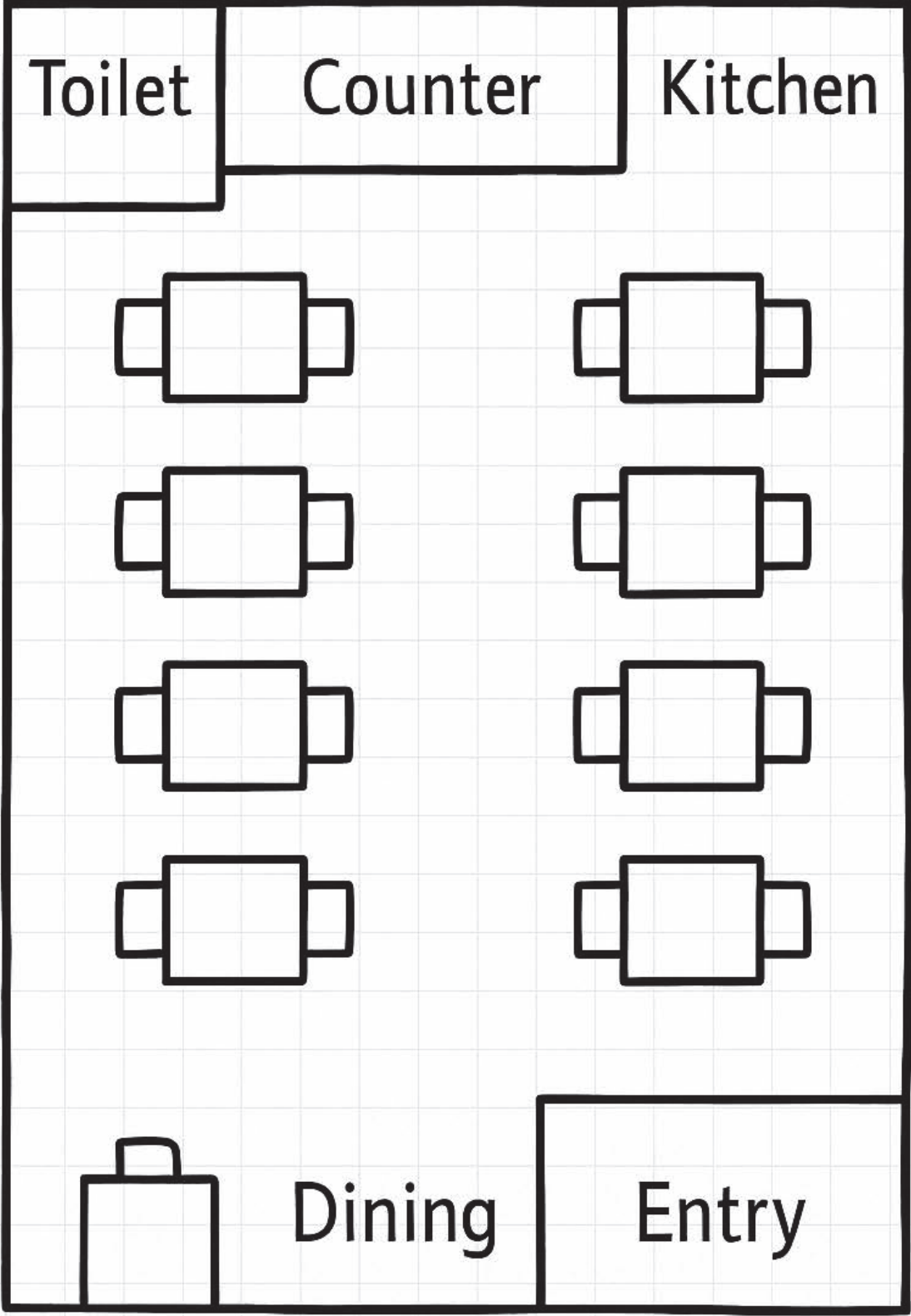




Open 11:30am – 2:30pm & 5pm – late, Tuesday – Sunday

Crispy Spring Rolls   Chả Giò GF 11 3pc, pork & prawn crispy rice paper rolls. Extra pc: 4	Beef Cheek Stew   Bò Kho GF 27 Carrot, coriander, garlic, chili, shallots, star anise, tomato, Jasmine rice, salad
Pork & Prawn Summer Rolls   Gỏi Cuốn GF 11 3pc, lettuce, mint, vermicelli, carrot, daikon. Extra pc: 4	Braised Pork Belly   Thịt Kho Rệu GF 26 Slow braised pork belly, whole egg, red chilli, jasmine rice, salad
Tofu Rice Paper Rolls   Gỏi Cuốn Chay GF, VE 11 3pc, crispy tofu, lettuce, mint, vermicelli, carrot, daikon. Extra Pc: 4	Charcoal grilled Pork on Rice   Cơm Sườn GF 21 Charcoal grilled pork, sunrise egg, pickle carrot and daikon, spring onion oil, jasmine rice
Fried Chicken   Gà chiên giòn 14 Crunchy fried chicken w Vietnamese batter, chilly mayo	Grilled chicken 5 spices   Gà nướng năm vị GF 21 Charcoal grilled chicken, pickle carrot and daikon, jasmine rice, salad
Lemongrass Tofu   Đậu Phụ Xào Sả VE, GF 17 Stir-fried crispy tofu, lemongrass, carrot, spring onion	Saigon Feast   Tiệc Sài Gòn (min. 2pp) 45pp Enjoyed by everyone at the table; indulge in our signature dishes; Crispy Spring Rolls · Mushroom Crispy Savoury Pancake · Braised Pork Belly · Soft Shell Crab · Beef Salad · Jasmine Rice · Crispy prawn cracker
Soft Shell Crab   Cua Lột 22 Crispy soft shell crab, tamarind sauce, Vietnamese fragrant herbs	Wines   Vang
Saigon Van Grill Salad   Gỏi GF 19 Shredded lettuce, carrot, red cabbage, fragrant herbs, fried shallots Choose; Grilled Pork OR Chicken OR Beef OR Crispy Tofu VE	Jim Barry Bros Shiraz Cab Sav/Aus 10 45 Opawa Pinot Noir/Marlborough 10 45 Yalumba 'Y' Series Shiraz/Aus 11 48 Pencarrow Chardonnay/Martinborough 11 48 Opawa Sauvignon Blanc/Marlborough 11 48 Nautilus Sauvignon Blanc/Marlborough 52 Mt. Beautiful Riesling/North Canterbury 52 Nautilus Pinot Gris/Marlborough 57 Pencarrow Pinot Gris /Martinborough 10 45 Lindauer Brut 10 45
Grilled Pork Noodles   Bún Thịt Nướng GF 21 Brothless vermicelli noodles, mint, pickle, peanuts, crispy shallots. Tofu option available upon request VG   Extra noodle: 3	Beers   Bia
Crispy Savoury Pancake   Bánh Xèo 22 Savoury pancake, bean sprouts, carrots, lettuce, mint salad, pickle Choose; Pork & Prawn OR Beef & Egg OR Mushroom V	Heineken / Speight's Old Dark 9 Steinlager/Heineken Zero/Monteith's Apple Cider 9
Traditional Beef Noodles   Phở Bò GF 21 Beef broth, rice noodles, rare beef fillet, beansprout Extra Meat: 4   Extra noodle: 3	Soft   Thức uống ngọt
Spicy Beef Noodle   Bún Bò Huế GF 21 Spicy beef broth, lemongrass, chilli, rare beef fillet, beansprout Extra Meat: 4   Extra noodle: 3	Fresh Ice Lemon Juice /Orange Juice 7 Vietnamese Coffee & Condensed Milk (hot/cold) 6 Lemon Tea (hot/cold) Peach Tea (hot/cold) 6 Jasmine Tea Pot 5 Coke/ Diet Coke/ L&P/ Sprite 5
Chili Lemongrass Chicken   Gà Xào Sả Ớt GF 25 Stir fry chicken, lemongrass, chili, turmeric, onion on hot plate, jasmine rice, salad	!Please advise staff of any dietary requirements or allergies before ordering
Vegetable Curry   Cà Ri Chay GF, VE 24 Lemongrass, coconut cream, kumara, carrot, potatoes, jasmine rice Add Chicken 4	GF = Gluten Free   V = Vegetarian   VE = Vegan









## **Saigon Van Restaurant – Risk Mitigation Plan**

Premises: Saigon Van Restaurant, 66 St Andrew Street, Dunedin

Licensee: The Chip Family Limited

Maximum number of patrons: 36 (seated)

### **1. Intoxication Management**

- All duty managers will hold a current Manager's Certificate.
- Staff are trained to recognize signs of intoxication and to refuse service to any intoxicated patron.
- Water is freely available at all times, and substantial food is available whenever alcohol is served.
- We will not run promotions that encourage excessive or rapid consumption of alcohol (e.g. "all you can drink" or "skulling" games).
- If a patron shows signs of intoxication, staff will:
  - Stop serving alcohol immediately
  - Offer water, food and assistance with transport
  - Arrange a taxi or safe ride home if required

### **2. Minors**

- We will not sell or supply alcohol to any person under 18 years of age.
- Staff will ask for acceptable ID (NZ driver license, passport, HANZ 18+ / Kiwi Access card) for anyone who looks under 25.
- Signage about minors and ID requirements will be clearly displayed at the entry and service counter.
- Children and minors will be supervised by a parent or legal guardian while on the premises.

### **3. Disorderly Behavior and Security**

- The premises will operate as a restaurant with seated dining and table service; we will not encourage a bar-type drinking environment.
- Staff will monitor noise levels and patron behavior and will not allow disorderly or abusive conduct.

- Any incident involving disorderly behavior, refusal of service, or removal of a patron will be recorded in an incident log.
- If required, Police will be called for assistance.

#### 4. Food, Water and Non-Alcoholic Drinks

- A full menu of substantial meals will be available whenever alcohol is sold.
- Free drinking water will be provided from the bar/service area and clearly available to all patrons.
- A range of non-alcoholic and low-alcohol beverages will always be available.

#### 5. Transport Options

- Staff will offer to call a taxi or rideshare for any patron who may be impaired.
- Information on local taxi services will be kept at the counter and provided on request.
- Staff will actively discourage drink-driving and encourage patrons to arrange a sober driver.

#### 6. Staff Training and Management

- All new staff will receive an induction on the Sale and Supply of Alcohol Act 2012, host responsibility and dealing with minors and intoxicated persons.
- Refresher training will be carried out at least annually and whenever there are law or policy changes.
- A certified duty manager will always be on duty when alcohol is being sold or supplied.

#### 7. Hours of Operation

- The restaurant will operate within the hours authorized by the on-license.
- We will not allow patrons to remain on the premises and drink after the licensed closing time.
- “Last drinks” procedures will be used where appropriate to ensure an orderly and gradual closing.



## **Saigon Van Restaurant – Host Responsibility Policy**

At Saigon Van Restaurant we are committed to providing a safe, comfortable and enjoyable environment for our customers, staff and neighbors. We support the responsible service and consumption of alcohol and comply with the Sale and Supply of Alcohol Act 2012 and all license conditions.

### **Food**

- We are a restaurant and provide a range of substantial meals and snacks whenever alcohol is available.

### **Non-Alcoholic and Low-Alcohol Drinks**

- We offer a selection of non-alcoholic beverages (soft drinks, juices, tea, coffee, etc.) and low-alcohol options at all times.

### **Intoxication**

- Our staff are trained to recognize signs of intoxication and will not serve alcohol to any intoxicated person.
- We will provide water, food and assistance with transport for any patron who has consumed too much.

### **Minors**

- We will not sell or supply alcohol to anyone under 18 years.
- We require approved ID (NZ driver license, passport, HANZ 18+ / Kiwi Access card) for anyone who looks under 25.
- Children and young people must be supervised by a parent or legal guardian while on the premises.

### **Safe Transport**

- We encourage customers to arrange a sober driver.
- Our staff can help arrange taxis or other safe transport options on request.

### **Safe Environment**

- We do not tolerate violence, disorderly or abusive behavior.
- We will manage noise responsibly and respect our neighbors.

### **Staff Training**

- All staff receive training on host responsibility, our house policies and the law relating to alcohol.
- A certified duty manager will be on duty whenever alcohol is sold or supplied.

We are committed to being a responsible host and a positive part of the Dunedin community.