

APPLICATION FOR ON-LICENCE OR RENEWAL OF ON-LICENCE



Form 3, Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

Send or deliver your application to:

The Secretary
 District Licensing Committee
 Kāpiti Coast District Council
 Private Bag 60601, Paraparaumu 5254
 175 Rimu Road, Paraparaumu 5032
 Telephone (04) 296 4700 Toll Free: 0800 486 486

For Council use
File #

Once this application is complete you may make an appointment for a pre-lodgement meeting with a Licensing Inspector at the numbers given above.

Application forms cannot be accepted by the District Licensing Committee (DLC) over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated. **Instructions on how to complete this application are attached at the back of the form.**

This application is made in accordance with the particular set out below:		
1. Application Type		
<input checked="" type="checkbox"/> New On-Licence	<input type="checkbox"/> Renewal of On-Licence Licence number:	<input type="checkbox"/> Renewal of On-Licence with variation of conditions Licence number:
2. Endorsements		
Tick the appropriate box if you want an endorsed licence only		
<input type="checkbox"/> Allow BYO	<input type="checkbox"/> On-Licence plus Caterer's On-Licence	
<input type="checkbox"/> BYO Licence only	<input type="checkbox"/> Caterer's On-Licence only (no restaurant)	
3. Details of Applicant		
Full legal name or names to be on licence (if a company, must be company name): Duncan's Brewing Company Limited		
Whether licence already held for premises or conveyance concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' state kind of licence 45/OFF/041/2021		
4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012		
<input type="checkbox"/> Natural person(s)	<input checked="" type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (please specify).....	

5. For Applicant that is a Natural Person(s):

Full legal name:

Any aliases (and/or maiden name):

Usual residential address: Number

Street:

Suburb:

City:

Postcode:

Sex:

Occupation:

Date of birth:

Place of birth:

Telephone:

Mobile:

Email:

Preferred mode of contact:

6. For Applicant that is a Body Corporate, Authority under which Incorporated:**7. For Applicant that is Not a Natural Person(s), Details of Contact Person:**

Name: Wai Familton

Designation/Position: Co-owner

Telephone:

Email: wai@duncansbrewing.co.nz

Mobile: 0272168039

Preferred mode of contact: Email

8. Postal Address for Service:

Number/Street/PO Box: 4B Sheffield Street

Suburb:

City: Paraparaumu

Postcode: 5032

9. Business Details:*Describe principal business, any other businesses*

Production Brewery, cellar door/off-licence and remote sales

10. Criminal Convictions:

Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). Yes No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.

11. For a Company: whether Incorporated under the Companies Act 1993 or Equivalent Foreign Legislation**Full Legal Names of Directors:**

George Harris Duncan

12. For a Private Company Incorporated under the Companies Act 1993:

Authorised capital:	Paid up capital:
Name:	Address: Street number
Street:	Suburb:
City:	Postcode:
Date of birth:	Place of birth:
Designation:	Face value of shares held:

13. For a Partnership:

Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:
Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

14. Details of Premises (if not a Conveyance)

Address: Number 4B	Street: Sheffield Street	
Suburb:	City: Paraparaumu	Postcode: 5032

Trading Name: Duncan's Brewing

If not Owned by Applicant:

Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence) Tenancy Agreement

Full legal name of owner: Seagull LTD

Address: Number 4B	Street: Sheffield Street	
Suburb:	City: Paraparaumu	Postcode: 5032

Is the licence conditional on completion of building work: Yes No, and if "Yes", state details:

BC230511 (Application is still pending), Building Change of Use and associated upgrades

15. Details of Conveyance

Kind: (eg, ship, railway carriage, bus, etc)

Tenure: (state whether owned by applicant, or to be operated under charter, lease, or licence)

If not Owned by Applicant:		
Full legal name of owner:		
Address: Number	Street:	
Suburb:	City:	Postcode:
Any registration number:		
Any home base address:		
Any name used or proposed for conveyance:		
Is the licence conditional on completion of construction work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:		
16. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>		
Full legal name: Caitlin Hardy		
Number of manager's certificate: 49D/CERT/52/2022	Expiry Date: 16 March 2026	
Full legal name: George Duncan		
Number of manager's certificate: 45/CERT/596/2017	Expiry Date: 20 Oct 2025	
17. Business Details		
State the general nature of the business to be conducted by applicant in the premises if licence granted: <i>(for example, hotel, tavern, restaurant, entertainment/nightclub)</i>		
Brewery Tasting Room/Tap Room with food Tavern (Alcohol product for sale includes Beer (own product), Wine and some Cocktails)		
Is the sale of alcohol intended to be the principal purpose of business: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and advise the intended principal purpose of business <i>(for example: sale of alcohol, sale of food; entertainment; accommodation)</i> .		
Production Brewery (ancillary retail sales (on-licence and off-licence))		
Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol, non-alcoholic refreshments and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and non-alcoholic refreshments, and food: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - and if "Yes", advise the nature of other goods or services. This is to assess whether other goods and services provided are compatible with the sale of alcohol.		
Branded merchandise (tees, caps, glassware etc)		

State the days and hours proposed for sale of alcohol (this is your current licensed hours not trading hours):

Proposed licensed hours; Sun to Mon 9am - 10pm

Do you have an encroachment licence to consume alcohol on footpath: Yes No If 'Yes', please attach and number #.....

18. Conditions <ul style="list-style-type: none"> • Write answer below or attach relevant documents that demonstrate compliance. • When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....' 	Doc attached? Number.
Describe experience and training of applicant: Cellar Door/Off-licence has been operating without incident since 2018. We currently have 6 staff employed with Duty Managers Certificates.	Yes / No #.....
Describe the type and range of food intended to be available for purchase: Pre-made Toasted Sandwiches, Pre-made Savoury Croissants, Bratwurst Sausage and bun with condiments, Pizza slices, Meat Pies, Bar Snacks (Note; we will offer a combination of 3 of these options at one time)	Yes / No #.....
Describe the type and range of non-alcoholic beverages intended to be available for purchase: Sodas (cola, lemonade, ginger beer), Juices (orange, apple), Non-alcoholic slushies, Free drinking water	Yes / No #.....
Describe the type and range of low-alcohol beverages intended to be available for purchase: Low ABV beer option	Yes / No #.....
Describe to what extent, and where, drinking water is intended to be freely available to patrons (if no access to mains water supply, also advise the potability of water intended to be available): Chilled Water Bottles and glassware available for patrons to freely take to tables	Yes / No #.....

...Conditions contd-	...Conditions contd-
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Policy check for ID for those who look under 25 years. No intoxicated persons allowed to enter premises. Staff to look for and be aware of indicators of intoxication, to prevent intoxication, or sale of alcohol to intoxicated persons.</p>	<p>Yes / No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>Host responsibility signage displayed.</p>	<p>Yes / No #.....</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>Six experienced Duty Manager Cert holders are on our team.</p>	<p>Yes / No #.....</p>
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"> • reduced, by more than a minimal extent, by granting the licence; or • increased, by more than a minimal extent, by the refusal to renew the licence. <p><i>This includes issues such as noise (including amplified music, people in outdoor areas or arriving or leaving premises), the effects on sensitive users within locality such as pre-schools, schools and medical centres:</i></p> <p>Zoned in industrial area, no direct effect on residential.</p>	<p>Yes / No #.....</p>
<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition?</p>	<p>Yes / No #..... #..... #..... #.....</p>

Full reasons for variation or cancellation:		
19. Attachments (if Not a Conveyance)		Doc attached? Number.
<ul style="list-style-type: none"> When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....') 		
A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. A copy of the 'Evacuation of Declaration Scheme' is available on the website. <p style="text-align: right;">● Note: Approved evacuation Scheme is pending with BC230511</p>		Yes / No #B2.....
Copy of planning consent: Please attach certificate that proposed use meets the requirements of the Resource Management Act 1991. <i>Not required for renewal unless the business activity or type has changed since the last version.</i>		Yes / No #B3.....
Copies of all relevant building certificates consents: Please attach certificates that show the premises meet the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i> <p style="text-align: right;">● Note: BC230511 is pending</p>		Yes / No #.....
A scale floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and the principal entrance. <i>Not required for renewal unless changes have been made since the last issue or renewal.</i>		Yes / No #B4.....
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>		Yes / No #.....
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if 'Yes' attach a copy, and if 'No' complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).		Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the premises or proposed premises. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i>		Yes / No #B5.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>		Yes / No #...B6...
For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the Yes and repeat the document number you have given it.		
Please attach a copy of your Host Responsibility Policy. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>		Yes / No #B7.....
Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.</i>		Yes / No #B8.....
If the premises are owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of licence to this premise. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>		Yes / No #B9.....

20. Attachments (Conveyance)		Doc attached? Number.
<ul style="list-style-type: none"> When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....') For renewal applications you only need to attach copies if there have been changes from the last version you provided to the DLC 		
Floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area. <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>		Yes / No #.....
For body corporate applicant, copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>		Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the conveyance. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i>		Yes / No #.....
For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the Yes and repeat the document number you have given it.		
Please attach a copy of your Host Responsibility Policy. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>		Yes / No #.....
Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.</i>		Yes / No #.....
If the conveyance is owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of licence to this conveyance. <i>Not required for a renewal unless the previous lease has expired.</i>		Yes / No #.....
21. Further Details where Applicant is a Company		
<i>Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.</i>		
Name: Wai Familton	Address: 128 Renown Rd	
Suburb: Raumati South	City: Paraparaumu	
Postcode: 5032	Date of birth: 27/04/1986	
Place of birth: Christchurch	Designation:	
Name: George Duncan	Address: 128 Renown Rd	
Suburb: Raumati South	City: Paraparaumu	
Postcode: 5032	Date of birth: 10/04/1986	
Place of birth: Wellington	Designation:	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
Are additional sheets attached? Yes / No - Doc number #.....		

22. Further Details where Applicant is a Partnership

Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:

Are additional sheets attached? Yes / No - Doc number #.....

23. Signature of Applicant (this must be signed by applicant not their agent):

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

Name: Wai Familton

Date: 06/06/24

Signature: 

Dated at location: 4B Sheffield St, Paraparaumu

Privacy Statement

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publically available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

Method of payment (must be made at time of application)

- I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.
- I have paid by electronic transfer (Council Bank Account Number: 03-0732-0306101-00) and quoted my name and “alcohol” in the reference fields; and
 - I have included proof of electronic payment with this application.
- I have enclosed a cheque with this form.

How I would like to receive my alcohol licence (please select one only)

- I will collect my alcohol licence – please contact me when it is ready by Phone or Email
OR
- Please post my alcohol licence to me.

Next Step: Once your application is complete, if you would like to make an appointment for an optional pre-lodgement meeting with the Licensing Inspector then please Telephone (04) 296 4700 or Toll Free: 0800 486 486.

- 1 This form must be accompanied by the prescribed fee.
- 2 This form must be accompanied by the required attachments (refer Points 19 or 20).
- 3 Within 20 working days after filing your application with the District Licensing Committee (or 10 working days if it is an application for renewal), the application must be publically notified. The public notice template will be provided on receipt of your application by the Alcohol Licensing Team.

For Office Use: Application Fee Risk Categories

- Very Low High
- Low Very High
- Medium

Application Fee Payable: \$ _____ Signature of Licensing Inspector _____

Name of Licensing Inspector _____ Date: _____

Seagull LTD
Guidance for Completing On-Licence Application Form

Background

The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.

Before lodging application

Once this application is complete then you must ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application form cannot be accepted by the DLC over the counter until it has been signed off as complete by the Inspector and a fee category has been calculated.

If your application is regarding a 'premise - not a conveyance', you should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council. A 'conveyance' means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people.

Completing your application	Who should complete which fields
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1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if seeking an endorsement for BYO or Caterer. This is for restaurants who only allow BYO and caterers who only cater.
3	Details of Applicant	All applicants to complete. If a company receives profits then apply in company name.
4	Applicant Status	All applicants to complete
5	For Applicant that is Natural Person(s)	Only complete if applicant is a natural person. A natural person is an individual. Complete all sections.
6	For Applicant that is Body Corporate	Only complete if applicant is a body corporate.
7	For Applicant that is <u>not</u> a Natural Person(s)	Only complete if applicant is a body corporate, partnership, private company or public company. Complete all sections.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example restaurant/ entertainment centre/sale of alcohol (ie tavern).
10	Criminal Convictions	All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises (if not a conveyance)	<p>All applicants must complete either 14 or 15.</p> <p>A 'conveyance' is a <i>premise</i> which is used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle.</p> <p>A 'premise - not a conveyance', is any other type of premise for which you are seeking a Licence.</p>
15	Details of Conveyance	

16	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than 2 please attach details separately.
17	Business Details Seagull	All applicants to complete.
18	Conditions	All applicants to complete.
19	Attachments (if not a conveyance)	All applicants must complete either 19 or 20 (see 14/15).
20	Attachments (conveyance)	
21	Further Details where Applicant is a Company	Only complete if private or public company.
22	Further Details where Applicant is a Partnership	Only complete if a partnership.
23	Signature of Applicant	All applicants to complete.
After your Application is Lodged		
Public Notices		
<p>You are responsible for giving notice in the Kapiti Observer or Kapiti News within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal) and the Council will sent you a template to complete this, along with further information. Unless notified otherwise by a Licensing Inspector, the notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. The notices must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.</p>		

Statement

I hereby state that (tick one):

the **owner** of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017;

OR

because of the building's current use, its owner is not required to provide and maintain such a scheme;

OR

because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

NOTE:

If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand.

Name:

Wai Familton

Signature:



Date:

06/06/24

Submitting applications

Email completed forms to: licence.application@kapiticoast.govt.nz

Post to:

Alcohol Licensing Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

14 May 2024

Waimatao Familton
4B Sheffield Street,
Paraparaumu 5032

wai@duncansbrewing.co.nz

Dear Wai,

RM230184: Retail activity along with an on and off-licence premises

We are pleased to enclose the decision on your Resource Consent application. As you will see from the decision, there are a number of conditions that need to be complied with.

If you do not agree with the conditions of your consent you may lodge an objection with the Council in accordance with Section 357 of the Resource Management Act 1991. The objection would be heard by Hearing Commissioners. Please note that, if you do wish to object, you must advise the Resource Consents Manager no later than 15 working days from the date of receiving this consent.

If you have any concerns regarding the conditions, please contact me prior to lodging an objection to discuss on (04) 2964 885 as it may be possible to make minor amendments or corrections outside of the objection process.

If the deposit paid at the time of lodging your resource consent application has not been sufficient to cover the Council's costs of considering your application you will receive an invoice in the next few weeks.

Please note that this consent will lapse within 5 years of the date of issue of this decision unless it is given effect to within that time. You may apply for an extension of the consent before the consent lapses. Please contact the Council to find out more if you wish to do this.

The Resource Consents Team is continually working to improve the service we provide and would appreciate your feedback. We would be grateful if you could please take the time to complete an online survey.

Yours sincerely



Linda Bruwer
Consultant Planner

**RESOURCE CONSENT UNDER PART VI OF THE
RESOURCE MANAGEMENT ACT 1991
CONSENT NO: RM230184**

APPLICANT:	Duncan's Brewing
LOCATION OF ACTIVITY:	4B Sheffield Street, Paraparaumu 5032
DESCRIPTION OF ACTIVITY:	Retail activity along with an on and off-licence premises.

DECISION:

Granted subject to conditions on 14 May 2024.

That the undersigned officers, acting under authority delegated from the Council and pursuant to Sections 104 and 104C of the Resource Management Act 1991, hereby **grant** consent for the retail activity along with an on and off-site licence premises not at 4 Sheffield Street, Paraparaumu (Lot 6 DP 31432) subject to the following conditions which were imposed under Section 108 of the Resource Management Act 1991.

Conditions:

General

1. The proposed activity shall be completed in general accordance with the plans, information and specifications lodged with the application supplied by the consent holder and held on the file RM230184 except where modified by these conditions of consent with reference to the following plans prepared by William Duncan Architects on 14/02/24, sheets A205 RE V, stamped as "Final Approved Plans' on 14 May 2024.
2. The on-licence Tasting Room shall operate 7 days a week, 9am -10pm.
3. The maximum number of people on site (patrons and staff) is 80.
4. The consent holder shall comply with the requirements of the Kapiti Coast District Council's Land Development Minimum Requirements 2022, unless alternatives are proposed by the consent holder and accepted by the Council's Development Engineer.
5. Prior to the operation of the on-licence Tasting Room the applicant shall mark out their designated 21 car parking spaces including two accessible parking spaces opposite the main entrance. All spaces are at 90 degrees, with standard spaces measuring 2600 x 5400mm and the accessible spaces 2400 x 5400 with an 1100mm access space between, as per NZ Standards.
6. Prior to the operation of the on-licence Tasting Room, cycle parking shall be installed as per William Duncan Architects Drawing A205 listed in condition 1 above.

Advice Notes:

- The consent holder shall notify the Council's RMA Compliance Officer of the start and completion dates of the works in writing 48 hours before the works are carried out. The consent holder shall fill out and return (by email to the duty compliance officer at compliance.dutyofficer@kapiticoast.govt.nz, or by fax to (04) 2964 830 or by post to Private Bag 60601, Paraparaumu) the form that is attached to the decision letter.
- The consent holder shall pay to the Kapiti Coast District Council the actual and reasonable costs associated with the monitoring of conditions (or review of consent conditions), or supervision of the resource consent as set in accordance with Section 36 of the Resource Management Act 1991. These costs* may include site visits, correspondence and the actual costs of materials or services which may have to be obtained. *Please refer to Kapiti Coast District Council's current schedule of Resource Management fees for guidance on the current hourly rate chargeable for Council's staff.
- Under Section 125 of the Resource Management Act 1991, this resource consent will lapse in five years, unless it is given effect to within that time.
- It is the consent holder's responsibility to comply with any conditions imposed on this resource consent prior to and during (as applicable) exercising this resource consent.
- If you disagree with any of the above conditions, or disagree with the additional charges relating to the processing of the application, you have a right of objection pursuant to sections 357A or 357B of the Resource Management Act 1991. Any objection must be made in writing to the council within 15 working days of notification of the decision.
- The consent holder is responsible for obtaining all other necessary consents, permits, and licences, including those under the Building Act 2004, and the Heritage New Zealand Pouhere Taonga Act 2014. This consent does not remove the need to comply with all other applicable Acts (including the Property Law Act 2007 and the Health and Safety in Employment Act 1992), regulations, relevant Bylaws, and rules of law. This consent does not constitute building consent approval. Please check whether a building consent is required under the Building Act 2004.

Reasons for Decision:

In accordance with Sections 104 and 104C of the Resource Management Act 1991, the actual and potential effects associated with the proposed activity have been assessed and are outlined above.

I consider that the adverse effects of the proposed activity on the environment will be no more than minor and that the proposed activity is not contrary to the Objectives and Policies of the Kapiti Coast Operative District Plan.



Linda Bruwer

Consultant Resource Consent Planner

**POST OR FAX THIS COMPLETED PAGE AT LEAST 48 HOURS
BEFORE CONSTRUCTION TAKES PLACE**

TO:

The RMA Compliance Officer
Kāpiti Coast District Council
Private Bag 60601
PARAPARAUMU
Email: compliance.dutyofficer@kapiticoast.govt.nz

Application No:	RM230184
Site Address:	4B Sheffield Street, Paraparaumu 5032
Proposal:	Retail activity along with an on and off-licence premises.

Construction will take place on (date):

Owner's Contact Details

Name:

Postal Address:

Telephone:

Mobile:

Contractor's Contact Details (e.g. house relocation contractors)

Name:

Telephone:

Mobile:

SIGNED:

.....
NAME

.....
DATE

A205 REV

DUNCAN'S BREWING CO
 BREWERY DEVELOPMENT
 4B SHEFFIELD STREET

FOR ACCESSIBILITY REPORT

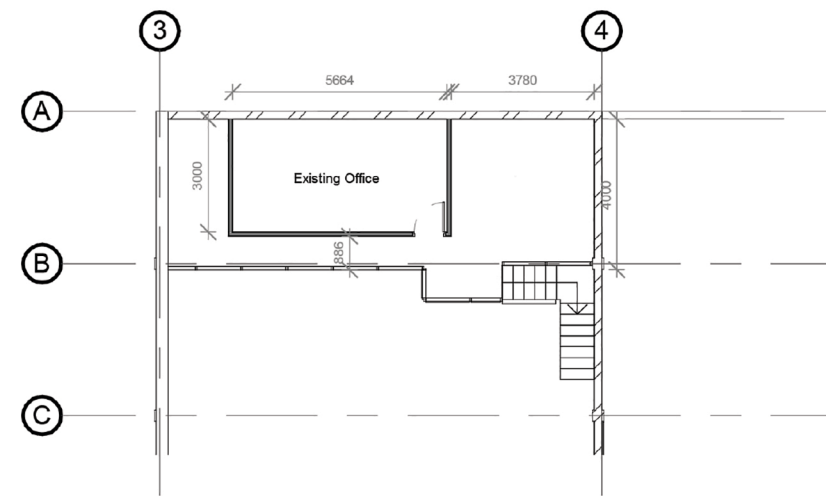
Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings.
 If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

PROJECT No. PROJECT NUMBER
 PLOT DATE. 13/09/2022 5:52:07 pm

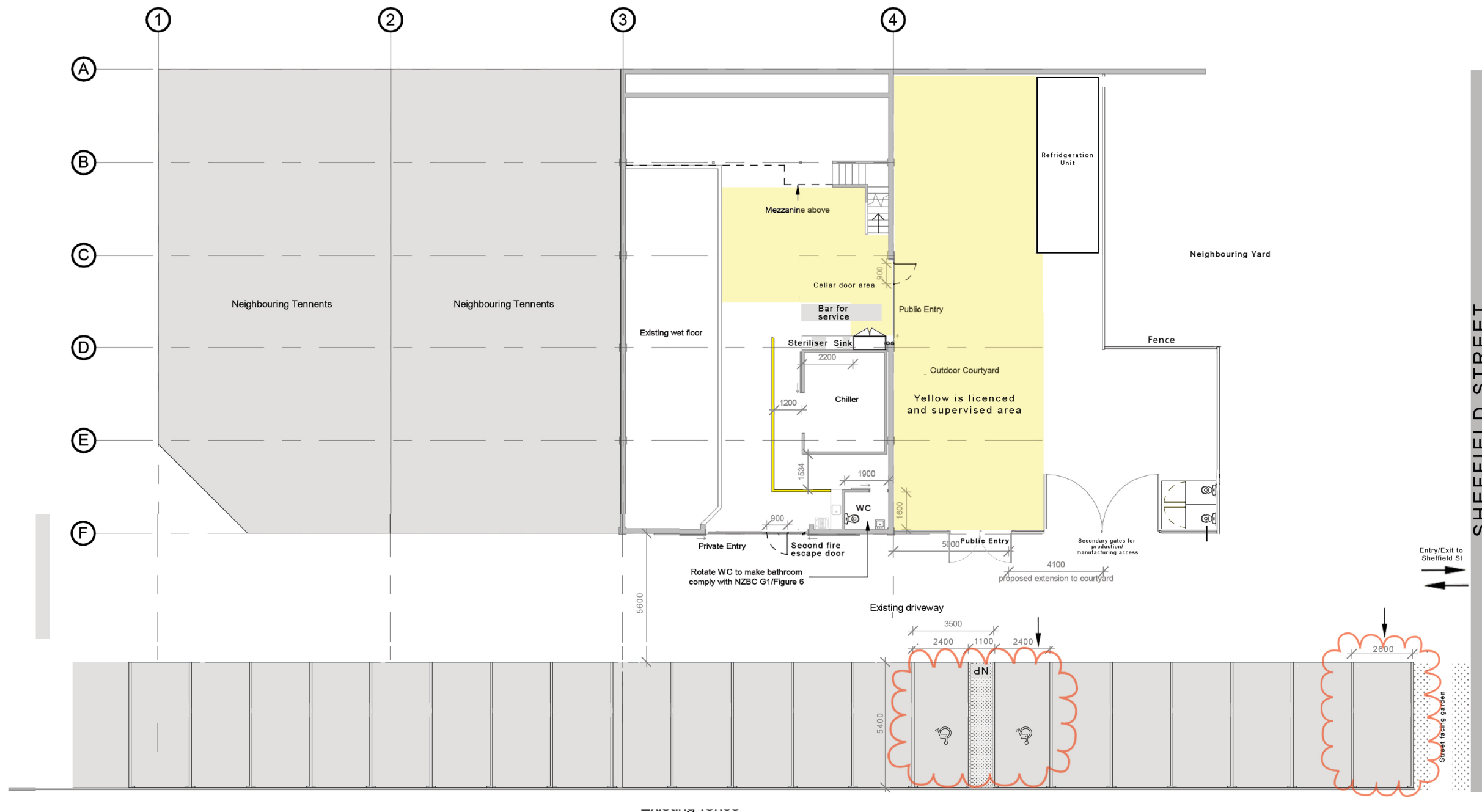
NO.	DESCRIPTION	DATE
C	COUNCIL RFIs	07.03.24

Site Information

Rainfall Intensity: 70 mm/h
 Climate Zone: 2
 Corrosion Zone: D
 Legal Description: Lot 6 DP 31432
 Wind Zone: Extra High
 NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.



Mezzanine
 SCALE @ A3 - 1 : 200 | SCALE @ A1 - DOUBLE SCALE



Ground Floor
 SCALE @ A3 - 1 : 200 | SCALE @ A1 - DOUBLE SCALE

SHEFFIELD STREET





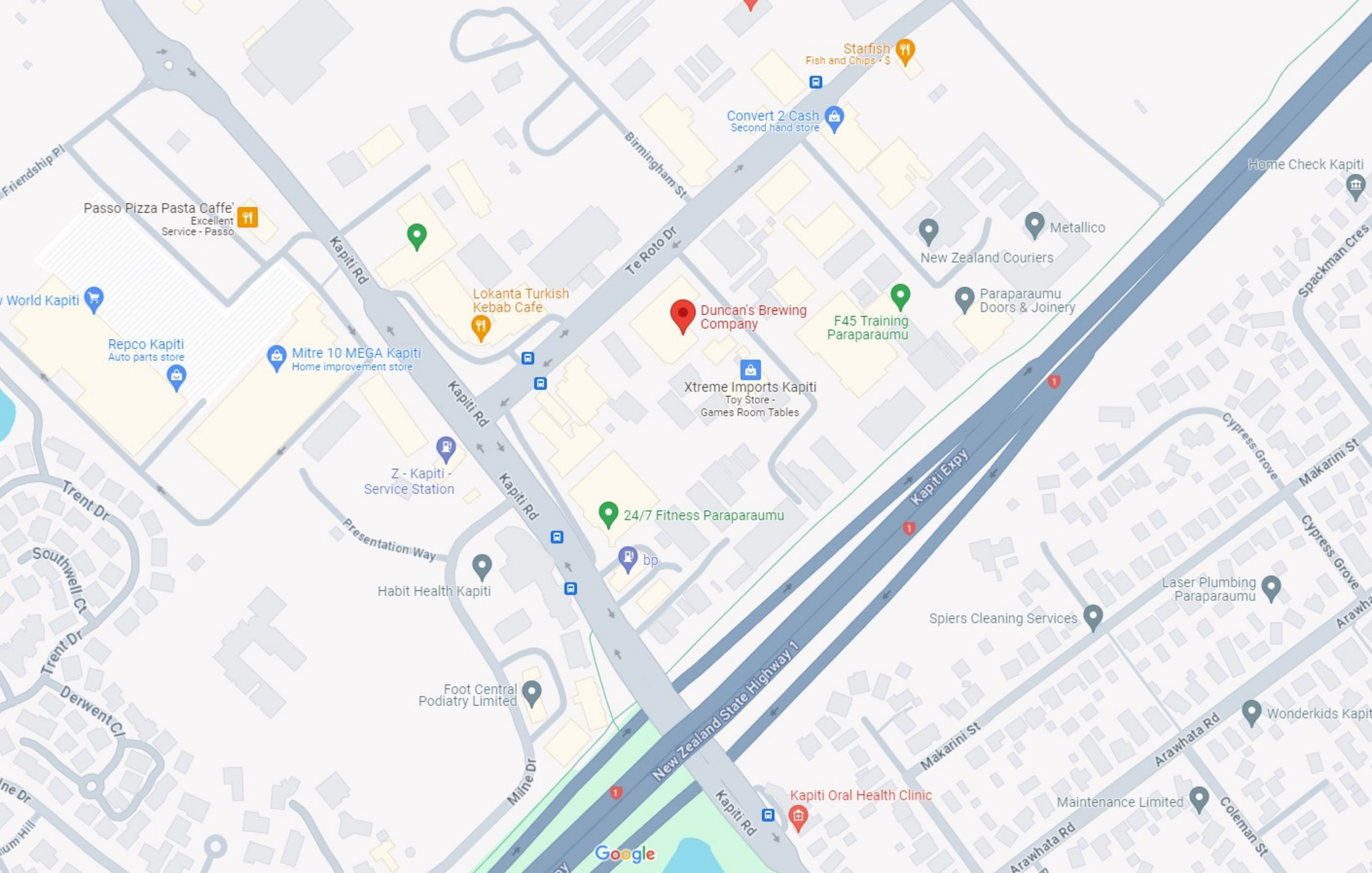
DUNCAN'S

HAZCHEM

DUNCAN'S
TRUCK ENTRY ONLY
OPEN

DUNCAN'S





Passo Pizza Pasta Caffe
Excellent Service - Passo

World Kapiti

Repco Kapiti
Auto parts store

Mitre 10 MEGA Kapiti
Home improvement store

Z - Kapiti -
Service Station

Habit Health Kapiti

Foot Central
Podiatry Limited

Lokanta Turkish
Kebab Cafe

Duncan's Brewing
Company

Xtreme Imports Kapiti
Toy Store -
Games Room Tables

24/7 Fitness Paraparaumu

bp

Kapiti Oral Health Clinic

Starfish
Fish and Chips - S

Convert 2 Cash
Second hand store

F45 Training
Paraparaumu

New Zealand Couriers

Paraparaumu
Doors & Joinery

Metallico

Spiers Cleaning Services

Laser Plumbing
Paraparaumu

Wonderkids Kapiti

Maintenance Limited



Duncan's Brewing Host Responsibility Policy

Updated 04.06.2024

The management and staff managing the Duncan's Brewing Tasting Room and designated areas as listed on the Duncan's Brewing Alcohol On-Licence, have a responsibility to provide an environment that is comfortable, welcoming and where alcohol is served responsibly and within the provisions of the Sale and Supply of Alcohol Act 2012.

Food:

Food will be available during the operational hours of the Tasting Room.

Low and Non-Alcoholic Alternatives:

At all times, a range of non-alcoholic beverages will be available to patrons including fruit juice, soft drinks, and low alcohol beer. Fresh water will be available and free of charge at all times.

Minors:

No person under the age of 18 can be sold or supplied alcohol or remain in a supervised area unless

- They are accompanied by their parent(s) or legal guardian(s).
- A minor is accompanied by their parent or guardian and are able to prove the relationship exists to the licensed duty manager in charge.
- The parent or legal guardian buys and supply alcohol for that person.

Identification (I.D):

The law requires all staff and management to ask for identification if unsure of a person's age. Staff must ask for I.D. to ascertain the age of the patron.

There are only 3 acceptable forms of I.D:

- A New Zealand photo driver's licence
- A Hanz 18+ Card
- A valid passport

REMEMBER – Ask for I.D from EVERYONE who looks under 25.

REMEMBER – No I.D – NO SERVICE

Identification of Parents/Legal Guardians:

Staff must not assume that if a minor enters the designated area with someone older, that the person will be his/her parent or legal guardian. Brothers, sisters, spouses etc. do not qualify as a legal guardian without proof. Staff and management are within their rights to ask the person posing as a parent or legal guardian for proof of the fact.

Signage:

There will be signs at the main entrance stating:

- Alcohol will not be sold to persons less than 18 years of age. A minor can only be in this bar if accompanied by a Parent or Legal Guardian. Alcohol can only be consumed by a minor if sold to and supplied by a parent or legal guardian.
- No identification – No Service. Any patron can be asked for identification at any time.

Intoxication:

All staff are required to monitor patrons entering the designated area/s, to gauge/assess age and level of intoxication which is described as “a state less than drunkenness” but perhaps the best definition is – “A person is intoxicated when you, the server, believe that the person in question has had enough”

Signs of intoxication to look out for:

- Spilling drinks
- Inability to find one’s mouth with the glass
- Loss of thought – rambling
- Swaying and/or dozing while at the bar or table
- Becoming boisterous and/or loud
- Clumsy and uncoordinated
- Aggressive behaviour
- Inappropriate sexual advances
- Stumbling
- Becoming careless
- Bumping into or knocking over furniture
- Inability to light a cigarette
- Lack of eye focus
- Falling over
- Slurred speech
- Red, glassy eyes

Preventions to avoid intoxication:

The aim of a good host is to keep the patron from becoming intoxicated. To avoid this, the following practices can be used:

- Offer alternative beverages – either low alcoholic or non-alcoholic

- Offer food
- Pace the service – without being rude or obvious. In terms of drink pacing the rule is: A maximum of 2 standard drinks per hour.

Any difficulties, staff should call Senior Management.

Dealing with an intoxicated person:

Despite all efforts, a customer may become intoxicated and should not be served any more alcohol. Dealing with an intoxicated person is difficult and can be unpleasant so if the situation ever gets out of hand, walk away from the person or situation and call Senior Management.

Transport Options for Patrons:

Patrons will have access to a telephone that is free and accessible to call taxis, dial-a-driver, a safe driver etc.

Staff will:

- Have at hand, together with a poster, a list of all the transport options contact details.
- Ring a taxi or dial-a-driver on request for a patron.
- Suggest when patrons are leaving that they call a taxi or dial-a-driver.
- Encourage more people to have, or be, a designated driver by providing an interesting range of non-alcoholic drinks and a few free soft drinks for the designated driver
- Actively promote transport options to get customers home safely.

Manager on Duty:

These staff will hold a current Manager's certificate, a copy of which will be held in the Brewery Office.

The manager on duty's name will be displayed on the wall of the main entrance to the Tasting Room and this person will be available to any customer or staff member to talk to at any time requested. The manager on duty will follow all aspects of the law regarding the Sale and Supply of Alcohol Act 2012.

The manager on duty has the right to refuse entry and refuse service, the right to ask any person to leave the premises for unwelcome behaviour or attitude and ask any patron for I.D. at any time. This person will treat everybody equally and fairly.

The manager on duty is responsible for the safety and security of all customers and staff at all times of opening hours.

The manager on duty's decision at the time of any event or situation is final.

Acting Manager:

From time to time, an Acting Manager may be appointed due to the unavailability of a certified Bar Manager. Permission must be sought from and given by the Tasting Room Manager, who will grant approval to the Acting Manager. This will include an induction to ensure the individual is fully aware of their responsibilities. They will be required to sign, as evidence, that they accept their responsibilities and will perform their duties as enacted in the Sale & Supply of Alcohol Act 2012.

Additional Staff:

From time to time, additional staff may be required to work. They will be trained in all aspects of the Sale & Supply of Alcoholic Act, including their responsibilities as noted in the Host Responsibility Policy.

Offenses and Penalties:

The following penalties are listed in the Sale and Supply of Alcohol Act 2012:

Section 247: Unauthorised sale or supply – Licensee (Duncan’s Brewing)

- A fine of not more than \$20,000
- Suspension of Duncan’s Brewings Licence for a period not more than 7 days

Section 247: Unauthorised sale or supply – Manager

- A fine of not more than \$20,000

Section 248: Sale of Supply of alcohol to intoxicated people – Licensee (Duncan’s Brewing)

- A fine of not more than \$10,000
- Suspension of Duncan’s Brewings Licence for a period of not more than 7 days

Section 248: Sale of Supply of alcohol to intoxicated people – Manager

- A fine of not more than \$2,000

Section 249: Allowing people to become intoxicated

- Licensee (Duncan’s Brewing)

- A fine of not more than \$10,000
- Suspension of Liquor Licence for a period of not more than 7 days

- Manager

- A fine of not more than \$10,000

Section 250/251: Staff intoxicated on duty:

- A Manager: a fine of not more than \$4,000
- An Employee: a fine of not more than \$2,000

Section 252: Allowing intoxication on licensed premises

- A fine of up to \$5,000



Tasting Room Sample Menu

Focaccia Toasties (Gluten free available)	
Chorizo, salami and brie	14
Vegan BLT	14
Brioche Toasties	
Crumbed southern fried chicken	14
Pizza by the slice:	
Margarita	8
Carne	8
Jalapeno Bratwurst on a bun	12
Bottomless Popcorn	8
Seasonings: Raspberry Sherbet, Citrus Chilli Salt, Salt	
Crisps / Peanuts	4



10 December 2016

Kapiti Coast District Council
175 Rimu Road
Private Bag 60601
Paraparaumu 5254

Re: Consent for the sale of alcohol from 4 Sheffield Street, Paraparaumu.

To Whom It May Concern

This letter is to advise that we give consent for our tenants (Duncans Brewing Company Limited) located at 4 Sheffield Street, Paraparaumu, to engage in the sale of alcohol from our premises.

Regards

Mark Hudson
Director – Seagull Limited

From: [Wai Familton](#)
To: [Antoinette Bliss](#)
Subject: Re: On Licence Application
Date: Wednesday, 12 June 2024 11:12:15 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[For Display - Duncan's Brewing Host Responsibility Policy 2024 - Google Docs.pdf](#)

Kia ora Antoinette, our Host Responsibility Policy (for display) is attached - I sent through the staff version with the original submission. Let me know if you did not receive it.

I have had planning meetings with the food team - and will talk to them again once we have BC signoff. (All of the food we are offering is made offsite, and will be reheated).

Current Duty Managers;

First Name	Last Name	Certificate number	Expiry
George	Duncan	45/CERT/596/2021	20 Oct 2025
Llewellyn	Bardecki	49D/CERT/113/2021	16 Feb 2027
Cheralee	Gray	45/CERT/718/2018	14 Dec 2025
Daniel	Jackson	45/CERT/1039/2023	3 Nov 2024
Caitlin	Hardy	49D/CERT/52/2022	16 March 2026

We have not informed KCDC of Ziggys employment as he has not yet been required to work onsite as a DM

Ziggy	Mountier-Petzold	47/CERT/398/2017	1 December 2024
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On Wed, 12 Jun 2024 at 06:21, Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz> wrote:

Good morning Wai

Have received your application, can you please provide me with the host responsibility policy you will display on the premises for the public to view and have you spoken to our food team about requirements?

The letter from the landlord can we please have that reworded to say 'allow the applicant to sell and supply alcohol on and from the premises' it currently reads from the premises (just to make it clear they are aware you are doing both).

Please provide a list of all duty managers as per application.

Thank you.



Tasting Room Sample Menu

Focaccia Toasties (Gluten free available)	
Chorizo, salami and brie	14
Vegan BLT	14
Brioche Toasties	
Crumbed southern fried chicken	14
Pizza by the slice:	
Margarita	8
Came	8
Jalapeno Bratwurst on a bun	12
Bottomless Popcorn	8
Seasonings: Raspberry Sherbet, Citrus Chilli Salt, Salt	
Crisps / Peanuts	4

Antoinette Bliss

Alcohol Licensing Officer
Te Āpiha Kaiwhiringa Waipiro

Tel 04 296 4695
Mobile 027 555 5695



The material in this email is confidential to the individual or entity named above, and may be protected by legal privilege. If you are not the intended recipient please do not copy, use or disclose any information included in this

| communication without Kāpiti Coast District Council's prior permission.



Host Responsibility Policy

The management and staff managing the Duncan's Brewing Tasting Room and designated areas as listed on the Duncan's Brewing Alcohol On-Licence, have a responsibility to provide an environment that is comfortable, welcoming and where alcohol is served responsibly and within the provisions of the Sale and Supply of Alcohol Act 2012. Because of this, we have implemented the following Host Responsibility policy.

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.

It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a photo driver's licence, an 18+ Evidence of Age card or a current passport.

Our policy is zero tolerance for aggressive, coercive or violent behaviour.

A good range of food is always available. Menus are available at all times.

We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including fruit juice, soft drinks and low-alcohol beer). Drinking water is available free of charge at all times.

We promote a range of transport options to get you home safely. We encourage people to have a designated driver. We offer the designated driver a range of alcohol-free drinks.

All of these services are well promoted along with signage required under the Sale and Supply of Alcohol Act 2012.

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please enjoy our Brewery, and take advantage of the services we offer. We pride ourselves on being responsible hosts.

From: [Antoinette Bliss](#)
To: [Antoinette Bliss](#)
Subject: Notes
Date: Thursday, 13 June 2024 7:29:14 am
Attachments: [Alcohol Sales Consent letter 12-6-24.docx](#)

From: Wai Familton <wai@duncansbrewing.co.nz>
Sent: Wednesday, June 12, 2024 4:46 PM
To: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Subject: Re: On Licence Application

Hi, no drinks menu yet.

Example Drinks Menu;
10 tap beers (rotating tap list)
4 wines
Beer Cocktails
Gin and Tonic
Beer Slushie
Low Alch Beer
Juices
Sodas
Free drinking water

Also attached is the letter of support from landlords.

I have had planning meetings with the food team - and will talk to them again once we have BC signoff. (All of the food we are offering is made offsite, and will be reheated).

Current Duty Managers;

First Name	Last Name	Certificate number	Expiry
George	Duncan	45/CERT/596/2021	20 Oct 2025
Llewellyn	Bardecki	49D/CERT/113/2021	16 Feb 2027
Cheralee	Gray	45/CERT/718/2018	14 Dec 2025
Daniel	Jackson	45/CERT/1039/2023	3 Nov 2024
Caitlin	Hardy	49D/CERT/52/2022	16 March 2026

We have not informed KCDC of Ziggys employment as he has not yet been required to work onsite as a DM

Ziggy	Mountier-Petzold	47/CERT/398/2017	1 December 2024
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12 June 2024

Kapiti Coast District Council
175 Rimu Road
Private Bag 60601
Paraparaumu 5254

Re: Consent for the sale of alcohol - 4 Sheffield Street, Paraparaumu.

To Whom It May Concern

This letter is to advise that we give consent for our tenants (Duncans Brewing Company Limited) located at 4 Sheffield Street, Paraparaumu, to sell and supply alcohol on and from the premises.

Regards

Mark Hudson
Director – Seagull Limited

Ref: PB0048

17 June 2024

Mr. Waimatao Familton
4B Sheffield St
Paraparaumu
5032

Dear Waimatao Familton,

Request for Building Certificate under Sale and Supply of Alcohol Act 2012

Business Name:	Duncans Brewing
Site Address:	4B Sheffield St Paraparaumu
Legal Description:	Lot 6 DP 31432
Consent Description:	Building Certificate

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012.

This letter is **not** a Code Compliance Certificate, Certificate of Acceptance or Compliance Schedule under Sections 91 to 107 of the Building Act 2004.

The Council has been advised by the applicant that the use of this building will be changed and/or alterations made to accommodate the use outlined in building consent application BC230511. However a building consent has yet to be issued.

The proposed use of the premises as a brewery and alcohol retail outlet meets the requirements of the New Zealand Building Code, to the extent required by the Building Act 2004 and subject to the issue of a building consent and Code Compliance Certificate for Building Consent BC230511

The Council's records show that there are the following building consent/s building consent number affecting the proposed licensed premises that do not have a code compliance certificate. BC190058 Upgrade to existing mezzanine floor.

The Council's records show that the building containing the proposed licensed premises is required to have a building warrant of fitness. The building warrant of fitness is current.

Please contact me on 04 296 4700 or 0800 486 486 if you would like to discuss any matters raised in this letter.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Steve Cody', with a large, stylized flourish at the end.

Steve Cody
Building Team Manager

Ref: PB0048

8 July 2024

**Waimatao Familton
4B Sheffield Street,
Paraparaumu 5032**

Dear Waimatao

Request for Planning Certificate under Sale and Supply of Alcohol Act 2012

Business Name:	Duncans Brewing Company Limited
Site Address:	4B Sheffield Street Paraparaumu
Legal Description:	LOT 6 DP 31432
Zone:	General Industrial
Consent Description:	Planning Certificate
Proposal:	Application is for a new On Licence

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012 that the proposed use of the premises meets the requirements of the Resource Management Act 1991, and the Operative Kapiti Coast District Plan (2021).

Category of Activity:

- **Permitted Activity** No
- **Existing Use** Yes
- **Resource Consent Required** Yes
- **Resource Consents Granted:** RM980089 and RM230184

Conclusion

This application is for a new On Licence to accommodate the proposed activity at the above existing premises.

The premises are located within the General Industrial Zone as identified under the Operative Kapiti Coast District Plan (2021). The immediate and surrounding environment predominantly comprises a variety of Industrial/ Mixed Use activities.

The company was initially established in December 2016 under Building Consent (BC160894) and occupies one of ten industrial units on the site.

The general nature of the premises is that of a brewery, with the principal business being the manufacture of alcohol (Craft Beers).

A previous application to operate an Off licence (selling only alcohol produced on the premises) was granted by Council in 2017. The activity was considered to be ancillary to the existing industrial activity on site, and therefore compliant with the relevant District Plan Permitted Activity Standards pertaining to retailing in the General Industrial Zone.

In 2023 the Applicant lodged a new application with Council for the creation of a ‘tasting room’, which required an On-Licence to sell alcohol directly to patrons in conjunction with food. In doing so, this would combine the existing brewery activity with the proposed tasting room, therefore creating an ‘on site retail space’.

Resource consent (RM230184) was subsequently granted on 14 May 2024 (*To add a retail activity to Duncan’s Brewing manufacturing facility in the form of an on-licencing tasting room and off-licence Cellar Door.*) The proposed activity was processed as a ‘*Restricted Discretionary*’ activity under District Plan Rule GIZ R10 as it was unable to comply with standards GIZ R7.

No specific parking requirements were required under the District Plan for the above activity, and it was considered under the above consent that there were no associated non-compliances with the District Plan Transport Chapter overall. There is however, designated onsite parking available, and proposed retail areas are to be clearly indicated.

The Applicant currently leases the property from the owners of the premises (Seagull Limited), who have given consent for (Duncan's Brewing Company Limited) to sell/supply alcohol on and from the premises. The consent (signed by Mark Hudson - Director of Seagull Limited and dated 12 June 2024) was received by Council via email on 8 July 2024.

All activities shall be carried out in accordance with the conditions imposed under Resource Consent RM230184. Please refer to copies of the Decision Letter, Planning Report, and Final Approved Plan which are provided for your information. Please note that the above Resource Consent (RM980089) (To install a sign to identify the premises) relates to a previous owner/operator and is not relevant to this specific application.

The Applicant is also advised that should the scale and intensity of the existing activity increase, a resource consent application may be required.

Approved hours of operation are as follows:

9.00am to 10.00pm (Monday to Sunday inclusive)

Decision: Approved

Dated: 8 July 2024



Janice Lee
AUTHORISED OFFICER



Beth Robertson
AUTHORISED OFFICER