

APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



Form 4, 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 particulars set out below:		
1. Application Type		
<input checked="" type="checkbox"/> New Off-Licence	<input type="checkbox"/> Renewal of Off-Licence Licence number:	<input type="checkbox"/> Renewal of Off-Licence with variation of conditions Licence number:
2. Endorsements		
Tick the appropriate box if you want an endorsed licence only		
<input type="checkbox"/> Auctioneer	<input checked="" type="checkbox"/> Remote Sales	
3. Details of Applicant		
Full legal name or names to be on licence (if a company, must be a company name):		
Sustainably Sauced Wine LTC		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if 'Yes', state kind of licence		
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: Sarah Mills

Designation/Position: Director

Telephone: 0210744434

Email: hello@sustainablysauces.wine

Mobile: 0210744434

Preferred mode of contact: phone or email

8. Postal Address for Service

Number/Street/PO Box: 69 Waimea Rd

Suburb: Waikanae Beach

City: Waikane

Postcode: 5036

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

Importer of Australian natural organic wines, selling mostly to trade accounts but with a online retail outlet

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:

Sarah Jo Mills

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

Authorised capital:	Paid up capital: 20,000
Name: Sarah Mills	Address: Street number 69
Street: Waimea Rd	Suburb: Waikanae Beach
City: Waikanae	Postcode: 5036
Date of birth: 9/11/1986	Place of birth: Palmerston North
Designation: 56%	Face value of shares held: 20,000

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

Address: Number 69	Street: Waimea Rd	
Suburb: Waikanae Beach	City: Waikanae	Postcode: 5036
Trading Name: Sustainably Sauced Wine		
If not Owned by Applicant:		
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>		
Full legal name of owner: Andrew Sharpes and Trena Marie Sharpes c/o Jade Property Management		
Address: Number 158a	Street: Main Road South	
Suburb: Raumati South	City: Wellington	Postcode: 5032
Type: <i>state whether grocery, hotel, retail shop (other than grocery), or tavern</i>		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", state details:		

15. Details of Duty Manager(s)/Proposed Manager(s) *If more than two certified managers please attach details separately*

Full legal name: Sarah Mills (application for managers submitted feb 2024)

Number of manager's certificate: 1

Expiry Date:

Full legal name:

Number of manager's certificate:

Expiry Date:

16. Business Details

Is the sale of alcohol intended to be the principal purpose of business: **Yes** **No**, and advise the intended principal purpose of business *(for example: sale of alcohol, sale of food; entertainment; accommodation).*

To sell Alcohol (wine) and related products (glassware etc) to restaurants, outlets and bars NZ wide, along side a online retail outlet.

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: **Yes** **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.

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

Sales to be made at any time, deliveries to be made between 6am and 6pm

17. Conditions

**Doc attached?
Number.**

- 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 '#.....'

Describe experience and training of applicant:

Yes / No

#.....

I have spent 6+ years working in the hospitality industry, managing, bar kitchens, cafe's and events. I have held an Australian Responsible Service of Alcohol Certificate for 6+ years. I have applied for managers licences and a LQC to be attached to this licence.

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Our website will be restricted to 18+ years only, and have a security check to enter and place an order. As we are remote sales we won't be selling to intoxicated people.</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>Our website will including information to promote safe drinking practices and we won't in any way encourage excessive drinking. We will include links information for safe drinking practices and about the risk involved with alcohol. We will include some wines that have a lower alcohol percentage and in the future may have some that are zero percent.</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>We will operate with only one staff memeber (Sarah Mills) who will always hold a current managers certifacte. If we take on more staff in the future we will ensure they also have a managers certifacte and receive regual training that promote safe practices with alcohol.</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>As remote sales onlyly business we won't have any customers coming and going from the area. We will hold no more than 3 or 4 cases on the premises at anyone time, which wont be visiable. We won't have signage or anything to premote the online store at the location. We will have the courier collecting packages but not in high volumes, larger orders will be sent from our storage facility.</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>Yes / No #..... #..... #..... #.....</p>

19. Further Details where Applicant is a Company

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.

Name: Anna Moore	Address: 165 Smith St	
Suburb:	City: Yahl, SA, Australia	
Postcode: 5291	Date of birth: 03.04.1986	
Place of birth: Bowarl, NSW, Aus	Designation: 22%	
Name: Kyatt Dixon	Address: 165 Smith St	
Suburb:	City: Yahl, SA, Australia	
Postcode: 5291	Date of birth: 24.05.1980	
Place of birth: Melbourne, VIC, Aus	Designation: 22%	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	

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

20. 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 #.....

21. 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: Sarah Jo Mills

Date: 3/12/2024

Signature: 

Dated at location: Waikanae, New Zealand

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: _____

Guidance for Completing Off-Licence Application/Renewal Form

Background		
<p>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.</p> <p>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.</p>		
Before lodging application		
<p>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 forms cannot be accepted by the DLC over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated.</p> <p>You should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.</p>		
Completing your application	Who should complete which fields	
1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are <u>only</u> seeking a licence for use as an Auctioneer, or for remote sales (the 'sale for delivery', or 'sales from a distance').
3	Details of Applicant	All applicants to complete. If a company takes profits must 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.
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.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example supermarket/ bottlestore/grocery store.
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	All applicants to complete.
15	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than two, please attach separately.
16	Business Details	All applicants to complete.

17	Conditions	All applicants to complete.
18	Attachments	All applicants to complete.
19	Further Details where Applicant is a Company	Only complete if private or public company.
20	Further Details where Applicant is a Partnership	Only complete if a partnership.
21	Signature of Applicant	All applicants to complete.

After your Application is Lodged

Public Notices

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.

16th February 2024

Sarah Mills
69 Waimea Road
Waikanae Beach

Dear Sarah,

I can confirm that the owner of 69 Waimea Road, Waikanae Beach has got back to me to confirm they are happy to support you with your business and confirm our agreement for you to operate the business from 69 Waimea Road, Waikanae Beach.

Yours Sincerely,

Emma Evans
Property Manager
049740788
0272493606
emma@jadepm.co.nz
Jade Property Management

Caring for your Investment

Jade Property Management 158A Main Road South, Raumati 5032, PO Box 1549, Paraparaumu Beach 5252
P 04 2992587 E info@jadepm.co.nz W jaderentals.co.nz

Ref: PB0059

26 November 2024

Ms. Sarah Mills
69 Waimea Rd
Waikanae Beach
Wellington
5036

Dear Sarah,

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

Business Name: Sustainability Sauced Wine
Site Address: 69 Waimea Rd Waikanae Beach
Legal Description: Lot 2 DP 49199
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.

This is an existing building that the applicant has declared (see declaration attached to the Building Certificate application form) will not require a change of use or any building work for it to be operated for the use outlined in the declaration. Accordingly, no building consent is required under the Building Act 2004. The applicant is reminded that the building is required to meet the requirements of the New Zealand Building Code to the extent required by the Building Act 2004.

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,



Steve Cody
Building Team Manager

Ref: PB0059

28 November 2024

**Sarah Mills
69 Waimea Road
Waikanae Beach
Waikanae 5036**

Dear Sarah Mills

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

Business Name:	Sustainably Sauced Wine
Site Address:	69 Waimea Road, Waikanae Beach
Legal Description:	Lot 2 DP 49199
Zone:	General Residential (Precinct 3 - Beach Residential Precinct)
Consent Description:	Planning Certificate
Proposal:	Application is for a new licence (endorsed remote sales) Off 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 Operative Kapiti Coast District Plan 2021.

Category of Activity:

- **Permitted Activity** **Yes**
- **Existing Use** **N/A**
- **Resource Consent Required** **N/A**
- **Resource Consents Granted:** **RM020104**

Conclusion

This application is for a new (endorsed remote sales) Off Licence to accommodate the proposed activity at the above existing premises.

The Applicant proposes to sell imported Australian wines from the existing residence at 69 Waimea Road, Waikanae.

The produce will be sold directly to the public (predominantly Restaurant owners) via on-line/internet sales.

The proposed business will occupy an office space (approximate 18m² floor area) located within the existing primary dwelling onsite, and will be undertaken solely by the Applicant with no additional employees.

There will be no direct sale of goods to the public from the subject site and no associated signage/point of sale material is proposed. Deliveries and collection of the produce will be made via courier.

The Applicant has obtained permission from the registered owners of the property (Andrew & Trena Marie Sharpes) to carry out the proposed activity onsite, via a letter (dated 16.2.2024) signed by the property manager (Emma Evans) on behalf of Jade Property Management and provided with the application.

As stated above, the premises are located within land zoned General Residential under the Operative Kapiti Coast District Plan 2021. Various Open Space Zones are sited within the vicinity of the subject site, including a small Town Centre Zone located immediately to the North.

Activities within the immediate and surrounding environment predominantly comprise well established Residential properties, Open Space Zones/ recreational facilities. A small area designated for Town Centre/retail purposes is located immediately opposite the subject property.

The District Plan provisions that relate to the land apply.

Resource Consent is not required for the land use as the proposal is classified as a permitted activity under the Operative Kapiti Coast District Plan 2021, as it falls within the criteria of a *Home Business*, providing the following District Plan standards are complied with:

GRZ-R10	<p><u>Home businesses and home craft occupations</u></p> <p><u>Qualifying criteria</u> apply to activities under this rule.</p>	
<p><u>Permitted Activity</u></p>	<p>Standards</p> <ol style="list-style-type: none"> 1. <u>Home businesses and home craft occupations</u> must: <ol style="list-style-type: none"> a. be carried out within a lawfully established <u>residential building</u> (excluding <u>minor buildings</u>) or an associated <u>accessory building</u> that meets the <u>permitted activity</u> standards in Rule <u>GRZ-R6</u>, <u>GRZ-R33</u> or <u>GRZ-R34</u>. b. not involve the use of any source of motive power other than electric motors of not more than 0.56kw; c. be limited to one <u>home business</u> or <u>home craft occupation</u> per <u>residential unit</u>, excluding home <u>offices</u>; d. not have more than one non-resident person working in the <u>home business</u> or <u>home craft occupation</u> at any one time; and e. not have any deliveries related to the activity made to or from the <u>site</u> between the hours of 7pm and 7am. 2. The total floor area used for <u>home businesses</u> or <u>home craft occupations</u> must not exceed 40m² per <u>residential unit</u>. 3. In addition to Standards (1) and (2) above, for any <u>home businesses</u>: <ol style="list-style-type: none"> a. any <u>retailing</u> must be an <u>ancillary activity</u> to the <u>home business</u>; b. no goods on display shall be visible from outside the <u>building</u> in which the <u>home business</u> is undertaken; and c. the maximum <u>retail floor space</u> or sales area must not exceed 10m² per <u>residential unit</u>. <p><u>Qualifying Criteria:</u></p> <p><u>Home businesses and home craft occupations</u> are performed entirely within a <u>residential building</u> or <u>accessory building</u>.</p> <p><u>Home businesses and home craft occupations</u> shall not include any activity involving any panel beating, spray painting, motor vehicle repairs, fibre glassing, <u>heavy trade vehicles</u>, sheet metal work, wrecking of motor vehicles, bottle or scrap metal storage, rubbish collection service (except that empty, clean drums may be stored in a suitably screened area), wrought iron work or manufacture, motor body <u>building</u>, fish processing, breeding or boarding of dogs or cats, <u>visitor accommodation</u> or any process which involves repetitive use of power tools, drills or hammering or any <u>business activity</u>, trade, craft or profession which creates a <u>nuisance effect</u> at</p>	

or beyond the boundary of the property on which the activity is occurring, and does not include temporary residential rental accommodation.

Notes:

1. For on-site vehicle parking, requirements for non-resident employees, deliveries and customers refer to the rules and standards in the Transport Chapter.
2. For requirements in respect of signs and noise, refer to the rules and standards in the Noise and Signs Chapters

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

Please note the Resource Consent listed above (RM020104) relates to a previous owner/occupier of the subject property and is not relevant to this specific proposal.

Decision: Approved

Dated: 28 November 2024



Janice Lee
AUTHORISED OFFICER



Beth Robertson
AUTHORISED OFFICER

ana Rd

Te Moana Rd

Te Moana Rd

Te Moana Rd

© 2024 Google

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Waimea Rd



Fire Evacuation Statement

This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, special and club licences in accordance with section 100 and 127 of the Sale and Supply of Alcohol Act 2012.

1. Applicant details

Premises name:	<i>Add</i>	NA
Applicants name: (Individual or Company)	<i>Add</i>	Sustainabaly Sauced Wine LTC
Premises address:	<i>Add</i>	69 Waimea Rd, Waikanae Beach, 5036
Contact phone:	Home: <i>Add</i>	Mobile: <i>Add</i> 0210744434
Contact email:	<i>Add</i>	Hello@sustainablysuced.wine

2. Fire evacuation scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. **www.fireandemergency.nz** or Contact Fire and Emergency New Zealand, wellingtondistrict-rteams@fireandemergency.nz.*

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:

Add Sarah Mills

Signature:

Add



Date:

Add 12/12/2024

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