

APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



Form 4, Sections 100 and 127(2), Sale and Supply of Kapiti Coast District Council

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

2 0 NOV 2024

at Ōtaki

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				
New Off-Licence	Renewal of Off-Licence Licence number: 45/0FF/023/22	Renewal of Off-Licence with variation of conditions Licence number:		
2. Endorsements		· · · · · · · · · · · · · · · · · · ·		
Tick the appropriate box	if you want an endorsed licence only			
☐ Auctioneer	☐ Remote Sales			
3. Details of Applicant				
Full legal name or names to	o be on licence (if a company, must be a compa	any name):		
	Octopus Inc			
Whether licence already he	eld for premises concerned: 🗆 Yes 🗆 No, ar	nd if 'Yes', state kind of licence		
4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012				
☐ Natural person(s)	™	Private Company		
☐ Body Corporate		Public Company		
☐ Partnership		Other (please specify)		

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5. For Applicant that is a Natural Person(s)		
Full legal name: Octopus Inc Hd.		
Any aliases (and/or maiden name):		
Usual residential address: Number 284 Street: Rong run Road,		
Suburb: Otaki	City: Otaki	Postcode: SS(2)
Sex: Mala.	Occupation: Detector.	
Date of birth: 16/3/1972	Occupation: Drivetor. Place of birth: Hooting	
Telephone: 06 - 364- 0634.	Mobile: 021 022 0	3100
Email: ducheethetele.co.nz	Pri	eferred mode of contact:
6. For Applicant that is a Body Corporate, Authority	under which Incorporated	
7. For Applicant that is <u>Not</u> a Natural Person(s), Det	ails of Contact Person	
Name: Duane Watt.	Designation/Position: Director	
Telephone: 06 - 364 - 0634	Email: duancethetele-00.112	
Mobile: 021 022 03105.	Preferred mode of contact:	
8. Postal Address for Service		
Number/Street/PO Box: 284	Suburb: Rongrum Road	(
City: Otaki,	Postcode: SSI2	
9. Business Details		
Describe principal business, any other businesses		
Hotel.		
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:		
Duane Bryson Inglis Watt.		

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12. For a Private Company Incorporated under the Companies Act 1993		
Authorised capital: 100 Shaves	Paid up capital:	
Name: Duane Watt.	Address: Street number 24	
Street: Rangium Road	Suburb:	
City: Otaki	Postcode: 5512.	
Date of birth: 10/3/72	Postcode: 5512. Place of birth: Hastings	
Designation: Director.	Face value of shares held:	7,14
13. For a Partnership		
Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City: F	Postcode:
Full legal name of partner:		F - 1
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:
14. Details of Premises		
Address: Number	Street:	
Suburb:	City:	Postcode:
Trading Name:		
If not Owned by Applicant:		
Tenure: (state whether to be held as leasehold, or under to	enancy agreement or licence)	44-1
Full legal name of owner:		
Address: Number Street:		
Suburb:	City:	Postcode:
Type: state whether grocery, hotel, retail shop (other than grocery), or tavern		
Is the licence conditional on completion of building work: Yes No, and if "Yes", state details:		

15. Details of Duty Manager(s)/Proposed Manager(s) If more than two certified managers ple	ease attach details separately
Full legal name: Duane Bryson Inglis Wott.	CONTRACTOR
, ,	iry Date: 3014/26.
Full legal name: Suzonne Clinio	
	iry Date: 25/9/25 · .
16. Business Details	建筑建筑建筑建筑
Is the sale of alcohol intended to be the principal purpose of business: \(\sim\) Yes \(\sim\) No, and advis business (for example: sale of alcohol, sale of food; entertainment; accommodation).	e the intended principal purpose of
Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other that food, or in the provision of any services other than those directly related to the sale or supply of all food: Yes No - and if "Yes", advise the nature of other goods or services. This is to assert provided are compatible with the sale of alcohol.	cohol and non-alcoholic refreshments, and ss whether other goods and services
State the days and hours proposed for sale of alcohol (this is your current licensed hours not tradi	
 Write answer below or attach relevant documents that demonstrate compliance. When including attachments please number the hard copies, and in the first column circ write the document number on '#	Doc attached? Number. sle 'Yes box and
Describe experience and training of applicant: Own the Hotel For Dyeans.	Yes / No #

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: all Staff have been trained to check. for identification and assess for Intoxication	Yes (No #
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): The Staff are trained to assess for intoxication We have signs up promoting safe. drinking	Yes / No #
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: The OPP Licence is included in the Site induction.	Yes / No #
Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be: 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. No. have a strict staff policy on service of alcahol and the actions of our patrons	Yes / (No #
For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary Terms of condition at present:	Yes No # # #

Action sought: Variation Cancellation. If Variation, in what respect does the applicant seek to vary the condition?	
	640
Full reasons for variation or cancellation:	
18. Attachments	Doc attached? Number.
When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#')	Number.
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.	(Yes) No #
Please attach certificate to show that proposed use meets the requirements of the Resource Management Act 1991. Not required for renewal unless the business activity or type has changed since the last version.	Yes / No #
Copy of Building Compliance Certificate. Please attach certificate to show that the premises meet the requirements of Building Code 2004. Not required for renewal unless structural changes have been undertaken since the last issue or renewal.	Yes (No #
Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.	Yes / No #
Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts.	Yes (No) #
Where the premises are a bottle store or tavern off licence, a plan must be provided showing designations and the principal entrance.	Yes / No
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). Not required for renewal unless there have been changes since the last issue or renewal.	Yes / No #
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any	Yes (No
improvements to the design and layout in accordance with CPTED. Yes No, and if 'Yes' attach a copy.	#
If 'No', discuss with the Licensing Inspector if you need to complete a CPTED checklist for this application (see HPA and the Ministry of Justice websites for more information).	
If premises 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. Not required for a renewal unless the lease or	Yes No

ownership arrangements have changed.	
19. Further Details where Applicant i Include full details of each person who h	a Company Is 20% or more of the shares, or of any particular class of shares, issued by the company.
Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:
Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:
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 i	a Partnership
20. Further Details where Applicant i	Address:
Name:	Address:
Name: Suburb:	Address: City:
Name: Suburb: Postcode:	Address: City: Date of birth:
Name: Suburb: Postcode: Place of birth:	Address: City: Date of birth: Date: Signature:
Name: Suburb: Postcode: Place of birth: Name:	Address: City: Date of birth: Date: Signature: Address:
Name: Suburb: Postcode: Place of birth: Name: Suburb:	Address: City: Date of birth: Date: Signature: Address: City:
Name: Suburb: Postcode: Place of birth: Name: Suburb: Postcode:	Address: City: Date of birth: Date: Signature: Address: City: Date of birth:
Name: Suburb: Postcode: Place of birth: Name: Suburb: Postcode: Place of birth:	Address: City: Date of birth: Date: Signature: Address: City: Date of birth: Date: Signature:
Name: Suburb: Postcode: Place of birth: Name: Suburb: Postcode: Place of birth: Name:	Address: City: Date of birth: Date: Signature: Address: City: Date of birth: Date: Signature: Address:

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21. Signature of Applicant (this most 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: Duane Wett
Date: 19/11/29 Signature:
Dated at location:
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 <u>one</u> 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).

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 Categor	ies
□ Very Low	☐ High
□ Low	☐ Very High
☐ Medium	
Application Fee Payable: \$	Signature of Licensing Inspector
Name of Licensing Inspector	Date:

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Guidance for Completing Off-Licence Application/Renewal 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 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.

You should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.

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.	

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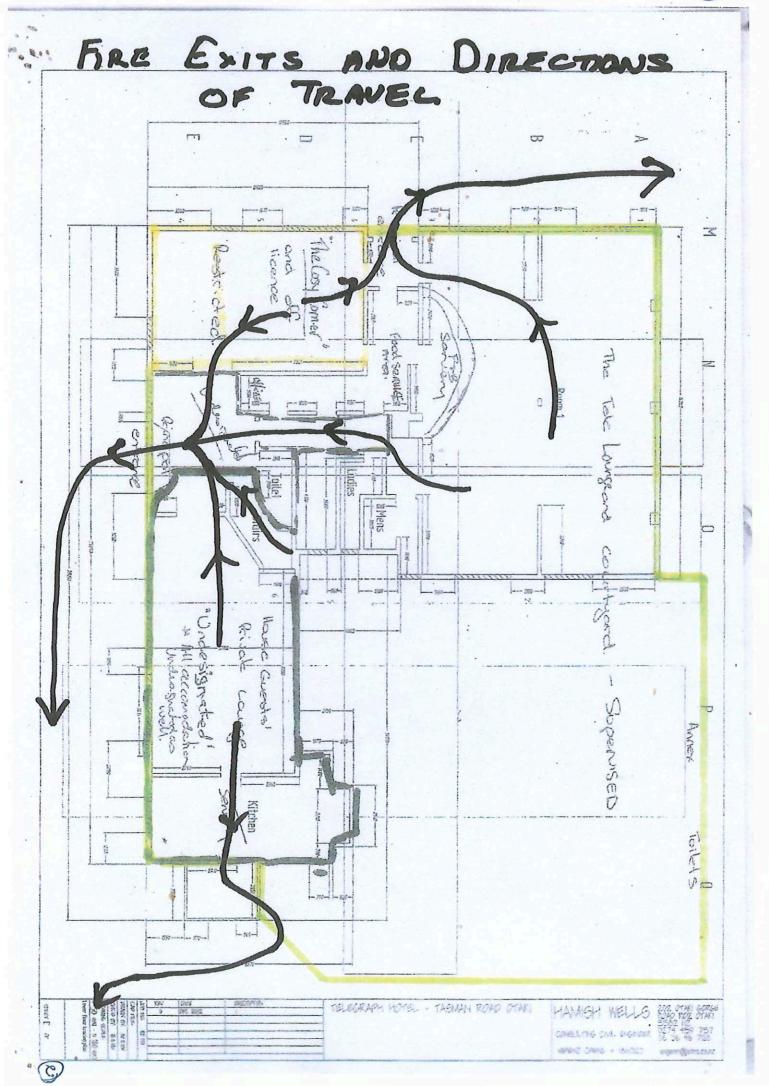
- 17	Conditions	All applicants to complete.
18	Attachments	All applicants to complete.
19	Further Details where Applicant is a Company	Only complete if private or public company.
20	Further Details where Applicant is a Partnership	Only complete if a partnership.
21	Signature of Applicant	All applicants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

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Evacuation Procedure

If you discover a fire proceed to the nearest Fire Alarm Call Point. Break the glass and operate the switch. Verbally alert other building occupants and Exit the building immediately by the nearest marked EXIT.

From a safe location, contact the Fire Services immediately. DIAL 111

Inform the Owner/Manager about the outbreak.

Assemble on the footpath outside 280 Rangiuru road just past Otaki Automotive.

Stay at the assembly point until "All clear" is given from authorized personnel.

Please follow the rules below once you are safely outside.

- Walk, 'DO NOT RUN'
- · Stay at assembly point until "All clear" is given from authorized personnel.
- Do not attempt to extinguish the fire unless it is safe to do so.

Fire extinguishers are located in the following areas.

- Top of the stairwell
- Kitchen Rear
- Tasman street entrance
- Behind the main bar

Important phone number for emergency services.

Police/Fire/Ambulance - DIAL 111

When warned of a Fire in the building, exit through the door to Rangiuru Road along the side of footpath to the assembly point. (280 Rangiuru Road).

Alternative Exit: Exit door leading out to the courtyard towards Tasman Road along the assembly point outside of the old bottle store on Tasman Road.

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:	Telegraph Hotel
Applicants name: (Individual or Company)	Octopus Inc Ltd.
Premises address:	284 Rangium Rd Otalai
Contact phone:	Home: 063660634 Mobile: 0210220805
Contact email:	dume@ Hettale.co.nc

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-rrteams@fireandemergency.nz.

Statement		
I hereby state that (tick one		
the owner of the building evacuation scheme as reconstruction;	in which the premises are situated provides and equired by section 76 of the Fire and Emergency N	maintains an Iew Zealand Act
<u>OR</u>		
because of the building' scheme;	current use, its owner is not required to provide a	nd maintain such a
<u>OR</u>		
because of the nature o maintain such a scheme	the building, its owner is exempt from the requirer	nent to provide and
NOTE:		
that meet Part 1 of the Fire a	heme is not required, the building must have eva d Emergency New Zealand (Fire Safety, Evacuati ations 2018 – this does not require approval by F	on Procedures, and
Name:	Drane Wait	
Signature:	OSTub	
Date:	28/11/24	
Submitting application		
Email completed forms to: lic	ence.application@kapiticoast.govt.nz	
Post to:	or deliver to:	
Alcohol Licensing Team		
Kāpiti Coast District Council	Kāpiti Coast District Council	
Private Bag 60601	175 Rimu Road	
Paraparaumu 5254	Paraparaumu	