

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 type="checkbox"/> New Off-Licence	<input checked="" 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 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): Tirau Limited		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence Yes, on and off		
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: Chris Barber

Designation/Position: Director

Telephone:

Email: chris@thebondstore.co.nz

Mobile: 021 222 1038

Preferred mode of contact: email

8. Postal Address for Service

Number/Street/PO Box: 21 Birmingham Street

Suburb: Paraparaumu Beach

City: Paraparaumu

Postcode: 5032

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

Craft Distillery

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.

None

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

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

Authorised capital:	Paid up capital:
Name: Tirau Ltd	Address: Street number 21
Street: Birmingham Street	Suburb: Paraparaumu Beach
City: Paraparaumu	Postcode: 5032
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

Address: Number 21	Street: Birmingham Street	
Suburb: Paraparaumu Beach	City: Paraparaumu	Postcode: 5032
Trading Name: The Bond Store		

If not Owned by Applicant:

Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence) Lease</i>		
Full legal name of owner: Ballinger Industries Ltd. PO Box 128 Paraparaumu		
Address: Number	Street:	
Suburb:	City:	Postcode:
Type: <i>state whether grocery, hotel, retail shop (other than grocery), or tavern</i> <i>Distillery</i>		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details: No		

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

Full legal name: Christopher James Barber

Number of manager's certificate:

Expiry Date:

Full legal name: Rebecca Ann Kay

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).*

We manufacture our products. We also have a tasting room. So it's a combination of manufacturing and retailing

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.

We do sell some associated retail items. Such as gift boxes, t shirts etc. But all is related to the distillery

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

Mon- Sun. 8am – 10pm

17. Conditions

- 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:

Tirau Ltd has successfully operated its off licence at 21 Birmingham Street and previously at 3c Magrath Avenue with no problems. There are three full time staff. Chris Barber, Bec Kay and Theresa Evans. All have managers certificates issued in Kapiti

Yes / No
#.....

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>We do not serve intoxicated people. Anyone who looks to be under 25 has to provide id.</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 products are premium of nature and are sold in boxes or 700 ml bottles</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>All staff are experienced, have completed their LQCs and meet regularly to ensure compliance with the Act</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>We are located in an industrial area. We have a large building with solid concrete walls. We also have a large fully fenced carpark</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>Yes / No #.....</p>

<p>Terms of condition at present:</p> <p>No changes</p> <p>Full reasons for variation or cancellation:</p>	<p>#.....</p> <p>#.....</p> <p>#.....</p>
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18. Attachments	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.	Yes / No #.....
Please attach certificate to show 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 #.....
Copy of Building Compliance Certificate. Please attach certificate to show that 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>	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). <i>Not required for renewal unless there have been changes since the last issue or renewal.</i>	Yes / No #.....
<p>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 type="checkbox"/> No, and if 'Yes' attach a copy.</p> <p>If 'No', discuss with the Licensing Inspector if you need to complete a CPTED checklist for this application (see <i>HPA and the Ministry of Justice websites for more information</i>).</p>	Yes / No #.....

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. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	Yes / No #.....
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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: Christopher Barber, Rebecca Kay, Lakewood Trust	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 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: Chris Barber

Date: 17/10/24

Signature: C BARBER

Dated at location: 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: _____

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 send 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.

Donna Want

From: Chris Barber <chris@thebondstore.co.nz>
Sent: Thursday, 17 October 2024 6:13 pm
To: Mailbox - Licence Application
Cc: Antoinette Bliss
Subject: Re: Alcohol Licence Due for Renewal & Annual Fee Due - OFF885 - The Bond Store
Attachments: KCDC Licence.docx; IMG_264E0A2C8D32-1.jpeg

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you Donna
Please find attached our application and payment receipt

We are not looking to make any changes to the licence we have now

The three staff are me, Rebecca Kay (Bec) and Theresa Evans (Tee). Our manager's certificates are all issued by KCDC

Let me know if you need anything more
Thank you
Chris Barber

Chris Barber
Owner

The Bond Store
Kāpiti Coast, NZ

So cheers
to that.

From: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Date: Wednesday, 16 October 2024 at 2:58 PM
To: chris@thebondstore.co.nz <chris@thebondstore.co.nz>
Subject: Alcohol Licence Due for Renewal & Annual Fee Due - OFF885 - The Bond Store

Kia ora,

Please see Invoice attached for your Alcohol licence fees. The Licence will expire on **19 December 2024**, and you must apply to renew it **no later than 20 working days before** this date.

In accordance with the *Sale and Supply of Alcohol Act 2012* your renewal application must be:

- filed with The Secretary of the District Licensing Committee no later than 20 working days before the expiry of the licence.
- made in the form and manner prescribed in Sale and Supply of Alcohol Regulations 2013; and
- accompanied by the prescribed fee (see invoice attached)

You can download and complete the renewal application form available on the KCDC [website](#). The deadline for lodging your application with the required supporting documents is **29 November 2024**.

In addition, the Licence **annual fee** for your business is due on the anniversary date of when the licence was issued. Please note that the annual fee must be paid within 30 days of your anniversary date each year. If the fee is not paid in full within the 30 days, your alcohol licence is automatically suspended, and you will not be able to sell alcohol until such time that the fee has been paid in full. **Please read the attached invoice carefully to ensure you pay by the due date.**

Working Days over Christmas and New Year:

Please follow this link for information on Licence application deadline dates over the Christmas/ New Year period. <https://www.kapiticoast.govt.nz/services/business-licences-and-permits/hospitality-licensing/alcohol-licences/working-days-over-christmasnew-year/>

If you have any questions in relation to this email, please contact the Alcohol Licensing Team by responding to this email (referencing the name of your business) or by phoning 04 296 4700 or 0800 486 486.

Nga Mihi

Donna Want
Regulatory Services Support Officer
Te Kai Maangai Whakaanga Kiritaki

Tel 04 296 4700



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.



15-11-2023

Notification that Evacuation Scheme EV-24267-2 has been approved.

Dear Chris Barber,

Your evacuation scheme for The Bond Store, 21 Birmingham Street, Paraparaumu, Paraparaumu, 5032 is approved under section 77 of the Fire and Emergency New Zealand Act 2017.

As the building owner, you must ensure that the Evacuation Scheme is maintained by carrying out regular Trial Evacuations every 6 Months or at the period specified in your approved evacuation scheme.

To be counted for the purpose of maintaining your Scheme, the result of each trial evacuation must be reported to Fire and Emergency New Zealand no more than **10 working days** after the trial evacuation occurs.

An unscheduled evacuation (e.g. in response to a real alarm of fire) can also be considered as a trial evacuation for the purpose of maintaining your Scheme, so long as you notify Fire and Emergency New Zealand within 10 working days of the evacuation.

We recommend that the regular reporting needed for this Scheme is completed electronically via our Online Services website.

Please refer to [Online Services](#) for a full guide to maintaining your approved Evacuation Scheme.

You must comply with the requirements of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018. In addition to details about maintaining your Evacuation Scheme, these regulations set out general fire safety precautions you must follow. They also require you to notify Fire and Emergency New Zealand when certain events happen in your building, such as certain building work or if there is a change of building's purpose or activities.

You will find more information about Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018 on our [website](#)

Change to Evacuation Scheme reference number

Recently Fire and Emergency New Zealand upgraded its Evacuation Scheme management system.

The new system requires a different reference number format.

This email is to inform you that Evacuation Scheme EV-2023-629152-01 has changed to EV-24267-2 .

Please make a note of the new number and use it from now on when contacting Fire and Emergency NZ about your application or approved scheme.

Yours sincerely,

Hayden Martin

Telephone 0800 REGCOMP (0800 734 2667)

Email rcg@fireandemergency.nz

Postal Address Fire and Emergency NZ - Regulatory Compliance Group

P O Box 68444, Victoria Street West, Auckland 1142

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:

Chris Barber

Signature:

Chris Barber

Date:

22/10/24

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