

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
Email: licence.application@kapiticoast.govt.nz
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 end of the form.**

This application is made in accordance with the particulars set out below:

1. Application Type

If you are not filing this renewal application, including paying the fee, at least 20 working days before the licence expires, provide a reason for the late filing as an attachment.

☐ New Off-Licence

☒ Renewal of Off-Licence

☐ Renewal of Off-Licence with variation of conditions

Licence number: 45/OFF/062/2023

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 be on licence (if a company, must be company name):

5036 Boutique Brews Limited

Whether licence already held for premises concerned: ☒ Yes ☐ No, and if 'Yes', state kind of licence

OFF-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).....

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:

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: Brett Stephen PERCIVAL

Designation/Position:

Telephone:

Mobile:

Email:

Z

8. Postal Address for Service

Number/Street/PO Box: 4 Reikorangi Road

Suburb: Waikanae

City: Kapiti Coast

Postcode: 5391

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

Manufacturing and selling a range of fruit Liqueurs

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:

Cheryl Anne Percival
Brett Stephen Percival

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

Address: Number	4	Street:	Reikorangi Road
Suburb:	Waikanae	City:	Kapiti Coast
Postcode:			
Trading Name:			
If not Owned by Applicant:			

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) <i>If more than two certified managers please attach details separately</i>	
Full legal name: Brett Stephen Percival	
Number of manager's certificate: 45/CERT/840/2020	Expiry Date: 25 May 2027
Full legal name: Cheryl Anne Percival	
Number of manager's certificate: 45/CERT/1105/2023	Expiry Date: 30 May 2027
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 <i>(for example: sale of food; entertainment; accommodation)</i>. Manufacture and sale of alcohol (Fruit Liqueurs) on a lifestyle block.	
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. <i>This is to assess whether other goods and services provided are compatible with the sale of alcohol.</i>	
State the days and hours proposed for sale of alcohol <i>(this is licensed hours not trading hours)</i>: The remote sale of alcohol may be made at any time on any day. Alcohol may only be delivered Monday to Sunday between 6am and 11pm. Except Good Friday, Easter Sunday, Christmas Day or before 1pm on ANZAC day	
17. Conditions	Doc attached? Number.
- Write answer below or attach relevant documents that demonstrate compliance. - When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'	
Describe experience and training of applicant: On-Line sales processed since November 2019. Stall holder product sampling and sales of product at: Kapiti Food Fair, Petone Market, Newtown Festival, Local Markets, Upper Hutt Markets, NZME events in the Lower North Island, the Hawkes Bay Show, Kinloch, Central Districts and National Fieldays. All assistants complete an open book training programme to ensure they are familiar with the Act and their responsibilities. Managers are up to date with their certificates.	Yes / ☒ NO #.....

Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands): Nil	Yes / No #.....
Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: We will have signage at markets, on our bottles and on our website advising that we do not sell to underage persons or persons under the influence. Staff will be briefed prior to all markets and when processing online orders, to ensure our host responsibilities are met, in particular, with reference to ascertaining age and identifying influenced/intoxicated persons. We ID check anyone who looks under the age of 25 and use the SCAB tool to identify anyone who may be intoxicated.	☒ Yes ☐ No #.....2..
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): We will have signage promoting the responsible use of alcohol at markets, on our bottles and on our website. Our host responsibility policy will be displayed at markets. Water will be freely available at our market stalls. Where appropriate, signage of alcohol free zones will be displayed, saying consumption is prohibited at the site or in the surrounding area.	Yes ☒ No #.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: Staff will be briefed prior to all markets and when processing online orders, to ensure our host responsibilities are met, in particular, with reference to ascertaining age and identifying influenced/intoxicated persons. Refresher briefings will be undertaken periodically to ensure we are promoting alcohol use responsibly.	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. Our property is relatively remote and not prominent, therefore the operation is discrete and does not draw attention. We do not actively promote our specific address and the premises are predominantly non-distinct. There is no detrimental impact of the operation on the surrounding amenities or residences.	Yes ☒ No #.....

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> Terms of condition at present: No variations of conditions is being sought. Action sought: ☐ Variation ☐ Cancellation. If Variation, in what respect does the applicant seek to vary the condition? Full reasons for variation or cancellation:		Yes ☒ No #..... #..... #..... #.....
18. Attachments When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'		Doc attached? 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. <i>The Declaration of Evacuation Scheme template is available on the Council website.</i>		☒ Yes / No #..... 1.....
Copy of planning consent: Please attach certificate to show that the 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 #.....
Copies of all relevant building certificates consents: Please attach certificate to show that the proposed 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. <i>The template to be used is available on the Council website.</i>		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. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i>		Yes ☒ No #.....
Where the premises are a bottle store or tavern, a scale floor plan must be provided showing designations and the principal entrance. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i>		Yes ☒ No #.....
Please attach a copy of your Host Responsibility Policy.		☒ Yes No #..... 3.....
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 #.....
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. ☐ Yes ☒ No, and if 'Yes' attach a copy. If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).		Yes ☒ No #.....
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 a licence for the proposed premises. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>		Yes ☒ No #.....

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.

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: Brett Stephen Percival

Date: 4 August 2026

Signature: *BSPercival*

Dated at location: Waikanae

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 publicly 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 2020. 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.

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.

After your application is lodged**Public Notices**

You are responsible for giving notice 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 approve. The notice and application will be made available on the Public Notices page of Council's website for a period of 25 working days. A copy of this notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for the period of public notification.

DECLARATION OF EVACUATION SCHEME

**To be used with applications for New, or Renewal of, On, Off and Club Alcohol
Licences**

(Sale and Supply of Alcohol Act 2012 sections 100 & 127)

Licence number:	45/OFF/062/2023
For premises known as:	5036 Boutique Brews Ltd
Located at:	4 Reikorangi Road Waikanae

I, (applicant)Brett Stephen Percival..... (please print)

Herewith state that: *(Please delete whichever does not apply)*

(i) 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

(ii) Because of the buildings current use, the owner is not required to provide and maintain such a scheme.

OR

(iii) Because of the nature of the building, its owner is exempt from the requirement to provide such a scheme.

Signed:BS Percival..... (applicant)

Date:4 August 2026.....

Please include this declaration with your application for forwarding to NZ Fire Service.

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Signed:

Name: (please print)

Date:

HANDOUT INFORMATION

Sale and Supply of Alcohol Responsibilities

Host Responsibilities - *Refer to the '5036 Boutique Brews Host Responsibilities Policy'*

It is the responsibility of every licensee, duty manager and server of alcohol to accept and demonstrate responsible practices when serving alcohol to:

- Prevent intoxication.
- Not serve alcohol to minors or those intoxicated.
- Provide and actively promote low-alcohol and non-alcoholic alternatives.
- Provide and actively promote substantial food.
- Serve alcohol responsibly or not at all.
- Arrange safe transport options.

Every licensee, duty manager and server of alcohol has a responsibility to meet their legal obligation to:

- Prevent people becoming intoxicated on licensed premises.
- Refuse service to people who have become intoxicated.
- Prevent intoxicated persons from entering the premises/receiving samples of 5036 Boutique Brews products.
- Ensure that intoxicated customers leave the immediate 5036 Boutique Brews area/premises.

These actions/steps contribute to meeting the objective of the Sale and Supply of Alcohol Act through minimizing the harm caused by the excessive or inappropriate consumption of alcohol which includes –

- Any crime, damage death, disease, disorderly behaviour, illness, or injury directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol and
- Any harm to society generally or the community, directly or indirectly caused or directly or indirectly contributed to by any crime, damage, death, disease, disorderly behaviour, illness or injury of any kind.
- Aims to reduce the drinking culture in New Zealand

The categories of offences under the Sale and Supply of Alcohol Act include:

1. Irresponsible promotion of alcohol.
2. Offences relating to minors.
3. Offences relating to intoxicated persons.
4. Allowing disorderly conduct on licensed premises.
5. Staff (managers and employees) being intoxicated on duty.
6. Selling spirits in vessels exceeding 500ml.
7. Unauthorised sale or supply of alcohol.
8. Allowing people on licensed premises outside licensing hours.
9. Closure of premises offences.
10. Offences relating to powers of entry.
11. Licensee offences relating to Managers.

Offences under the Sale and Supply of Alcohol Act are:

1. **Offences relating to minors:** In New Zealand we have a minimum legal purchase age of 18 years and not a minimum drinking age. This means it is an offence to sell alcohol to a person under 18 years of age.
2. **Offences relating to intoxicated persons:** By law you must have a clear sign near each point of sale saying alcohol will not be serviced to intoxicated people. Intoxicated persons must be safely removed from the premises. This means that if you are serving or selling alcohol to an intoxicated person you are breaking the law and committing an offence.

Intoxication means observably affected by alcohol, other drugs, or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident:

(a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.

3. **Allowing disorderly conduct on licensed premises.** Under the Human Rights Act 1993, you are not obligated to serve alcohol at any time to anyone. It is also an offence to allow inappropriate behaviour and disorderly conduct to take place. It is best to deal promptly and consistently with instances of inappropriate behaviour such as violent, quarrelsome, insulting or disorderly conduct and remove those individuals from your business area or premises.
4. **Irresponsible promotion of alcohol.** Under the Sale and Supply of Alcohol Act it is an offence to promote alcohol in any way that is likely to appeal to minors.

Legal requirements, offences, and penalties - *Refer to the categories in the handout 'Penalties, Fines, and Offences'*

It is against the law for a licensee or their staff to serve alcohol to minors and intoxicated persons, it is also against the law to allow disorderly conduct on licensed premises.

There are **five** intoxication indicators for each stage of intoxication. – *Refer to the Intoxication Assessment Tool – S.C.A.B.*

Category Sober

Coherent, clear speech
Normal volume of speech
Clear eyes
Behaving sensibly
Coordinated and standing without help

Category Influenced

Overly talkative
Overly friendly
Vacant expression
Slowed reactions and occasional sways.

Category Intoxicated

Elevated volume of speech
Shouting
Stumbling
Slurring words
Glazed and bloodshot eyes
Aggressive behaviour

Intervention and substitution technique

Understanding, Managing and Mitigating Risk

Preventing Intoxication: Every licensee, Duty Manager and server has a legal requirement to prevent people becoming intoxicated under Sale and Supply of Alcohol Act and the 5036 Boutique Brews Off Licence. This can be achieved by refusing service to people who have become intoxicated and *removing those intoxicated people from the premises/ business area in a safe manner.

If you have a concern about a person that you think might be intoxicated then talk to the Duty Manager so that the necessary arrangements can be made with the event organisers so that 5036 Boutique Brews Ltd can meet their responsibility to ensure a safe working and community environment.

Manage Consumption: Where possible observe and monitor how much people are drinking. Using the appropriate intervention techniques will help prevent customers becoming intoxicated. Under the Human Rights Act you do not have to serve anyone you believe is already intoxicated (as per the definition of intoxication on the S.C.A.B assessment tool).

5036 Boutique Brews has water readily available for customer consumption and food stalls are easily accessible at all events. Encourage individuals to consider the alternative options if you feel they are becoming intoxicated.

If you are uncomfortable with the behaviour of a customer or you are dealing with a difficult individual and have applied the techniques for dealing with difficult Persons (below) seek support from the Owners of 5036 Boutique Brews and/or your team members.

*Our Host Responsibility Policy provides for one sample of 15-30ml per product per customer however it is important to use common-sense when serving everyone especially when 5036 Boutique Brews is located within an **Alcohol Zone at any public event. In this instance we prefer to limit the tastings to 3 samples per person.***

Management of minors: All servers are responsible for ensuring alcohol is not served to minors. All customers who look under the age of 25 years must be asked for identification. Adhere to the evidence of identification documentation to determine the age of customer. This step deters minors from unlawfully consuming our samples and potentially becoming intoxicated.

When unauthorised minors are identified, you need to politely decline sampling alcohol products. If necessary, seek support from your team members or owners of 5036 Boutique Brews Ltd.

Communication of host responsibility practices: The Host Responsibility intention statement clearly communicates to everyone the behavioural expectations and standards of 5036 Boutique Brews Ltd.

Many customers are unaware of the legal obligations and their rights as customers. The Host Responsibilities, Off-Licence, Duty Manager and Alcohol-Free Zone documentation is visible for all customers to read. This documentation clearly sets out our expectations, service commitment and the legal obligations of the Sale and Supply of Alcohol Act 2012.

Dealing with difficult persons

Techniques for effectively dealing with difficult persons will help maintain customer and staff safety.

1. Be polite and careful with your words as this will help the individual to feel respected, use non-judgmental verbal communication.
2. Use open, appropriate, and non-threatening movements and Positive body language.

Having completed this training, you should now be able to serve responsibly and help set the tone for the business.

Creating the right atmosphere will encourage customers to behave in a manner that meets the requirements of the Act.

Your professionalism provides a positive outcome for 5036 Boutique Brews such as:

- Gaining a good reputation
- Customers enjoying a safe drinking environment.
- The reduced need to deal with difficult customers and prohibited persons.

3. Some events use Licensed crowd controllers to screen and spot check customers and the vendors to ensure the Act and Host Responsibility Policy is being adhered to.

IF you are unsure of anything talk to your team and/or the Duty Manager.

Server Responsibilities

The server's responsibilities to themselves are to comply with the Sale and Supply of Alcohol Act 2012 and the conditions of the licence and to undertake the training as required to ensure they have the skills to implement the 5036 Boutique Brews Ltd Host Responsibilities.

The server's responsibilities to other team members are to support them and communicated effectively, as well as comply with directions from the Duty Manager to ensure everyone is on the same page.

The server's responsibilities to 5036 Boutique Brews Ltd is to comply with the Act and the conditions of the licence and any directions requested as well as promote responsible consumption of alcohol and maintain a safe drinking environment.

The server's responsibilities to their customers are to give a high level of service and encourage the safe and healthy use of alcohol and suggest alternatives, such as low alcohol or non-alcohol options.

The server's responsibilities to their community are to use the 5036 Boutique Brews Host Responsibility skills to help reduce alcohol related crime and harm to the community.

The server's responsibility regarding the advertising and promotion of alcohol are to promote responsible consumption of alcohol.

Please complete, sign and date the Staff Training Record and return to 5036 Boutique Brews.

Additional support, guidance and training will be offered on site on the day of the event to ensure that you feel confident to undertake the Host Responsibilities and abide by the Sale and Supply of Alcohol Act.

Additional Resources provided:

- Intoxication Prevention Assessment Tool (SCAB)
- Penalties, Fines and Offences Table
- 5036 Boutique Brews Ltd Host Responsibility Policy
- Training Record – Sale & Supply of Alcohol Responsibilities

I have read and understood my responsibilities when serving and selling alcohol and the requirements of the of the 5036 Boutique Brews Ltd Host Responsibilities.

Signed: _____
Sheridan Raynes

Dated: _____



Our Host Responsibilities Policy

The management and staff of 5036 Boutique Brews Ltd, T/As Kapiti Liqueurs believe we have a responsibility to provide an environment that is comfortable, welcoming and where alcohol is served responsibly.

Because of this, we have implemented the following Host Responsibility Policy

Preventing Intoxication: We will be acquainted with the Intoxication Assessment Tool (SCAB) to identify anyone that may be under the influence or intoxicated.

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises perimeter, and will be directed to food and non-alcoholic drinks, or other appropriate assistance and will be encouraged to take advantage of safe transport options.

Minors: 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 current New Zealand driver's licence, an 18+ Evidence of Age card, a Kiwi Access card or a current passport.

We have ZERO tolerance for aggressive, coercive, or violent behaviour.

Low-alcohol and non-alcoholic alternatives: Drinking water will always be readily available to customers and free of charge.

Food: At markets we will promote the nearby stalls with food should that be deemed necessary.

Serves alcohol responsibly: Our samples are limited to 12 – 30 ml (nip sized from a standard pourer) and we will be limiting servings to a maximum of one per product per customer.

Discounts: From time to time the Owners may offer discounts on purchases in-stall.

Transport options: We will have the local taxi service numbers available for anyone that requires transport.

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

Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.

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		
If your application is for a NEW licence, you must 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 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.
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, bottle store, grocery store, tavern.
10	Criminal Convictions	Convictions of applicant directors or shareholders. 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.

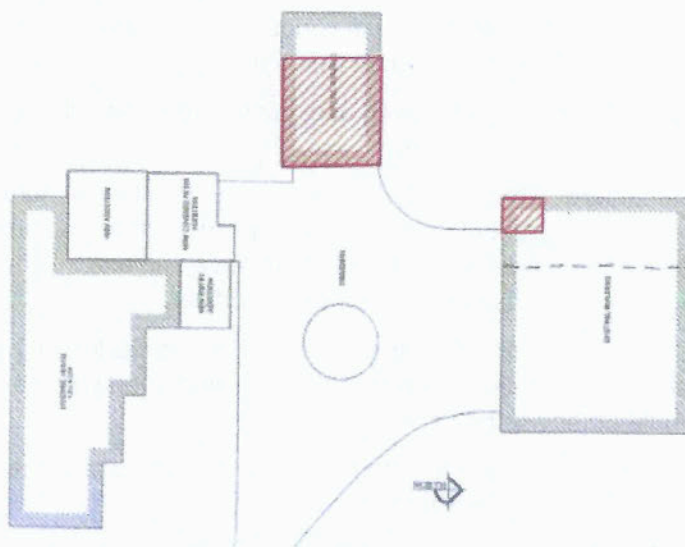
APPENDIX 1 – CCA SITE PLAN

CCA Designated Areas

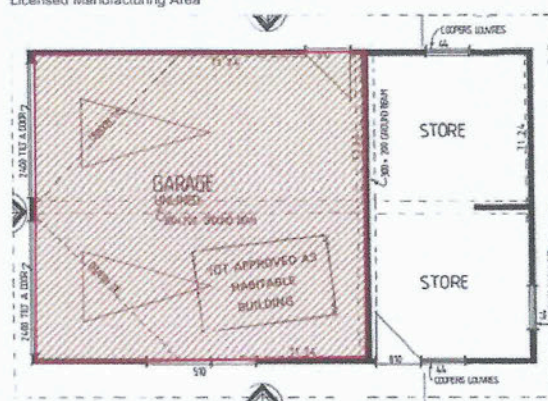


Undesignated (under Sec 119 of the Act)

4 Reikorangi Road , Waikanae



Licensed Manufacturing Area



Aerial Site Plan - defined CCA designated areas as outlined.



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:	5036 Boutique Brews Limited
Applicants name: (Individual or Company)	5036 Boutique Brews Limited
Premises address:	4 Reikorangi Road, Waikanae 5391
Contact phone:	Home: Mobile: 021 833395
Contact email:	Office@5036boutiquebrews.co.nz

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:

Brett Percival

Signature:

BSPercival

Date:

4 August 2026

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