

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/005/2023

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):

Wilson & Lawrence Limited

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

Remote 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: Chris Charteris

Designation/Position: Director

Telephone:

Mobile: 0274706445

Email: chris@imaginationgin.nz

8. Postal Address for Service

Number/Street/PO Box: 183 Akatarawa road

Suburb: Reikorangi

City: Waikanae

Postcode: 5391

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

Manufacture and sale of spirits

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:

Chrstopher Charteris

Simon Wilson

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

Authorised capital: 1000	Paid up capital: 1000
Name: Wilson & Lawrence Limited	Address: Street number 183
Street: Akatarawa Road	Suburb: Reikorangi
City:	Postcode: 5391
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 183	Street: Akatarawa Road	
Suburb: Reikorangi	City: Waikanae	Postcode: 5391
Trading Name: Imagination Distilling		
If not Owned by Applicant:		
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i> Tenancy		
Full legal name of owner: Carl Vasta		
Address: Number 183	Street: Akatarawa Road	
Suburb: Reikorangi	City: Waikanae	Postcode: 5391
Type: <i>state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other</i> Manufacture		
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: Christopher Charteris	
Number of manager's certificate: 45/CERT/713/2018	Expiry Date: 23 November 2028
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 food; entertainment; accommodation).	
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 (this is licensed hours not trading hours): Monday – Sunday 6am-11pm	
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: Chris Charteris is shareholder and director of the applicant and has managed the business for 7 years. Chris has completed the LCQ and his experience includes shows and events where alcohol sale has been the primary focus. These events have been both off-license and on-license events. He has also managed the company's online shop for the whole 7 years, where alcohol sale has been purchased via remote sales and shipped with couriers.	Yes / No #.....
Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands): We have low alcohol spirits in the form of liqueurs (28% abv) available as well as tonic water on the webstore shop.	Yes / No #.....

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: The website has an R18 check to enter the webstore. There is also a second ID check box at the checkout prior to purchase. The courier company used is instructed to check ID prior to handing over the order and signature is required by recipient. This ensure packages are not left unattended.	Yes / No #.....
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): - Aged verification and sale controls - Promotional and advertising material avoids glamorising excessive consumption of alcohol - All staff involved in processing orders and managing sales complete training on the Sale and Supply of Alcohol Act 2012 and host responsibility principles.	Yes / No #.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: - All staff involved in processing or approving alcohol sales will complete training on the Sale and Supply of Alcohol Act 2012, host responsibility, and age verification procedures. - At least one manager holding a current Manager's Certificate will oversee all online sales and ensure that day-to-day operations comply with licence conditions. - Refresher training sessions will be held annually or whenever legislative updates occur. - The online ordering platform includes a mandatory age-verification step at checkout, requiring customers to confirm they are 18 years or over. - Delivery partners are required to check valid photographic ID (e.g. NZ driver's licence, passport, or Kiwi Access card) upon delivery. Deliveries will not be made to intoxicated persons or left unattended. - A nominated licence manager is responsible for monitoring orders, supervising staff, and ensuring that all conditions of the licence are met.	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. We are remote license only, no stop ins or increased traffic as a result of this license.	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: N/A 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		Doc attached? Number.
When including attachments please number the documents, circle 'Yes' 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. <i>The Declaration of Evacuation Scheme template is available on the Council website.</i>	Yes / No #.....	
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 #.....	
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 <i>Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.</i>		
Name: Chris Charteris	Address: 183 Akatarawa Road, Reikorangi	
Suburb:	City: Waikanae	
Postcode: 5391	Date of birth: 22/02/1987	
Place of birth: New Plymouth	Designation:	
Name: Simon Wilson	Address: 102 Rosetta Road	
Suburb: Raumati	City: Paraparaumu	
Postcode:	Date of birth: 02/08/1987	

Place of birth: Wellington	Designation:	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
Are additional sheets attached? Yes / No - Doc number #.....		
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: *Christopher Charters*

Date: *10/11/2025*

Signature: *[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 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 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.

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.

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.



Host Responsibility Policy – Wilson & Lawrence Limited t/a Imagination Distilling

The management and staff of Wilson & Lawrence Limited have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Because of this, we have implemented the following host responsibility policy:

- All staff are aware of the locations of food at all times.
- We provide and actively promote the consumption of water during sample testing
- Water is attractively presented and available free of charge at all times
- 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 photo driver's license, Kiwi access card, an 18+ evidence of age card, or a current passport.
- Customers who are visibly intoxicated will not be sold alcohol and will be asked to leave the premises.
- A duty manager will be at the stand at all times during service.
- Signage will clearly be displayed. No ID, no service; minors and intoxicated people will not be served
- Sample pours will be limited to 4 per customer and no more than 5ml per sample.
- customers must be advised
- Our policy is zero tolerance for aggressive, coercive or violent behaviour
- Noise will be managed in and around the licenced area at all times.
- Public forms of transport is known by all staff and available if a customer requires it.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly. We pride ourselves on being responsible hosts.

.....
C L Charteris (Director)

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: *Imagination Distilling*

Applicants name:
(Individual or Company) *Wilson & Lawrence Limited*

Premises address: *183 Akatarawa Road, Reikorangi*

Contact phone: Home: *Add* Mobile: *0274706445*

Contact email: *chris@imaginationgin.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-rrteams@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:

Chris Charteris

Signature:



Date:

12/11/2025

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

From: [Chris Charteris](#)
To: [Mailbox - Licence Application](#)
Cc: [Antoinette Bliss](#)
Subject: Re: License renewal OFF 870
Date: Wednesday, 12 November 2025 8:18:09 am
Attachments: [image001.png](#)

Hi Joy,

I was out of the country for the last two weeks and no access to printers to tick and sign the file that is supplied on the KCDC website. I arrived back this morning and completed and filed the application when I could. I also paid the fee on the 7th which was within the 20 working days. I request a waiver based on this.

Thanks.

Get [Outlook for iOS](#)

From: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Sent: Wednesday, November 12, 2025 8:01:23 AM
To: Chris Charteris <chris@imaginationgin.nz>
Cc: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Subject: RE: License renewal OFF 870

Good Morning Chris

We have today received your application to renew the Off licence for Wilson & Lawrence Ltd

This application was not filed 20 working days before the expiry date of the licence as required under section 127(2)(b) of the Sale and Supply of Alcohol Act 2012 (the Act).

Please respond to this email with a reason for the late filing of the application which will be forwarded to the District Licensing Committee for their consideration.

You will be advised if the Committee grants a waiver under section 208 of the Act for the late filing, and we will begin processing your application.

Kind regards

Joy Allen
Regulatory Services Support Officer
Te Āpiha Tautoko Ratonga Ture

Kāpiti Coast District Council
Tel 06 296 4700

www.kapiticoast.govt.nz

From: Chris Charteris <chris@imaginationgin.nz>

Sent: Wednesday, 12 November 2025 7:18 am
To: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Subject: License renewal

Hi,

Please find attached the application for remote license renewal for Wilson & Lawrence Limited.
The fee was paid on the 07/11/2025.

Let me know if you have any questions.



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.

THE MATTER of the Sale and Supply of Alcohol Act 2012

AND

IN THE MATTER of an application for a waiver by **Wilson & Lawrence Limited** pursuant to section 208 of the Sale and Supply of Alcohol Act 2012 (the Act) for the **renewal of an Off Licence** in respect of premises situated at **183 Akatarawa Road, Waikanae**, known as “**Imagination**”.

BEFORE THE KAPITI COAST DISTRICT LICENSING COMMITTEE

DECISION

Introduction

- 1 I have before me an application by **Wilson & Lawrence Limited** for a waiver pursuant to section 208 of the Act. The applicant filed an application for the renewal of an Off licence on **12 November 2025**, with expiry **7 December 2025**.
- 2 Section 127 of the Act provides that an application for the renewal of a licence must be made no later than 20 working days before expiry of the licence or by such later date as the licensing committee may allow. In the present circumstances an incomplete application was filed **on the 20 working day deadline**. Accordingly, section 127 has not been complied with.
- 3 Section 111 of the Sale of Liquor Act 1989 (the old Act) was the previous section that allowed the District Licensing Agency to waive certain non-compliance where someone had neglected or omitted to do something in the precise manner required by the Act.
- 4 Section 208 of the Act states: Where any person has neglected or omitted to do any act or thing in the precise manner or within the precise time prescribed by this Act, the licensing authority or (as the case may require) the licensing committee or the chairperson, if satisfied that the neglect or omission was not wilful, may waive the same on such terms as they think equitable.
- 5 This is almost identical wording to the previous section 111 of the previous Sale of Liquor Act 1989.
- 6 The lead case on section 111 of the old Act, and still has some application for section 208 of the Act, is *Sara v Johns*, High Court at Auckland, CIV 2008-404-7746. In that case, Heath J gave guidance that:

...the discretion will no doubt be exercised (whether conditionally or unconditionally) having regard (among other things) to such factors as the delay in making the application, the seriousness of the neglect or omission, the consequences of granting a waiver, any prejudice that might be caused to third parties and any relevant public interest factors.

7. I believe it is clear that the applicant's conduct in this matter has not been wilful.

However, it is the view of the DLC that the applicant will need to be more aware of their obligations under the Act. It is also noted the applicant will need to have systems in place to meet their statutory requirements to assist the applicant show suitability to hold a licence.

- 8 I do not consider that any person will be prejudiced if the waiver is granted.

- 9 I am satisfied as to the matters to which I must have regard in section 208 of the Act, and I **grant** the waiver.

Dated at Paraparaumu the 21st of November 2025.

A handwritten signature in blue ink, appearing to read 'Nigel Wilson', with a long horizontal stroke extending to the right.

Nigel Wilson
Chairperson
Kapiti Coast District Licensing Committee