

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.		
<input type="checkbox"/> New Off-Licence	<input checked="" type="checkbox"/> Renewal of Off-Licence Licence number: <i>OFF864</i>	<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 company name): <i>Salt and wood collective limited</i>		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence <i>Tavern / on licence</i>		
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: *Carrie Ede*

Any aliases (and/or maiden name):

Usual residential address: Number *383* Street: *Te Moana Road*
Suburb: *Waikanae* City: *Wellington* Postcode: *5036*

Sex: *Female* Occupation: *Director*

Date of birth: *13.6.88* Place of birth: *New Zealand*

Telephone: *021 8446 71* Mobile:

Email: *Carrie@saltardwood.com*

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: Designation/Position:

Telephone: Mobile:

Email:

8. Postal Address for Service

Number/Street/PO Box: *69* Suburb: *Waikanae*
City: *Wellington* Postcode: *5036*

9. Business Details

Describe principal business, any other businesses

*Tavern / Restaurant, Auxiliary to our onsite
brewery (Northend) only need off licence for beer made
on site*

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:

Carrie Louise Ede
Todd Francis Cameron

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

Authorised capital:	Paid up capital:
Name: <i>Salt and wood collective</i>	Address: Street number <i>11</i>
Street: <i>Ngaio Road</i>	Suburb: <i>Waikanae</i>
City: <i>Waikanae</i>	Postcode: <i>5036</i>
Date of birth: <i>17/11/2015</i>	Place of birth: <i>Waikanae</i>
Designation: <i>Director</i>	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 <i>11</i>	Street: <i>Ngaio Road</i>	
Suburb: <i>Waikanae</i>	City: <i>Wellington</i>	Postcode: <i>5036</i>
Trading Name: <i>Salt and wood collective limited</i>		
If not Owned by Applicant:		
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)		
Full legal name of owner: <i>Brian Cameron - Cameron Family Trust</i>		
Address: Number	Street: <i>Hona Street</i>	
Suburb: <i>Waikanae</i>	City: <i>Wellington</i>	Postcode: <i>5036</i>
Type: state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other <i>Tavern.</i>		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", state details:		

← managers register attached.

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

Full legal name: Carrie Ede

Number of manager's certificate: 1 45/CERT/249/2015

Expiry Date: 4.6.28

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).

Restaurant, sale of food and alcohol but tavern based.

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.

counter food, BBQ eat in or takeaway

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

Indoor 8am - 11pm Monday - Sunday
outdoor 8am - 10pm Monday to Sunday

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:

Yes / No #.....

30 years collective experience between burners in hospitality

15+ years owning taverns on Kapiti Coast

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</p> <p>We make our own low alcohol beer and offer other options also. Northend.</p>	<p><input checked="" type="radio"/> Yes / No #.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Staff training in signs of intoxication Having 2 DMs on busy shifts. Key staff members in control Heavy ID practice under age 30 Food and non alcohol offered at all times.</p>	<p><input checked="" type="radio"/> 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>- Food, non alcohol and low alcohol options. - identifying signs of intox - ID anyone under 30.</p>	<p><input checked="" type="radio"/> 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>Duty log and incident reports between shops to help recognize problems before they arise. - intensive staff training. - more than one DM busy shifts</p>	<p><input checked="" type="radio"/> 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>- High end craft beer made onsite will be only takeaway products.</p>	<p><input checked="" type="radio"/> Yes / No #.....</p>

<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition?</p> <p>Full reasons for variation or cancellation:</p>	<p>Yes / No #..... #..... #..... #.....</p>
<p>18. Attachments</p> <ul style="list-style-type: none"> When including attachments please number the documents, circle 'Yes' and write the document number on '#.....' 	<p>Doc attached? Number.</p>
<p>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></p>	<p>Yes / No #.....</p>
<p>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></p>	<p>Yes / No #.....</p>
<p>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></p>	<p>Yes / No #.....</p>
<p>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></p>	<p>Yes / No #.....</p>
<p>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></p>	<p>Yes / No #.....</p>
<p>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></p>	<p>Yes / No #.....</p>
<p>Please attach a copy of your Host Responsibility Policy.</p>	<p>Yes / No #.....</p> <p><i>attached.</i></p>
<p>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></p>	<p>Yes / No #.....</p>
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy. If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).</p>	<p>Yes / No #.....</p>
<p>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></p>	<p>Yes / No #.....</p>

*add floor plan
add Host*

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: <i>Todd Francis Cameron</i>	Address: <i>34 Waimea Road</i>	
Suburb: <i>Waikanae</i>	City: <i>Waikanae</i>	
Postcode: <i>5036</i>	Date of birth: <i>18.10.81</i>	
Place of birth: <i>Paraparaumu</i>	Designation: <i>Director</i>	
Name: <i>Carrie Louise Ede</i>	Address: <i>383 Te Moana Road</i>	
Suburb: <i>Waikanae</i>	City: <i>Waikanae</i>	
Postcode: <i>5036</i>	Date of birth: <i>13.6.88</i>	
Place of birth: <i>Paraparaumu</i>	Designation: <i>Director</i>	
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: *Carnie Ede*

Date: *16/4/2026*

Signature: *Ede*

Dated at location: *11 Ngaio Rd, 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 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		
<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>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.</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 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.

From: [Lynz Batty](#)
To: [Mailbox - Licence Application](#)
Subject: RE: OFF864 renewal Salt and wood collective limited
Date: Friday, 17 April 2026 11:49:20 am
Attachments: [image001.png](#)
[image002.png](#)

Thanks- sorry I had added the on Licence hours

The correct ones are

Monday to Sunday - 8am to 10pm

For off Licence

From: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Sent: Friday, April 17, 2026 11:47 AM
To: Lynz Batty <Lynz@foodfolk.co.nz>
Subject: RE: OFF864 renewal Salt and wood collective limited

Good morning Lynz,

Thank you for the application to renew the Off Licence for Salt and Wood Collective.

To enable this to be processed, would you please clarify/ provide the following:

- Clarify the hours relating to the Off-Licence. The current licence has the following hours:
Monday to Sunday - 8am to 10pm

However the application states as follows:

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

Indoor 8am - 11pm Monday - Sunday
Outdoor 8am - 10pm Monday to Sunday

If you do wish to extend the Off-Licence hours, this is regarded as a **Variation to the current Licence conditions**, and you will need to amend the application form with full details of this.

- In addition, please provide:

Where the premises are a bottle store or tavern, a scale floor plan must be provided showing designations and the principal entrance. *If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.*

- Finally, we have not received the application fee. If this has been paid, would you please provide a screenshot of the payment.

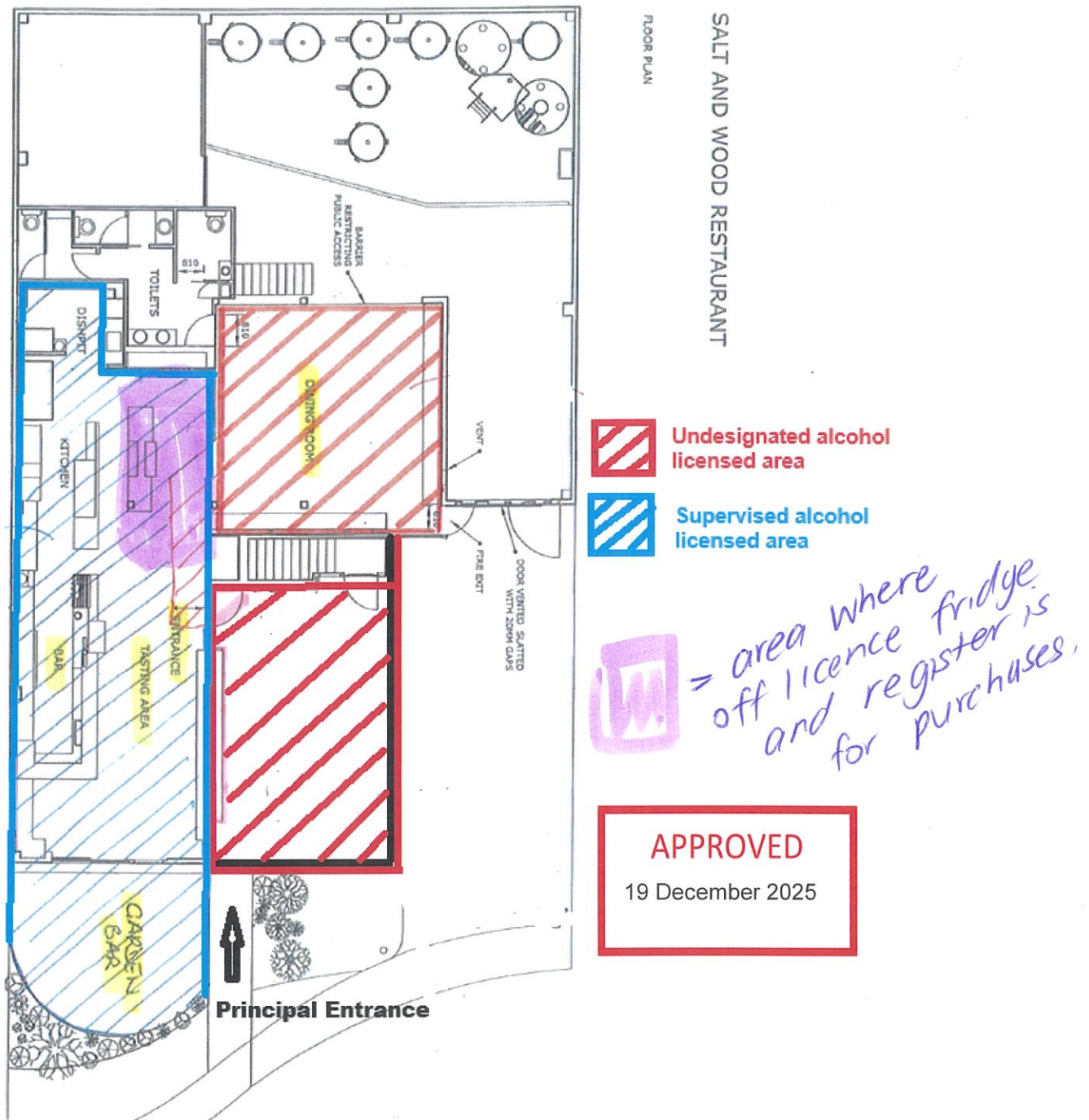
Your application will be placed on hold, pending receipt of all required information.

Kind regards

Donna Want
Regulatory Services Support Officer
Te Kai Maangai Whakaanga Kiritaki

Plan of approved alcohol licensed area.

Salt and Wood Collective Limited situated at 11 Ngaio Road, Waikanae and known as The Salt and Wood Collective



Undertaking

- There shall be a maximum of 35 people outdoors on the site at any one time.

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:	Salt and wood collective Ltd
Applicants name: (Individual or Company)	Salt and wood collective Ltd
Premises address:	11 Ngaio Road Waikanae
Contact phone:	Home:Mobile: 0212397533
Contact email:	lynz@foodfolk.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

X 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:

Lynsey Batty

Signature:

Lynsey Batty
LBatty

Commented [LB1]: "Lynsey Batty"

Date:

23/26

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

Salt and Wood and Saltys Duty Managers Register 2025

Name	CERT Number	Expiry date	Date of Birth	Appointment date	Type of manager	Termination date	SEX
Todd Francis Cameron	45/CERT/051/2014	Under renewal	18.10.1981	2016	Owner/Duty Manager		M
Carrie Louise Ede	45/CERT/249/2015	04.06.2028	13.06.1988	2016	Owner/Duty Manager		F
Kate Eileen Burke	45/CERT/745/2019	29.03.2023	04.06.1989	2019	Duty Manager	25.08.2022	F
Kirtea Hira Morehu	45/CERT/549/2018	31.03.2025	19.12.1985	August 2020	Duty/ Bar Manager	26.11.2022	F
Tajovannda Faasalaha Mele Tusi Tala	45/ CERT/969/2021	8.10.2027	18.10.1996	Nov 2021	Duty Manager		F
Jayden Talor Cowell	45/CERT/855/2020	30.7.2024	30.07.1998	March 2022	Duty Manager	14.09.2023	M
Brandon Alan Sampson	45/CERT/1017/2022	30.05.2026	23.03.2001	May 2022	Duty Manager	10.3.2024	M
Raegan Sharp	45/CERT/1048/2022	4.10.2026	07.10.1978	August 2022	Duty Manager		F
Tayla Margaret Francis- Hinton	45/CERT/1073/2022	24.1.2027	20.09.1996	January 2023	Duty Manager		F
Yehushua Eijeriks	45/CERT/1144/2023	21.12.2027	02.11.1994	December 2023	Duty Manager		M
Thomas Diaz	45/CERT/1232/2024	15.11.2028	25.06.1992	July 2024	Duty manager		M
Logan James Mabey	45/CERT/945/2025	4.3.2029	28.05.1994	March 2025	Duty Manager		M
Hannah Eva Leigh	45/CERT/1263/2025	20.3.2026	25.05.2000	March 2025	Duty Manager	Maternity Leave. Not an active manager	F
Samantha Alicia -Maree Lupo	45/CERT/946/2021	16.09.2028	16.02.1995	August 2025	Duty Manager		F



HOST RESPONSIBILITY POLICY

We will provide you with tasty beverages if you provide us with respectful behaviour & friendly banter. Remember that we reserve the right to refuse alcohol at any time. We will make sure you have an awesome time with us, however... if you indulge a little too much, please don't be offended if we stop serving you and ask you to leave. We will check your ID if you look (to us) under the age of 30. Be flattered, not annoyed. If you don't have it, we don't serve you, so come prepared. We will happily call you a taxi home, or to your next location. Just ask your friendly bar staff. We are all trained to know our stuff. Any questions, just hit us up (we don't write the rules, we just follow them).

**LOVE FROM YOUR MATES HERE AT
SALT AND WOOD BBQ.**



Lynz Batty

From: LaviniaBrian Cameron <laviniabriancameron@gmail.com>
Sent: Tuesday, April 14, 2026 1:18 PM
To: Lynz Batty
Subject: Re: Off Licence- 11 Ngaio Road

The Cameron Family Trust has no objections in having a off licence at our premises 11 Ngaio Road Waikanae.

Regards
Brian Cameron

On Tue, 14 Apr 2026, 12:05 pm Lynz Batty, <Lynz@foodfolk.co.nz> wrote:

Hi

Can we please have an email from you saying that you don't object to us having an off Licence on the premise for our renewal

Thank you