

OIR: 2526/235

28 January 2026

[REDACTED]
[REDACTED]

Tēnā koe [REDACTED],

Request for Information under the Local Government Official Information and Meetings Act 1987 (the Act) (the LGOIMA)

Thank you for your email of **16 December 2025** requesting the following information:

Applications for licences

a) By year, how many applications have you received for the following?

- ***new on-licences***
- ***on-licence renewals***
- ***special licences***
- ***manager's certificates***
- ***temporary authorities and licences.***

Refer to attached spreadsheet.

b) By year, how many applications have you declined for the following?

- ***new on-licences***
- ***on-licence renewals***
- ***special licences***
- ***manager's certificates***
- ***temporary authorities and licences.***

Refer to attached spreadsheet.

Please note that any information provided in response to your request may be published on the Council website, with your personal details removed.

c) What is the average processing time for applications for the following?

- **new on-licences**
- **on-licence renewals**
- **special licences**
- **manager's certificates**
- **temporary authorities and licences.**

This information is not required to be collected as part of the annual reporting requirements under the Act and we do not hold this information for the 5 year period requested. Therefore, this part of your request is refused under section 17(e) of the Act as the documents alleged to contain the information requested do not exist.

However, please see attached spreadsheet labelled 'Q3 – Processing Days per Application type for 2025' which provides the average processing days for one year of data, as the required public notification period under the Act is 25 days that will always inform the average.

It is important to note that after an application is received there can be a myriad of reasons why it will go on hold before a licence is issued. Our system is not set up to exclude days on hold from the process count.

Reasons why applications are on hold can include:

- Incomplete paperwork
- Payment not received
- Waiting for Hearing with either ARLA or DLC
- Other authorisation needed (e.g. Building or planning certificate)
- The Applicant may also request the application is paused while other matters are dealt with

d) Do you set your application and annual fees in line with the Sale and Supply of Alcohol (Fees) Regulations 2013? If not, what application and annual fees do you charge?

Application and annual fees are set by the Kapiti Coast District Council [Alcohol Licensing Fees Bylaw 2024](#), attached

Decisions by District Licensing Committees

e) What conditions, including trading hours, does the District Licensing Committee (DLC) in your area place on on-licences and special licences, and with what frequency do they decide to place these conditions?

In addition to standard conditions prescribed under the Sale and Supply of Alcohol Act 2012, pursuant to the Kapiti Coast Tri agency Memorandum of Understanding (Inspectorate, Police, Medical Officer of Health), the following condition is now being added to new and renewed on-licences:

- No intoxicated persons may be allowed to enter or remain on the premises.

All on-licences and special licences contain a condition specifying the licensed area, and a plan of the licensed area is attached to the licence.

In the case of one tavern licence, a condition related to a one-way door policy has been included.

Examples of standard licences are attached.

f) By year, how many DLC hearings have been held regarding the following, what were the reasons for holding those hearings, and what were the outcomes of those hearings?

- *new on-licences*
- *on-licence renewals*
- *special licences*
- *manager's certificates*
- *temporary authorities and licences.*

Refer to attached spreadsheet.

Decisions on the applications determined via a DLC hearing can be found on Councils website:

[DLC 2023-2025](#)
[DLC 2019-2022](#)

g) By year, how many DLC decisions regarding the following are appealed to the Alcohol Regulatory and Licensing Authority (ARLA), what were the reasons for those appeals, and what were the outcomes of those appeals?

- *new on-licences*
- *on-licence renewals*
- *special licences*
- *manager's certificates*
- *temporary authorities and licences.*

Refer to attached spreadsheet.

Membership of District Licensing Committees

h) What is your selection and appointment process for DLC members in your area?

The Chair and Deputy Chair of the Kāpiti District Licensing Committee are appointed by Council resolution at the commencement of each triennium. The current Chair and Deputy Chair were appointed on 11 December 2025 (link to the

meeting agenda and recording can be found [here](#)) for the duration of the triennium. The report presented outlines the considerations for Council when making the appointments.

The other members are recruited through advertising an expression of interest process through local newspapers, Council's website and social media. Interested persons can send through their curriculum vitae and are invited to a meeting with the Chair and a Council officer ahead of a formal report to Council recommending an appointment. A recruitment process for three more list members is currently underway and the last process was conducted in January 2025 with a formal report presented to Council on [30 January 2025](#).

i) What training do you offer DLC members?

New members received training on the role and responsibilities of the District Licensing Committee and the application of the Sale and Supply of Alcohol Act 2012 through [Meeting and Governance Solutions](#). Further to that, various other webinar opportunities that are advertised by the DLC network, the Alcohol Regulatory and Licensing Authority (ARLA) and alcohol.org are regularly communicated with members of the committee to make them aware of training opportunities available.

j) What is the average tenure of DLC members in your area?

Council does not hold statistics on the average tenure of DLC members. On that basis this part of your request must be refused under section 17(e) of the Act as the documents alleged to contain the information requested do not exist.

However, I can provide the following information which I hope will be helpful. During the last triennium, the following former list members were appointed to the DLC and have since resigned:

List Member	Appointment Term
Philip Parkinson	Appointed 7 November 2013 and served two consecutive terms (of five years each) ¹ . His second term finished in November 2023. He served a total of 10 years.
Trevor Knowles	Appointed 7 November 2013 and served two consecutive terms (of five years each). His second term finished in November 2023. He served a total of 10 years.
Susie Mills	Appointed on 18 December 2018 and re-appointed for a second term. She resigned on 1 September 2025. She served a total of 6 years and 9 months.
Ron Tustin	Appointed on 23 March 2023 and resigned on 2 October 2024. He served a total of 1 year 6 months.

¹ In line with the provisions of the Sale and Supply of Alcohol Act 2012, list members can serve up to two terms on the committee. Each term of appointment runs for five years.

The other list members currently appointed are Bede Laracy (appointed as Chair on 6 November 2025), Glen Cooper (appointed as Deputy Chair on 6 November 2025), Martin Halliday (appointed on 18 December 2023), Jackie Elliott (appointed on 18 December 2023) and Julia Palmer (appointed on 30 January 2025). The three list members are each appointed for a term of five years.

k) Do you have any insights about the quality of the decisions made by DLCs and the criteria they apply for making these decisions?

Under the Sale and Supply of Alcohol Act 2012, any decision of the District Licensing Committee can be appealed to the Alcohol Regulatory and Licensing Authority (ARLA) who can comment on the quality and content of the decision. Council officers, as the secretary appointed in line with the Act, issue the decision to all parties but do not review or comment on the quality and content of the decisions.

Inspections and enforcement

l) By year, how many licensing inspections are conducted, and what proportion find non-compliance?

Refer to attached spreadsheet.

Inspection notes are recorded for follow up where required and for reference during reporting on licence renewal applications. Proportion of non-compliance is not recorded.

m) By year, how many on-licences and manager's certificates been suspended and / or cancelled?

Refer to attached spreadsheet.

Please note that this also occurs through s280 application to ARLA by Police. Council, is only made aware of the result and is not the principal party in causing the suspension or cancellation, in these instances.

n) By year, how many controlled purchase operations have been conducted in your area, and what are the general outcomes of these operations?

Refer to attached spreadsheet.

o) By year, how many licensing inspectors have given notice about building or sitework that they believe does not comply with the Building Act 2004?

Refer to attached spreadsheet.

p) How do you establish and maintain relationships with other regulators?

In October 2025, a Memorandum of Understanding was signed by the three reporting agencies for the Kapiti Coast District.

The purpose of this Memorandum of Understanding (MoU) is to establish a framework for collaboration pursuant to section 295 of the Sale and Supply of Alcohol Act 2012 (the Act) between the reporting agencies to undertake a consistent and collaborative approach to minimising alcohol related harm.

Section 295 Duty to collaborate

The Police, inspectors, and Medical Officers of Health within each territorial authority's district must—

- (a) establish and maintain arrangements with each other to ensure the ongoing monitoring of licences and the enforcement of this Act; and*
- (b) work together to develop and implement strategies for the reduction of alcohol-related harm.*

The MoU does not undermine the legislated responsibility of the Kapiti Coast District Licensing Committee (DLC) to determine any application for a licence (section 104) and issue a licence subject to any reasonable conditions not inconsistent with the Act (section 117).

The objectives of this MoU are to:

- meet the object of the Act
- apply a consistent approach to licence applications across the district and greater Wellington region
- address some of the causes of alcohol related harm from Off licensed premises that have become more prevalent since the legislation was written.

q) *By year, how many complaints do you receive in relation to hospitality businesses, and what are the themes of these complaints?*

Refer to attached spreadsheet.

Very few complaints are received about on-licensed or special licensed premises.

Nature of complaints:

- Duty manager not on site
- Young person not served alcohol because the DM was not confident that the accompanying older person was their parent/legal guardian

Local Alcohol Policies

r) *Do you have a Local Alcohol Policy?*

No

s) *Do you have any insights you can share about your Local Alcohol Policy? Does it achieve its objectives? Has it reduced alcohol harm / complaints / offending?*

Not applicable.

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to info@ombudsman.parliament.nz, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,



Brendan Owens

Group Manager Customer and Community
Kaiwhakahaere Rōpū - Kiritaki me te Hapori

If you are interested in the attachments which accompany this response, please contact us at: informationrequest@kapiticoast.govt.nz.