

# APPLICATION FOR ON-LICENCE OR RENEWAL OF ON-LICENCE



## Form 3, 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

|                        |
|------------------------|
| <b>For Council use</b> |
| 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 included at the end of the form.**

|  |   |   |
|--|---|---|
| This application is made in accordance with the particulars set out below:   |   |   |
| <b>1. Application Type</b>   |   |   |
| <b>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.</b> |   |   |
| <input type="checkbox"/> New On-Licence  | <input type="checkbox"/> Renewal of On-Licence<br>Licence number:         | <input checked="" type="checkbox"/> Renewal of On-Licence with variation of conditions<br>Licence number: <b>45/ON/034/2024</b> |
| <b>2. Endorsements</b>   |   |   |
| <b>Tick the appropriate box if you want to add an endorsement to the licence</b>   |   |   |
| <input type="checkbox"/> Allow BYO   | <input type="checkbox"/> On-Licence <u>plus</u> Caterer's On-Licence      |   |
| <input type="checkbox"/> BYO Licence <u>only</u>   | <input type="checkbox"/> Caterer's On-Licence <u>only</u> (no restaurant) |   |
| <b>3. Details of Applicant</b>   |   |   |
| Full legal name or names to be on licence (if a company, must be company name):<br><b>Duncan's Brewing Company Limited</b>   |   |   |
| Whether licence already held for premises or conveyance concerned: <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> , and if 'Yes' state kind of licence    |   |   |
| <b>4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012</b>  |   |   |
| <input type="checkbox"/> Natural person(s)   | <input checked="" type="checkbox"/> Private Company                       |   |
| <input type="checkbox"/> Body Corporate  | <input type="checkbox"/> Public Company                                   |   |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Other (please specify).....                      |   |

**5. For Applicant that is a Natural Person(s)**

Full legal name:

Any aliases (and/or maiden name):

Usual residential address: Number

Street:

Suburb:

City:

Postcode:

Sex:

Occupation:

Date of birth:

Place of birth:

Telephone:

Mobile:

Email:

**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: **Wai Familton**Designation/Position: **Manager**

Telephone:

Mobile: **027 216 8039**Email: **wai@duncansbrewing.co.nz****8. Postal Address for Service**Number/Street/PO Box: **4BSheffield St**

Suburb:

City: **Paraparaumu**Postcode: **5032****9. Business Details***Describe principal business, any other businesses***Principal business is brewery, tap room and cellar door/off licence****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:****George Harris Duncan**

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

|                                    |  |
|------------------------------------|--|
| Authorised capital:                | Paid up capital:                         |
| Name: <b>George Duncan</b>         | Address: Street number <b>4B</b>         |
| Street: <b>Sheffield Street</b>    | Suburb:                                  |
| City: <b>Paraparaumu</b>           | Postcode: <b>5032</b>                    |
| Date of birth: <b>10/04/86</b>     | Place of birth: <b>Wellington</b>        |
| Designation: <b>Director/Owner</b> | Face value of shares held: <b>81.42%</b> |

**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 (if not a Conveyance)**

|  |                                 |                       |
|--|---------------------------------|-----------------------|
| Address: Number <b>4B</b>  | Street: <b>Sheffield Street</b> |                       |
| Suburb:  | City: <b>Paraparaumu</b>        | Postcode: <b>5032</b> |
| Trading Name: <b>Duncan's Brewing</b>  |                                 |                       |
| <b>If not Owned by Applicant:</b>  |                                 |                       |
| Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i> <b>Tenancy Agreement</b> |                                 |                       |
| Full legal name of owner: <b>Seagull Limited</b>   |                                 |                       |
| Address: Number <b>74</b>  | Street: <b>Overtoun Terrace</b> |                       |
| Suburb: <b>Hataitai</b>  | City: <b>Wellington</b>         | Postcode: <b>6021</b> |

Is the licence conditional on completion of building work:  Yes  No, and if "Yes", state details:

**15. Details of Conveyance**

|   |
|---|
| Kind: <i>(eg, ship, railway carriage, bus, etc)</i>   |
| Tenure: <i>(state whether owned by applicant, or to be operated under charter, lease, or licence)</i> |

|   |                                  |           |
|---|----------------------------------|-----------|
| <b>If not Owned by Applicant:</b>   |                                  |           |
| Full legal name of owner:   |                                  |           |
| Address: Number   | Street:                          |           |
| Suburb:   | City:                            | Postcode: |
| Any registration number:  |                                  |           |
| Any home base address:  |                                  |           |
| Any name used or proposed for conveyance:   |                                  |           |
| Is the licence conditional on completion of construction work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:   |                                  |           |
|   |                                  |           |
| <b>16. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i></b>   |                                  |           |
| Full legal name: <b>Fleur Horstmann Bliss</b>   |                                  |           |
| Number of manager's certificate: <b>49D/CERT/278/2025</b>   | Expiry Date: <b>23 June 2026</b> |           |
| Full legal name: <b>Llewellyn Bardecki</b>  |                                  |           |
| Number of manager's certificate: <b>49D/CERT/113/2021</b>   | Expiry Date: <b>16 Feb 2027</b>  |           |
| <b>17. Business Details</b>   |                                  |           |
| State the general nature of the business to be conducted by applicant in the premises if licence granted: <i>(for example, hotel, tavern, restaurant, entertainment/nightclub)</i><br><b>Brewery Tap Room &amp; Cellar Door</b>   |                                  |           |
| Is the sale of alcohol intended to be the principal purpose of business: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No and advise the intended principal purpose of business <i>(for example: sale of food; entertainment; accommodation)</i> .<br><b>Principal business is manufacturing (alcoholic beverages)</b>   |                                  |           |
| 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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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><br><b>Alcoholic beverages, food, merchandise</b> |                                  |           |

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

Monday to Thursday, and Sunday 9am - 10pm  
 Friday to Saturday 9am - 1am

Do you have, or require, a Trading in Public Place licence to permit consumption of alcohol on footpath:  Yes  No If 'Yes', please attach and number #.....

**18. Conditions**

- 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 '#.....'

**Doc attached?  
Number.**

Describe experience and training of applicant:

We have been operating without incident since 2018.  
 We currently have 4 staff employed with Duty Managers Certificates.

Yes / No  
#.....

Describe the type and range of food intended to be available for purchase:

Pre-made Toasted Sandwiches, Pre-made Savoury Croissants,  
 Bratwurst Sausage and bun with condiments, Bar Snacks

Yes / No  
#.....

Describe the type and range of non-alcoholic beverages intended to be available for purchase:

Sodas (cola, lemonade, ginger beer), Juices (orange, apple),  
 Non-alcoholic slushies, Free drinking water

Yes / No  
#.....

Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):

Titan, Session Hazy Ale 2.5%

Yes / No  
#.....

Describe to what extent, and where, drinking water is intended to be freely available to patrons (if no access to mains water supply, also advise the potability of water intended to be available):

Chilled Water Bottles and glassware available for patrons to freely take to tables

Yes / No  
#.....

|  |   |
|--|---|
| <p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Policy check for ID for those who look under 25 years.<br/> No intoxicated persons allowed to enter premises.<br/> Staff to look for and be aware of indicators of intoxication, to prevent intoxication, or sale of alcohol to intoxicated persons.</p>   | <p>Yes / No<br/> #.....</p>                                     |
| <p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>Host responsibility signage displayed.</p>   | <p>Yes / No<br/> #.....</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>Four experienced Duty Manager Cert holders are on our team.</p>   | <p>Yes / No<br/> #.....</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"> <li>• reduced, by more than a minimal extent, by granting the licence; or</li> <li>• increased, by more than a minimal extent, by the refusal to renew the licence.</li> </ul> <p><i>This includes issues such as noise (including amplified music, people in outdoor areas or arriving or leaving premises), the effects on sensitive users within locality such as pre-schools, schools and medical centres:</i></p> <p>Zoned in industrial area, no direct effect on residential.</p>                   | <p>Yes / No<br/> #.....</p>                                     |
| <p><b>For Licence Renewal Only:</b> Describe any conditions of the licence the applicant seeks to vary or cancel:<br/> <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>Current licensed hours are Monday to Sunday 9am - 10pm</p> <p>Action sought: <input checked="" type="checkbox"/> <b>Variation</b>    <input type="checkbox"/> <b>Cancellation.</b> If Variation, in what respect does the applicant seek to vary the condition?<br/> Request to vary hours to Monday to Thursday, and Sunday 9am - 10pm.<br/> And Friday to Saturday 9am - 1am.</p> | <p>Yes / No<br/> #.....<br/> #.....<br/> #.....<br/> #.....</p> |

|   |                                       |
|---|---------------------------------------|
| <p>Full reasons for variation or cancellation:<br/> Variation request to accomodate special occassional events where the brewery is required to trade until 1am. In 2025 we applied for spcial licenses for several of these events (x3). Amended hours would mitigate the need to apply for a special licencen in these instances.</p>   |                                       |
| <p><b>19. Attachments (if Not a Conveyance)</b></p> <ul style="list-style-type: none"> <li>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</li> </ul>  | <p><b>Doc attached? Number.</b></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><del>Yes</del> / No<br/>#.....</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><del>Yes</del> / No<br/>#.....</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><del>Yes</del> / No<br/>#.....</p> |
| <p>A scale floor plan showing the licensed area and, if applicable, each area to be designated as a supervised area or restricted area, 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 / <del>No</del><br/>#.....</p> |
| <p>For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i></p>   | <p><del>Yes</del> / No<br/>#.....</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 type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy, and if 'No' complete a CPTED checklist (<i>see HPA and the Ministry of Justice websites for more information</i>).</p> | <p><del>Yes</del> / No<br/>#.....</p> |
| <p>Please attach a photograph or artist's impression of the exterior of the proposed premises. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i></p>   | <p><del>Yes</del> / No<br/>#.....</p> |
| <p>Please attach a map showing the location of the premises. <i>Not required for renewal.</i></p>   | <p><del>Yes</del> / No<br/>#.....</p> |
| <p>For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the 'Yes' and repeat the document number you have given it.</p>  |                                       |
| <p>Please attach a copy of your Host Responsibility Policy.</p>   | <p>Yes / <del>No</del><br/>#.....</p> |
| <p>Please attach a copy of a sample food menu.</p>  | <p>Yes / <del>No</del><br/>#.....</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><del>Yes</del> / No<br/>#.....</p> |

| <b>20. Attachments (Conveyance)</b>  |                              | <b>Doc attached?<br/>Number.</b> |
|--|------------------------------|----------------------------------|
| <ul style="list-style-type: none"> <li>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</li> </ul>   |                              |                                  |
| A scale floor plan showing the licensed area and, if applicable, each area to be designated as a supervised area or restricted area, and the principal entrance.   |                              | Yes / No<br>#.....               |
| For body corporate applicant, copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>   |                              | Yes / No<br>#.....               |
| Please attach a photograph or artist's impression of the exterior of the conveyance. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i>  |                              | Yes / No<br>#.....               |
| For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the 'Yes' and repeat the document number you have given it.  |                              |                                  |
| Please attach a copy of your Host Responsibility Policy.   |                              | Yes / No<br>#.....               |
| Please attach a copy of a sample food menu.  |                              | Yes / No<br>#.....               |
| If the conveyance is owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of licence to this conveyance. <i>Not required for a renewal unless the previous lease has expired.</i> |                              | Yes / No<br>#.....               |
| <b>21. Further details when Applicant is a Company</b>   |                              |                                  |
| <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: George Duncan  | Address: 4B Sheffield Street |                                  |
| Suburb:  | City: Paraparaumu            |                                  |
| Postcode: 5032   | Date of birth: 10/04/86      |                                  |
| Place of birth: Wellington   | Designation: Director/Owner  |                                  |
| Name:  | Address:                     |                                  |
| Suburb:  | City:                        |                                  |
| Postcode:  | Date of birth:               |                                  |
| Place of birth:  | Designation:                 |                                  |
| Name:  | Address:                     |                                  |
| Suburb:  | City:                        |                                  |
| Postcode:  | Date of birth:               |                                  |
| Place of birth:  | Designation:                 |                                  |
| Are additional sheets attached? Yes / No - Doc number #.....   |                              |                                  |

**22. Further details when 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 #.....

**23. 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: Wai Familton

Date: 05/02/26

Signature: 

Dated at location: Paraparaumu

**Privacy Statement**

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made 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 the alcohol licence – please contact me when it is ready by  Phone or  Email  
OR
- Please email the 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 On-Licence Application 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 for a NEW licence is regarding 'premises - not a conveyance', you must also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council. A 'conveyance' means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people.

### Completing your application

### Who should complete which fields

| 1  | Type of Application                                  | All applicants to complete.  |
|----|--|--|
| 2  | Endorsements   | Only complete if seeking an endorsement for BYO or Caterer. This is for restaurants who only allow BYO and caterers who also have a restaurant or only cater.  |
| 3  | Details of Applicant                                 | All applicants to complete. If a company receives 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. Complete all sections.  |
| 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. Complete all sections.   |
| 8  | Postal Address for Service                           | All applicants to complete.  |
| 9  | Business Details                                     | What is your principal business? For example restaurant, entertainment centre, sale of alcohol (ie 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 (if not a conveyance)            | <p>All applicants must complete either 14 or 15.</p> <p>A 'conveyance' is premises which are used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle.</p> <p>A 'premises - not a conveyance', are any other type of premises (building) for which you are seeking a licence.</p> |
| 15 | Details of Conveyance                                |  |
| 16 | Details of Duty Manager(s)/Proposed Managers         | All applicants to complete. If more than 2 please attach details separately.   |
| 17 | Business Details                                     | All applicants to complete.  |

|    |  |   |
|----|--|---|
| 18 | Conditions                                       | All applicants to complete.                               |
| 19 | Attachments (if not a conveyance)                | All applicants must complete either 19 or 20 (see 14/15). |
| 20 | Attachments (conveyance)                         |   |
| 21 | Further Details where Applicant is a Company     | Only complete if private or public company.               |
| 22 | Further Details where Applicant is a Partnership | Only complete if a partnership.                           |
| 23 | Signature of Applicant                           | All applicants to complete.                               |

# A205 REV

DUNCAN'S BREWING CO  
 BREWERY DEVELOPMENT  
 4B SHEFFIELD STREET

## FOR ACCESSIBILITY REPORT

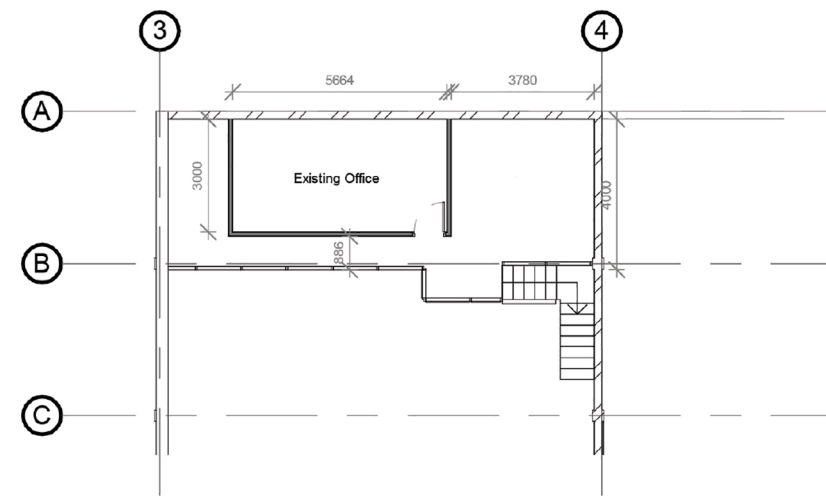
Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings.  
 If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

PROJECT No. PROJECT NUMBER  
 PLOT DATE. 13/09/2022 5:52:07 pm

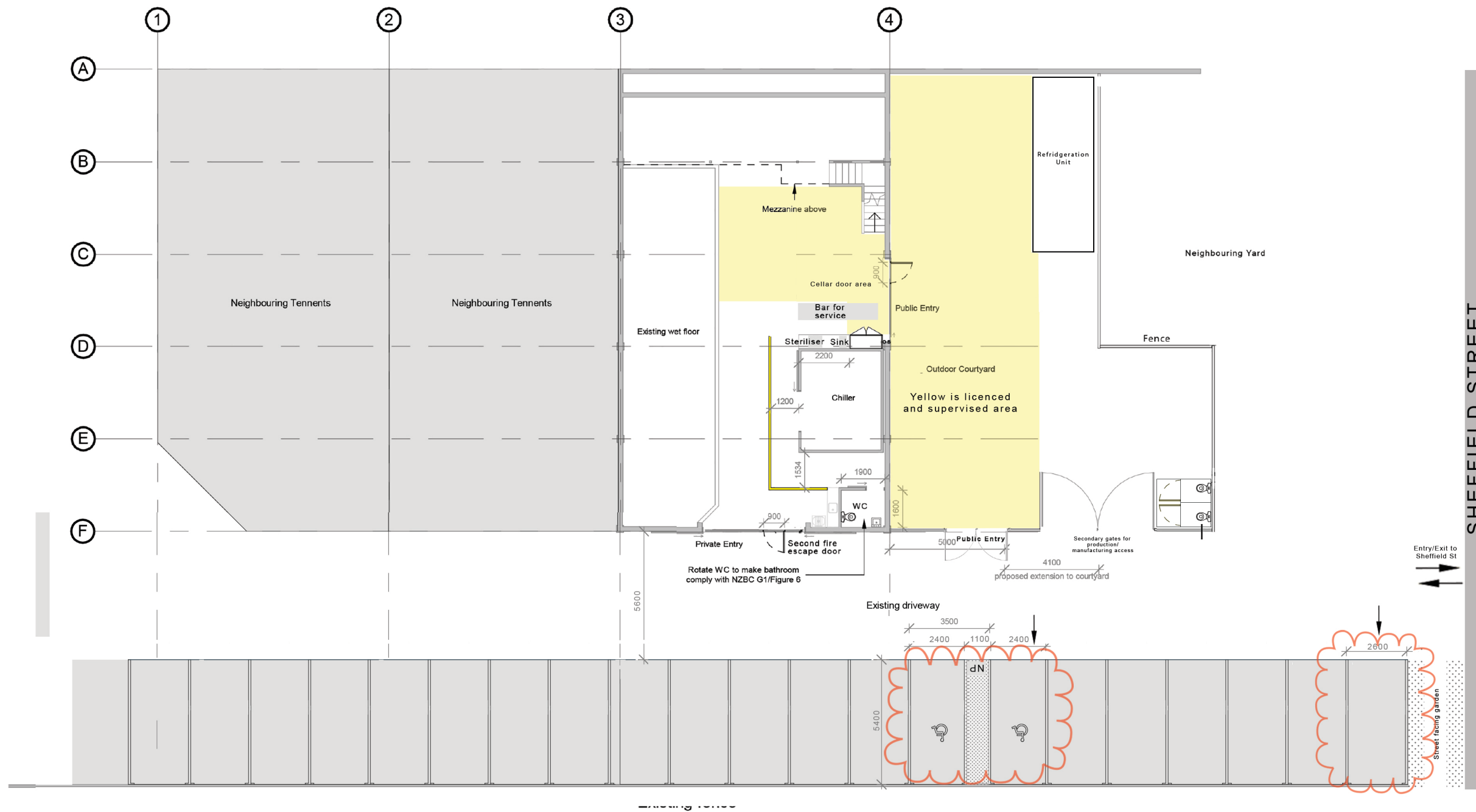
| NO. | DESCRIPTION  | DATE     |
|-----|--------------|----------|
| C   | COUNCIL RFIs | 07.03.24 |

### Site Information

Rainfall Intensity: 70 mm/h  
 Climate Zone: 2  
 Corrosion Zone: D  
 Legal Description: Lot 6 DP 31432  
 Wind Zone: Extra High  
 NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.



**Mezzanine**  
 SCALE @ A3 - 1 : 200 | SCALE @ A1 - DOUBLE SCALE



**Ground Floor**  
 SCALE @ A3 - 1 : 200 | SCALE @ A1 - DOUBLE SCALE

SHEFFIELD STREET





## 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:

Wai Familton

Signature:



Date:

05/02/2026

## Submitting applications

Email completed forms to: [licence.application@kapiticoast.govt.nz](mailto: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



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## Host Responsibility Policy

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The management and staff managing the Duncan's Brewing Tasting Room and designated areas as listed on the Duncan's Brewing Alcohol On-Licence, have a responsibility to provide an environment that is comfortable, welcoming and where alcohol is served responsibly and within the provisions of the Sale and Supply of Alcohol Act 2012. Because of this, we have implemented the following Host Responsibility policy.

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.

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 photo driver's licence, an 18+ Evidence of Age card or a current passport.

Our policy is zero tolerance for aggressive, coercive or violent behaviour.

A good range of food is always available. Menus are available at all times.

We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including fruit juice, soft drinks and low-alcohol beer). Drinking water is available free of charge at all times.

We promote a range of transport options to get you home safely. We encourage people to have a designated driver. We offer the designated driver a range of alcohol-free drinks.

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

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please enjoy our Brewery, and take advantage of the services we offer. We pride ourselves on being responsible hosts.



## **Tasting Room Sample Menu**

|   |    |
|---|----|
| Salami, pesto and cheese toastie w crisps             | 15 |
| Cheese and ham melt w crisps                          | 15 |
| Mushroom, onion and cheese croissant toastie w crisps | 15 |
| Pork, Jalapeno & Cheddar Hot Dog                      | 12 |
| Turkish Garlic Bread (v)                              | 10 |

## **Bar Snacks**

|         |   |
|---------|---|
| Popcorn | 4 |
| Crisps  | 4 |
| Nuts    | 4 |

**Ref: PB0079**

22 June 2026

Waimatao Anne Familton  
Duncan's Brewing Co Ltd  
4B Sheffield Street  
Paraparaumu 5032

Dear Waimatao Anne Familton

**Request for Planning Certificate under Sale and Supply of Alcohol Act 2012**

|                             |  |
|-----------------------------|--|
| <b>Business Name:</b>       | Duncan's Brewing Company Limited   |
| <b>Site Address:</b>        | 4B Sheffield Street Paraparaumu  |
| <b>Legal Description:</b>   | Lot 6 DP 31432   |
| <b>Zone:</b>                | General Industrial   |
| <b>Consent Description:</b> | Planning Certificate   |
| <b>Proposal:</b>            | Application is for a new On Licence with changes to existing hours of operation. |

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012 that the proposed use of the premises meets the requirements of the Resource Management Act 1991, and the Operative Kapiti Coast District Plan (2021).

**Category of Activity:**

- |                              |                                   |
|------------------------------|-----------------------------------|
| • Permitted Activity         | No                                |
| • Existing Use               | Yes                               |
| • Resource Consent Required  | Yes                               |
| • Resource Consents Granted: | RM980089, RM230184 and RM 230184A |

**Conclusion**

This application is for a new On Licence with changes to existing hours of operation, to accommodate the proposed activity at the above existing premises.

The premises are located within the General Industrial Zone as identified under the Operative Kapiti Coast District Plan (2021). The immediate and surrounding environment predominantly comprises a variety of Industrial/Mixed Use activities.

The company was initially established in December 2016 under Building Consent (BC160894) and occupies one of ten industrial units on the site.

The general nature of the premises is that of a brewery, with the principal business being a Tavern, comprising the manufacture/sale of alcohol, food and refreshments, primarily for consumption on the premises.

A previous application to operate an Off licence (selling only alcohol produced on the premises) was granted by Council in 2017. The activity was considered to be ancillary to the existing industrial activity on site, and therefore compliant with the relevant District Plan Permitted Activity Standards pertaining to retailing within the General Industrial Zone.

In 2023, the Applicant lodged a new application with Council for the establishment of a 'On Licence tasting room', and Off Licence cellar door' which required an On-Licence to sell alcohol directly to patrons in conjunction with food. In doing so, this would combine the existing brewery activity with the proposed tasting room, therefore creating an 'on site retail space'.

Resource consent (RM230184) was subsequently granted on 14 May 2024 (To add a retail activity to Duncan's Brewing manufacturing facility in the form of an on-licencing tasting room and off-licence cellar door. The proposed activity was processed as a 'Restricted Discretionary' activity under District Plan Rule GIZ R10 as it was unable to comply with standards GIZ R7.

No specific parking requirements were required under the District Plan for the above activity, and it was considered under the above consent that there were no associated non-compliances with the District Plan Transport chapter overall. There is however, designated onsite parking available, and proposed retail areas are to be clearly indicated.

A further resource consent application to vary condition 2 of the above consent decision (RM230184), was lodged with Council on 26 March 2026, proposing to extend the current hours of operation for the On-Licence tasting room from 9.00am to 10.00pm (Monday to Sunday inclusive) to 9.00am to 1.00am (Monday to Sunday inclusive). This application was subsequently approved by Council and a Decision issued on 22 May 2026.

The Applicant currently leases the property from the owners of the premises (Seagull Limited), who have given consent for (Duncan's Brewing Company Limited) to sell/supply alcohol on and from the premises. Written consent (signed by Mark Hudson - Director of Seagull Limited and dated 12 June 2024) was initially received by Council via email on 8 July 2024 in conjunction with a previous Planning Certificate issued on 14 August 2024.

Subsequent approval supporting the proposal was also provided in a letter from Mark Hudson and Duncan Chisholm (Directors Seagull Limited) (dated 17 March 2026) and submitted with Resource Consent application (RM230184A).

All activities shall be carried out in accordance with the conditions imposed under Resource Consents RM230184 and RM230184A. Copies of the Decision letters, planning reports and 'Final Approved Plan' are provided for your information.

Please note that Resource Consent (RM980089) listed above (To install a sign to identify the premises), relates to a previous owner/operator and is not relevant to this specific application.

The Applicant is also advised that should the scale and intensity of the existing activity increase, a resource consent application may be required.

Existing hours of operation for the On Licence Tasting Room:

9.00am to 10.00pm (Monday to Sunday inclusive)

Approved hours of operation for the On Licence Tasting Room are as follows:

9.00am to 1.00am (Monday to Sunday inclusive)

**Decision:** Approved

**Dated:** 22 June 2026



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**Janice Lee**  
**AUTHORISED OFFICER**



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**Amy Camilleri**  
**AUTHORISED OFFICER**