

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
 Telephone (04) 296 4700 Toll Free: 0800 486 486

Received by
 Kāpiti Coast District Council
 at Paraparaumu
 31 OCT 2024
 By Jared Time 9:33

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 back of the form.

This application is made in accordance with the particulars set out below:		
1. Application Type		
<input type="checkbox"/> New Off-Licence	<input checked="" type="checkbox"/> Renewal of Off-Licence Licence number: 45/OFF/026/2022	<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 checked="" type="checkbox"/> Remote Sales	
3. Details of Applicant		
Full legal name or names to be on licence (if a company, must be a company name):		
World Wines Limited		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence		
OFF-LICENCE		
4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012		
<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:

Preferred mode of contact:

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: PAUL PRETTY

Designation/Position: DIRECTOR

Telephone: 06 364 3161

Email: PAUL@RUTHPRETTY.CO.NZ

Mobile: 027 442 6626

Preferred mode of contact: PHONE

8. Postal Address for Service

Number/Street/PO Box: 16041

Suburb: TE HORO

City: KAPITI COAST

Postcode: 5544

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

Sale of wine from a cellar

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:**

PAUL EDWARD PRETTY

RUTH JANE PRETTY

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

Authorised capital:	Paid up capital:
Name:	Address: Street number
Street:	Suburb:
City:	Postcode:
Date of birth:	Place of birth:
Designation:	Face value of shares held:

13. For a Partnership

Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:
Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

14. Details of Premises

Address: Number 41	Street: SCHOOL ROAD	
Suburb: TE HORO	City: KAPITI COAST	Postcode: 5544
Trading Name: WORLD WINES LTD		
If not Owned by Applicant:		
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>		
Full legal name of owner:		
Address: Number	Street:	
Suburb:	City:	Postcode:
Type: <i>state whether grocery, hotel, retail shop (other than grocery), or tavern</i>		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:		

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

Full legal name: PAUL EDWARD PRETTY

Number of manager's certificate: 45/CERT/503/2022

Expiry Date: 07/7/2025

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 alcohol, sale of food; entertainment; accommodation*).

Sale of alcohol

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.

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

Monday – Sunday 8am – 5pm

17. Conditions

**Doc attached?
Number.**

- *Write answer below or attach relevant documents that demonstrate compliance.*
- *When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....'*

Describe experience and training of applicant:

Paul Pretty (Director) has owned World Wines LTD for over 30 years and held his bar manager's licence for over 25 years.

No
#.....

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Any new persons trying to purchase wine will be asked for proof of age, as all wine is shipped off premises. Online orders are via an age-restricted web page, and a declaration that the buyer is 18+ is required before an order can be completed.</p>	<p>No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>N/A</p>	<p>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>N/A as Paul Pretty is the only staff member</p>	<p>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>N/A as the wine is only shipped offsite.</p>	<p>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>N/A, the current conditions are correct.</p>	<p>No #..... #..... #..... #.....</p>

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: PAUL EDWARD PRETTY	Address: 41 SCHOOL ROAD	
Suburb: TE HORO	City: KAPITI COAST	
Postcode: 5544	Date of birth: 04/01/1949	
Place of birth: KURE, JAPAN	Designation: DIRECTOR	
Name: RUTH JANE PRETTY	Address: 41 SCHOOL ROAD	
Suburb: TE HORO	City: KAPITI COAST	
Postcode: 5544	Date of birth: 04/01/1953	
Place of birth: WELLINGTON, NEW ZEALAND	Designation: DIRECTOR	
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:	PAUL PRETTY	
Date:	27/10/2024	Signature: 
Dated at location:	THE HORO	

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 publically 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)

<input checked="" type="checkbox"/> I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.
<input type="checkbox"/> 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 <input type="checkbox"/> I have included proof of electronic payment with this application.
<input type="checkbox"/> I have enclosed a cheque with this form.

How I would like to receive my alcohol licence (please select one only)

<input type="checkbox"/> I will collect my alcohol licence – please contact me when it is ready by <input type="checkbox"/> Phone or <input type="checkbox"/> Email OR
<input type="checkbox"/> 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.

- 1 This form must be accompanied by the prescribed fee.
- 2 This form must be accompanied by the required attachments (refer Points 19 or 20).
- 3 Within 20 working days after filing your application with the District Licensing Committee (or 10 working days if it is an application for renewal), the application must be publically notified. The public notice template will be provided on receipt of your application by the Alcohol Licensing Team.

For Office Use: Application Fee Risk Categories

Very Low

High

Low

Very High

Medium

Application Fee Payable: \$ _____ Signature of Licensing Inspector _____

Name of Licensing Inspector _____ Date: _____

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

Once this application is complete then you must ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application forms cannot be accepted by the DLC over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated.

You should 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 only 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 must 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/ bottlestore/grocery store.
10	Criminal Convictions	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.

After your Application is Lodged

Public Notices

You are responsible for giving notice in the Kapiti Observer or Kapiti News 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 complete this, along with further information. Unless notified otherwise by a Licensing Inspector, the notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. The notices must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.

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: Springfield

Applicants name:
(Individual or Company) World Wines Limited

Premises address: 41 School Road, Te Horo
Kapiti Coast

Contact phone: Home: Mobile: 027 442 6626

Contact email: Paul@rulfpretty.co.nz

2. Fire evacuation scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. **www.fireandemergency.nz** or Contact Fire and Emergency New Zealand, wellingtondistrict-rteams@fireandemergency.nz.*

Statement

I hereby state that (tick one):

the **owner** of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017;

OR

because of the building's current use, its owner is not required to provide and maintain such a scheme;

OR

because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

NOTE:

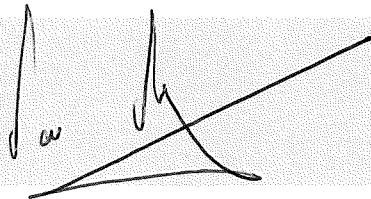
If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand.

Name:

Paul Pretty

Signature:

Add



Date:

26 October 2024

Submitting applications

Email completed forms to: licence.application@kapiticoast.govt.nz

Post to:

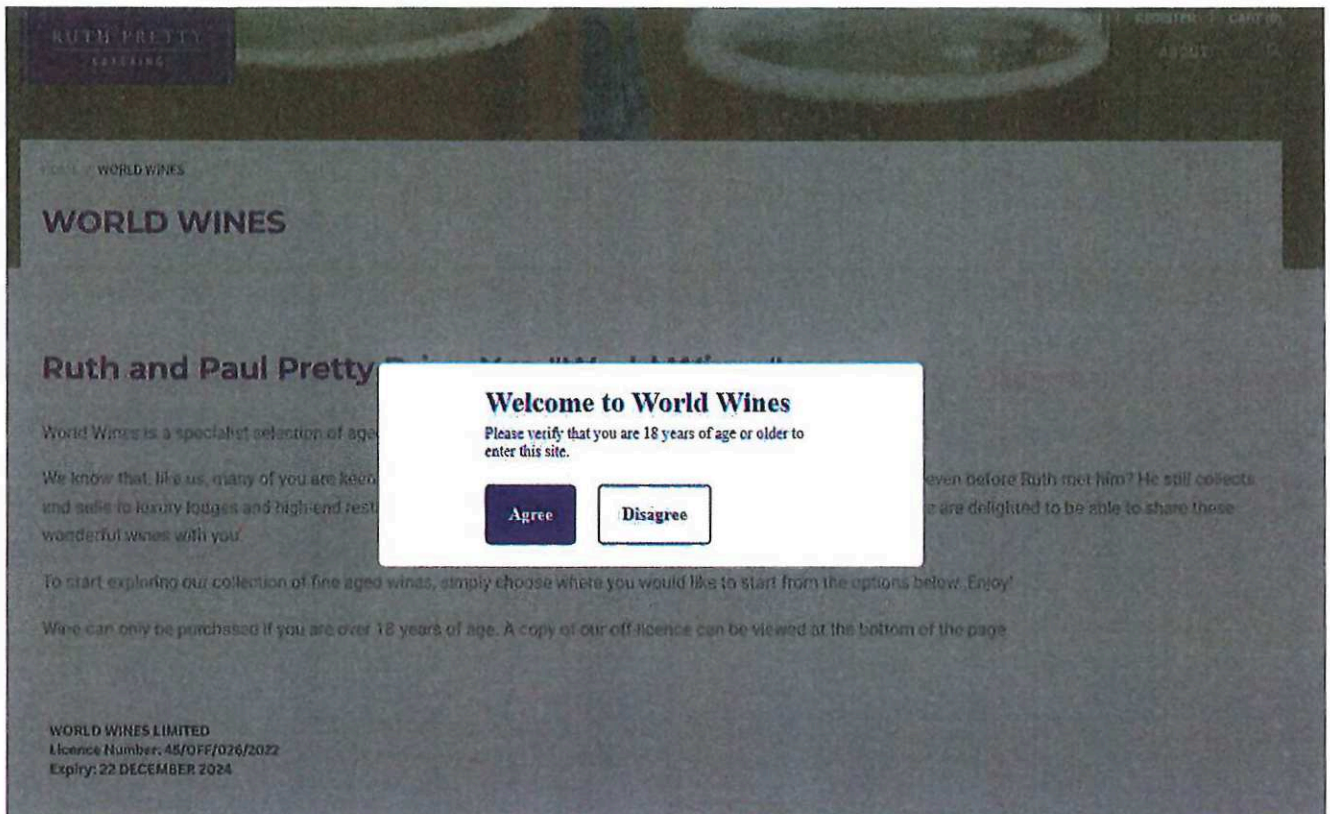
Alcohol Licensing Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

Looking through the application, please also confirm the following:

- How do customers order product?



Via our website. Age verification is required before wine can be viewed.

Paul also has a list of VIP clients that order directly through him by email. They are all older, wealthy people. Paul sends his cellar list by email to these clients.

All wine that is delivered in the courier is signature required and age restricted.

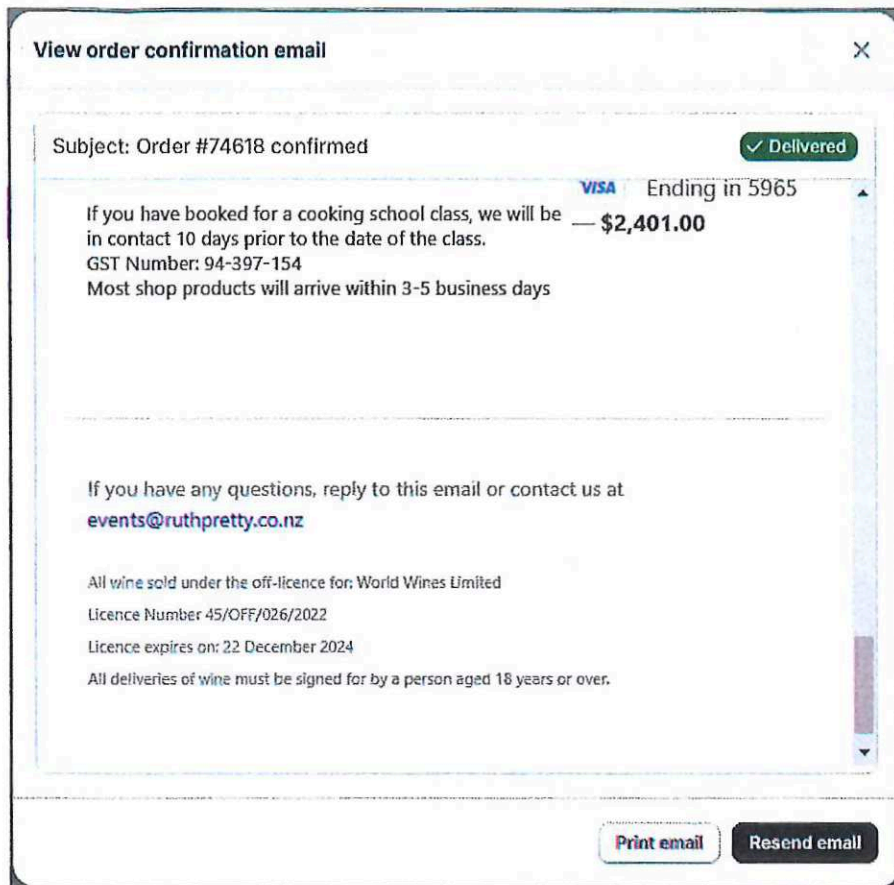
Below is a copy of a recent invoice from a direct sale:

WORLD WINES LTD			
INVOICE			
Date: Friday 29 November 2024		Dispatch Date: Monday 2 December 2024	
Bill to: Mick Carolan		Delivery Address: Jane Carolan Venia Designs Suite 2: 4 Axis Building 1 Cleveland Road, Parnell Auckland 1052	
Quantity	Description	Unit Price (incl. GST)	Total
9	Te Mata Estate Awatea 2014 Hawkes Bay Cabernet Merlot	\$ 70.00	\$ 630.00
15	Te Mata Estate Awatea 2016 Hawkes Bay Cabernet Merlot	\$ 70.00	\$ 1,050.00
			\$ 1,680.00
		Freight	\$ 70.00
		TOTAL (incl. GST and Delivery)	\$ 1,750.00
Payment by Return			
Name:	RUTH PRETTY CATERING LIMITED		
Account:	12-3192-0040595-00		
GSTNO:	94-397-154		
WORLD WINES LIMITED Licence Number 45/OFF/026/2022 Expiry: 22 December 2024 All deliveries must be signed for by a person aged 18 years or over.			

- Website address for World Wines?

<https://www.ruthpretty.co.nz/pages/from-the-cellar>

- Please provide a copy of a receipt provided to purchasers



15 Information to be provided by remote sellers

- (1) The holder of an off-licence that sells alcohol by remote sale using an internet site must display on the internet site in a prominent place—
 - (a) the information stated in subclause (4); and
 - (b) either a legible image of the licence, or a clearly identified link to such an image.

The link to this is at the top of the World Wines page on our website.

- (2) The holder of an off-licence that sells alcohol by remote sale using catalogues must publish in every catalogue the information stated in subclause (4).

Cellar list attached for reference.

- (3) Every holder of an off-licence that sells alcohol by remote sale must ensure that there is printed on every receipt issued for alcohol sold remotely the information stated in subclause (4).

See above Invoice (for private sale) and Shopify receipt.

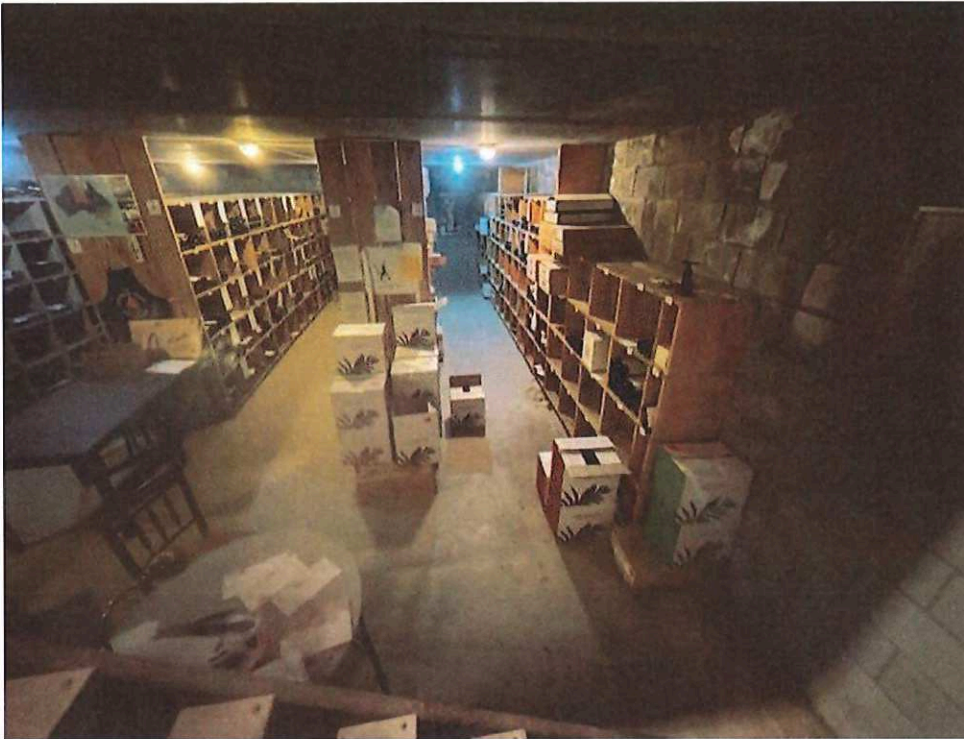
- (4) The information is the holder's name and licence number, and the date on which the licence expires.

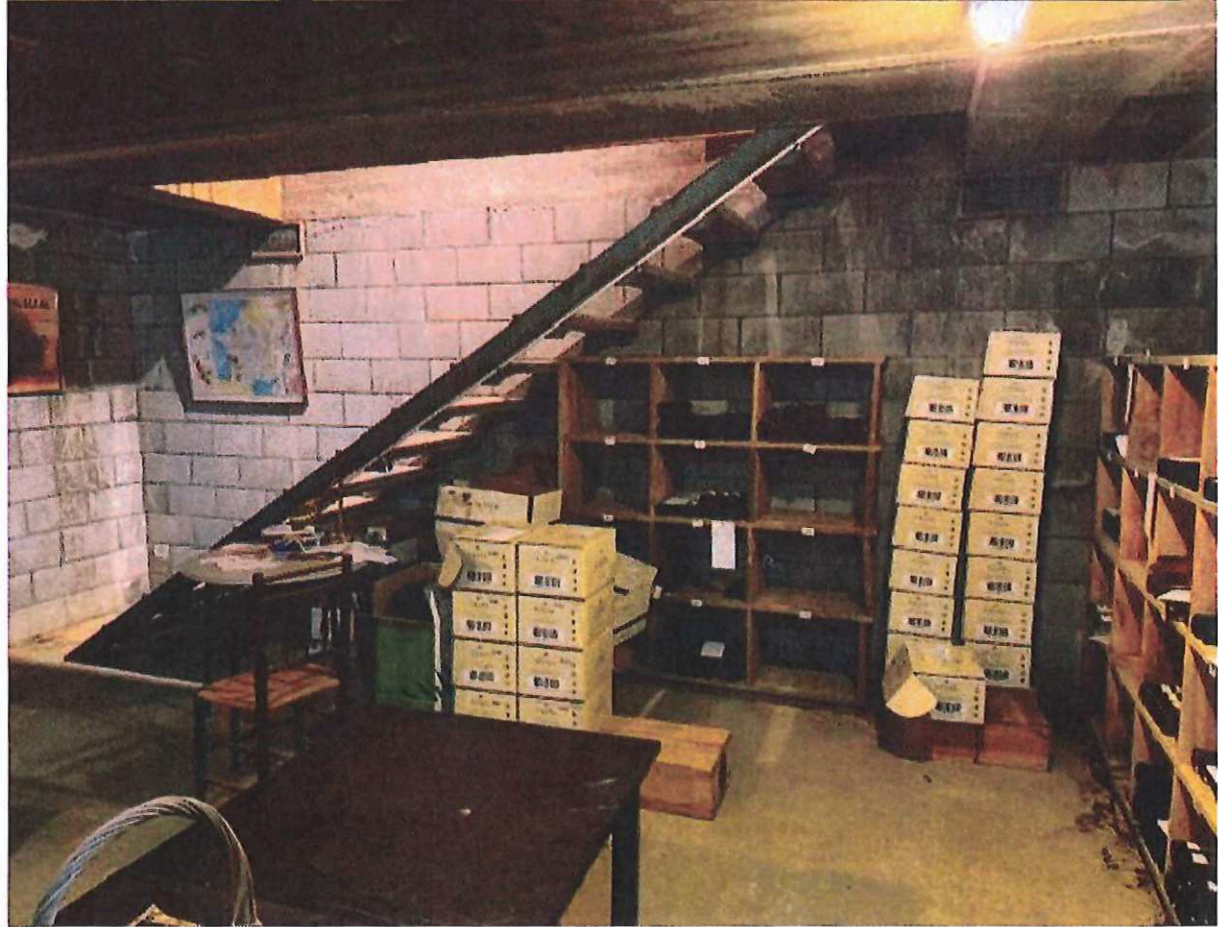
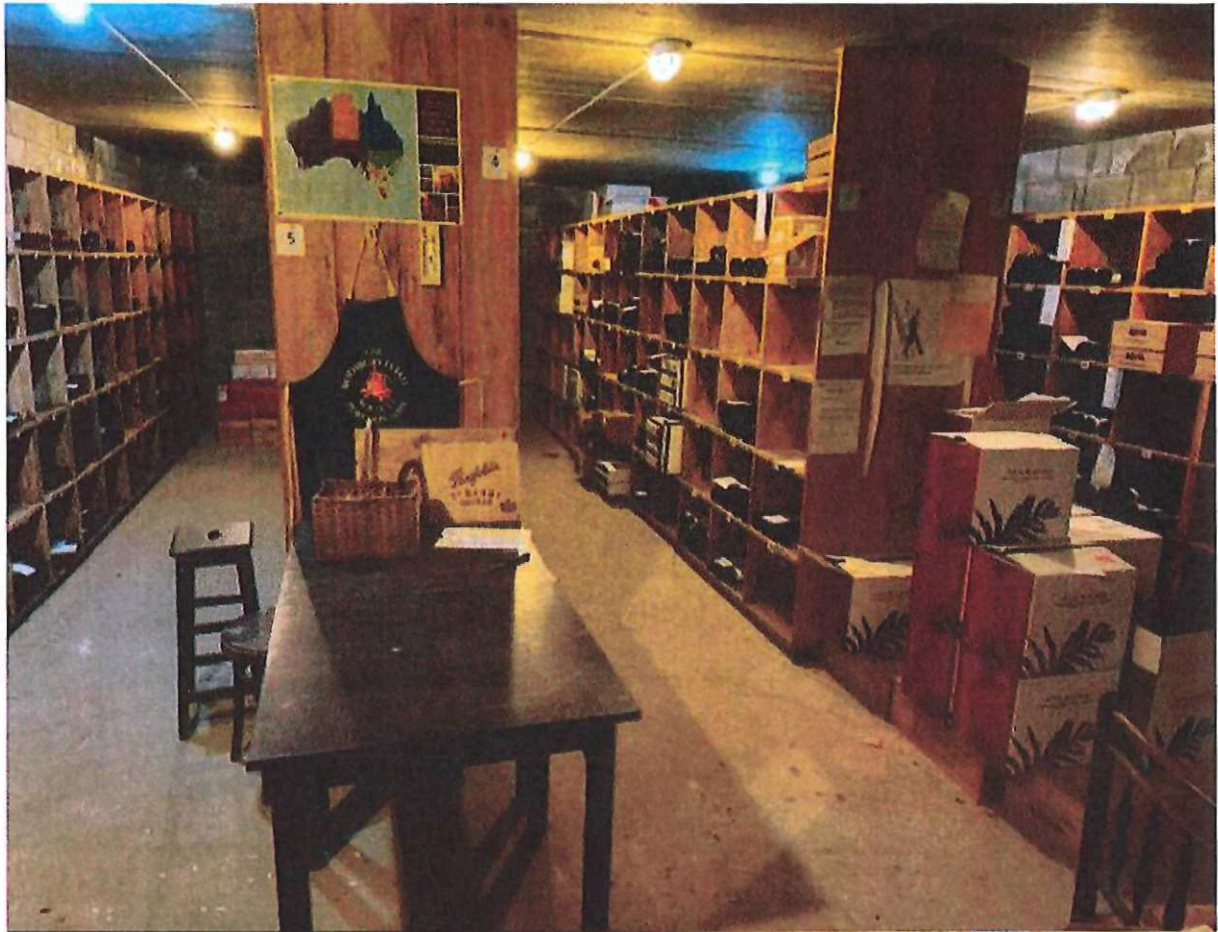
As above, this is on both forms of receipt.

- Where is the alcohol stored before it is delivered to the purchaser?
- Please provide an updated plan of the proposed licensed area (where sales are made and alcohol stored), now that the Kitchen Shop is closed.

The kitchen shop is closed to the public but is still there. All of the wine is locked away, stored in the wine cellar downstairs. Pictures of the cellar below for reference.

No customers come on site at all; all wine is delivered.





The District Licensing Committee is requesting all holders of remote sales Off licences agree to the following condition:

- All deliveries of alcohol must be signed for by a person aged 18 years or older. Signs of intoxication on the part of the recipient would result in non-delivery.

Please confirm if you agree to this condition being added to your renewed licence, if granted

We confirm the above as this is something that we already do.

World Wines Limited Licensed Area

LICENSED AREAS IN BLUE

