



# PUBLIC NOTICE

## Section 101(a), Sale and Supply of Alcohol Act 2012

Frank and Sandra Shum Limited has made application to the District Licensing Committee at Dunedin for the renewal of an off licence number OFF-5765-2006 in respect of the premises situated at 267 South Road Dunedin and known as Caversham Liquor

The general nature of the business conducted under the licence is Bottle Store.

The applicant seeks the licence on the following hours:

Monday to Sunday                      9.00 am to 10.00 pm.

First publication date:                  Wednesday, 10 December 2025

Second publication date:                Wednesday, 17 December 2025

Objections Close 5:00 pm Wednesday, 11 February 2026

- The application may be inspected during ordinary office hours at the office of the Dunedin District Licensing Committee at 50 The Octagon, Dunedin, or on-line at <https://www.dunedin.govt.nz/services/licensing/alcohol-licence-applications>
- No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012
- Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 25 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Dunedin District Licensing Committee at 50 The Octagon, PO Box 5045, Dunedin 9058

# Application for Off-Licence Renewal

## Incomplete applications will not be processed

- The application must be accompanied by the correct fee (*see page 2*)
- Administration will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (*advertising is included in the application fee*). The contact person will be emailed a copy of the public notice to be displayed on the premises
- If you have any queries while completing this form please contact Administration on 03 474 3481 or email [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz)

## Please read and complete the following checklist before submitting the application

- **Supermarket or Grocery Stores** must provide a scale floor plan showing the single area and any sub area for the display and promotion of alcohol ☐
- Location map showing location of 'sensitive' locations (*e.g., school, early childhood facilities, hospitals, churches, etc.*) together with a Risk Mitigation plan detailing how you will ensure impact upon the community will be minimised (*e.g. control of noise and litter; parking; dispersal of patrons*) – (*not required for Remote sellers*) ☒
- Copy of Host Responsibility Policy ☒
- If the application is for a **Grocery Store** you will also need to complete a Statement of Gross Annual Sales Revenue Declaration and have it **verified by a chartered accountant** ☐
- Letter of authorisation for a consultant where a consultant is completing form ☐

N/A

N/A

## Calculate your fee

### Select your premise type:

Type of premises	Points
Supermarket, Grocery Store, Bottle Store	15 ✓
Off-licence in a Hotel or Tavern	10
Remote sale premises or premises not otherwise specified	5
Winery Cellar Doors	2
<b>Premises points</b>	<b>15</b>

### Select the latest time you intend to sell alcohol:

Latest alcohol sales time	Points
Off licences closing before 10.00 pm or earlier	0 ✓
Off licences closing after 10.00 pm	3
<b>Trading hours points</b>	<b>0</b>

### Select the number of enforcement holdings and add to the points:

Number of enforcement holdings in the last 18 months	Points
None	0
1	10
2 or more	20
<b>Enforcement points</b>	<b>0</b>

Add the premises points, trading hour's points and the enforcement points together to get the total:

Premises points:  Trading hours points  Enforcement points  Total points

### Use the table below to work out the fee payable:

Total points	Risk rating	Application fee (GST Inc)	Annual Fee (GST Inc)	Total fee required
0-2	Very low	\$368.00	\$161.00	<b>\$529.00</b>
3-5	Low	\$609.50	\$391.00	<b>\$1000.50</b>
6-15	Medium	\$816.50	\$632.50	<b>\$1449.00</b>
16-25	High	\$1,023.50	\$1,035.00	<b>\$2058.50</b>
26 plus	Very high	\$1,207.50	\$1,437.50	<b>\$2645.00</b>



## Application for Off-Licence Renewal

Section 127, Sale and Supply of Alcohol Act 2012

TO The Secretary

Dunedin District Licensing Committee

Application for the renewal of an off-Licence is made in accordance with the particulars set out below:

### Contact Person

Full Name: ..... Brenda Stephanie Yee .....  
 Phone No.: ..... 03 455 8080 .....  
 Mobile No.: ..... 021 039 0237 .....  
 Email address: ..... cavershamliquor@gmail.com .....  
 Postal address for documents: ..... 267 South Rd, Caversham .....  
 ..... DUNEDIN 9012 .....  
 Preferred mode of contact: ..... mobile .....

### Details of the Applicant

Full legal name/s of the person/s or company who will receive any proceeds from alcohol sales:  
 Include any other names you may be known by e.g. maiden names, alias

FRANK & SANDRA SHUM LIMITED

Applicant status *please select from the below options*

<input type="checkbox"/>	Individual	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Body Corporate
<input type="checkbox"/>	Public Company	<input checked="" type="checkbox"/>	Private Company	<input type="checkbox"/>	Club
<input type="checkbox"/>	Trustee	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>	Licensing Trust
<input type="checkbox"/>	Government Department or other instrument of the Crown	<input type="checkbox"/>	Manager under the Protection of Personal Property Rights Act 1988	<input type="checkbox"/>	Board, organisation or other body



Have there been any changes to the licensee status? ☒ Yes ☐ No  
*(A change would include a change of any shareholders, directors or partners)*

If yes, detail changes:  
*Sandra Nancy Shum - Deceased*

Address:

Occupation:

(if individual) ☐ Male ☒ Female ☐ Other

(if individual) Applicants place and date of birth:

Postal address for documents:

Is this your principal business? ☐ Yes ☐ No

Please state any other businesses:

Criminal Convictions		
Please state all criminal convictions against any applicants including Directors or Shareholders <i>(except convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies)</i>		
Full Name	Conviction	Date of Conviction
(Use a separate sheet if necessary)		

### Details of Premises

Trading name: ..... Caversham Liquor .....

Name of the building (if applicable): .....

Address of premises: ..... 267 South Rd .....  
..... Caversham, Dunedin 9012 .....

Does the building have a current Building Warrant of Fitness (BWOFF)? ☒ Yes ☐ No

What is the maximum occupancy of your entire premises including outside areas? ..... N/A .....

Please describe in detail the number and nature of the toilet arrangements e.g.: number of toilets male and female, number of urinals, unisex facilities and accessible facilities:

..... 2 Toilets for staff only (Unisex) .....

### Fire Evacuation Declaration - Fire and Emergency Act 2017

Which of the following fire evacuation statements applies to you?

*If unsure, check with Fire and Emergency New Zealand*

- ☐ The owner of the building in which the premises is situated provides and maintains an evacuation scheme as required by section 76 Fire and Emergency Act 2017
- ☒ Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme
- ☐ Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation

Signed .....

[Signature]  
J Shim

Date .....

20/11/2025

## Business Details

What is the general nature of the business conducted under the licence?

- ☐ Tavern
 ☐ Grocery
 ☐ Supermarket  
☐ Hotel
 ☒ Bottle Store  
☐ Other (specify) .....

On which days and during which hours do you to sell alcohol:

Day	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tues	<input checked="" type="checkbox"/> Weds	<input checked="" type="checkbox"/> Thurs	<input checked="" type="checkbox"/> Fri	<input checked="" type="checkbox"/> Sat	<input checked="" type="checkbox"/> Sun
Start time	9am	9am	9am	9am	9am	9am	9am
End time	10pm	10pm	10pm	10pm	10pm	10pm	10pm

Will there be any changes to the current licenced hours?

☒ Yes ☐ No

(An extension to the existing hours may require resource consent, check with City Planning Department)

If yes, describe changes: Previous off licence hours were 8:00am-10pm

there was an error on our last renewal documents reflecting 9:00am in error  
should have not been 9:00am. we have decided to review and change to  
 What designations apply to the premises? (application was 8:00am) 9:00am

- ☐ Undesignated (people of any age are permitted)  
☒ Supervised (people under 18 years must be accompanied by **parent or legal guardian**)  
☐ Restricted (people under 18 years not permitted)

Is the applicant seeking any changes to the current licenced areas or designations?

☐ Yes ☒ No

If yes, detail: .....

Is the sale of alcohol the principal purpose of the business?

☒ Yes ☐ No

If no, provide details: .....

Does the applicant supply or sell any goods other than alcohol and food?

☒ Yes ☐ No

If yes, provide details: Snack Foods, Gifting bags, Gift boxes & Bows  
Non alc. Carbonated Beverages eg. coke, lemonade, soda water, water  
Juice, Ginger beer, Ice, Glassware, Barware eg. Bottle openers, corkscrew. Non-alc R.I.D's  
 Does the applicant provide any services other than those related to the sale or supply of alcohol or food? Beer, wine & ciders

☐ Yes ☒ No

If yes, provide details: .....



Manager Details			
Provide the below details for each manager or proposed manager			
Full Name	Date of Birth*	Managers Certificate Number	Expiry Date
Brenda Stephanie Yee		069/CERT/59/2024	20/5/28
Clare Margaret Peterson		069/CERT/11/2025	5/5/26
Mikade Stygn Morrison		069/CERT/211/2024	25/11/25
Christopher Phillip Shum		069/CERT/501/2015	24/11/25
Russell Jason Shum		069/CERT/453/2016	28/11/26
Joshua Alexander Hawley		069/CERT/063/2019	30/4/26
Annette Therese Laidlaw		73/CERT/53/2000	24/6/26

(Use a separate sheet if necessary)

\* Privacy reasons ~~Does not disclosed~~ available on our register.

**Conditions**

- 1) What steps are taken to prevent the sale and supply of alcohol to prohibited people (*minors and intoxicated people*)?

Appropriate Control Systems in place. Check ID 25 or under  
 Strict procedures. Management and staff adhere to the  
 Host Responsibility Policy

- 2) How does the applicant train staff to ensure compliance with the Act?

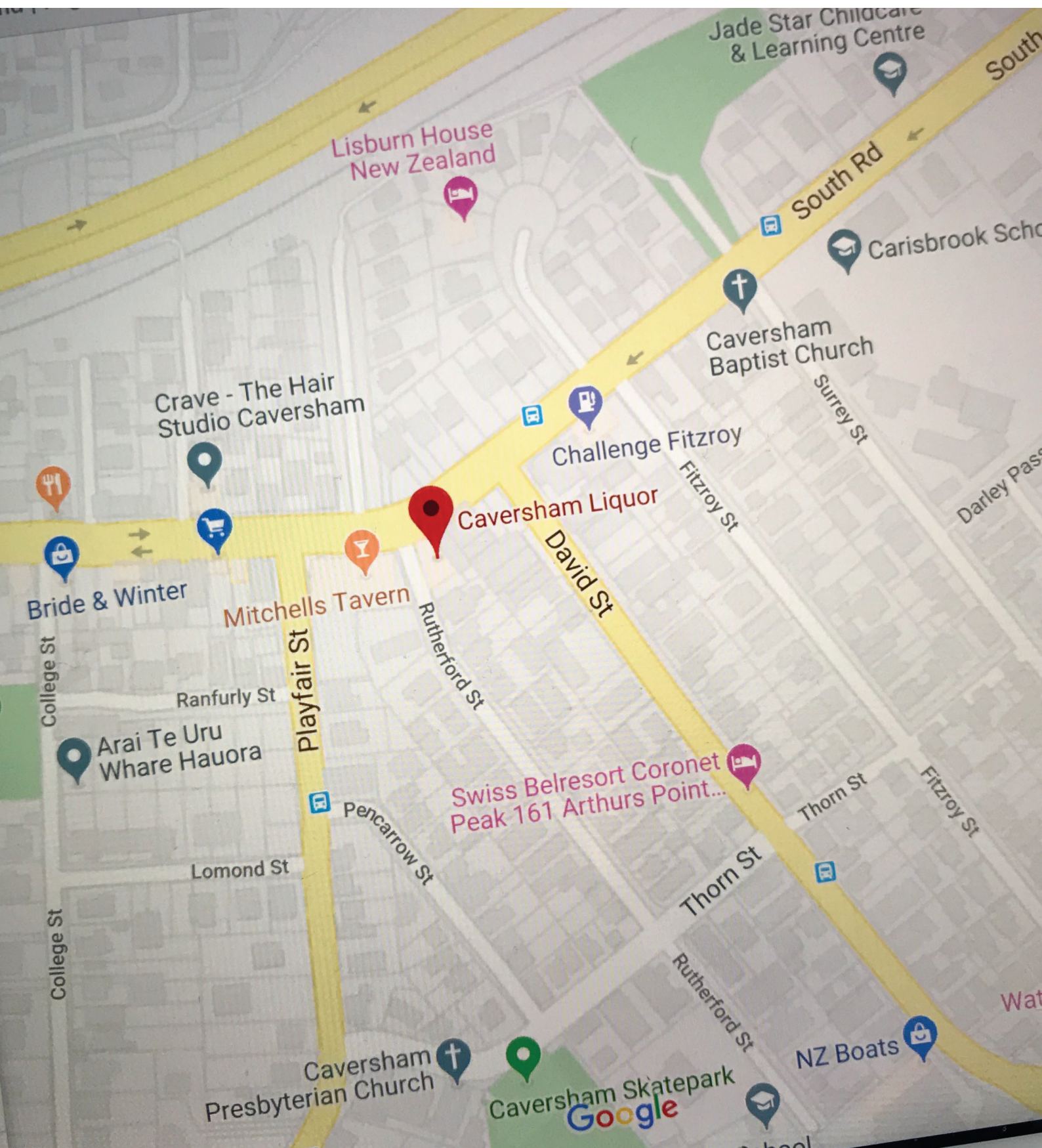
We maintain a training and management policy, Induction  
 manual, Intoxication Assessment tool (SCAB), Regular staff  
 training to give our staff the skills and support they need to do  
 their job responsibly. We have long serving experienced Duty Managers.

- 3) What other steps does the applicant take to promote the responsible consumption of alcohol?

various food snacks and non-alcoholic drinks and energy  
 drinks including Non AB RTD, Beer, wine & cider are readily  
 available and promoted in sections in our store. Also low alcohol  
 options. Free water with any tastings, Carbonated soft drinks. Our  
 staff have a positive attitude promoting all of these products &  
 provide support if required to our customers.

Signed ..... Date 20/11/25 Place Caversham  
 Liquor





**FRANK and SANDRA SHUM LTD**  
**Trading as:-**  
**CAVERSHAM LIQUOR**  
**HOST RESPONSIBILITY POLICY**

**1. MINORS**

- All staff are conversant with the requirements of the Sale and Supply of Alcohol Act 2012 which prohibits the sale of alcohol to persons under the age of 18 years
- Signage is displayed on the premises stating minors will not be served
- Staff may require any person appearing to be under the age of 25 years to produce proof of identification
- The accepted forms of identification are Photo Drivers Licence, Passport, 18 plus card / Kiwi Access Card. Identification will be requested where any doubt as to age exist
- Where proof of age cannot be produced and doubt exists as to age sales will not be made to that person
- Caversham Liquor will not sell alcohol to anyone in school uniform even if that person shows valid identification proving they are aged 18 or over

**2. INTOXICATION**

- All staff are aware that the Sale and Supply of Alcohol Act 2012 prohibits the sale of alcohol to intoxicated persons and the presence of intoxicated persons on licensed premises.
- Signage is displayed on the premises stating intoxicated persons will not be served
- Staff have been trained in how to recognise the signs of intoxication
- Alcohol will not be sold to any person displaying signs of intoxication

**3. NON-ALCOHOLIC AND LOW-ALCOHOL BEVERAGES**

- A range of non-alcoholic and low-alcohol beverages are available for purchase

**4. LIQUOR PROMOTIONS**

- Caversham Liquor does not condone the excessive consumption of alcohol and encourages you to drink responsibly.
- No promotions encouraging the rapid consumption of alcohol or consumption of an excessive volume of alcohol will be either initiated or conducted on these premises

Refusal of service should be viewed as an indication we are concerned for your welfare. It is pointed out that staff must comply with their legal obligations under the Sale and Supply of Alcohol Act 2012.

Thank you for your support and patronage



Caversham Liquor  
267 South Road  
Caversham  
Dunedin 9012  
Ph 03 455 8080  
Email : [cavershamliquor@gmail.com](mailto:cavershamliquor@gmail.com)

Dunedin City Council  
Liquor Licensing Agency  
50 The Octagon  
Dunedin

20 November 2025

Dear Sir/Madam

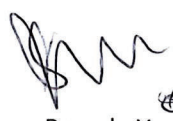
Our report how our business will mitigate any risk:

1. We will abide by and keep up-to-date with all Liquor Legislations and ensure compliance with the new legislation governing the Sale and Supply of the Alcohol Act 2012
2. Our families have lived and run businesses in this area for over 60 years therefore we know our community and it is our intention that the community remains a safe environment. If we are concerned about any aspects of safety or risks to the community that we cannot deal with ourselves, we will seek the appropriate advice and/or contact the appropriate people to address this.
3. We are Directors/Owners of a well established fully licensed Liquor business so we have the expertise, knowledge and experience to ensure the Host Responsibility is strictly adhered to with the Sale and Supply of Alcohol.
4. Training and continued training and education to ensure our Duty Managers, Supervisors and staff are all compliant with the Sale and Supply of Alcohol Act 2012
5. Careful consideration to the design and layout of the premises Caversham Liquor will accommodate to have provisions of non-alcoholic drinks snack food and refreshments. We will actively promote and encourage the consumption of food to slow the onset of intoxication  
We would be well staffed to deal with any adverse incidents, for example drunk or inappropriate behaviour.

We would ensure the Sale and Supply of Alcohol would be undertaken safely and responsibly. Please feel free to contact us if there is anything further to discuss.

Yours faithfully

  
Frank Shum  
Director

  
(daughter of Frank Shum)  
Brenda Yee  
General Manager - Operations/Finance  
021 0390237