

**Notice of Meeting:**

I hereby give notice that an ordinary meeting of the District Licensing Committee will be held on:

**Date:** Thursday 14 May 2026  
**Time:** 10:00 a.m.  
**Venue:** Auditorium, Level 1, Dunedin Public Art Gallery, the Octagon,  
Dunedin

Sandy Graham  
Chief Executive Officer

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**District Licensing Committee**  
**Opposed Off-licence Renewal – Caversham Liquor**  
**PUBLIC AGENDA**

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**MEMBERSHIP**

<b>Chairperson</b>	Colin Weatherall
<b>Members</b>	Pieter van de Klundert Karen Elliot
<b>Senior Officer</b>	Kevin Mechen, Secretary, District Licensing Committee
<b>Governance Support Officer</b>	Jean Cockram

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Jean Cockram  
Governance Support Officer

Telephone: 03 477 4000  
Jean.Cockram@dcc.govt.nz  
[www.dunedin.govt.nz](http://www.dunedin.govt.nz)

**Note:** Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.



**PART A REPORTS (Committee has power to decide these matters)**

- 1 Report for Opposed Off-licence Renewal, "Caversham Liquor", 267 South Road, Dunedin –  
From Secretary, District Licensing Committee 4



- 6 The last renewal of the licence was opposed by the Police and as a consequence, a condition was placed on the licence that stated, *“External, fixed advertising to be restricted to black text with only the company name/logo.”*
- 7 The decision of the Committee was appealed to the Alcohol Regulatory and Licensing Authority (ARLA) with one of the grounds being that the Applicant had not complied with the condition relating to external advertising imposed by the District Licensing Committee. The Authority was subsequently amended the condition to read, *“External advertising to be restricted to text and only in a subdued colour with only the name/logo of the premises.”*
- 8 The Authority gave the Applicant three months from 14 May 2025 to comply with their directive.
- 9 The Applicant is not seeking any changes to the current licence conditions.

## **PUBLIC NOTICE**

- 10 Public notice of the application did not attract any public objection.

### *Objections*

- 11 The Police have opposed the renewal of the licence. The reason for the opposition is that the Authority had provided the Applicant a three month period from May 2025 to comply with the advertising condition amended by them at the conclusion of a hearing. At the time of the licence renewal site visit in December 2025, they found that the direction from ARLA had not been complied with and therefore the suitability of the Applicant is in doubt.
- 12 The Medical Officer of Health Delegate (MoH) has not opposed the renewal of the licence but does support the position of the Police. The MoH is concerned at the non-compliance of the Applicant in relation to signage and recommends the Committee considers their suitability in their deliberations.
- 13 The Licensing Inspector also raises concerns at the suitability of the Applicant. Along with the lack of compliance to an Authority directive, the Inspector also understands the Applicant has not notified the agencies of changes of management at the premises which is a requirement of s.231 of the Act. The Inspector has not opposed the renewal because there have been no alcohol-related harm incidents directly attributable to the premises.

## **CONCLUSION**

- 14 This is an application for the renewal of the off-licence for Caversham Liquor.
- 15 There were no public objections but the Police have opposed the application. They question the suitability of the Applicant after their failing to comply with an amended condition imposed by the Authority. The MoH and Inspector, while not opposed the renewal, also question the suitability of the Applicant.
- 16 This hearing is an opportunity for the parties to present their positions for the consideration of the Committee.

**Signatories**

Author:	Kevin Mechen - Alcohol, Psychoactive Substances and Gambling Advisor
Authoriser:	

**Attachments**

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## **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**  N/A
- Letter of authorisation for a consultant where a consultant is completing form  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>



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
<i>(Use a separate sheet if necessary)</i>		

**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 .....  ..... 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 incorrectly should have not been 9:00am. We have decided to review and change to 9:00am*  
 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
Clarie Margaret Peterson		069/CERT/11/2025	5/5/26
Mikade Styrin 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		737/CERT/53/2000	24/6/26

(Use a separate sheet if necessary)

\* Privacy reasons DO 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 ID2501 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.

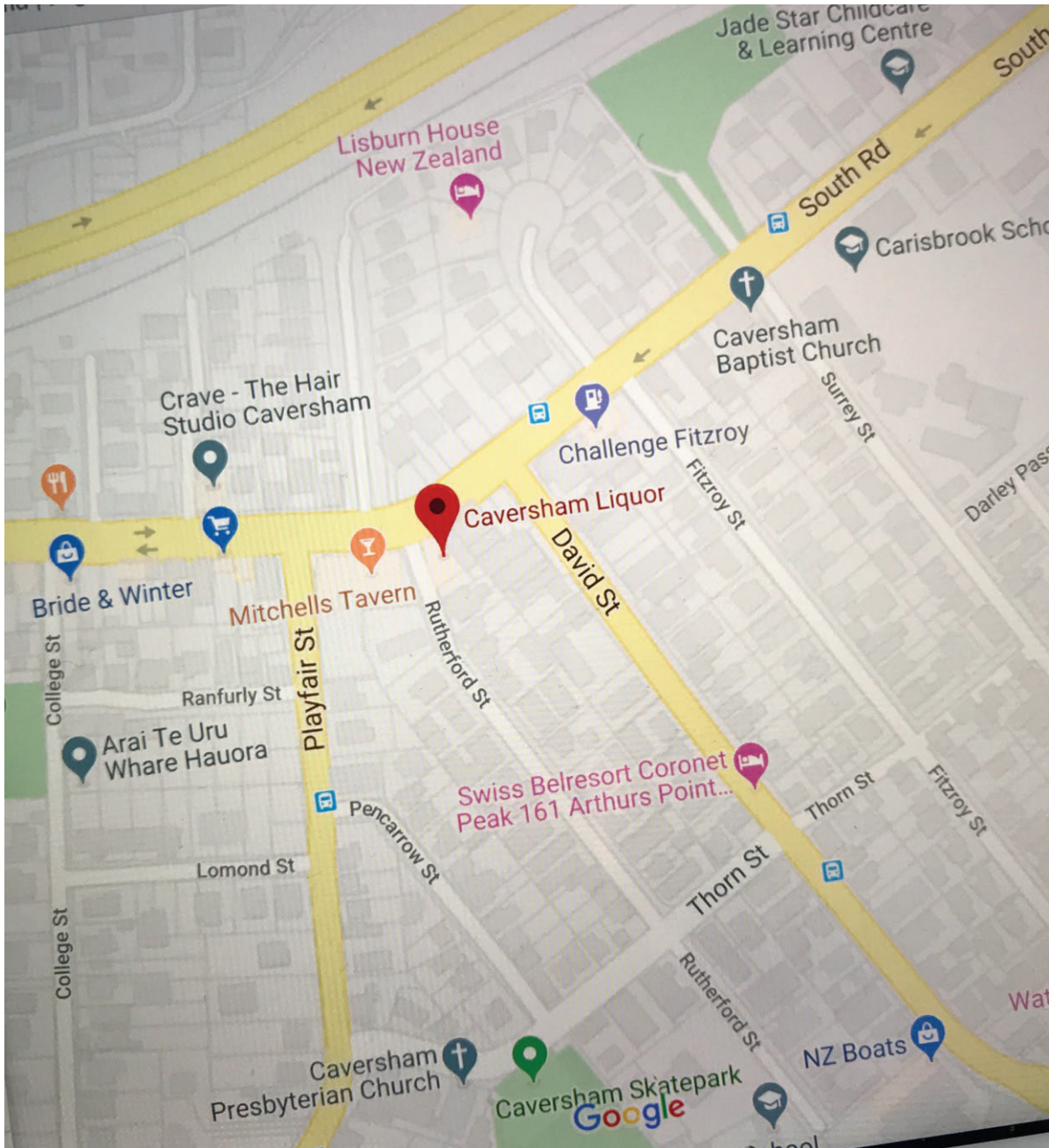
- 3) What other steps does the applicant take to promote the responsible consumption of alcohol?

Various food snacks and non-alcoholic drinks and energy drinks including Non Alk RTD, Beer, wine & cider are readily available and provided 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



*[Signature]*



**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

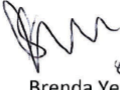
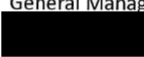
Our report how our business will mitigate any risk:

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

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


## INSPECTOR'S REPORT OFF-LICENCE APPLICATION

<b>Applicant</b>	Frank and Sandra Shum Limited
<b>Trading Name</b>	Caversham Liquor
<b>Type of licence</b>	OFF-Licence (OFF-5765-2006)
<b>Application type</b>	Renewal
<b>Date of application</b>	20 November 2025
<b>Interviewee</b>	Claire Patonson – Staff member/Duty manager
<b>Date of interview</b>	15 January 2026 (Unannounced visit)
<b>Agencies present</b>	Licensing Inspector, Delegated Medical officer of Health, NZ Police (Acting Sergeant Taylor-Harris).

**Applicant details**  
**FRANK AND SANDRA LIMITED**  
**Company number:** 1022742  
**NZBN:** 9429037326586  
**Incorporation Date:** 24 March 2000  
**Company Status:** Registered  
**Entity type:** NZ Limited Company

The sole director is Frank Shum, of Dunedin. The company shareholders are listed on the NZ Companies register as being Frank Shum and Sandra Shum (deceased). Brenda Lee, Frank Shum's daughter, acts on her father's behalf for this licence renewal and the day to day running of the business.

**General nature of the business (description/background/previously licensed)**  
 Caversham Liquor is a small, independently owned and family run business located in the Caversham shopping area. The premises is in the same building that contains a Night and Day food store, having previously been a Four-Square supermarket up until 2019.

**Site Location (zoning/surrounding uses or activities)**  
 Suburban Centre

**Manager details**  
Current Manager's Certificate holders are:  
 Russell Shum – Expires 28/11/26  
 Claire Patonson – Expires 05/05/26  
 Mikade Morrison – Expires 25/11/25\* (Renewal in progress)  
 Annette Laidlaw – Expires 24/06/26  
 Joshua Howley – Expires 30/07/26  
 Christopher Shum – Expires 24/11/28

**Licensing hours sought**  
 9am until 10pm daily. The applicant believes there was an error on their current licence, believing licensing hours should commence at 8am. During the agencies visit on 15 January 2026, a photo was taken of the store's opening hours (as below). It is unclear why the applicant is even seeking a 9am licensing start time, when 10am or even 11am would seem more in line with current trading hours.



**Are there any changes from the existing licence or Temporary Authority?**

No.

**Designation sought**

Supervised

**Correct signage on display?**

The licensee displays the following in the correct manner

- |  |     |
|--|-----|
| <b>1. Copy of licence at principal entrance?</b> | Yes |
| <b>2. Duty Manager?</b>                          | Yes |
| <b>3. Prohibited persons?</b>                    | Yes |

**Host Responsibility**

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

**Does the premises utilise DCC owned footpath?**

No.

**What is the maximum occupancy number for the premises?**

N/A – a BWOF is not required for the building. Historic information from the previous renewal suggests the occupancy for tenancy is 25 persons.

**Public Notification process**

ODT 10 and 17 December 2025.

**Public Objections (interest in the application/reasons for)**

None

In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:

**The object of this Act:**

No issues.

**The suitability of the applicant:**

See Inspector's comment.

**Any relevant local alcohol policy:**

The activity complies with the provisions of the LAP for all locations.

**The days on which and the hours during which the applicant proposes to sell alcohol:**

No issues.

**The design and layout of any proposed premises:**

No issues.

**Whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services:**

None

**Whether the applicant has appropriate systems, staff, and training to comply with the law:**

**(a) Building.** A BWOF is not required for this premises.

**(b) Sale of food.** N/A

**(c) Fire.** No issues as of 10/12/25

**(d) Security.** Not required.

**Any matters dealt with in any report from the Police or a Medical Officer of Health**

Opposition from Police.

No opposition from Delegated Medical Officer of Health; however, comments made.

**Whether (in its opinion) the amenity and good order of the locality would be likely to be increased, by more than a minor extent, by the effects of a refusal to renew the licence:**

No issues.

**The manner in which the applicant has sold (or, as the case may be, sold and supplied), displayed, advertised, or promoted alcohol.**

This premises sells a large range of single drinks, ranging from beers to RTD's. Multiple in-store specials were noted during the agencies visit, including selling a variety expired stock for reduced prices.

**Inspector's comment**

This report is prepared for the District Licensing Committee's consideration.

I draw the committee's attention to the oral decision [2025] NZARLA 144-146 issued on 14 May 2025 in relation to external advertising at this premises. Within this decision, ARLA outlined the agreed condition for external advertising at this premises to be:

*"External advertising to be restricted to text and only in a subdued colour with only the name/logo of the premises".*

The applicant was given three months to comply with this decision.

Photos below taken on 15 January 2026 show this condition has not been fully adhered to by the applicant:



This raises suitability concerns about the applicant for not following a direction of the Authority. Furthermore, during the onsite visit the staff member on duty was able to produce a reasonable array of records; however, it is my understanding that the applicant has failed to notify the agencies of changes in management (duty managers). I am not aware of any alcohol related harm matters attributed directly to this premises, and for that reason, no opposition is raised.



Tanya Morrison  
**Licensing Inspector**  
20/02/26







Central Police Station  
25 Great King street  
Private Bag 1924  
DUNEDIN  
Telephone (03) 4714800  
Fax (03) 479 9363

22<sup>nd</sup> December 2025

Re: 069/OFF/06/2023, Frank and Sandra Shum Limited, Caversham Liquor

Dear Sir/Madam

On 5/12/2025 Police received an application from Frank and Sandra Shum Limited for the renewal of the Off-Licence for the premises known as Caversham Liquor.

This is an independently owned premises situated on South Road, Caversham, Dunedin. The target market for this premises is the locality of South Dunedin in which it is situated.

On 14<sup>th</sup> May 2025, the Alcohol Regulatory and Licensing Authority ('the Authority') issued a decision in respect of an application by Police for the suspension of the off-licence 069/OFF/06/2023 issued to the applicant, Frank and Sandra Shum Limited.

As well as issuing a 48-hour suspension to the applicant, this decision also highlighted at paragraphs 5-6:

*[5] The off-licence is now varied so that condition (e) will now read "External advertising to be restricted to text and only in a subdued colour with only the name/logo of the premises".*

*[6] The direction of the Authority is that the external advertising be fixed in accordance with that condition within three months.*

The three-month period, as outlined in the decision of the Authority, ended on 14<sup>th</sup> August 2025. Since this time, both Police and the Licensing Inspector have discovered the premises to be in breach of this condition and the applicant continues to do so.

As such Police oppose the renewal of this licence under s.131:

- (1) (a) the matters set out in paragraphs (a) to (g), (j), and (k) of section 105(1)  
(d) the manner in which the applicant has sold (or as the case may be, sold and supplied), displayed, advertised, or promoted alcohol

Sgt Steve Jones - Dunedin Police – Alcohol Harm Prevention Officer

[sjct35@police.govt.nz](mailto:sjct35@police.govt.nz) DDI- 4714980 Cell 021 1912755

**Object of the Act**

(1) *The object of this Act is that-*

(a) *The sale, supply and consumption of alcohol should be undertaken safely and responsibly; and*

(b) *The harm caused by the excessive or inappropriate consumption of alcohol should be minimized.*

(2) *for the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes-*

(a) *any crime, damage, death, disease, disorderly behavior, illness or injury, directly or indirectly caused or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and*

(b) *any harm to society generally or the community, directly or indirectly caused or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behavior, illness or injury of a kind described in paragraph (a)*

It is a privilege to be able to sell alcohol as a licensee or duty manager. With this comes a responsibility to respect conditions imposed by a territorial or national authority, abide by the law, and protect the community from harm. It is clear this licensee is remiss of any notion of responsibility; thus, the application fails s. 1(a) and must not be issued.

Furthermore, the applicant clearly has no understanding of the wider harm caused by their external advertising and holds themselves above the direction of the Authority. Being completely negligent of any excessive or inappropriate consumption as a result of their disregard for the direction of the Authority also has them failing s.1(b).

This is a complete failure of the object of the act and thus, the application must also fail.

**Suitability of the Applicant / The manner in which the Applicant has advertised alcohol**

The Dunedin District Licensing Committee (DLC) first imposed an advertising condition upon the applicant in June 2023. They did not abide by this condition and had subsequent licensing issues that led to Police taking a s.280 application to the Authority, who varied and reinforced the condition. This repeated disregard for conditions imposed by the DLC, and then by the Authority, directly impacts upon suitability.

As this matter was most recently dealt with by the Authority, Police remind the DLC of their ability to have the matter referred back to the Authority under s. 202:

*(2) With the leave of the chairperson of the licensing authority, a licensing committee concerned may refer the matter to the licensing authority for decision.*

For your consideration,

Sgt Steve Jones - Dunedin Police – Alcohol Harm Prevention Officer

2

[sict35@police.govt.nz](mailto:sict35@police.govt.nz) DDI- 4714980 Cell 021 1912755



Steve Jones  
Sgt SJCT35  
Dunedin Police

Sgt Steve Jones - Dunedin Police – Alcohol Harm Prevention Officer

3

[sict35@police.govt.nz](mailto:sict35@police.govt.nz) DDI- 4714980 Cell 021 1912755



**Health New Zealand**  
Te Whatu Ora

19 January 2026

The Secretary  
Dunedin Licensing Committee

Application Renewal OFF-5765-2006  
Applicant: Frank and Sandra Shum Limited (Caversham liquor)

Members of the Committee,

**With Comment: Off-Licence Renewal – Frank and Sandra Shum Limited (Caversham Liquor)**

Health has found no public health concerns, therefore a position of no opposition for the renewal of the off-licence held by Frank and Sandra Shum Limited, trading as Caversham Liquor is put forward.

However, health is in support pursuant to section 131(1)(c) matters dealt with in any report from Police, an inspector ... of the Sale and Supply of Alcohol Act 2012.

Therefore, the following matter is put forward to the committee for consideration:

The Alcohol Regulatory and Licensing Authority oral decision **[2025] NZARLA 144–146: 14<sup>th</sup> May**, which addressed non-compliance with external alcohol advertising requirements at the premises.

*...Furthermore, Police following engagement with counsel for both Police and the licensee company, agreement was reached to vary the off-licence condition relating to external advertising.*

*The previous licence condition, which stated:*

*"External fixed advertising to be restricted to black text with only the company name/logo", was amended to read:*

*"External advertising to be restricted to text and only in a subdued colour with only the name/logo of the premises".*

*The Authority directed that the external advertising be brought into compliance with this amended condition within three months.*



Figure A : Outside display of Shop with advertising [ taken 15.01.26]

**National Public Health Service  
- Southern**

Private Bag 1921, Dunedin 9054  
Waea: 03 476 9800

**National Public Health Service  
- Southern**

PO Box 1601, Invercargill 9840  
Waea: 03 211 8500

**National Public Health Service  
- Southern**

PO Box 2180, Wakatipu,  
Queenstown 9349  
Waea: 03 450 9156

Health is concerned that the premises has demonstrated non-compliance with advertising obligations directed by the Authority. In accordance with the Act and criteria the committee should consider the suitability of the applicant, as they appear to be disregarding the directive of the Authority.



**Aaron Whipp**

Medical Officer of Health Delegate

Delegated by the Medical Officer of Health, under section 151 of the Sale and Supply of Alcohol Act 2012

**From:** [Otago Risk Reduction](#)  
**To:** [Kirsten Allan](#)  
**Subject:** RE: Renewal - OFF-5765-2006 - Frank and Sandra Shum Limited, Caversham Liquor, 267 South Road Dunedin  
**Date:** Wednesday, 10 December 2025 09:35:54 a.m.  
**Attachments:** [image001.png](#)  
[image002.png](#)

Hi Kirsten

According to the information available to Fire and Emergency NZ this premises does not require and evacuation scheme.

Nga Mihi / Many thanks

Otago Community Risk Team  
Te Kei Region  
Dunedin Central Fire Station  
85 Castle Street, Dunedin 9016  
PO Box 341, Dunedin 9054  
**Mobile:** 0800 673 473

[otagoriskreduction@fireandemergency.nz](mailto:otagoriskreduction@fireandemergency.nz)  
[www.fireandemergency.nz](http://www.fireandemergency.nz)



**From:** Kirsten Allan <Kirsten.Allan@dcc.govt.nz>  
**Sent:** Friday, 5 December 2025 11:51 am  
**To:** Aaron.whipp@tewhatuora.govt.nz; Admin DHB (alcoholadmin@tewhatuora.govt.nz) <alcoholadmin@tewhatuora.govt.nz>; Alison Blair <Alison.Blair@dcc.govt.nz>; Carlo Bell <Carlo.Bell@dcc.govt.nz>; Otago Risk Reduction <OtagoRiskReduction@fireandemergency.nz>; Kevin Mechen <Kevin.Mechen@dcc.govt.nz>; Police <Dunedin.AHPU@police.govt.nz>; Tanya Morrison <Tanya.Morrison@dcc.govt.nz>  
**Subject:** Renewal - OFF-5765-2006 - Frank and Sandra Shum Limited, Caversham Liquor, 267 South Road Dunedin



069/OFF/06/2023

**OFF-LICENCE**

Sections 17 and 64, Sale and Supply of Alcohol Act 2012

**PURSUANT** to the Sale and Supply of Alcohol Act 2012, Frank and Sandra Shum Limited is authorised to sell or deliver alcohol on or from the premises situated at 267 South Road, Dunedin, and known as "Caversham Liquor", to any person for consumption off the premises and to supply alcohol free, as a sample, for consumption on the premises.

The licensee is also authorised to sell alcohol on or from the premises and deliver it somewhere else.

The authority conferred by this licence must be exercised through a manager or managers appointed by the licensee in accordance with Subpart 7 of Part 2 of the Act.

**CONDITIONS**

This licence is subject to the following conditions:

- (a) No alcohol is to be sold or delivered on Good Friday, Easter Sunday, Christmas Day, or before 1.00 pm on Anzac Day
- (b) Alcohol may be sold only on the following days and during the following hours:  
**Monday to Sunday 9.00 am to 10.00 pm**
- (c) The whole of the premises is designated a supervised area.
- (d) While alcohol is being supplied free as a sample, water is to be provided to patrons free of charge at the place where the samples are being supplied.
- (e) External, fixed advertising to be restricted to black text with only the company name/logo.
- (f) The licensee must ensure that the provisions of the Act relating to the sale and supply of alcohol to prohibited persons are observed and must display appropriate signs adjacent to every point of sale detailing the statutory restrictions on the supply of liquor to minors and the complete prohibition on sales to intoxicated persons.

**DISPLAY OF LICENCE AND PRINCIPAL ENTRANCE/S**

A copy of this licence must be displayed at the principal entrance(s) to the premises. The entrance from South Road is designated as the principal entrance.

**DURATION**

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence continues in force -

- (a) either –
  - (i) until the close of the period for which it was last renewed; or
  - (ii) if it has never been renewed, until the close of the period of 12 months after the day it was issued; but
- (b) if an application for the renewal of the certificate is duly made before the certificate would otherwise expire, either –
  - (i) until the close of the period of 3 years after the period for which it was last renewed; or
  - (ii) if it has never been renewed, until the close of the period 4 years after the day it was issued.

**ORIGINALLY DATED** at Dunedin this 12<sup>th</sup> day of December 2003

  
  
Kevin Mechen  
Secretary  
**DUNEDIN DISTRICT LICENSING COMMITTEE**

**NOTE:** This licence replaces licence no. 069/OFF/17/2017  
**This licence expires on the 12<sup>th</sup> day of December 2025**

DUNEDIN DISTRICT LICENSING COMMITTEE

**RENEWAL OF LICENCE**

**Section 135, Sale and Supply of Alcohol Act 2012**

**Caversham Liquor**

The off-licence 069/OFF/17/2017 in respect of the premises situated at 267 South Road, Dunedin, and known as "Caversham Liquor", is renewed.

The present conditions of the licence shall continue to apply.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence shall expire on 12 December 2025.

DATED at Dunedin this 5<sup>th</sup> day of July 2023



  
Kevin Mechen  
Secretary  
DUNEDIN DISTRICT LICENSING COMMITTEE

Decision No: 2023/04/OFF

IN THE MATTER

of the Sale and Supply of Alcohol Act 2012

AND

IN THE MATTER

of an application by Frank and Sandra Shum Limited for an off-licence pursuant to s.99 of the Act in respect of premises situated at 267 South Road, Dunedin, and known as "Caversham Liquor"

BEFORE THE DUNEDIN DISTRICT LICENSING COMMITTEE

Chairperson: Mr C Weatherall  
Mr R Amohau  
Ms M Laufiso

HEARING at Dunedin on 18 May 2023

**Appearances:** Ms B Yee – for the Applicant  
Mr R Shum – for the Applicant  
  
Ms T Morrison – Licensing Inspector  
Sgt S Jones – Dunedin Police Alcohol Harm Prevention Officer  
Dr N Jackson – Witness (via Zoom)  
  
Mr K Mechen – Secretary to DLC/Alcohol Advisor  
Ms L Adamson – Governance Support Officer

**Procedural Issues**

- [1] Sgt Jones advised the Committee that Insp H Milne's evidence will not be presented formally but would be used when he presents his own evidence. This is being done at the advice of Police National Headquarters.

HEARING

- [2] The matter before the Committee is the renewal of an off-licence for a premises that has been with the same licensee since it opened in 2003.
- [3] There was no public objection and neither the Medical Officer of Health nor the Licensing Inspector raised any issues of concern. However, the Police have opposed the renewal and seeks the addition of two conditions to the licence relating to external advertising and promotion of alcohol and the sale of single serve units.



**Ms B Yee**

- [4] Ms Yee is the daughter of the Applicant. She is now running the business after the passing of her mother Mrs S Shum. She was accompanied by her cousin, Mr Shum.
- [5] Ms Yee presented her evidence, and it was accepted.
- [6] She said this was a family business that started with a grocery store about 60 years ago. The Caversham Four Square Supermarket was also licensed. The supermarket has since been sold and is no longer licensed.
- [7] Ms Yee told the committee they have over 20 years' experience selling alcohol, and, in that time, they have not had any issues identified. They know and understand their customers' needs and want to provide the best service they can for them especially those in the immediate area of the premises.
- [8] They are aware that the premises is situated in a low socio-economic area. However, they do not have issues with disorderly behaviour in the area. They actively discourage loitering in the area and the homeless are not part of their customer base.
- [9] Ms Yee said they do not sell cheap alcohol like the supermarkets, and they do not advertise specials. Most of the signage on the exterior of the premises has been there for over 10 years and they have never been raised as an issue in the past. There are no prices displayed on the outside, unlike other off-licensed premises in Dunedin. She said they have reviewed their premises and removed some small signs from the entry area. Ms Yee said they want to reduce harm in the community and will reduce the signage but will wait for some clarity from the Committee.
- [10] In the past, Ms Yee said they have helped customers reduce alcohol harm, with their consent, by helping them purchase smaller quantities and non-alcohol options. They have not identified any customer who enters the store multiple times through a day to buy single units. They usually buy a single to take home and drink.
- [11] Ms Yee said they know their regular customers who buy RTD singles. They are mainly tradespeople, usually over 25 years of age, and retired people. The younger student age people do not frequent the store. RTD singles are not sold in large volumes. Most of the regular customers will only buy one or two units. When asked, Ms Yee said they would sell up to a dozen single RTD units per week. Ms Yee stated the single RTD cans are not advertised and that their location in the store is not prominent.
- [12] Ms Yee said the object of the Act is clear that it is to minimise harm from 'excessive or inappropriate' consumption of alcohol, not all consumption of alcohol, especially from a single serve. The Act looks to balance an adult's ability to enjoy alcohol in moderation with harm that can result from excessive or inappropriate consumption.
- [13] The Police want to remove the ability for single units to be sold. Ms Yee believes such a move is unreasonable for both the store and the community in which it sits. A lot of the single unit products sold are supplied to be sold individually while others are a result of damaged packaging. They need to recover costs when there has been damaged packaging. Typically, the 500ml units are supplied to be sold as single units. They are not cheap to buy when compared to the supermarkets however, some are on display in coolers because this is what customers expect and Ms Yee said it is a way to keep their customers.
- [14] Ms Yee believes the sale of single units helps to minimise harm. If a customer buys a single unit, that is all they can drink. If they buy a multipack, they can drink a lot more. Some people



may be on a budget. If they cannot buy the single unit, or two, they would be 'forced' to buy a multipack and in some cases, will do this rather than buy groceries to the harm of other family members. We want people to drink responsibly and believe the sale of single units helps with this goal. The sale of single units also meets the Act's objective of minimising excessive or inappropriate consumption of alcohol. People also have the right of freedom of choice. If they want to buy a single unit of beer or RTD, it should be their right to do so, and the Applicant allows them that right.

- [15] The Committee asked for confirmation of the hours sought for the licence when, online, the hours are a lot less. Ms Yee said they are seeking a continuance of the current hours which are Monday to Sunday, 8.00 am to 10.00 pm. They want to retain flexibility in the trading practice, for example, in the days leading up to Christmas and during the Covid control period, they remained open until 9.00 pm. They occasionally get someone knocking on the door to get in when they see someone still on site. They are usually elderly people who have lost track of time. It is usually within 15 minutes of the doors being locked but still within the licence times.
- [16] Regarding the external signage, the Applicant said it was supplied by the various companies and it hasn't changed in several years. There is a lot of graffiti in the area and the Applicant is aware that the removal of signage from the walls may lead them to be the target of graffiti. When it was pointed out that there were a lot of murals painted on walls in the city that do not attract graffiti, Ms Yee said she had not thought of that and would consider it if necessary.
- [17] The Licensing Inspector asked about the signage sitting around the bollards at the entrance. The Applicant said the signage is in place so the bollards are more visible to the elderly.
- [18] The Police asked if it would be more responsible to advertise something like Coca-Cola. Ms Yee responded that their premises is a bottle store, and such signage would cause confusion being situated next to the Night 'n Day. Ms Yee also raised the risk that advertising such products may increase the risk of young people entering their store which may also cause harm.
- [19] The Committee asked what was done to discourage people loitering near the store. Ms Yee said in the past, people were approached and asked to move on. Some people got abusive while others claimed to be busking. The neighbouring Night 'n Day also ask people to move on. There have been occasions when the Police have been called. Most of the people want to go into the Night 'n Day because Caversham Liquor does not sell cigarettes.
- [20] When asked, Ms Yee said intoxication is not generally an issue at the store. They are generally closed by 8.30 pm so people do not travel from the central city to purchase alcohol from them.
- [21] The Police asked how Woodstock RTDs came from the supplier. Ms Yee said they came in 18 packs but were broken down to help reduce alcohol consumption for their regular customers. In response to another question, the Applicant said they broke the large packs so they didn't force multiple item purchases when the customer only wants a single.

**Ms T Morrison**

- [22] Ms Morrison is a Licensing Inspector. She had nothing further to add to the initial report filed for the application.
- [23] The Committee asked if there were any concerns with the Applicant. Ms Morrison said her only involvement with the Applicant has been during this renewal process. She said she was unaware of any alcohol licensing concerns for this premises.



**Dr N Jackson**

- [24] Dr Jackson is the former Executive Director of Alcohol Healthwatch and is now employed by the NZ Police. She presented her evidence, and it was accepted.
- [25] She said that there was evidence that the advertising and promotion of alcohol lead to an earlier starting age for drinking alcohol. Research in New Zealand also demonstrates that youth exposed to alcohol advertising had higher levels of consumption.
- [26] The Applicant's premises was situated in a community at the higher end of deprivation. Evidence from such areas is that drink for drink, the harm is greater than less deprived areas. Dr Jackson acknowledged she has not visited the premises or the area and is unaware of what other facilities are in the vicinity of the premises.
- [27] The Committee asked about the signage at the Applicant's premises. Dr Jackson said the branding and images of products led to normalisation in high-risk areas. While CPTED (Crime Prevention Through Environmental Design) principles are important, the Woodstock branding on the exterior of the premises is worse than the sight of some bottle on a shelf. Given the applicant previously informed the Committee that behind the signage are shelves containing spirits, Dr Jackson was asked if there were potential risks associated with full alcohol bottles being displayed on the streetside. Dr Jackson acknowledged it would not be ideal however the display of individual bottles would not be as prominent as branded signage. Dr Jackson proffered the applicant could apply a frosted decal to the window as well to mitigate this risk.

**Sgt S Jones**

- [28] Sgt Jones is the Alcohol Harm Prevention Officer for the Dunedin Police. He presented his evidence and introduced his exhibits. It was accepted.
- [29] As part of his inquiries into the application, Sgt Jones said he used the NZ Police National Geospatial Mapping Platform which showed the location of harm where alcohol was a contributing factor within an 800m radius of the Applicant's premises. On another map, the events logged in the Computer Aided Resource Dispatch (CARD) system are also shown. The period used for the data was a three-year period up to 3 May 2023.
- [30] The Committee confirmed that the Police were seeking the prohibition of single unit sales of beers, cider in vessels 500 ml or less and RTDs. They asked why the Police were not excluding the single sales of low alcohol products. Sgt Jones said it was about the appropriateness of selling any single units and the prices at which they are sold.
- [31] Clarification was sought on the maps presented as exhibits. Sgt Jones said he did not have the numbers of each of the incidents but each dot on the maps represents at least one incident, but there could also be multiple incidents at that location. The validity of the information presented in the maps was questioned after it was determined the number and location of other off-license premises was misrepresented. Sgt Jones informed the CARD and NIA reported information is accurate however premises information may be incorrect.
- [32] The Committee asked what the relevance of the photos of the person drinking in the centre of town to the current application. Sgt Jones said it showed the inappropriate use of selling single units because such people will visit the Applicant's premises.



- [33] The Inspector asked about the external advertising compared to other off-licence premises in Dunedin. Sgt Jones said he was unaware of any other premises with the same amount of advertising as the Applicant's premises.
- [34] The Committee asked if the Police have been required to visit this premises. Sgt Jones said there has been no need other than during the relicensing process.

**CLOSING**

**Ms Morrison**

- [35] This is a longstanding family business, and, during that time, there has been little change. While there has been no harm attributed to the premises, there have been changes in the alcohol harm reduction strategies implemented by the Applicant. The Inspector is unsure why the Applicant wishes to retain their 8.00 am opening time.
- [36] The Inspector supports the position of the Police with respect of the single serve sales so there is consistency across Dunedin. The external advertising is more of a concern for the Inspector. The CPTED principles has 'line of site' as an important consideration. With the windows covered with branding of alcohol, there is no safety for the staff. There is no other premises with so much advertising. Times are changing and the Inspector believes the premises should as well.

**Sgt Jones**

- [37] This is a busy premises catering for the local community and people using the main arterial route. However, the area in which the premises is situated is a low socio-economic area with high deprivation. The data presented demonstrates the area has extreme issues.
- [38] The sale of single serve units is not in line with the Object of the Act. There is case law that indicates there does not need to be a causal nexus to the premises itself.
- [39] The Police ask that there are two conditions added to the licence:
- [40] No alcohol advertising or promotion on the exterior of the building; and,
- [41] No single sales of RTDs, beer or cider 500ml or less (excluding craft beer).

**Ms Yee**

- [42] The Applicant said Caversham Liquor is not the only contributor to harm in the area. There are other off-licences within the area defined by the Police. Ms Yee also commented that the Police data is evolving. For example, those shown as having been recorded as drunk driving, would have been caught driving through the area and unlikely to have bought their alcohol from their store. The data is being drawn from a small minority of the community.
- [43] The Police described the premises as being busy and with a large range of beers and RTDs. We may be busy but not to the same extent as competitors. The store does not carry a large range of beer: it has a limited range only.
- [44] The Applicant said they would be disadvantaged if they could not sell single items like their competitors. While alcohol is the cause of harm in the community, it is the amount consumed that is the determinant of harm. They sell singles to people, and that is all they can consume. If they were forced to sell multipacks, more would be consumed with the potential for more harm.



- [45] Ms Yee said they were passionate about their community and do what they can to support it. She said they talk to the people, almost act as counsellors for some, and the talks cover a range of issues, not just alcohol related.
- [46] With regards to 'Simon', the subject of the Police exhibits, he is not a customer at the premises. He has in fact been trespassed from the premises, along with his son, on several occasions. He has not been seen in the area for several years. Ms Yee said she would like to think he was penalised by the Police in some way for breaching the alcohol ban
- [47] Ms Yee said advertising and single sales should be debated in Parliament, not in the hearing setting. However, they were not averse to changing the signage if the Committee could give some guidance.

**DECISION**

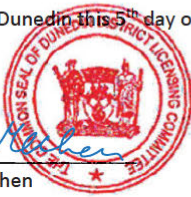
- [48] This matter relates to the renewal of an off-licence which is opposed by the Police. The Police are seeking the inclusion of conditions relating to the external advertising and promotion of alcohol and the sale of single serve units.
- [49] The Committee finds that the advertising on the exterior of the premises is unsuitable and will give the Applicant six months from the date of this decision to remove the branding of alcohol and any lifestyle images. It is recommended that the Applicant considers frosting on the windows.
- [50] In a recent decision of the Committee, Aysonic Limited, DnDLC 2022/26/OFF, a condition was added to that licence restricting advertising to black text only along with the company name and/or logo. The same condition will be applied to this application.
- [51] The issue of single serve sales was considered at length. The Committee finds that single serve sales are appropriate for this location.
- [52] The Applicant presented information relevant to their location. They identify customers who purchase single units and understand their reasons for doing so. They have operated businesses in this community for about 60 years. They know and understand their customer base and believe that single sales are a good option for them as a business, and the community in which it sits.
- [53] Each application must be considered on its merits and in this matter, it is appropriate to allow single serve sales to take place.
- [54] The Committee also makes the following recommendations:
- That Ms Yee obtains a manager's certificate.
  - That the Applicant updates their understanding of s.214 of the Act (acting managers).
  - That the Applicant ensures the Authority in Wellington are advised of the company structural changes once Mrs S Shum's estate is finalised.
- [55] We are satisfied as to the matters to which we must have regard as set out in s.131 of the Act and therefore renew the licence until 12 December 2025, that being the anniversary date of the licence and three years from the most recent date of expiry. The renewed licence will be subject to the following conditions:
- No alcohol is to be sold or delivered on Good Friday, Easter Sunday, Christmas Day, or before 1.00 pm on Anzac Day
  - Alcohol may be sold only on the following days and during the following hours:



**Monday to Sunday 9.00 am to 10.00 pm**

- c) The whole of the premises is designated a supervised area.
- d) While alcohol is being supplied free as a sample, water is to be provided to patrons free of charge at the place where the samples are being supplied.
- e) External, fixed advertising to be restricted to black text with only the company name/logo.
- f) The licensee must ensure that the provisions of the Act relating to the sale and supply of alcohol to prohibited persons are observed and must display appropriate signs adjacent to every point of sale detailing the statutory restrictions on the supply of liquor to minors and the complete prohibition on sales to intoxicated persons.

DATED at Dunedin this 5<sup>th</sup> day of June 2023



Kevin Mechen  
Secretary  
Dunedin DISTRICT LICENSING COMMITTEE

**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**  N/A
- Letter of authorisation for a consultant where a consultant is completing form  N/A

Received - 25/11/2022.  
paid. 25/11/2022 receipt 12303076.



**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	\$529.00
3-5	Low	\$609.50	\$391.00	\$1000.50
6-15	Medium	\$816.50	\$632.50	\$1449.00 ✓
16-25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00

**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 (nee Shum)  
 Phone No.: [REDACTED] / 4558080  
 Mobile No.: [REDACTED]  
 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 & JANORA 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:

---

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:

---

<b>Criminal Convictions</b>		
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
<i>(Use a separate sheet if necessary)</i>		

**Details of Premises**

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

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

Address of premises: ..... 267 South Road .....

..... 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:

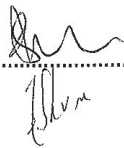
..... 2 toilets for staff only male & female .....

**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 .....  ..... Date ..... 20/11/2022 .....

**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 type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Weds	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Start time	8am	8am	8am	8am	8am	8am	8am
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: .....

What designations apply to the premises?

- 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: Shack Foods, Gift bag, Gift Boxes BOWS, Carbonated Beverages eg. Coke, lemonade, soda water, water, Juice, Kombucha, Ginger Beer, Ice, Vapes, E-cigs, Barware eg. corkscrews, bottle openers  
 Does the applicant provide any services other than those related to the sale or supply of alcohol or food?      Non-Alcoholic Beer, wine, Cider

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
Russell Jason Stum	[REDACTED]	069/CERT/453/2016	28/11/2023
Joshua Alexander Hanley	[REDACTED]	069/CERT/063/2019	30/4/2023
Christopher Phillip Stum		069/CERT/507/2015	24/11/2025
(Use a separate sheet if necessary)			

**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.  
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 experience staff.

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

Various food snacks and non alcoholic drinks including non-alc beer, wine & ciders, etc are readily available & promoted in store, a range of low alcohol drinks  
Free water with tastings, carbonated beverages. Our staff have positive attitude promoting all of these products

Signed  Date 20/11/22 Place Caversham Liquor



**IN THE ALCOHOL REGULATORY AND LICENSING AUTHORITY  
TE MANA WAETURE TAKE WAIPIRO**

[2025] NZARLA 144-146

UNDER the Sale and Supply of Alcohol Act 2012

AND

IN THE MATTER of an appeal pursuant to s 154 of the Act  
against a decision of the Dunedin District  
Licensing for an on-licence for premises  
situated at 267 South Road, Dunedin,  
known as 'Caversham Liquor'.

an application pursuant to s 280 for  
variation of off-licence  
069/OFF/06/2023 in respect of premises  
situated at 267 South Road, Dunedin,  
known as 'Caversham Liquor'

an application pursuant to s 280 for  
suspension of off-licence  
069/OFF/06/2023 in respect of premises  
situated at 267 South Road, Dunedin,  
known as 'Caversham Liquor'

BETWEEN NEW ZEALAND POLICE  
*Appellant*

AND FRANK AND SANDRA SHUM  
LIMITED  
*Respondent*

Hearing: 14 May 2025

Authority: Judge R L B Spear  
Ms J D Moorhead  
Dr D Raman

Appearances: Ms K South - as Appellants  
Ms K J Logan for the Respondent

Judgment: 14 May 2025

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**ORAL DECISION OF THE AUTHORITY**

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[1] This hearing was convened for consideration of three separate processes:

- (a) First, an appeal brought by the New Zealand Police (Police) against a decision dated 5 June 2023 of the District Licensing Committee (DLC) in which the off-licence for the respondent company was renewed.
- (b) Secondly, an application by Police to vary the conditions of the off-licence, and
- (c) Thirdly, an application for suspension of the off-licence.

[2] Prior to the commencement of this hearing, we indicated that we would hear the appeal first and foremost. At the commencement of the hearing, something of an interchange occurred between the Authority and counsel. The appeal related first to the refusal to impose a condition prohibiting or restricting single sales and secondly in respect of the adequacy of a condition involving the exterior display of the premises.

[3] The Police have taken account of some of the comments made by the Authority and decided now to abandon that appeal. While the Police do not abandon its general objection to single sales, it now appreciated that this case may not be the right case or the right procedure for that issue to be determined given what could be the wider implications.

[4] Furthermore, the Police abandoned the application for variation insofar as it sought to prohibit or restrict single sales but nonetheless confirmed that wish to proceed in respect of the exterior display of the premises. Again, following some interchange with counsel for both the Police and the licensee company, agreement was reached as to a variation to the off-licence insofar as the condition numbered (e) in the off-licence which currently reads:

*“External fixed advertising to be restricted to black text with only the company name/logo”.*

[5] The off-licence is now varied so that condition (e) will now read

*“External advertising to be restricted to text and only in a subdued colour with only the name/logo of the premises”.*

[6] The direction of the Authority is that the external advertising be fixed in accordance with that condition within three months.

[7] The third application is for suspension of the off-licence. There were a number of grounds advanced in the application but the only one that is now being pursued is the allegation that there was a breach of s 230 of the Act. It is alleged that on Friday 21 March 2025, Police conducted a licensed premises compliance check at Caversham Liquor. The acting duty manager at the time was a Ms Claire Patonson. Police had received notification on 2 October 2024 from the licensee for Ms Patonson to be the acting manager. Ms Patonson has been employed in the role of manager for over six months without her appointment ever being updated to show that she was the permanent manager. That is in clear breach of the provisions of section 230.

[8] Section 30 addresses the circumstances and restrictions relating to acting managers:

**230 Acting manager**

*(1) Despite any other provision of this Act, a licensee may appoint an acting manager—*

*(a) for any period not exceeding 3 weeks at any one time where a manager is unable to act because of illness or absence; and*

*(b) for periods not exceeding in the aggregate 6 weeks in each period of 12 months to enable a manager to have a vacation or annual leave.*

*(2) Every person appointed as an acting manager in accordance with this section must, while the appointment continues, be deemed for the purposes of this Act to be the holder of a manager's certificate, and it is not necessary for that person to apply for or hold a manager's certificate.*

[9] The licensee company admits this breach and furthermore there has been an accord reached between the Police and the licensee company for this to be addressed by a suspension period of 48 hours, that the Authority accepts is in accordance with its guidelines for a first offence.

[10] **This application is resolved on the basis that the off-licence 069/OFF/06/2023 in respect of the premises situated at 267 South Road, Dunedin, known as Caversham Liquor is suspended for a period of 48 hours from 9 am Thursday 12 June 2025 to 9 am Saturday 14 June 2025.** That covers a Friday which was the day on which the Police compliance check took place. We have taken account of the time required by the licensee to make the appropriate staff adjustments for that suspension period.

[11] Ms Logan for the licensee company applies for costs relating particularly to the abandonment by the Police of the appeal. While we have indicated that it would be exceptional for us to consider the issue of costs, Ms Logan has firm instructions to make that application.

We will receive a memorandum from the licensee company by 30 May 2025, and any response by 13 June. It will be dealt with on the papers.

\_\_\_\_\_  
Judge RLB Spear  
Deputy Chairperson, Alcohol Regulatory and Licensing Authority  
Date of authentication | Rā motuhēhēnga: 16 May 2025



## PUBLIC NOTICE DECLARATION

To the Secretary, Dunedin District Licensing Committee

**Premises Name:** Caversham Liquor

**Premises Address:** 267 South Road Dunedin

**Reference number:** OFF-5765-2006

The Public Notice of the above application was displayed on or adjacent to the site of the premises in accordance with the requirements of the Sale and Supply of Alcohol Act 2012

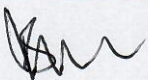
**The notice was displayed (describe where):**

The notice is displayed on the store's front window on South Road.

**From Date:** Wednesday, 10 December 2025

**To Date:** Wednesday, 11 February 2026

**Name:** Branda Yee

**Signature:** 

- Within 10 working days after filing the application with the District Licensing Committee the applicant must ensure that notice of the application in accordance with form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates.
- The notice shall be displayed until the close of the public objection period. (The public objection period is 25 working days from the first public notice being advertised in the newspaper).
- This declaration shall be forwarded to the Secretary of the District Licensing Committee via email [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz), posted to: Alcohol Licensing, Dunedin City Council, P.O Box 5045, Dunedin

Alcohol Licence Application for DCC Noticeboard

First notice Wednesday, 10 December 2025

**ALCOHOL LICENCE APPLICATION**

Off-5765-2006 - Frank and Sandra Shum Limited,  
Caversham Liquor, 267 South Road, Dunedin. First notice.  
Closes Wednesday, 11 February 2026.

Visit [www.dunedin.govt.nz/alcohol-applications](http://www.dunedin.govt.nz/alcohol-applications) for full  
details of the application.

Second notice Wednesday, 17 December 2025

**ALCOHOL LICENCE APPLICATIONS**

Off-5765-2006 - Frank and Sandra Shum Limited,  
Caversham Liquor, 267 South Road, Dunedin. Second  
notice. Closes Wednesday, 11 February.

Off-9-2025 - Home Base Hotel Limited, Mosgiel  
Tavern, 150 Factory Road, Mosgiel. First notice. Closes  
Wednesday, 18 February.

On-26-2025 - Home Base Hotel Limited, Mosgiel  
Tavern, 150 Factory Road, Mosgiel. First notice. Closes  
Wednesday, 18 February.

On-28-2025 - The Chip Family Limited, Saigon Van  
Restaurant, 66 St Andrew Street, Dunedin. First notice.  
Closes Wednesday, 18 February.

On-35-2015 - University of Otago, Auahi Ora, University  
Union Events Footprint, The Staff Club, and U-Bar,  
640 Cumberland Street, Dunedin. First notice. Closes  
Wednesday, 18 February.

Visit [www.dunedin.govt.nz/alcohol-applications](http://www.dunedin.govt.nz/alcohol-applications) for full  
details of the applications.

Closes Wednesday, 11 February 2026

**From:** [Melissa Joyce](#)  
**To:** [Dunedin Licensing Agency](#)  
**Cc:** [Aaron Whipp](#)  
**Subject:** No Opposition WITH COMMENT OFF-5765-2006 Caversham Liquor  
**Date:** Wednesday, 21 January 2026 01:55:55 p.m.  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[OFF-5765-2006 No Opposition With Comment.pdf](#)

---

Please find attached the letter with our comments for this application

Regards



**Aaron Whipp**

**Health Promotion Officer (Compliance)**  
**National Public Health Service – Southern**

Alcohol Licensing - Alcohol and other drugs | Delegated Functions of Medical Officer of Health SASAA  
2012 | Smokefree Enforcement Officer

027 204 7195 | 03 4769857 | [aaron.whipp@tewhatuora.govt.nz](mailto:aaron.whipp@tewhatuora.govt.nz)

369 Taieri Road, Dunedin | Private Bag 1921, Dunedin 9054



Health New Zealand | Te Whatu Ora

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**From:** [Dunedin AHPU](#)  
**To:** [Dunedin Licensing Agency](#)  
**Cc:** [Frontline File Management](#); [Tanya Morrison](#); [Aaron Whipp](#); [DIDHAM, Chelsea](#)  
**Subject:** FW: [EXTERNAL] Renewal - OFF-5765-2006 - Frank and Sandra Shum Limited, Caversham Liquor, 267 South Road Dunedin  
**Date:** Monday, 22 December 2025 02:49:04 p.m.  
**Attachments:** [0.png](#)  
[image001.png](#)  
[OFF-5765-2006 - Frank and Sandra Shum Limited, Caversham Liquor.pdf](#)  
[NZARLA 144-146 Caversham Liquor.pdf](#)  
[OFF-5765-2006- Caversham Liquor, renewal 2022-883100.pdf](#)  
[Caversham Liquor Opposed.pdf](#)

Kia ora,

Please find Police opposition attached.

FMC , for entry and assigning to O/C QID: SJCT35.

Nga mihi,

**Steve Jones (he/him)**

Sergeant SJCT35  
Supervisor - Alcohol Harm Prevention Unit  
Dunedin Central

P +64 3 471 4800  M +64 21 191 2755 E [sjct35@police.govt.nz](mailto:sjct35@police.govt.nz)



**NEW ZEALAND**  
**POLICE**  
Ngā Pirihimana o Aotearoa



*Kaua e rangiruatia te hāpai o te hoe;  
e kore tō tātou waka e ū ki uta*

**From:** Kirsten Allan <Kirsten.Allan@dcc.govt.nz>  
**Sent:** Friday, 5 December 2025 11:51 AM  
**To:** [Aaron.whipp@tewhatuora.govt.nz](mailto:Aaron.whipp@tewhatuora.govt.nz); Admin DHB ([alcoholadmin@tewhatuora.govt.nz](mailto:alcoholadmin@tewhatuora.govt.nz))  
<[alcoholadmin@tewhatuora.govt.nz](mailto:alcoholadmin@tewhatuora.govt.nz)>; Alison Blair <[Alison.Blair@dcc.govt.nz](mailto:Alison.Blair@dcc.govt.nz)>; Carlo Bell  
<[Carlo.Bell@dcc.govt.nz](mailto:Carlo.Bell@dcc.govt.nz)>; Fire <[OtagoRiskReduction@fireandemergency.nz](mailto:OtagoRiskReduction@fireandemergency.nz)>; Kevin Mechen  
<[Kevin.Mechen@dcc.govt.nz](mailto:Kevin.Mechen@dcc.govt.nz)>; Dunedin AHPU <[Dunedin.AHPU@police.govt.nz](mailto:Dunedin.AHPU@police.govt.nz)>; Tanya  
Morrison <[Tanya.Morrison@dcc.govt.nz](mailto:Tanya.Morrison@dcc.govt.nz)>  
**Subject:** [EXTERNAL] Renewal - OFF-5765-2006 - Frank and Sandra Shum Limited, Caversham  
Liquor, 267 South Road Dunedin

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