

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



## Form 4, Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

**Send or deliver your application to:**

The Secretary  
 District Licensing Committee  
 Kāpiti Coast District Council  
 Private Bag 60601, Paraparaumu 5254  
 175 Rimu Road, Paraparaumu 5032  
 Telephone (04) 296 4700 Toll Free: 0800 486 486

<b>For Council use</b>
File #

Once this application is complete you may make an appointment for a pre-lodgement meeting with a Licensing Inspector at the numbers given above.

Application forms cannot be accepted by the District Licensing Committee (DLC) over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated. Instructions on how to complete this application are attached at the back of the form.

This application is made in accordance with the particulars set out below:		
<b>1. Application Type</b>		
<input type="checkbox"/> New Off-Licence	<input checked="" type="checkbox"/> Renewal of Off-Licence Licence number: 45/OFF/031/2022	<input type="checkbox"/> Renewal of Off-Licence with variation of conditions Licence number:
<b>2. Endorsements</b>		
Tick the appropriate box if you want an endorsed licence only		
<input type="checkbox"/> Auctioneer	<input type="checkbox"/> Remote Sales	
<b>3. Details of Applicant</b>		
Full legal name or names to be on licence (if a company, must be a company name): Kiw-e Otaki Limited		
Whether licence already held for premises concerned: <input type="checkbox"/> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> , and if 'Yes', state kind of licence – off licence		
<b>4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012</b>		
<input type="checkbox"/> Natural person(s)	<input checked="" type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (please specify).....	

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

Full legal name:

Any aliases (and/or maiden name):

Usual residential address: Number

Street:

Suburb:

City:

Postcode:

Sex:

Occupation:

Date of birth:

Place of birth:

Telephone:

Mobile:

Email:

Preferred mode of contact:

**6. For Applicant that is a Body Corporate, Authority under which Incorporated****7. For Applicant that is Not a Natural Person(s), Details of Contact Person**

Name: Sukhjinder Singh

Designation/Position: Director

Telephone:

Sukhjinder.singh@superliquor.co.nz

Mobile: 02102348309

Preferred mode of contact: Email

**8. Postal Address for Service**

Number/Street/PO Box: 6 Ropata Te Ao Way

Suburb: Otaki

City: Kapiti Coast District

Postcode: 5512

**9. Business Details**

Bottle store

**10. Criminal Convictions**

Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies).  Yes  No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.

**11. For a Company whether Incorporated under the Companies Act 1993 or Equivalent Foreign Legislation****Full Legal Names of Directors:**

Sukhjinder Singh

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

Authorised capital: 100	Paid up capital: 100
Name: Kiw-e Otaki Limited	Address: 6
Street: Ropata Te Ao Way	Suburb: Otaki
City: Kapiti Coast District	Postcode:5512
Date of birth: 30/07/1991	Place of birth: India
Designation :Director	Face value of shares held: 100

**13. For a Partnership**

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

**14. Details of Premises**

Address: Shop 3 and 4, 4	Street: Arthur Street	
Suburb: Otaki	City: Otaki	Postcode: 5512
Trading Name: Super Liquor Otaki		
<b>If not Owned by Applicant:</b>		
Tenure: Tenancy agreement		
Full legal name of owner:		
Address:	Street:	
Suburb:	City:	Postcode:
Type:		

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

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

Full legal name: Sukhjinder SINGH

Number of manager's certificate: 51/CERT/089/2023

Expiry Date: 02/11/2027

Full legal name: Note – further certified managers will be appointed prior to opening should this application be granted

Number of manager's certificate:

Expiry Date:

**16. Business Details**

Is the sale of alcohol intended to be the principal purpose of business:  **Yes**  **No**, and advise the intended principal purpose of business (*for example: sale of alcohol, sale of food; entertainment; accommodation*).

Sale of alcohol is the principal purpose.

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol, non-alcoholic refreshments and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and non-alcoholic refreshments, and food: **Yes**   **No** - and if "Yes", advise the nature of other goods or services. This is to assess whether other goods and services provided are compatible with the sale of alcohol.

Examples of other goods include ice, confectionary, cigarettes, party accessories, and merchandising will be available for sale.

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

Monday to Sunday 10:00am to 9:00pm

**17. Conditions**

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

**Doc attached?  
Number.**

Describe experience and training of applicant:

Has owned the Super Liquor Otaki store since December 2023 and worked instore full time before owning the store. Six months work experience as a team member in the liquor store. Participated in Super Liquor Holdings in house training programme, attended Super Liquor conferences to gain further knowledge

Yes  
#1 assessment  
report

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Intoxicated persons and minors will not be served. Minors must be accompanied by parent or guardian. Intoxicated persons will not be permitted on the premises. Signage will be displayed that intoxicated persons and minors will not be served.</p>	<p>Yes #1 assessment report</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>Super Liquor Host Responsibility Policy in place</p>	<p>Yes #1 assessment report</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>See assessment report</p>	<p>Yes #1 assessment report</p>
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <p>increased, by more than a minimal extent, by the refusal to renew the licence.</p>	<p>Yes #1 assessment report</p>
<p><b>For Licence Renewal Only:</b> Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> <b>Variation</b>      <input type="checkbox"/> <b>Cancellation.</b> If Variation, in what respect does the applicant seek to vary the condition?</p> <p>Full reasons for variation or cancellation:</p>	<p>No #</p>

18. Attachments		Doc attached? Number.
<ul style="list-style-type: none"> <li>When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....'</li> </ul>		
<p>A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. A copy of the 'Evacuation of Declaration Scheme' is available on the website.</p> <p>Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation scheme.</p>		No
<p>Please attach certificate to show that proposed use meets the requirements of the Resource Management Act 1991. <i>Not required for renewal unless the business activity or type has changed since the last version.</i></p> <p>Not required</p>		No
<p>Copy of Building Compliance Certificate. Please attach certificate to show that the premises meet the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i></p> <p>Not required</p>		No
<p>Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.</p>		Yes / No #.....
<p>Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts.</p>		Yes / No #.....
<p>Where the premises are a bottle store or tavern off licence, a plan must be provided showing designations and the principal entrance.</p>		Yes #1 assessment report
<p>For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless there have been changes since the last issue or renewal.</i></p>		Yes
<p>Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy.</p> <p>If 'No', discuss with the Licensing Inspector if you need to complete a CPTED checklist for this application (see HPA and the Ministry of Justice websites for more information).</p>		Yes #1 assessment report
<p>If premises owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of licence to this premise. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i></p>		Yes #1 assessment report
19. Further Details where Applicant is a Company		
<p>Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.</p>		
Name: Sukhjinder SINGH	Address: 6 Ropata Te Ao Way	
Suburb: Otaki	City: Kapiti Coast District	
Postcode: 5512	Date of birth: 30/07/1991	
Place of birth: India	Designation: Director	

Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:
Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:

Are additional sheets attached? Yes / No - Doc number #.....

**20. Further Details where Applicant is a Partnership**

Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:

Are additional sheets attached? Yes / No - Doc number #.....

**21. Signature of Applicant (this must be signed by applicant not their agent)**

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

Name: Sukhjinder Singh

Date: 23 January 2025

Signature:



Dated at location: Otaki

**Privacy Statement**

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

**Method of payment (must be made at time of application)**

I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.

I have paid by electronic transfer (Council Bank Account Number: 03-0732-0306101-00) and quoted my name and "alcohol" in the reference fields; and

I have included proof of electronic payment with this application.

I have enclosed a cheque with this form.

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

I will collect my alcohol licence – please contact me when it is ready by  Phone or  Email

OR

Please post my alcohol licence to me.

**Next Step:** Once your application is complete, if you would like to make an appointment for an optional pre-lodgement meeting with the Licensing Inspector then please Telephone (04) 296 4700 or Toll Free: 0800 486 486.

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



**For Office Use: Application Fee Risk Categories**

Very Low

High

Low

Very High

Medium

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

Name of Licensing Inspector \_\_\_\_\_ Date: \_\_\_\_\_

## Guidance for Completing Off-Licence Application/Renewal Form

Background		
<p>The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.</p> <p>It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.</p>		
Before lodging application		
<p>Once this application is complete then you must ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application forms cannot be accepted by the DLC over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated.</p> <p>You should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.</p>		
Completing your application	Who should complete which fields	
1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are <u>only</u> seeking a licence for use as an Auctioneer, or for remote sales (the 'sale for delivery', or 'sales from a distance').
3	Details of Applicant	All applicants to complete. If a company takes profits must apply in company name.
4	Applicant Status	All applicants to complete.
5	For Applicant that is Natural Person(s)	Only complete if applicant is a natural person. A natural person is an individual.
6	For Applicant that is Body Corporate	Only complete if applicant is a body corporate.
7	For Applicant that is <u>not</u> a Natural Person(s)	Only complete if applicant is a body corporate, partnership, private company or public company.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example supermarket/ bottle store/grocery store.
10	Criminal Convictions	All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises	All applicants to complete.
15	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than two, please attach separately.
16	Business Details	All applicants to complete.

17	Conditions	All applicants to complete.
18	Attachments	All applicants to complete.
19	Further Details where Applicant is a Company	Only complete if private or public company.
20	Further Details where Applicant is a Partnership	Only complete if a partnership.
21	Signature of Applicant	All applicants to complete.

**After your Application is Lodged**

**Public Notices**

You are responsible for giving notice in the Kapiti Observer or Kapiti News within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal) and the Council will sent you a template to complete this, along with further information. Unless notified otherwise by a Licensing Inspector, the notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. The notices must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.



23 January 2025

The Administrator  
Kapiti Coast District Licensing Agency  
Kapiti Coast District Council  
175 Rimu Road,  
Paraparaumu 5032

Dear Sir / Madam

**Application for renewal of alcohol off licence – Kiw-E Otaki Ltd trading as Super Liquor Otaki at 4 Arthur Street, Otaki**

I wish to lodge an application on behalf of Kiw-E Otaki Ltd which trades as Super Liquor Otaki for the renewal of an off licence under section 127(2) of the Sale and Supply of Alcohol Act 2012. The premises to which the application relates are located at Shop 3 and 4 Arthur Street, Otaki.

The current licence number is 45/OFF/031/2022 and expires on 1<sup>st</sup> March 2025.

This application is organised in the following way

- Section A Overview of the application – context and general background
- Section B Documents required by the District Licensing Committee
- Section C Assessment of criteria under Section 131 of the Sale and Supply of Alcohol Act 2012 which address the requirements for the renewal of a licence

Council application form - separately provided.

The public notices required for this application will be arranged once formal receipt of this application has been received.

The relevant application fees will be paid at the time of lodging the application.

Yours sincerely

Steve McDowell  
Ignition Group Limited  
100B Kiwi Road  
Whangamata 3620  
Ph 0276273606  
Email [steve@smcl.co.nz](mailto:steve@smcl.co.nz)

## A. Overview of the Application

### 1. Details of the Application

This is an application for the renewal of an off-licence In respect of the following:

Applicant legal name	Kiw-E Otaki Ltd
Applicant trading name	Super Liquor Otaki
Site address	Shop 3 and 4, 4 Arthur Street, Otaki
Applicants contact person	Sukhinder SINGH
Email	Sukhjinder.singh@superliquor.co.nz
Phone	02102348309
Licence number	45/OFF/031/2022
Expiry date	1 <sup>st</sup> March 2025

The applicant is seeking the renewal of the licence under the same terms and conditions as the current licence.

### 2. Background

The premises has been operating from this site since 2021.

The bottle store is located on the southeast side of Arthur Street and has become well established at this location.

Car parking is located on the street outside the store and in the rear carpark.

The use of the premises will continue to be primarily for the sale of alcohol.

The following location map identifies the location of the premises.



The owner has given their consent for the premises to be used for a business related to alcohol sales.

### **3. Environment**

The business is in the commercial area of Otaki. The Council has previously issued planning and building certificates for the premises, so it is a complying activity.

Nothing has changed in the operation of the store since it received the current licence to affect the existing planning and building certificates.

The site is ideally positioned for the operation of a bottle store because:

- It is located in a well-established commercial zone
- It is the type of use expected in commercial areas of this nature
- It provides a service to the community
- It provides easy car parking for customers
- It is located on a road that can accommodate traffic movements to and from the site
- The applicant has demonstrated in the past that they operate the business to a high standard, including cleaning of the exterior of the premises from any litter and by not having a proliferation of signage

## Section B Documents required by the District Licensing Committee

### 1. Existing on licence

**OFF-LICENCE**  
Sections 17 to 20, and 64, Sale and Supply of Alcohol Act 2012  
**KIW-E OTAKI LIMITED**  
Licence Number **45/OFF/031/2022**



Pursuant to the Sale and Supply of Alcohol Act 2012 (the Act), Kiw-e Otaki Limited (the licensee) is authorised to sell alcohol on the premises situated at Shop 3 and 4, 4 Arthur Street, Otaki known as Super Liquor Otaki, 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:

1. Alcohol is only permitted to be sold, supplied or delivered on or from the premises authorised by the licence.
2. Alcohol may be sold or delivered only on the following days and during the following hours:  
**Monday to Sunday – 10am to 9pm**
3. No alcohol may be sold or delivered on Good Friday, Easter Sunday, Christmas Day, or before 1 pm on Anzac Day.
4. The whole of the premises is designated as a supervised area.
5. Water must be freely available for drinking at all times alcohol is being supplied free as a sample on the premises.
6. The licensee must display appropriate signs adjacent to every point of sale detailing the statutory restrictions on the supply of alcohol to minors and intoxicated persons.
7. The licensee must implement and maintain the steps proposed in the application for the licence aimed at promoting the safe and responsible consumption of alcohol, and minimising alcohol related harm.
8. The sale of single units of mainstream (high volume commercial) beer, and ready to drink spirits or shots is prohibited.
9. There will be no sales of RTD's in containers over 500ml with an ABV of 6% or more.
10. There will be no sales of light spirits up to 13.9% ABV of any kind.
11. The premises will remain a Super Liquor franchise store for the period of the licence.

#### Display of Licence and Principal Entrance

A copy of this licence must be displayed at the principal entrance to the premises. The entrance from Arthur Street is designated as the principal entrance.

#### Licensed Premises

The licensed premises situated at Shop 3 and 4, 4 Arthur Street, Otaki are more precisely identified as outlined in the plan date stamped as approved by the District Licensing Committee on 8 September 2020 (held on DLC file OFF872).

#### 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 licence is duly made before the licence 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 of 4 years after the day it was issued.

Dated at Paraparaumu on 4 October 2022.

A circular official seal of the Kapiti Coast District Licensing Committee is positioned to the left of a handwritten signature in blue ink.

Secretary  
Kapiti Coast District Licensing Committee

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, the licence expires on:

**1 March 2025**

This licence replaces licence no. 45/OFF/025/2021 issued on 1 March 2021

2. Certificate of Incorporation



## Certificate of Incorporation

**KIW-E OTAKI LIMITED**  
**6939794**  
**NZBN: 9429046914941**

This is to certify that KIW-E KAITAIA LIMITED was incorporated under the Companies Act 1993 on the 20th day of July 2018 and changed its name to KIW-E OTAKI LIMITED on the 5th day of November 2019.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

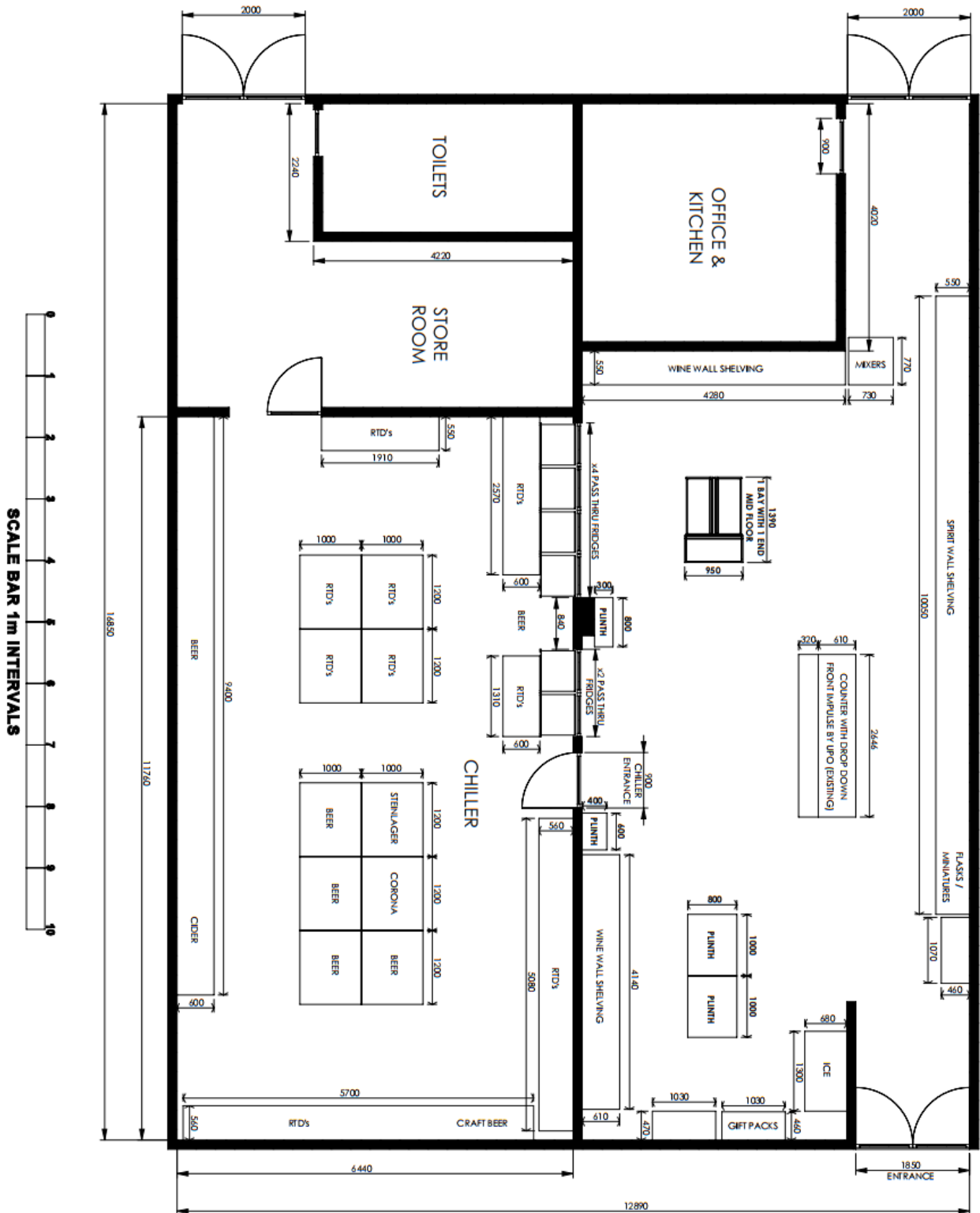
Registrar of Companies  
18th day of January 2025



Certificate generated 18 January 2025 03:56 PM NZDT



3. Floor plans highlighting restricted or supervised areas and the main entrance



All of the premises are supervised Principal entrance

4. Photo of the main entrance



5. Host / social responsibility policy



## Social Responsibility Plan

Super Liquor Otaki

Date 3/12/2023

**THE APPLICANT/LICENSEE ADVISES THE DISTRICT LICENCING COMMITTEE THAT THE FOLLOWING STEPS WILL BE TAKEN TO MINIMISE ALCOHOL RELATED HARM**

### 1. Staff Training

Duty managers must obtain their Licence Controller Qualification (LCQ). The LCQ demonstrates knowledge of the SSAA 2012, its implications for licensed premises and knowledge of host responsibility requirements for all serving staff members and duty managers of the licensed premises. Furthermore, all our staff undergo training to do their job responsibly and understand their obligations to comply with the SSAA2012 Act. The following training is available to all staff:

- a) Serve wise training
- b) Super Liquor Academy:
  - a. Three online courses on the Sale and Supply of Alcohol Act 2012. Each course has a test where 80% needs to be achieved to pass.  
*\*Staff are required to complete one of the above courses every six months\**
  - b. Category training courses.
  - c. Customer Service courses
  - d. Security courses
- c) Staff Acknowledgement Form:
  - a. Each staff member reads and signs the Staff Acknowledgement form every quarter.
- d) Staff are taken through any conditions on the liquor licence.
  - 1. Alcohol is only permitted to be sold, supplied or delivered on or from the premises authorised by the licence.
  - 2. Alcohol may be sold or delivered only on the following days and during the following hours:  
Monday to Sunday – 10am to 9pm
  - 3. No alcohol may be sold or delivered on Good Friday, Easter Sunday, Christmas Day, or before 1 pm on Anzac Day.
  - 4. The whole of the premises is designated as a supervised area.
  - 5. Water must be freely available for drinking at all times alcohol is being supplied free as a sample on the premises.
  - 6. The licensee must display appropriate signs adjacent to every point of sale detailing the statutory restrictions on the supply of alcohol to minors and intoxicated persons.
  - 7. The licensee must implement and maintain the steps proposed in the application for the licence aimed at promoting the safe and responsible consumption of alcohol, and minimising alcohol related harm.

8. The sale of single units of mainstream (high volume commercial) beer, and ready to drink spirits or shots is prohibited.
9. There will be no sales of RTD's in containers over 500ml with an ABV of 6% or more.
10. There will be no sales of light spirits up to 13.9% ABV of any kind.
11. The premises will remain a Super Liquor franchise store for the period of the licence.

Copies of all training are kept in the SSAA2012 Managers Folder which is checked each quarter by their dedicated Franchise Manager. Super Liquor Holdings Ltd manages the SSAA2012 online training courses.

## **2. Minors**

Staff are aware of the requirements & consequences as set out in the SSAA 2012 in respect of sale or supply to minors and the presence of minors on our premises according to the designation of stores liquor licence. The following are store procedure for ensuring that minors are not served:

The store has signage displayed on the premises stating minors will not be served.

- The store has signage displayed on the premises stating minors will not be served.
- The point-of-sale system has a prompt to remind staff to ask for ID if a customer looks under 25.
- Staff will also ask each person in a group to present ID, should anyone in the group appear to be under 25.
- Through online courses on the Sale and Supply of Alcohol Act 2012 and Staff Acknowledgement forms, staff are trained on penalties, fines, restricted and supervised areas, selling alcohol to minors and group policies.
- If any person in the group cannot supply ID, we will not supply alcohol to anyone in the group.
- No one in school uniform will be served.

The acceptable forms of ID we accept are:

- Current NZ photo drivers' license.
- Current Kiwi Access Card (18+).
- Hospitality NZ 18+ Card - valid for 10 years from date of issue.
- Current passport

## **3. Intoxication**

The store displays signage stating intoxicated persons will not be served. Our staff will identify & assess signs of intoxication by using the Intoxication Assessment Tool SCAB. This being the observation of speech, coordination, appearance and behaviour that would be consistent with an intoxicated person. Through the courses outlined in training above, staff are trained in how to deal with Intoxicated persons. Assistance will also be offered by the Manager to anyone on the premises who is intoxicated. This may include access to safe transport or other means to ensure their safety.

## **4. Minimising Alcohol Related Harm**

Ensuring the safety and well-being of our customers is paramount. Our 'Minimizing Alcohol Related Harm' policy underscores our commitment to responsible service. Through staff training and

responsible service practices we advocate responsible alcohol consumption and are dedicated to customer safety.

## **5. Signage**

The following signage is required to be displayed instore:

- Trading Hours.
- Liquor Licence.
- Duty Managers full name.
- Host Responsibility Poster
- Prohibited persons (No ID - No service, minors, intoxicated persons & Group ID)
- Liquor Ban area

From the above all signs except for the trading hours sign is in Super Liquor branded frames which is placed in the interior of the store where it can be easily read by people entering the premises.

Trading hours are placed at the main entrance where it is easily read.

## **6. Managers**

Our Duty Managers are trained to comply with the Sale and Supply of Alcohol Act 2012 and the conditions of the licence. Each premise must have one duty manager onsite during opening business hours. All managers are required to hold a manager's certificate issued by a District Licensing Committee with their full name displayed at all times.

## **7. Amenity & Good Order**

Our store only sell alcohol within the hours specified in our licence. The Duty Manager and any serving member understand penalty implications to sell outside of our licenced hours.

Our store does not generate a lot of noise. Due to our current closing hours, we have not experienced any issues with noise.

Before opening and closing of the store staff must ensure exterior of the store is kept tidy.

Quarterly compliance audits are performed by Super Liquor Franchise Managers as an added measure to ensure external store appearances and presentation of the building is kept clean, tidy and in good condition at all times.

There is policy placed instore if anyone found drinking instore staff let them know about alcohol ban area and ask them to not drink and move from area. If they don't follow the instruction staff have to ring police to inform the incident and write down the incident in incident report book.

## **8. Liquor Bans**

To help keep towns and communities safe, liquor bans are in place across our local area. From your local council's website please print your local liquor ban areas and add to the front of your SSAA 2012 Managers Folder, even if your store is not located within a liquor ban area]

Liquor ban areas of Otaki are below

Main St/Mill Rd, Ōtaki (24 hours, all year)

State Highway One retail area, Ōtaki (24 hours, all year)

Tasman Rd & Marine Parade, Ōtaki Beach (10pm-8am, Thursday to Sunday, all year).

Store is located in Liquor ban area. To ensure no one drinks outside of store we have 5 CCTV cameras cover front and back parking of store and 15 CCTV cameras instore.

## Alcohol Promotions

All national promotions are developed by Super Liquor Holdings Limited or their Suppliers and from time to time there may be promotions on premises designed by our managers.

We will not run promotions that encourage the rapid or excessive consumption of alcohol.

Types of promotions that our premises may run:

- National promotions run by Super Liquor Holdings Limited.
- Instore Managers Specials – for any new products to market, for brands that are not on national promotion.
- Supplier promotions – driven by suppliers for new products.

All promotions are suitably monitored, managed, and controlled by either Super Liquor Holdings Limited or by the liquor licence holder or duty manager to ensure excessive consumption of alcohol is not encouraged. This applies to all promotions that can be seen or heard from the outside and the inside of the premises. When we do complimentary tastings, water will be provided.

## 9. Remote Sales

Store registered for remote sales must comply with the Super Liquor sales, packaging and delivery policies. Remote / Online sales delivered by the store or courier company are packaged using sturdy material, no products are left loose or visible through the packaging.

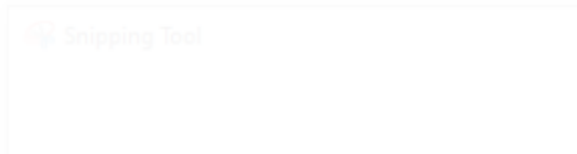
All packages are affixed with ID stickers which are visibly placed on top of the box instructing the deliverer not to leave the contents with anyone underage and to ensure age is verified is the receiver looks 25 or under.

## 10. Incident Log

On the premise, we keep a folder called the SSAA2012 Managers Folder as well as an Incident Book. The Duty Manager and any serving staff members that are on duty record all incidents. Please refer to training above for the responsibility of keeping records in the SSAA2012 Managers Folder. The following logs & incidents are recorded in the appropriate register:

SSAA2012 Manager Folder:

- Duty Manager Register
- Acting/Temporary Managers Register
- Managers Certificates
- Copy of Liquor Licence



- Training Certificates
- LAP (if applicable)
- Staff Acknowledgement Form
- Liquor Ban Poster

Incident Book:

- Refused service to minors.
- Refused service due to intoxicated person.
- Refused service due to aggressive behaviour.
- Incidents of aggravated robbery or assault.
- Incidents of theft.
- Visits for regulatory services.
- Super Liquor Franchise Manager store visit & compliance calls
- Banned or trespassed persons.

6. Copy of register of managers, acting managers and temporary managers, appointed in the last 2 years



**Certified Duty Manager Register**

Store: O TARI

Section 232 of SSAA 2012 requires a register to be maintained of permanent, acting or temporary managers. The licensee must keep this recorded information for at least two years.

Full Legal Name	D.O.B	Male or Female	Certificate Number	Expiry Date	Appointment date	Cancellation/Termination Date	Date DLC & Police notified of appointment
TAHARANGI Tunison Smithgrad	27/12/2000	M	45/CERT/948/2021	05/10/2025	19/10/21	Renewed.	
Sukjinder Singh	30/07/1991	M	51/CERT/089/2023	02/11/2024	4/11/2023		04/12/23
SUKHINDER SINGH	30/07/1991	M	51/CERT/089/2023	02/Nov/2027	4/11/2023	Renewed.	
NISHI CHAUDHARY		M	55/CERT/011/2019	08/May/2019	23/10/2024		23/10/2024



## 7. Letter of authorisation for consultant

20 December 2024

The Administrator  
Kapiti Coast District Licencing Agency  
Kapiti Coast District Council  
175 Rimu Road,  
Paraparaumu 5032

Dear Sir / Madam

Authority to Act – Kiw-E Otaki Ltd trading as Super Liquor Otaki at 3 and 4 Arthur Street, Otaki

This letter authorises Ignition Group Limited to act on our behalf in respect to licensing matters relating to our application for the renewal of an off licence at 4 Arthur Street, Otaki.

The director of Ignition Group that we are working with is Steve McDowell. His contact address is 100B Kiwi Road, Whangamata.

Other contact details are:

Steve McDowell  
0276273606  
[steve@smcl.co.nz](mailto:steve@smcl.co.nz)

Thank you.



Sukhjinder SINGH  
Director  
Kiw-E Otaki Ltd  
Super Liquor Otaki  
6 Ropata Te Ao Way  
Otaki  
[Sukhjinder.singh@superliquor.co.nz](mailto:Sukhjinder.singh@superliquor.co.nz)  
02102348309

## **Section C Assessment of Criteria of Sale and Supply of Alcohol Act 2012**

### **1. Introduction**

The Sale and Supply of Alcohol Act 2012 sets out in section 105 and section 131 the criteria that a District Licencing Committee must have regard to when considering an application for renewal of a licence.

This assessment addresses those matters and others in detail in relation to the application as set out in the Council application form.

Section 3 is the Purpose of the Act and is for the benefit of the community as a whole, to put in place a new system for the control of the sale, supply and consumption of alcohol that is reasonable and helps achieve the object of the Act.

Section 4, the Object of the Act, is that the sale, supply and consumption of alcohol should be undertaken safely and responsibly, and the harm caused by excessive or inappropriate consumption of alcohol should be minimised.

Harm includes (a) any crime, damage, death, disease, disorderly behaviour, 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 behaviour, illness, or injury of a kind described in paragraph (a).

Section 5 includes the Interpretation section of the Act.

Section 131 sets out which matters the licencing committee must have regard to when deciding whether to renew a licence, including stipulating the matters in section 105.

Section 105 sets out the criteria to be considered for the renewal of a licence in particular paragraphs (a) to (g), (j), and (k) of section 105(1).

Section 106 covers the consideration of effects on amenity and good order of the locality.

Section 132 enables the licencing authority or committee to impose conditions.

The following assessment deals with sections 105 (as required by section 131), 106, 4 and finally 3 of the Act.

### **2. Assessment of Criteria**

Section 131 Criteria for renewal

(1) In deciding whether to renew a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:

(a) the matters set out in paragraphs (a) to (g), (j), and (k) of section 105(1):

(b) 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:

(c) any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made by virtue of section 129:

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

**(1)(a) The matters set out in paragraphs (a) to (g), (j), and (k) of section 105(1):**

(a) The object of this Act

See section three below.

(b) The suitability of the applicant

The applicant is an experienced professional who has owned the business at the subject site since 2023.

The applicant and their staff have not been subject to any prosecutions, enforcement orders etc.

There has been no refusal of any licences to the company's director or shareholders.

No official complaints have been made regarding the applicant's premises to the best of the applicant's knowledge. It is noted there is occasional contact with the local Police when Police visit the site in the normal course of their patrol duties, and this is supported.

Overall, the years of experience in the industry, and the record of the applicant in managing an off-licence, makes the applicant suitable to hold a licence and in this case, for the renewal of the off-licence.

(c) Any relevant local alcohol policy

The Council does not have an operative Local Alcohol Policy (LAP).

(d) The days on which and the hours during which the applicant proposes to sell alcohol

It is proposed that the licence be renewed under the current terms and hours; those hours are 10:00am to 9:00pm Monday to Sunday.

(e) The design and layout of any proposed premises

There are two principal entrances to the store from Arthur Street and at the rear of the building from the car park. The counters are located close to the Arthur Street entrance.

The design and layout of the premises minimises potential harm and ensure a safe environment for customers by adopting many of the Crime Prevention through Environmental Design guidelines (CPTED) produced by the NZ Police and the Health Promotion Agency as follows:

Windows. There is good visibility to and from the premises and the street with minimal signwriting or obstructions on the windows. The windows fronting the road provide good visual access for staff to see customers as they enter from the car park outside and they can also be viewed via CCTV cameras.

Lighting – interior and exterior. Lighting allows customers to be seen as they enter the premises, and identification can easily be read; good exterior lighting for the car park area discourages loitering; lighting outside the premises provides a good standard of lighting to enable staff to observe customers approaching and leaving the store.

Internal layout. The cash register is placed on the counter in a way to discourage opportunistic attempts to open them; it is located near the principal entrance; the safe is located in the office out of the public area; stock displays are generally no higher than waist/chest height thereby enabling excellent viewing across the store; there is good visibility into the chiller and an integrated CCTV system has been installed so that all internal areas of the store can be recorded; the entrance way is recorded on CCTV camera; the majority of the internal premises can be seen from the cashier areas – those that cannot be seen are monitored from the cashiers area by CCTV cameras.

Security. Doors and windows are reinforced; there is no external advertising that encourages people to loiter outside the premises; a panic alarm and burglar alarm are installed in the premises.

RTDs and other drinks that younger people drink are not located near the front of the store or visible from street frontage.

Staff – see (j) below.

(f) Whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods:

Limited additional goods are sold, mainly small food items such as chips, nuts and ice. In addition, a range of non-alcoholic drinks are available and low alcohol drinks are also sold.

(g) 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:

No other services are to be provided from the store.

(j) Whether the applicant has appropriate systems, staff, and training to comply with the law:

Staff hold manager's certificates. Where staff are employed who do not hold a manager's certificate they are always supervised by a certified manager.

Staff with manager’s certificates are:

Name	Certificate number	Expiry date
Sukhjinder Singh	51/CERT/089/2023	02/11/2027
Taharangi Turitoa Smith-Gray	45/CERT/948/2021	05/10/2025
Nitish Choudhary	55/CERT/011/2019	08/05/2026

The Super Liquor Group places importance on comprehensive systems, staff and training and the need for all franchisees to comply with the requirements of the Sale and Supply of Alcohol Act 2012. The Super Liquor Group provide guidance to franchise holders on the responsibilities of operating a bottle store including the CPTED checklist, identification verification processes, community complaints register, host responsibility posters, a range of staff induction and training guidance, responsibilities of duty managers etc. For example:

## Date of Birth Chart

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YEAR	2024	2025	2026	2027	2028	2029	2030
2001	22	23	24	25	26	27	28
2002	21	22	23	24	25	26	27
2003	20	21	22	23	24	25	26
2004	19	20	21	22	23	24	25
2005	18	19	20	21	22	23	24
2006	17	18	19	20	21	22	23
2007	16	17	18	19	20	21	22
2008	15	16	17	18	19	20	21
2009	14	15	16	17	18	19	20
2010	13	14	15	16	17	18	19
2011	12	13	14	15	16	17	18
2012	11	12	13	14	15	16	17
2013	10	11	12	13	14	15	16



\*17 unless a birthday has occurred before the current month and day



# Intoxication assessment tool

Indicators may include but are not limited to:

	Sober	Influenced	Intoxicated
Speech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
Coordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand unaided or sit straight.
Appearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
Behaviour	Behaving sensibly but may be more relaxed.	Overly friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
	Monitor & serve responsibly	Intervene	Deny & remove

## Intoxication definition

INTOXICATED means observably affected by alcohol, other drugs, or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident: (a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.



AUBS | JUN 2023

The licensee has attended training on the requirements of the Sale and Supply of Alcohol Act 2012, and the information from that training has in turn been passed on to staff.

Staff participate in the Alcohol.Og.NZ ServeWise programme which is a national e-Learning tool developed for sellers and servers of alcohol. ServeWise provides users with an understanding of the Sale and Supply of Alcohol Act, with a strong focus on intoxication, minors, server intervention and host responsibility.

This training is supported by an online Super Liquor training programme. This programme is a video based-learning programme with modules that cover the following:

- 1 Purpose and Object of the Act
- 2 Licences & Conditions
- 3 Key risks – minors, group sales, intoxicated persons, trading outside licenced hours
- 4 Who Can You Not Sell To
- 5 Minors
- 6 Intoxication
- 7 The Agencies
- 8 Controlled Purchase Operations (CPO's)
- 9 Duty Managers
- 10 Irresponsible Promotion of Alcohol
- 11 Infringement offences
- 12 Local Alcohol Policy
- 13 Good Management Tactics & Essential records and signage
- 14 Design & Crime Prevention
- 15 Amenity and good order
- 16 Social Responsibility Plan

## 17 Employing the right people; employment of minors s. 237

The applicant meets with their staff regularly to discuss the conditions of the licence and the requirements to run a complying and effective business. Internal ideas exchanges and learning are also encouraged among staff. Training in customer service and legal responsibilities is undertaken by the applicant.

Staff complete acknowledgement forms when they complete both the Super Liquor online course and the ServeWise online programmes.

Super Liquor Holding undertakes quarterly audits of each store to ensure compliance which covers a 9-step compliance system. The 9 key areas are:

1. External store presentation
2. Internal store presentation
3. Sale and Supply of Alcohol Act 2012
4. Chiller presentation
5. Ranging & pricing
6. People
7. Back of house
8. Communication & marketing
9. Critical questions

This audit assists all franchise owners in the Group meet the obligations of the Sale and Supply of Alcohol Act.

(k) Any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made under section 103.

There are no known issues that the Police, Medical Officer of Health or the Inspector have in respect to this application, as far as the applicant is aware.

**(1)(b) 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.**

“Amenity and good order of the locality” is defined in the Sale and Supply of Alcohol Act 2012 in relation to a renewal of a licence as meaning the extent to which, and ways in which, the locality in which the premises concerned are situated is pleasant and agreeable”.

Section 106 of the Act provides direction on the relevant issues to be assessed in determining amenity and good order. The following is an assessment of those issues:

Current and possible future noise levels: There is minimal noise generated from the existing liquor store. The most obvious noise is vehicles driving in and out of the car parking area. The effects of traffic noise on the surrounding neighbourhood when considered in the context of overall traffic use on the roading network are less than minor.

Part of the store policy is that customers are encouraged to leave the parking area after their purchase has been made, thus minimising the potential for creating noise by people who are loitering. Internal noise generated from the general operation of the business is not audible from outside the premises.

No noise is generated from amplified music that can heard from outside the store at the site boundary.

As noise generation is minimal, declining of the application for the renewal of the existing off licence will not lead to a further reduction in noise.

Current and possible future, levels of nuisance and vandalism: These are minimised by regular checks of the exterior of the premises by staff to remove litter, by removing graffiti as soon as practicable (which has not been an issue for this store), and by regularly checking the carpark, especially at night, to ensure there is no loitering or pre-loading of alcohol occurring. The car park is illuminated which discourages drinking or other behavioural issues. There is no experience with nuisance or vandalism increasing as a result of the current location of this store and this is unlikely to be reduced (as such activities are not occurring now) by declining this application.

The overall conclusion after assessing the matters required by section 131 (1) (b) of the Sale and Supply of Alcohol Act 2012 is that the amenity and good order of the locality would not be increased by more than a minor extent by the refusal to renew the licence.

**(1)(c) Any matters dealt with in any report from the Police, an inspector, or a Medical officer of Health made by virtue of section 129.**

See (1)(k) above.

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

Advertising is within the standards set by the wider Super Liquor Group and complies with the advertising standards set by the Council, which aims to promote responsible use of alcohol. Alcohol which is particularly attractive to young drinkers is not advertised outside the premises.



### **3 Assessment of Section 4 - The Object of the Act**

In summary, after undertaking the assessment above, it is concluded that on balance the object of the Act will be achieved for the following reasons:

- the sale, supply, and consumption of alcohol will be undertaken safely and responsibly;  
and
- the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

### **4 Assessment of Section 3 – The Purpose of the Act**

Overall, it is concluded that the purpose of the Act will be achieved because by renewing this licence because the sale, supply and consumption of alcohol from the premises and its minimal impact on the local community will continue to be reasonable and help achieve the object of the Act.

# Fire Evacuation Statement

*This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, special and club licences in accordance with section 100 and 127 of the Sale and Supply of Alcohol Act 2012.*

## 1. Applicant details

<b>Premises name:</b>	<input type="text" value="Super Liqior Otaki"/>	
<b>Applicants name:</b> (Individual or Company)	<input type="text" value="Kiw-E Otaki Ltd"/>	
<b>Premises address:</b>	<input type="text" value="Shop 3 and 4, 4 Arthur Street, Otaki"/>	
<b>Contact phone:</b>	Home: <input type="text" value=""/>	Mobile: <input type="text" value="02102348309"/>
<b>Contact email:</b>	<input type="text" value="Sukhjinder.singh@superliquor.co.nz"/>	

## 2. Fire evacuation scheme

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

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

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

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

## Statement

I hereby state that (tick one):

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

OR

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

OR

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

### NOTE:

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

Name:

Steve McDowell, agent for applicant

Signature:

Smowell

Date:

28 January 2025

## Submitting applications

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

### Post to:

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

### or deliver to:

Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu