

APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



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

Send or deliver your application to:

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

Received by
Kāpiti Coast District Council
at Waikanae

14 APR 2025

For Council use

File #

Once this application is complete you may make an appointment for a pre-lodgement meeting with the District Licensing Committee (DLC) at the address given above. OGST 51-860-608

Application forms cannot be accepted by the District Licensing Committee (DLC) until they are complete by the Inspector and a fee category has been calculated. **Instructions on back of the form.** Received with thanks by 36/01
KAPITI COAST DISTRICT COUNCIL

14-04-25 15:39 *COPY COPY*709744

This application is made in accordance with the particulars set out below:

GL 17595724
Off Licence Waikanae N -1,637.50
CQ EFT
Licences 1,637.50

1. Application Type

☐ New Off-Licence

☒ Renewal of Off-Licence

☐ Renewal of Off-Licence with variation of conditions

Licence number:

45/OFF/052/2022

Licence number:

2. Endorsements

Tick the appropriate box if you want an endorsed licence only

☐ Auctioneer

☐ Remote Sales

3. Details of Applicant

Full legal name or names to be on licence (if a company, must be a company name):

LAM LEE LIMITED T/A WAIKANAHE NEW WORLD

Whether licence already held for premises concerned: ☒ Yes ☐ No, and if 'Yes', state kind of licence

OFF LICENCE

4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012

☐ Natural person(s)

☒ Private Company

☐ Body Corporate

☐ Public Company

☐ Partnership

☐ 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:	Designation/Position:
Telephone:	Email:
Mobile:	Preferred mode of contact:

8. Postal Address for Service

Number/Street/PO Box:	Suburb:
City:	Postcode:

9. Business Details

Describe principal business, any other businesses

FOOD RETAIL - SUPERMARKET

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:

LEE CHEE LAP (RICHMOND)
LAM LAI YIN (BERNIE)

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

Authorised capital:	Paid up capital:
Name: <u>LEE CHEE LAP</u>	Address: Street number <u>9</u>
Street: <u>HURUNUI STREET</u>	Suburb: <u>WAIKANAE</u>
City: <u>KAPITI COAST</u>	Postcode: <u>5036</u>
Date of birth: <u>17 MAY 1965</u>	Place of birth: <u>MALAYSIA</u>
Designation: <u>OWNER OPERATOR</u>	Face value of shares held: <u>50 %</u>

13. For a Partnership

Full legal name of partner: <u>LAM LAI YIN</u>		
Usual residential address: Number <u>9</u>	Street: <u>HURUNUI STREET</u>	
Suburb: <u>WAIKANAE</u>	City: <u>KAPITI COAST</u>	Postcode: <u>5036</u>
Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

14. Details of Premises

Address: Number <u>5</u>	Street: <u>PARATA STREET</u>	
Suburb: <u>WAIKANAE</u>	City: <u>KAPITI COAST</u>	Postcode: <u>5036</u>
Trading Name: <u>WAIKANAE NEW WORLD</u>		
If not Owned by Applicant:		
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)		
Full legal name of owner:		
Address: Number	Street:	
Suburb:	City:	Postcode:
Type: state whether grocery, hotel, retail shop (other than grocery), or tavern		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:		

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

Full legal name: **REFER TO ATTACHED - CERTIFIED MANAGERS REG =**

Number of manager's certificate: **DOC # 1**

Expiry Date:

Full legal name:

Number of manager's certificate:

Expiry Date:

16. Business Details

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

SALE OF FOOD (SUPERMARKET)

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.

WE SELL GROCERY, FRESH VEGE & MEAT, GM. MAJORITY OF ALCOHOL SOLD IN MY SUPERMARKET IS PURCHASED AS PART OF A CUSTOMER MAIN ORDER SHOP

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

7am - 11pm (7 days/week)

17. Conditions

Doc attached?
Number.

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

Describe experience and training of applicant:

26 YEARS OF EXPERIENT IN RETAIL AS AN OWNER OPERATOR PLUS 5 YEARS AS MANAGER.

EASTBOURNE 4 SQUARE (5 YEARS)

WAIKANA NEW WORLD (2) YEARS)

NEW PLYMOUTH NEW WORLD (5 YEARS)

HOLDER OF LCO & MANAGER'S CERT.

Yes / No
#.....
1

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>OUR SUPERMARKET HAVE THE FOLLOWING SYSTEM IN PLACE</p> <ul style="list-style-type: none"> - CHECKOUT STAFF WILL ASK & CHECK I.D. OF ALL CUSTOMER UNDER THE AGE OF 30. SUPERVISOR THEN AUTHORISE THE SALE. - WE ONLY ACCEPT VALID I.D. (NZ PASSPORT, NZ DRIVER LICENCE OR HANZ 18+ CARD) - NO I.D. NO SALE POLICY - ANY PERSON APPEAR INTOXICATED WILL BE REFUSED SALE OF ALCOHOL 	<p>Yes / No # <u>2</u></p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <ul style="list-style-type: none"> - ALL STAFF ARE TRAINED ON HOST RESPONSIBILITY - STORE "POINT OF SALE" SYSTEM IS CONTROL BY FOODSTUFFS SO THAT SALE OF ALCOHOL CAN NOT OCCUR OUTSIDE LIQUOR LICENCE HOURS - STORE ONLY SELL BEER & WINE, NO SPIRIT OR RTD'S - SUPERVISOR AUTHORISATION ON EVERY SALE TO PREVENT MISTAKE 	<p>Yes / No # <u>3</u></p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <ul style="list-style-type: none"> - SALE & SUPPLY OF ALCOHOL / LIQUOR ACT IS PART OF STAFF INDUCTION - ALL CHECKOUT OPERATORS UNDERGO ALCOHOL TRAINING / VIDEO / QUIZ - ENSURE SIGNAGE & POSTERS ARE DISPLAYED RELEVANT TO THE ACT. - DUTY MANAGER, FIRST AIDER, WARDEN ARE AVAILABLE DURING TRADING HOURS - ALL CHECKOUT OPERATORS ARE TO SIGN IN REMINDING THEM OF THE SALE OF LIQUOR ACT BEFORE EACH SHIFT. 	<p>Yes / No # <u>4</u></p>
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"> • reduced, by more than a minimal extent, by granting the licence; or • increased, by more than a minimal extent, by the refusal to renew the licence. <p>BECAUSE OUR STORE IS ONLY OPEN FOR LIMITED HOURS 7am - 9pm THE LIKELY HOOD THAT ALCOHOL SALES FROM MY BUSINESS WILL CONTRIBUTE TO VANDALISM OR UNREST IS EXTREMELY LOW. ALSO WE DO NOT SELL SELL RTD'S OR SPIRIT WHICH WE BELIEVE ARE THE MAIN CONTRIBUTORS TO VANDALISM AND UNREST IN THE COMMUNITY & WE IMPOSE THE HOST RESPONSIBILITY RIGOROUSLY</p>	<p>Yes / No #</p>
<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</p> <p>Terms of condition at present:</p> <p>N/A .</p>	<p>Yes / No # # # #</p>

ownership arrangements have changed.

19. Further Details where Applicant is a Company

Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.

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

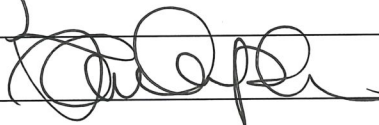
21. Signature of Applicant (this must be signed by applicant not their agent)

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: LEE CHEE LAR (RICHMOND)

Date: 11 APRIL 2025

Signature:



Dated at location: 14 April 2025

Privacy Statement

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

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

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

☐ 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 publically notified. The public notice template will be provided on receipt of your application by the Alcohol Licensing Team.

For Office Use: Application Fee Risk Categories

☐ Very Low

☐ High

☐ Low

☐ Very High

☐ Medium

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

Name of Licensing Inspector _____ Date: _____

Guidance for Completing Off-Licence Application/Renewal Form

Background

The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.

Before lodging application

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

You should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.

Completing your application

Who should complete which fields

1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are <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/ bottlestore/grocery store.
10	Criminal Convictions	All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises	All applicants to complete.
15	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than two, please attach separately.
16	Business Details	All applicants to complete.

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

After your Application is Lodged

Public Notices

You are responsible for giving notice in the Kapiti Observer or Kapiti News within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal) and the Council will 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.

Fire Evacuation Statement

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

1. Applicant details

Premises name:

WAIKANAHE NEW WORLD

Applicants name:
(Individual or Company)

LAM-LEE LIMITED

Premises address:

5 PARATA STREET
WAIKANAHE, KAPITI COAST

Contact phone:

Home:

Mobile: 021 718113

Contact email:

RICHMOND L @ NW. CO. NZ

2. Fire evacuation scheme

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

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

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

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

Statement

I hereby state that (tick one):

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

OR

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

OR

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

NOTE:

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

Name:

Richmond Lee

Signature:



Date:

22-4-2025

Submitting applications

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

Post to:

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

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

Doc # 1

CERTIFIED MANAGER'S REGISTER

Premises Name: Waikanae New World

Licensee Name: Richmond Lee – Owner Operator

Manager's Full Legal Name	Date of Birth	Sex	Manager's Certificate Number	Certificate Expiry Date	Date of Appointment/Liquor Manager's Certificate holder	Date Appointment terminated	Date DLC & Police notified of appointment or termination
Mandeep Kumar	29/07/1988	M	45/CERT/754/2019	16 Apr 2023	Appointed Duty Manager 29/04/2019	Resigned 18/4/2021	
Shirley Mejia	09/08/1984	F	45/CERT/575/2017	24 Apr 2024	Appointed Duty Manager 7 May 2018	Certificate not renewed as resigning in July 2024	
Justin McCullough	23/08/1996		45/CERT/1165/2024	22 Mar 2028	Appointed Duty Manager March 2024		
Marie Allen	12/07/1976	F	45/CERT/882/2020	01 Dec 2027	C/O Supervisor/Liq Mgr Cert Holder 01.12.2020		
Bezaleel M Esclamado	25/03/1968	F	45/CERT/311/2015	20 Aug 2027	Appointed Duty Manager June 2009		
Nenette Lawson	25/08/1961	F	45/CERT/114/2014	18 Aug 2027	Office/Admin staff/Liq Mgr Holder 30.07.2015		
Mamerto Heredia	17/08/1960	M	45/CERT/136/2014	02 July 2026	July 2013 (since started as Duty Manager position)		
Sangeeta Vijay	12/08/1976	F	45/CERT/135/2014	02 July 2026	July 2013 (since started as Duty Manager position)		
Chee Lap (Richmond) Lee	17/05/1965	M	45/CERT/188/2014	30 Oct 2026	Owner/Operator 2003		
Lai Yin (Bernie) Lam	13/11/1962	F	45/CERT/187/2014	30 Oct 2026	Owner/Operator 2003		
Dylan Lee	07/06/1995	M	45/CERT/667/2018	11 June 2025	Liquor Manager June 2018		
Reuben Shelford	16/03/2001	M	45/CERT/1166/2024	16 April 2025	Appointed Duty Manager March 2024		

RENEWAL OF APPLICATION SUBMITTED
28/3/2025

Updated:
23/3/2025

OFF-LICENCE

Sections 17 to 20, and 64, Sale and Supply of Alcohol Act 2012

Lam Lee Limited

Licence Number 45/OFF/052/2022

Pursuant to the Sale and Supply of Alcohol Act 2012 (the **Act**), Lam Lee Limited (the licensee) is authorised to sell alcohol on the premises situated at 5 Parata Street, Waikanae and known as Waikanae New World, 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. No alcohol is to be sold or delivered on Good Friday, Easter Sunday, Christmas Day, or before 1 pm on Anzac Day.
3. All deliveries of alcohol must be verified by a person aged 18 years or over.
4. No alcohol may be sold other than —
 - (i) beer that complies with the appropriate New Zealand food standard for beer; or
 - (ii) mead that complies with the appropriate New Zealand food standard for mead; or
 - (iii) fruit or vegetable wine that complies with the appropriate New Zealand food standard for fruit or vegetable wine; or
 - (iv) grape wine that complies with the appropriate New Zealand food standard for grape wine; or
 - (v) a food flavouring, prepared for culinary purposes, that is unsuitable for drinking undiluted.
5. Alcohol may be sold only on the following days and during the following hours:
Monday to Sunday - 7am to 11pm
6. The whole of the premises is **undesignated**.
7. The **single alcohol area** (the only permitted area for the promotion and display of alcohol) is defined on the plan approved on 6 July 2019 and encompasses the area in the front (southwest) corner of the store.
8. 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 alcohol to minors and to intoxicated persons.
9. 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.
10. A copy of this licence must be displayed at the principal entrance, the principal entrance is defined as the entrance from the car park.

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 7 September 2022



[Signature]

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:

24 June 2025

Note: This Licence replaces licence number 45/OFF/014/2019 issued by Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE


Section 226, Sale and Supply of Alcohol Act 2012

CHEE LAP (RICHMOND) LEE

Your manager's certificate **45/CERT/188/2014** is renewed.

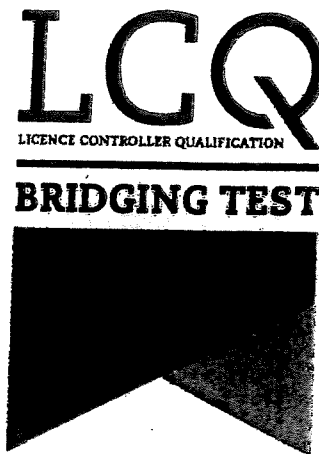
Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **30 October 2026** unless again renewed.

Dated at Paraparaumu on 8 November 2023



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number **45/CERT/188/2014** issued on 21 October 2023 at Paraparaumu by the Kapiti Coast District Licensing Committee



Completion Certificate

This is to certify that

Chee Lap Richmond Lee

has successfully completed the

**Licence Controller Qualification
Bridging Test**

on

20 October 2014

This certificate is awarded in recognition of the recipient completing the LCQ Bridging Test, which covers the Sale and Supply of Alcohol Act (2012) for holders of an LCO Certificate awarded under the repealed Sale of Liquor Act (1989). This certificate does not replace the Licence Controller Qualification (LCQ) or verify the completion of NZQA unit standards. The Completion Certificate should be presented along with a corresponding LCO Certificate for the application of the Manager's Certificate.

Certificate No: 38550

A handwritten signature in black ink, appearing to read 'D. Minchington'.

Dean Minchington
Chief Executive Officer
ServiceIQ (Service Skills Institute)

Service IQ
SMARTER PEOPLE FOR
SMARTER BUSINESSES





Certificate of Achievement

is hereby granted to

Richmond Lee

to certify the completion of

Restricted Product Sales & Delivery

Granted: 15.9.23 Refresher

DOC # 1

Alcohol will
not be served
to minors

No ID
No Service
No Exceptions

Alcohol will
not be served
to anyone who
is intoxicated

Alcohol will
not be served
to anyone who
is intoxicated

Vaping products may contain
nicotine which is a highly addictive
substance

He who smokes has not
learned the meaning of
the word "no"

No sales to persons under the age of 18

Customers
Please Wait

WITHOUT A TICKET
NOW

Doc # 2

Doc #2

Cash and Card

Vaping products may contain
nicotine which is a highly addictive
substance

He nikofimi kei roto i tenei mea, he
matu tino whakawara

No sales to persons under the age of 18

Customers please note

The legal age to purchase alcohol and other restricted items is 18 years of age.
We will only sell restricted items to customers 18 years or older but will need to
inspect and retain correct photo identification from any customer who appears
to be under the age of 20.
You will be asked to produce one of the following as proof of age:

- A passport
- Photo drivers license (NZ Only)
- Kiwi Access card
- HANZ 18+ Photo ID Card (18+ Card)


If you do not have one of these forms of ID, we recommend that you either
apply for a drivers license or for a Kiwi Access Card.
Application forms are available from NZ Post Shops.



**Alcohol will not be sold to
intoxicated persons.**





2007 Today's date or before


 **NEW WORLD**

Welcome!

Scan your items, or touch "Start" to begin

**Start**

 Own Bag

 Search or
Key in Item

To Our Valued Customers

As a condition of entry,
we reserve the right to

Customers please note

The legal age to purchase alcohol and other restricted items is 18 years of age.
We will only sell restricted items to customers 18 years or older but will need to request and sight current photo identification from any customer who appears to be below the age of 25.

You will be asked to produce one of the following as proof of age:

- A passport
- Photo drivers license (NZ Only)
- Kiwi Access card
- HANZ 18+ Photo ID Card (18+ Card)

If you do not have one of these forms of ID, we recommend that you either apply for a drivers license or for a Kiwi Access Card.

Application forms are available from NZ Post Shops.



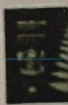
New Zealand
Drivers Licence



Kiwi Access Card



HANZ 18+ Photo ID Card
(18+ Card)



Passport

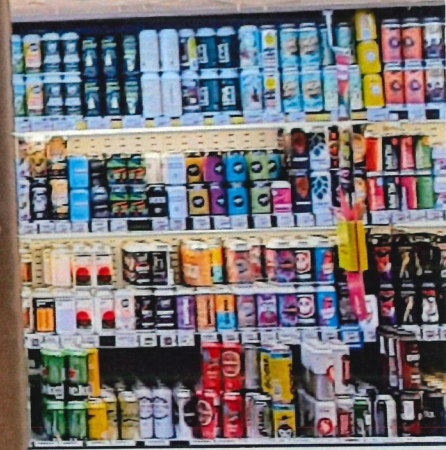


Alcohol will not be sold to
intoxicated persons.



CCTV IN OPERATION

Doc # 2



Doc # 72



Customers please note

You must be 21 years of age to purchase alcohol and other restricted items in NY State. We only sell restricted items to customers 21 years of age or older but will accept the name and age of customers 18 years of age or older but will not accept the name and age of customers 18 years of age or older.

You will be asked to provide one of the following in proof of age:

- A passport
- Photo drivers license (NYC only)
- Real Access card
- NYS ID - Photo ID Card (NYC - Card)

For the purpose of this sign, we are recommending that you bring with you a photo ID card in the form of a Real Access Card. Identification forms are available from NY State.



Alcohol will not be sold to intoxicated persons.



Customers please note

The legal age to purchase alcohol and other restricted items is 18 years of age.

We will only sell restricted items to customers 18 years or older but will need to request and sight current photo identification from any customer who appears to be below the age of 25.

You will be asked to produce one of the following as proof of age:

- A passport
- Photo drivers license (NZ Only)
- Kiwi Access card
- HANZ 18+ Photo ID Card (18+ Card)

If you do not have one of these forms of ID, we recommend that you either apply for a drivers license or for a Kiwi Access Card.

Application forms are available from NZ Post Shops.



New Zealand
Drivers Licence



Kiwi Access Card



HANZ 18+ Photo ID Card
(18+ Card)



Passport



I.D.
25

Alcohol will not be sold to
intoxicated persons.



Check for the following signs on the back of the card:

- New Zealand Drivers Licence
- Kiwi Access Card
- HANZ 18+ Photo ID Card
- Passport

For more information visit www.nw.co.nz

© 2010 New World
1000000000000000

Doc # 2

Customers please note

The legal age to purchase alcohol and other restricted items is 18 years of age.

We will only sell restricted items to customers 18 years or older but will need to request and sight current

photo identification from any customer who appears to be below the age of 25.

You will be asked to produce one of the following as proof of age:

- A passport
- Photo drivers license (NZ Only)
- Kiwi Access card
- HANZ 18+ Photo ID Card (18+ Card)

If you do not have one of these forms of ID, we recommend that you either apply for a drivers license or for a Kiwi Access Card.

Application forms are available from NZ Post Shops.



New Zealand Drivers Licence



Kiwi Access Card



HANZ 18+ Photo ID Card (18+ Card)



Passport

Alcohol will not be sold to intoxicated persons.



Chardonnay

Customers please note

The legal age to purchase alcohol and other restricted items is 18 years of age. We will only sell restricted items to customers 18 years or older but will need to request and sight current photo identification from any customer who appears to be below the age of 25. You will be asked to produce one of the following as proof of age:

- A passport
- Photo drivers license (NZ Only)
- Kiwi Access card
- HANZ 18+ Photo ID Card (18+ Card)

If you do not have one of these forms of ID, we recommend that you either apply for a drivers license or for a Kiwi Access Card. Application forms are available from NZ Post Shops.



New Zealand Drivers Licence



Kiwi Access Card



HANZ 18+ Photo ID Card (18+ Card)



Passport

Alcohol will not be sold to intoxicated persons.



Doc #3

NEW WORLD WAIKANAE DUTY MANAGER

Beza Esclamado



Kapiti Police 04-2966800

For any issues/concerns, please contact the Duty Manager on 0800 347 787 and depending on the issue they will escalate it to the right person.
Or Damien Baker - Kapiti Coast Operations Manager his number is 027 452 7484

HAPPENING
NOW CALL 111
IF IT'S ALREADY
HAPPENED
USE 105

105

Back Indicator	Police
9g	9G
9h	9H
9i	9I
9k	9K
9l	9L
9m	9M
9n	9N
9o	9O

FUEL PAGE

NO RE

Due to s

DOC # 3

CERTIFIED MANAGER'S REGISTER

Premises Name: Waikanae New World

Licensee Name: Richmond Lee – Owner Operator

Manager's Full Legal Name	Date of Birth	Sex	Manager's Certificate Number	Certificate Expiry Date	Date of Appointment/Liquor Manager's Certificate holder	Date Appointment terminated	Date DLC & Police notified of appointment or termination
Mandeep Kumar	29/07/1988	M	45/CERT/754/2019	16 Apr 2023	Appointed Duty Manager 29/04/2019	Resigned 18/4/2021	
Shirley Mella	09/08/1984	F	45/CERT/575/2017	24 Apr 2024	Appointed Duty Manager 7 May 2018	Certificate not renewed as resigning In July 2024	
Justin McCullough	23/08/1996		45/CERT/1165/2024	22 Mar 2028	Appointed Duty Manager March 2024		
Marie Allen	12/07/1976	F	45/CERT/882/2020	01 Dec 2027	C/O Supervisor/Liq Mgr Cert Holder 01.12.2020		
Bezaleel M Esclamado	25/03/1968	F	45/CERT/311/2015	20 Aug 2027	Appointed Duty Manager June 2009		
Nenette Lawson	25/08/1961	F	45/CERT/114/2014	18 Aug 2027	Office/Admin staff/Liq Mgr Holder 30.07.2015		
Mamerto Heredia	17/08/1960	M	45/CERT/136/2014	02 July 2026	July 2013 (since started as Duty Manager position)		
Sangeeta Vijay	12/08/1976	F	45/CERT/135/2014	02 July 2026	July 2013 (since started as Duty Manager position)		
Chee Lap (Richmond) Lee	17/05/1965	M	45/CERT/188/2014	30 Oct 2026	Owner/Operator 2003		
Lai Yin (Bernie) Lam	13/11/1962	F	45/CERT/187/2014	30 Oct 2026	Owner/Operator 2003		
Dylan Lee	07/06/1995	M	45/CERT/667/2018	11 June 2025	Liquor Manager June 2018		
Reuben Shelford	16/03/2001	M	45/CERT/1166/2024	16 April 2025	Appointed Duty Manager March 2024		

RENEWAL OF APPLICATION SUBMITTED
28/3/2025

Updated:
23/3/2025

DOC # 3

To Our Valued Customers

As a condition of entry we reserve the right to request that any bag, parcel or container be submitted for inspection on leaving the store.

Thank you.



CCTV IN OPERATION



OFF LICENCE

Sections 17 to 20, and 24, Sale and Supply of Alcohol Act 2012

Lam Lee Limited

Licence Number 45/OFF/NB2/2022

Permitted to the Sale and Supply of Alcohol Act 2012 (the Act), Lam Lee Limited (the licensee) is authorized to sell alcohol on the premises of the licensee, and to supply alcohol to any person for consumption on the premises and to supply alcohol to any person for consumption off the premises, in accordance with the provisions of the Act.

The licensee is also authorized to sell alcohol on or off the premises, and to supply alcohol to any person for consumption on the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to sell alcohol on or off the premises, the licensee is also authorized to supply alcohol to any person for consumption on the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to supply alcohol to any person for consumption on the premises, the licensee is also authorized to sell alcohol on or off the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to sell alcohol on or off the premises, the licensee is also authorized to supply alcohol to any person for consumption on the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to supply alcohol to any person for consumption on the premises, the licensee is also authorized to sell alcohol on or off the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to sell alcohol on or off the premises, the licensee is also authorized to supply alcohol to any person for consumption on the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to supply alcohol to any person for consumption on the premises, the licensee is also authorized to sell alcohol on or off the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to sell alcohol on or off the premises, the licensee is also authorized to supply alcohol to any person for consumption on the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to supply alcohol to any person for consumption on the premises, the licensee is also authorized to sell alcohol on or off the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to sell alcohol on or off the premises, the licensee is also authorized to supply alcohol to any person for consumption on the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to supply alcohol to any person for consumption on the premises, the licensee is also authorized to sell alcohol on or off the premises, in accordance with the provisions of the Act.

Where the licensee is authorized to sell alcohol on or off the premises, the licensee is also authorized to supply alcohol to any person for consumption on the premises, in accordance with the provisions of the Act.



Certificate of Achievement

is hereby granted to

Jack Smith

to certify the completion of

Restricted Product Sales & Delivery

Granted: 15 Dec 2024



DOC # 4

Restricted Products Quiz

(Alcohol and Tobacco Products)

DOC#4

Name: Jack Smith

Date: 15/12/24

Cashier Number:

1. What sort of Licence does our store need to display?

- ☐ An On Licence
- ☐ A Drivers Licence
- ☒ An Off Licence
- ☐ A Selling Alcohol Licence

2. What types of Alcohol can we sell?

- ☒ Beer, wine, cider, mead
- ☐ Beer, wine, spirits
- ☐ Any type of alcohol
- ☐ We cannot sell alcohol

3. Who must we ask to see photo ID from?

- ☐ Anyone under the age of 18
- ☒ Anyone who looks under the age of 30
- ☐ Everyone who looks over 18
- ☐ Dodgy looking people

4. How long can a store be prevented from selling alcohol if we break the rules?

- ☒ Up to 7 days
- ☐ Up to one financial year
- ☐ It depends on the offence
- ☐ A store cannot be stopped, just staff members

5. Which forms of ID do we ask for if a person looks under 30?

- ☐ A NZ Passport and NZ Driver's Licence only
- ☐ A Driver's Licence and School / University ID cards
- ☒ A valid Passport, NZ Driver's Licence, HANZ 18+ card, Kiwi Access card
- ☐ Any type of photo ID

6. If a customer gets grumpy with you, what should you do?

- ☐ Be confident and say no!
- ☒ Stay polite and call the Supervisor / Duty Manager
- ☐ Make the sale to keep the customer happy
- ☐ Be grumpy back to them

Restricted Products Quiz

(Alcohol and Tobacco Products)

7. How much is the fine that YOU might have to pay for selling alcohol to a person under 18?

- ☐ \$10,000
- ☐ \$500
- ☒ I won't get fined, the store will
- ☐ \$2,000

8. When groups of young people come and buy alcohol, who must show you ID?

- ☒ Everyone in the group no matter who is buying it
- ☐ Just the person handing over the money
- ☐ Groups of people do not need to show ID
- ☐ The person that looks the youngest

9. If you know someone is over 18 but looks under 30, what must you do?

- ☐ You do not need to ask for ID as you know they are over 18
- ☐ Put the sale through without asking for ID, but make sure no one sees it
- ☒ Ask for ID as they look under 30
- ☐ You can sell alcohol to anyone you know is responsible

10. What do you do if you believe an intoxicated person wants to buy alcohol?

- ☐ Sell them the alcohol
- ☒ Call the Supervisor / Duty Manager for help
- ☐ Call the Police (111)
- ☐ Close the checkout

11. Can a stranger buy alcohol for anyone who looks under 30?

- ☐ Only if the stranger is over the age of 50
- ☐ No, if this happens, contact emergency services
- ☐ Yes. This is OK
- ☒ No, unless the people who look under 30 can prove they are over 18

12. If you are unsure about anything, what should you do?

- ☐ Do not serve the customer
- ☒ Ask for help from a Supervisor / Duty Manager
- ☐ Put the sale through and do not worry about it
- ☐ Make the customer feel awkward so they leave, avoiding the situation



NEW WORLD

DOC#4

STORE NAME

Date

15/2/24

1. IT IS AN OFFENCE FOR STAFF TO SELL OR SUPPLY LIQUOR AND/OR CIGARETTES / TOBACCO TO ANY PERSON UNDER THE AGE OF 18 YEARS.
2. IT IS AN OFFENCE TO SELL OR SUPPLY LIQUOR TO AN INTOXICATED PERSON
3. PROOF OF AGE DOCUMENTATION **MUST** BE REQUESTED WHERE A PERSON ATTEMPTING TO PURCHASE ALCOHOL OR TOBACCO APPEARS TO BE **25 YEARS** OR YOUNGER (FSNI ALCOHOL AUDIT POLICY). THE ONLY ACCEPTABLE FORMS OF PHOTO IDENTIFICATION ARE:
 - NZ PHOTO DRIVERS LICENCE
 - PASSPORT (NEW ZEALAND OR INTERNATIONAL)
 - HANZ 18+ PHOTO IDENTIFICATION CARD
 - KIWI ACCESS CARD

NO PROOF OF AGE DOCUMENTATION MEANS NO SALE.

4. I NEED TO CALL THE DUTY MANAGER OR OWNER OPERATOR IF I FEEL INTIMIDATED WHILST PROCESSING ALCOHOL OR TOBACCO SALES.

I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH THESE REQUIREMENTS. FAILURE TO COMPLY WITH POINTS 1, 2 AND 3 WILL BE TREATED AS SERIOUS MISCONDUCT.

Team Member Jack Smith

Team Member

Signature deu Date 15/12/24

Manager Abraham Date 17/12/24

Information for Check-out Operators regarding their tills

Training will be provided to ensure Checkout Operators complete transactions accurately.

If there is a problem on the till, **DO NOT** attempt to fix it. Call a Check-out Supervisor immediately. All Checkout operators must change their passwords immediately after they have a till problem.

Check-out Operators are NOT PERMITTED to share drawer/till at any time or for any reason! Failure to do so will result in written warnings to the Check-out operators involved.

All Refunds or Voids must have the corresponding paper work with the **Supervisor's names and signature** on it and kept in the cash drawer/till.

An explanation will be required for any unexplained shortages in your cash drawer/till. You will be required to undergo re-training.

Supervisors are not permitted to use other Check-out operators till without their consent.

Management Procedures will be undertaken as a consequence of unexplained till shortages.

Sale of Alcohol and Restricted items

The following applies to Check-out Operator and Check-out Supervisors/Duty Managers at all times including Foodstuffs and Police stings:

1. Ensure customers who look under 30 years of age (NW Waikanae policy) to produce one of the following forms of ID as proof of age when purchasing alcohol/tobacco:

- A Passport
- NZ Driver License
- HANZ 18+ card
- KIWI ACCESS CARD

Unauthorised use of Check-out Supervisors card or PIN is strictly prohibited.

Failure to comply with clause 1 will lead to immediate dismissal.

No exemptions.

pto ->

2. Duty Managers, Check-out Operators and Check-out Supervisors must watch the video concerning Alcohol and Restricted items sales.

3. Check-out operators PIN to be changed monthly.

THIS PASSWORD IS TO BE KNOWN TO YOU ONLY

4. Check-out Supervisors PIN to be changed monthly or as and when required.

I JACK SMITH (print name), acknowledge and understand the store policy above regarding my cash drawer/till and the Sale of Alcohol and Restricted items.

I will be liable to pay fines imposed either by New World Waikanae or the District Council/Police.

Checkout Operator Signature: das

Date: 09/12/2024

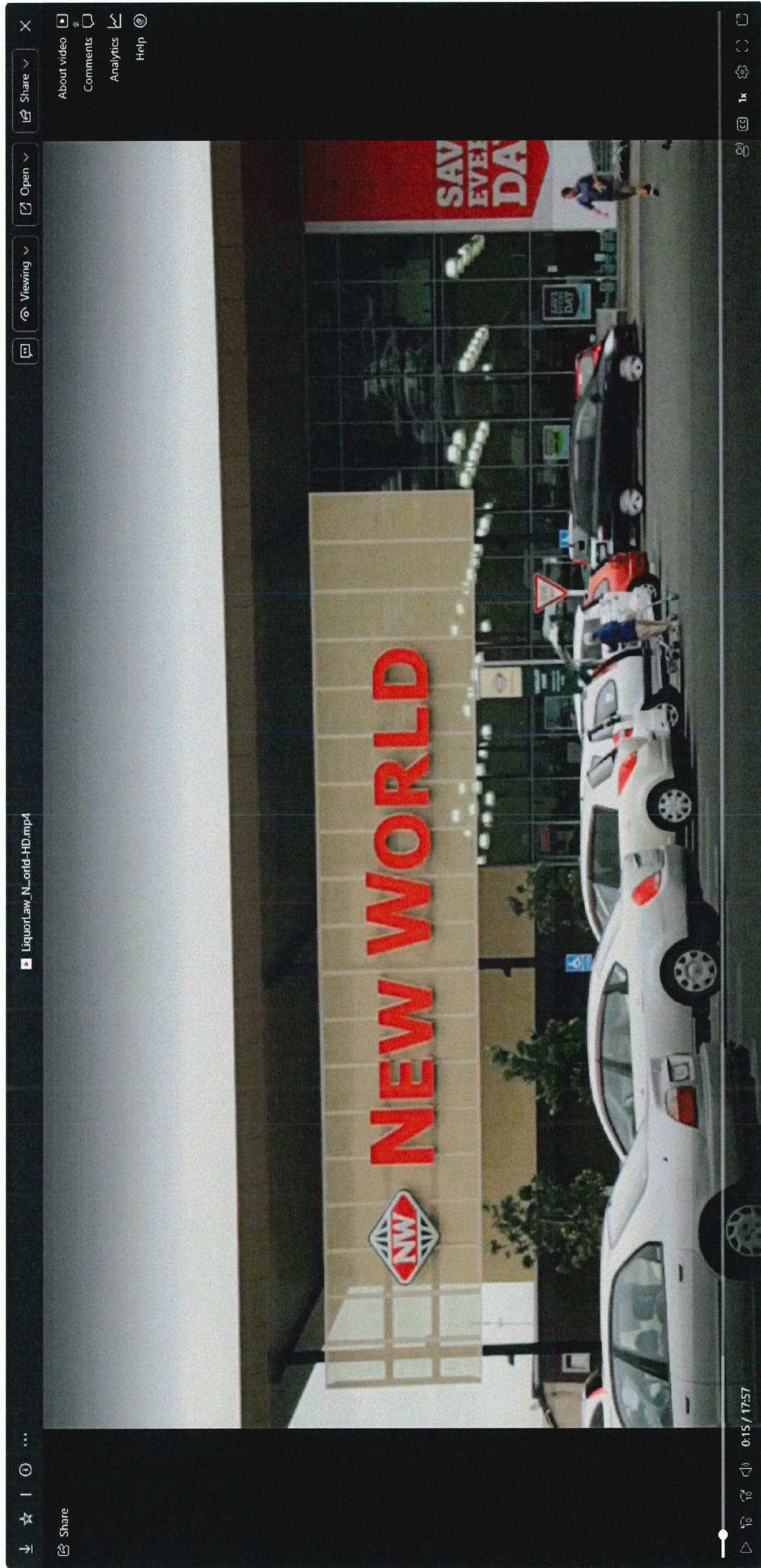
Check-out Supervisor/Manager's name: Annette Stahan

Check-out Supervisor/Manager's signature: Annette Stahan

STAFF TRAINING ON LIQUOR LAW

FOODSTUFFS ONLINE TRAINING VIDEO

doc#



Intoxication Assessment Tool

Page 4

Indicators may include but are not limited to:

	SOBER	INFLUENCED	INTOXICATED
S peech	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.
C oordination	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 un-aided or sit straight.
A pppearance	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.
B ehaviour	Behaving sensibly but may be more relaxed.	Over 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.

Sale of a Restricted Item: Who do you ask for ID ?



Customer looks under 30 = **ASK FOR ID**

Mum, Dad and children are
NOT a party
If one adult has ID
=SELL



Couples:
One has ID and is buying
= DON'T SELL



Father and Son/Daughter or
Mother and Son/Daughter
Adult is buying
= SELL



Well meaning customer, unknown to the under 30 customer, offers to pay
THIS IS THE PARTY RULE =DON'T SELL



A group of **YOUNG** people, bring alcohol to the
counter, one has ID and is paying for all
Ask all in the group for ID

THIS IS THE PARTY RULE
=DON'T SELL

Wellington North Fire District

Reference/Job Number: PARA K 5

DOCT#5

Fire Safety Department
P. O. Box 50471
Porirua

Phone: 04 237 6939, Fax: 04 237 8663
Email: russell.postlewaight@fire.org.nz

23 June 2004

Ritchie Lee

Dear Sir/Madam

**Re: Building Evacuation Scheme - NEW WORLD WAIKANAE, 5 PARATA STREET ,
WAIKANAE**

On 23 June 2004, personnel from the New Zealand Fire Service observed a trial evacuation of the above building.

The trial evacuation was successfully completed. Accordingly, your application for approval of an evacuation scheme for the building has been recommended for approval. You can expect to receive formal notification of whether the scheme has been approved or not in due course.

Thank you for your co-operation in this matter.

Yours faithfully

Russell Postlewaight
Fire Safety Officer, Wellington North Fire District.

Dec# 6

foodstuffs

FORM 12
BUILDING WARRANT OF FITNESS
Section 108, Building Act 2004

Compliance schedule number: 0305

Compliance schedule anniversary date: 24th June

WOF expiry: 24th June 2025

BUILDING DETAILS

Building name: New World Waikanae

Street address of building: 92 Main Road, Waikanae

Legal description of land where building is located: Lot 2 DP 60633 Lot 1 DP 67724 Lot 1 DP 69004 Lot 5 DP 25150 Lots 9-12 68

Location of building within site:

Level/unit number: Two Levels

Current, lawfully established use: Supermarket

Year first constructed: 2002

Highest fire hazard category for building use: 3

Purpose group: CM, WL, IA

OWNER DETAILS

Name: RPH No 3 Ltd c/- Foodstuffs (Wgtn) Co-Operative Society Lt

Mailing address: DX Box CX 15021, Auckland 1440

Contact name: Jeremy Kirwan | Building Compliance Manager |

AGENT DETAILS

Name of agent: Building Compliance Group Ltd (BC Group) **Mailing address:** PO Box 14 675, Panmure, Auckland

Contact person: Cathy Hodge

Email: cathyh@bcgroup.co.nz

Relationship to owner: Owner-authorised Agent

SPECIFIED SYSTEMS

Automatic Systems for Fire Suppression (Sprinkler)

Automatic or Manual Emergency Warning Systems

Automatic Sliding Egress Doors

Emergency Lighting System

Automatic Back Flow Preventers

Mechanical Ventilation or Air Conditioning Systems

Signs in relation to specified systems 1 - 13

Final Exit (means of escape to final exit)

Signs for Communicating Information for Evacuation (means of es...

WARRANT

The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.

The current Compliance Schedule along with 2 years of compliance records can be viewed via the web link shown at the bottom of this form. The logbook recording contractors visits is kept at the building address stated above. These records are available for any person or organisation who has the right to inspect the building under the Building Act.

Signature of agent on behalf of and with the authority of the owner:

Ian Redshaw (Owner's Agent)

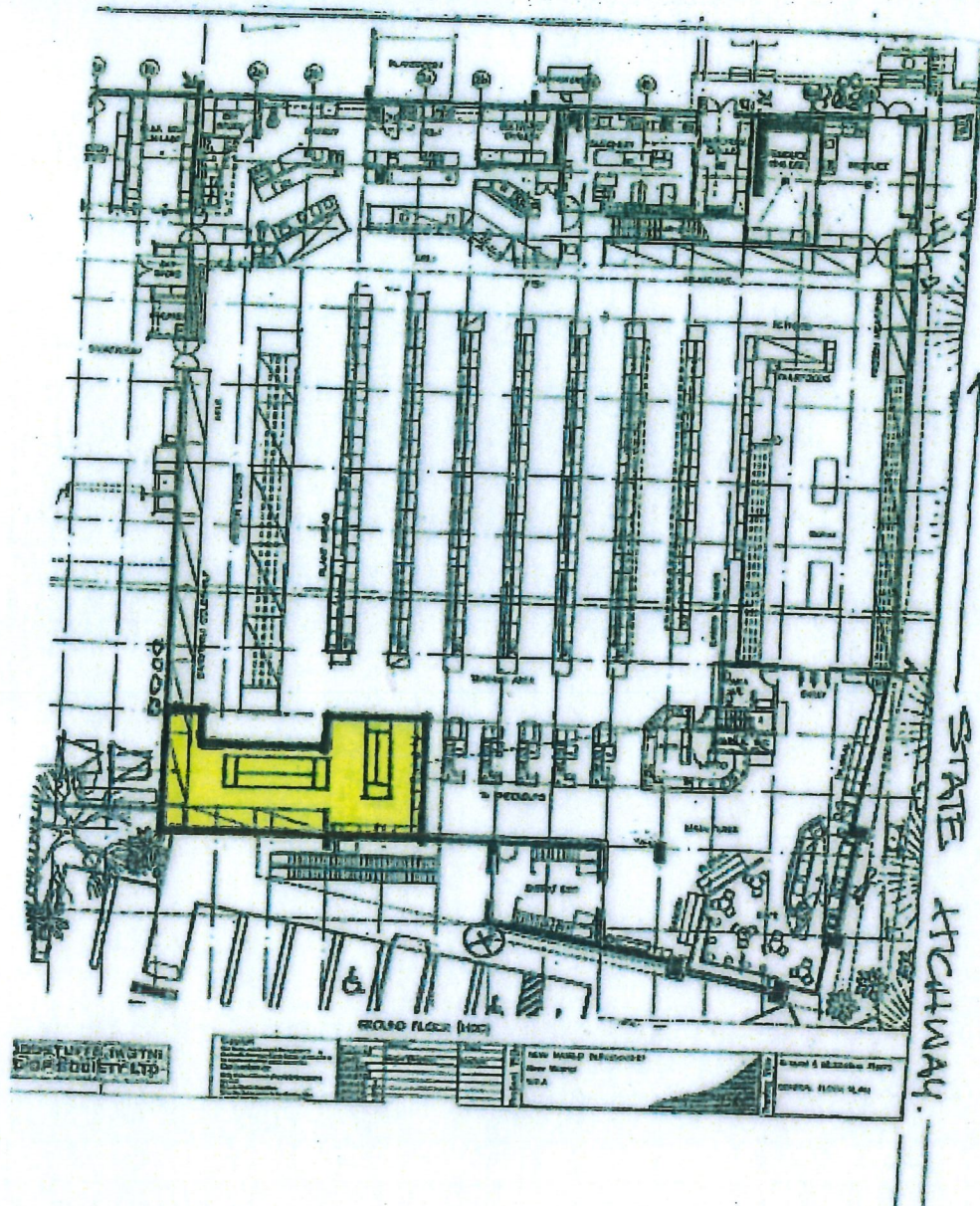
Name & Position

Signature

18/06/2024

Date

Attachment 2: Plan of licensed area

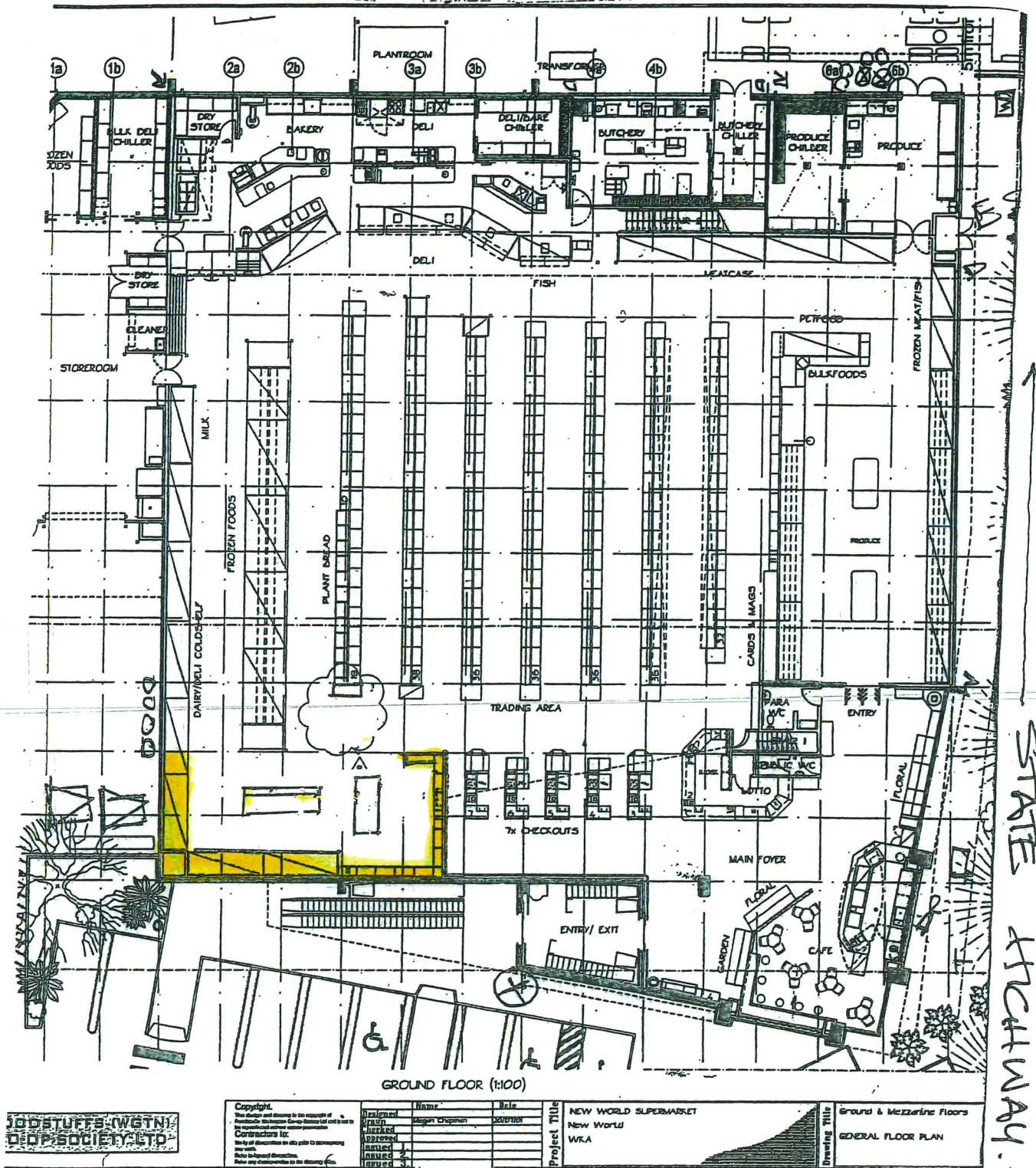


SINGLE SELLING AREA

WAIKANA NEW WORLD

APPROVED
6 July 2019

Doc# 7



WINE
LIQUOR DEPT

STATE HIGHWAY