

APPLICATION FOR ON-LICENCE OR RENEWAL OF ON-LICENCE



Form 3, 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 496 486

For Council use
File #

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

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

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

1. Application Type

- | | | |
|---|---|--|
| <input type="checkbox"/> New On-Licence | <input checked="" type="checkbox"/> Renewal of On-Licence
Licence number: <i>45/ON/03/2017</i> | <input type="checkbox"/> Renewal of On-Licence with variation of conditions
Licence number: |
|---|---|--|

2. Endorsements

Tick the appropriate box if you want an endorsed licence only

- | | |
|---|--|
| <input checked="" type="checkbox"/> Allow BYO | <input type="checkbox"/> On-Licence plus Caterer's On-Licence |
| <input type="checkbox"/> BYO Licence only | <input type="checkbox"/> Caterer's On-Licence only (no restaurant) |

3. Details of Applicant

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

Banana leaf 2019 Limited

Whether licence already held for premises or conveyance concerned: Yes No, and if "Yes" state kind of licence

on licence

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

- | | |
|---|--|
| <input checked="" 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 74

Street: Guildford Drive

Suburb: Paraparaumu

City: Kapiti Coast

Postcode: 5032

Sex: F

Occupation: Restaurant

Date of birth: 20-08-1970

Place of birth: Malaysia

Telephone: 04 299 1080

Mobile: 021 02718872

Email: devyshanti@gmail.com

Preferred mode of contact:

6. For Applicant that is a Body Corporate, Authority under which incorporated:

N/A

7. For Applicant that is Not a Natural Person(s), Details of Contact Person:

Name: N/A

Designation/Position:

Telephone:

Email:

Mobile:

Preferred mode of contact:

8. Postal Address for Service:

Number/Street/PO Box: 74, Guildford Dr

Suburb: Paraparaumu

City: Kapiti Coast

Postcode: 5032

9. Business Details:

Describe principal business: any other businesses

hospitality (Restaurant)
malaysian

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 State) 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: Shanti Devi Kila Ditta

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

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

13. For a Partnership:

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

14. Details of Premises (if not a Conveyance)

Address: Number 346	Street: Rosetta Road	Postcode: 5032
Suburb: Roomati Beach	City: Kapit road	
Trading Name: Banana Leaf Malaysian Restaurant		

If not Owned by Applicant:

Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)		
Full legal name of owner: Sinclair Holding (Dan) jca		
Address: Number	Street:	Postcode:
Suburb:	City:	

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

15. Details of Conveyance

Kind: (eg. ship, railway carriage, bus, etc)
Tenure: (state whether owned by applicant, or to be operated under charter, lease, or licence)

If not Owned by Applicant:		
Full legal name of owner:		
Address Number:	Street:	
Suburb:	City:	Postcode:
Any registration number:		
Any home base address:		
Any name used or proposed for conveyance:		
Is the licence conditional on completion of construction work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:		
16. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>		
Full legal name: <i>Shanti Devi Kildar</i>		
Number of manager's certificate: <i>45/cert/1829/2021</i>	Expiry Date: <i>25/03/2024</i>	
Full legal name: <i>monickam muniandy</i>		
Number of manager's certificate: <i>45/cert/361/2015</i>	Expiry Date: <i>10-12-2022</i>	
17. Business Details		
State the general nature of the business to be conducted by applicant in the premises if licence granted: (for example, hotel, tavern, restaurant, entertainment/highclub)		
<i>Restaurant</i>		
Is the sale of alcohol intended to be the principal purpose of business: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and advise the intended principal purpose of business (for example: sale of alcohol, sale of food, entertainment, accommodation).		
<i>To promote Malaysian fusion food to the community</i>		
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: <input type="checkbox"/> Yes <input type="checkbox"/> 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.		
<i>Suggest to our customer to try our food, local Malaysian coffee and street food.</i>		

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

Monday to Sunday 11am to 11pm

Do you have an encroachment license to consume alcohol on footpath: Yes No If 'Yes', please attach and number # _____

18. 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:

6 years Experiences $\frac{1}{2}$ on going training

Yes / No

Describe the type and range of food intended to be available for purchase:

Malaysian fusion meal

Yes / No

Describe the type and range of non-alcoholic beverages intended to be available for purchase:

Tea (frothy), Soft drinks, coffee and juices

Yes / No

Describe the type and range of low-alcohol beverages intended to be available for purchase:

Beers (Amstel light)

Yes / No

Describe to what extent, and where, drinking water is intended to be freely available to patrons (if no access to mains water supply, also advise the potability of water intended to be available):

All the time a bottle of water will be provided.

Yes / No

...Conditions cont'd	...Conditions cont'd
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people.</p> <p>offer food, free drinking water / non alcoholic drinks. - Slow down alcohol service - check ID if any minor (young)</p>	<p>Yes / No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>suggesting take more food and non alcoholic drinks.</p>	<p>Yes / No #.....</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act.</p> <p>on going training front staff how to handling the alcohol and completed LCA licence.</p>	<p>Yes / No #.....</p>
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"> reduced, by more than a minimal extent, by granting the licence; or increased, by more than a minimal extent, by the refusal to renew the licence. <p><i>This includes issues such as noise (including amplified music; people in outdoor areas or arriving or leaving premises), the effects on sensitive users within locality such as pre-schools, schools and medical centres:</i></p> <p>- background music - located in commercial area.</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>Action sought: <input type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition?</p>	<p>Yes / No #..... #..... #..... #.....</p>

Full reasons for variation or cancellation:	
19. Attachments (If Not a Conveyance)	
<ul style="list-style-type: none"> When including attachments please number the hard copies, and in the first column circle 'Yes' box and write the document number on ' #.....'. 	
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. Refer to Declaration form on Page 10.	Yes / No #.....
Copy of planning consent. Please attach certificate that proposed use meets the requirements of the Resource Management Act 1991. Not required for renewal unless the business activity or type has changed since the last version.	Yes / No #.....
Copies of all relevant building certificates consents. Please attach certificates that show the premises meet the requirements of Building Code 2004. Not required for renewal unless structural changes have been undertaken since the last issue or renewal.	Yes / No #.....
A scale floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area, and the principal entrance. Not required for renewal unless changes have been made since the last issue or renewal.	Yes / No #.....
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). Not required for renewal unless changes have occurred since the last issue or renewal.	Yes / No #.....
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 type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy, and if 'No' complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).	Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the premises or proposed premises. Not required for renewal unless major changes have been undertaken since the last issue or renewal.	Yes / No #.....
Please attach a map showing the location of the premises. Not required for renewal.	Yes / No #.....
For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the Yes and repeat the document number you have given it.	
Please attach a copy of your Host Responsibility Policy. Not required for a renewal unless there have been significant changes since the last issue or renewal.	Yes / No #.....
Please attach a copy of a sample menu. Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.	Yes / No #.....
If the premises are 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. Not required for a renewal unless the lease or ownership arrangements have changed.	Yes / No #.....

20. Attachments (Conveyance)**Doc attached?
Number.**

- When including attachments please number the hard copies, and in the first column circle 'Yes' box and write the document number on ' #' (..... ?)
- For renewal applications you only need to attach copies if there have been changes from the last version you provided to the DLC.

Floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area. <i>Not required for renewal unless changes have occurred since the last issue or renewal</i>	Yes / No #.....
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For body corporate applicant, copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal</i>	Yes / No #.....
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Please attach a photograph or artist's impression of the exterior of the conveyance. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal</i>	Yes / No #.....
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For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the Yes and repeat the document number you have given it.

Please attach a copy of your Host Responsibility Policy. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal</i>	Yes / No #.....
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Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal</i>	Yes / No #.....
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If the conveyance is 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 conveyance. <i>Not required for a renewal unless the previous lease has expired</i>	Yes / No #.....
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21. 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 #.....	

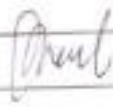
22. Further Details where Applicant is a Partnership

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 # _____

23. 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:	Shanti Devi Kila Sitia	
Date:	2/9/2021	Signature: 
Dated at location:		

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 _____

DECLARATION OF EVACUATION SCHEME



To be used with applications for New, or Renewal of, On, Off and Club Alcohol Licences

(Sale and Supply of Alcohol Act 2012 sections 100 & 127)

Licence number:	45/ON/021/2017
For premises known as:	Banana Leaf Malaysian Restaurant
Located at:	346, Rosetta Rd. Raumati Beach 5032 Kapiti coast Wellington.

I, (applicant) Shanti Devi Kila Sifia (please print)

Herewith state that: (Please delete whichever does not apply)

(i) 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

(ii) Because of the buildings ~~current~~ use, the owner is not required to provide and maintain such a scheme.

OR

(iii) Because of the nature ~~of~~ the building, its owner is exempt from the requirement to provide such a scheme.

Signed: [Signature] (applicant)

Date: 02/09/2021

Please include this declaration with your application for forwarding to NZ Fire Service.

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Signed:

Name: (please print)

Date:

Guidance for Completing On-Licence Application 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 form cannot be accepted by the DLC over the counter until it has been signed off as complete by the Inspector and a fee category has been calculated.</p> <p>If your application is regarding a 'premise - not a conveyance', you should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council. A 'conveyance' means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people.</p>	
Completing your application	Who should complete which fields
1 Type of Application	All applicants to complete.
2 Endorsements	Only complete if seeking an endorsement for BYO or Caterer. This is for restaurants who only allow BYO and caterers who only cater.
3 Details of Applicant	All applicants to complete. If a company receives profits then 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. Complete all sections.
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. Complete all sections.
8 Postal Address for Service	All applicants to complete.
9 Business Details	What is your principal business? For example restaurant/entertainment centre/sale of alcohol (ie tavern).
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 (if not a conveyance)	<p>All applicants must complete either 14 or 15.</p> <p>A 'conveyance' is a premise which is used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle.</p> <p>A 'premise - not a conveyance', is any other type of premise for which you are seeking a Licence.</p>
15 Details of Conveyance	
16 Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than 2 please attach details separately.

17	Business Details	All applicants to complete.
18	Conditions	All applicants to complete.
19	Attachments (if not a conveyance)	All applicants must complete either 19 or 20 (see 14/15).
20	Attachments (conveyance)	
21	Further Details where Applicant is a Company	Only complete if private or public company.
22	Further Details where Applicant is a Partnership	Only complete if a partnership.
23	Signature of Applicant	All applicants to complete.

After your Application is Lodged

Public Notices

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

