

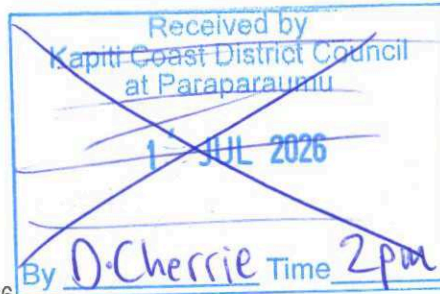
APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



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

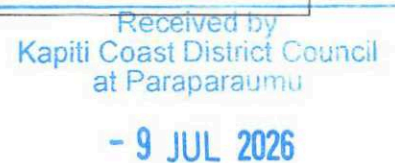
Send or deliver your application to:

The Secretary
District Licensing Committee
Kāpiti Coast District Council
Private Bag 60601, Paraparaumu 5254
175 Rimu Road, Paraparaumu 5032
Email: licence.application@kapiticoast.govt.nz
Telephone (04) 296 4700 Toll Free: 0800 486 486



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 end of the form.**

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

1. Application Type

If you are not filing this renewal application, including paying the fee, at least 20 working days before the licence expires, provide a reason for the late filing as an attachment.

☐ New Off-Licence

☒ Renewal of Off-Licence

☐ Renewal of Off-Licence with variation of conditions

Licence number: 45/OFF/809/2025

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 company name):

Om Laxminarayan Limited

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

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:

Mobile:

Email:

8. Postal Address for Service

Number/Street/PO Box: 30 Poplar Avenue

Suburb: Raumati Sth

City: Paraparaumu

Postcode: 5032

9. Business Details

Raumati South Four Square

Grocery retail 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:

Jitendrakumar PATEL

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

Authorised capital:

Paid up capital:

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: 30

Street: Poplar Avenue

Suburb: Raumati South

City: Paraparaumu

Postcode: 5032

Trading Name:

If not Owned by Applicant:

Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)

Grocery Retail

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: Jitendra Kumar Krisanbhaoi Patel, Petone, Lower Hutt, 5012, New Zealand

Number of manager's certificate: 45/CERT/624/2017

Expiry Date: 15/11/2027

Full legal name: Chetnaben Jitendrakumar Patel

Number of manager's certificate: 45/CERT/392/2020

Expiry Date: 4 August 2027

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 food; entertainment; accommodation).

Grocery retail store

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.*

Grocery household items, convenience store, Lotto

Photos 9 & 10

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

Monday to Friday 9.00am to 9.00pm

Saturday and Sunday 7.00am to 9.00pm.

Document;

17. ConditionsDoc attached?
Number.

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

Describe experience and training of applicant:

- Serve wise training 1.
Host responsibility training 2
Creating a staff training plan sale and supply of alcohol. 3
Staff meeting (at home with neighbour) reinforcing regulatory requirements around the safe sale and supply of alcohol (sample) 4

Yes / No
#....1.,2. 3 & 4...

Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands).

Heineken 0 % Bottle and cans, Export citrus 2.0% bottles,
IPA Tiny .0.5 %: cans, Southern Alps cans 0%Yes / No
#.....5.....

Wine: McGuigan Chardonnay, Sav, Pinot, Rose' Sharaz 0 % Edenvale 0.5%.	Photo
Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: No selling to minors: Check ID: Passport, NZ drivers Licence, 18+ Card, No sales to intoxicated persons: Deny sale to those persons Use of S.C.A.B acronym to determine levels of intoxication. S: Speech C: Coordination A: Appearance B: Behaviour.	Photo # 6
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): Allowance for low alcohol options/ lower alcohol options available. Range of food options available, pies pizzas, sausage rolls, snake food. non-alcohol options available.	Yes- / No #.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: We have been holding evening meetings with our neighbour to review the regulatory requirements surrounding the safe sale and supply of alcohol. These sessions take place at home. During these discussions, we discuss strategies for the safe sale and supply of liquor products, emphasising the importance of encouraging customers to purchase food items alongside their alcoholic beverages. Additionally, we will provide ongoing guidance and training to ensure staff remain fully aware of the liquor ban areas (even though we don't trade during those times) and are equipped to handle any related situations appropriately. By establishing a consistent schedule and open dialogue, we aim to foster collaboration and maintain compliance with all relevant regulations. Go over any training through Whatu ora.	Yes- / No #.....1,2,3&4.....
Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be: • 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. • To ensure the continued good order and amenity of the area, several measures have been put in place. These include regular monitoring of activity within the locality, prompt responses (if any) to any concerns raised by community members (neighbours), and ongoing collaboration with local authorities to address potential issues swiftly (if and when they may arise). Ensure the environment (immediate area is clean and safe, such as maintenance and waste management initiatives, which contribute to preserving the neighbourhood's positive atmosphere. • Open communication channels with KCDC and neighbours are maintained so that feedback can be addressed effectively, further reinforcing the commitment to upholding the locality's standards regardless of the outcome. • There has been no need for police presence outside our shop in connection with our alcohol sales, with the sole exception of one late night incident (not related to our operation) when a rubbish bin was set on fire. On that occasion, the police provided CCTV footage to assist with the situation. Additionally, during our operating hours, there has been no vandalism in the immediate area. We consistently close our business before the liquor ban in the locality comes into effect, helping to maintain a safe and orderly environment for everyone.	Yes- / No #.....

For Licence Renewal Only: 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> Terms of condition at present: Action sought: ☐ Variation ☐ Cancellation. If Variation, in what respect does the applicant seek to vary the condition? Full reasons for variation or cancellation:	Yes / No #..... #..... #..... #.....
18. Attachments • When including attachments please number the documents, circle 'Yes' 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. <i>The Declaration of Evacuation Scheme template is available on the Council website.</i>	Yes / ☐ #.....7.....
Copy of planning consent: Please attach certificate to show that the 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>	☐ / No #.....
Copies of all relevant building certificates consents: Please attach certificate to show that the proposed 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>	☐ / No #.....
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. <i>The template to be used is available on the Council website. To follow</i>	Yes / No #.....
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. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i>	Yes / ☐ #.....8.....
Where the premises are a bottle store or tavern, a scale floor plan must be provided showing designations and the principal entrance. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i>	☐ / No #.....
Please attach a copy of your Host Responsibility Policy.	Yes / ☐ #....12.....
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>	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. ☐ Yes ☒ No, and if 'Yes' attach a copy. If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).	☐ / 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 a licence for the proposed premises. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	☐ / No #.....

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:

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 / ☐ - Doc number #....., 9, 10 & 11.....

①

CERTIFICATE of ACHIEVEMENT

This is to certify that

Kalpesh Patel

has completed the course

Host responsibility

March 29, 2025

Te Whatu Ora
Health New Zealand



ServeWise

CERTIFICATE of ACHIEVEMENT

This is to certify that

chetna ben patel

has completed the course

Host responsibility

April 3, 2024

Te Whatu Ora
Health New Zealand



ServeWise

⑥



CERTIFICATE of ACHIEVEMENT

This is to certify that

jitu paterl

has completed the course

Host responsibility

November 11, 2025

Te Whatu Ora
Health New Zealand



ServeWise

CERTIFICATE of ACHIEVEMENT

This is to certify that

Kalpesh Patel

has completed the course

Host responsibility

March 29, 2025

Te Whatu Ora



creating a staff training plan - sale & supply of alcohol

The object of the Sale & Supply of Alcohol Act 2012 is to ensure the sale and supply of alcohol is undertaken safely and responsibly. You will be required in most cases to provide your training plan when applying for renewal or applying for your licence for the first time.

PLEASE NOTE

Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827.

**thought
for food.**

Creating a staff training plan – alcohol related

January 2017 –

The object of the Sale and Supply of Alcohol Act is to ensure the sale and supply of alcohol is undertaken safely and responsibly. You will be required in most cases to provide your training plan when applying for renewal or applying for your license for the first time.

Training in this area should comprise part of an employee's induction and be part of ongoing instructions for all staff.

As a tool to assist members to implement a staff training plan, we outline some of the key considerations when formulating one for your premises. Feel free to update and use this guideline as your starting point for your training plan.

1. Intoxication

Staff should know how to recognise signs of intoxication, methods of preventing intoxication, and know the steps they need to take if dealing with an intoxicated person.

What happens if an intoxicated person tries to enter the premises?

Staff should know that they are required by law (and failure may result in them, the manager and owner, receiving a fine) to:

- Prevent anyone becoming intoxicated
- Refuse service to anyone who is intoxicated
- Ensure intoxicated customers leave the premises
- Prevent intoxicated persons from entering premises

- Remove violent, quarrelsome, insulting or disorderly customers from the premises

2. **How do you recognise intoxication?**

Training should be provided to all staff on recognising typical intoxication indicators. The law says that a person is intoxicated when they are affected by alcohol or drugs, or other substances, to such a degree that two or more of the following are evident:

- Speech is impaired (slurring, difficulty forming words, loud, repetitive, loss of train of thought, nonsensical, unintelligible)
- Coordination is impaired (spills drinks, trips, weaves, walks into things, unable to stand or sit straight)
- Appearance is affected (bloodshot eyes, eyes glazed, unable to focus, tired, asleep, dishevelled)
- Behaviour is impaired (inappropriate actions or language, aggressive, rude, belligerent, obnoxious)

- ✓ *(In the members resource section on the website there is a link to an online host responsibility learning tool for learning which we encourage you to have all staff serving alcohol complete as part of their induction. This is a free service run by Servwise. Make sure this is in your written plan.)*

3. **How do you monitor a customer's consumption?**

Provide tips on a server's role in monitoring the effect of alcohol on customer's things like talking with the customer/building a rapport, monitoring glass collection.

4. **How can you prevent intoxication?**

Staff need to be aware of techniques for preventing intoxication. This may be the encouragement of low or non-alcoholic beverages, or food. Providing water alongside their drink or slowing down service are also useful techniques.

5. **What do you do if you think someone is intoxicated?**

It needs to be made clear at what point a staff member should involve management and others about what is going on. What is the policy on who can refuse service - is this communicated to a customer by the manager, or the server? Whose responsibility is it to remove a customer from the premises or to a place of safety (and do all staff know where that place is)?

Minors on the premises

Depending on your liquor licence, people under the age of 18 may be allowed on the premises, but they will not be able to purchase alcohol under any circumstances.

6. Explain the designation of the premises liquor licence and what that means.

If the licence is undesignated or supervised explain that people under the age of 18 are allowed on the premises, and may even be able to drink on the premises, but only if the alcohol is purchased for them by a parent or legal guardian. Outline the definition of a legal guardian it's not just an older person with them, it is a legal status and customers will be responsible for establishing proof of the relationship.

7. If they look underage what is the policy?

Many premises will have a policy to ask anyone who looks under the age of 25 to provide ID. Servers need to be clear that there are no exceptions to your establishment policy and be made aware of the potential consequences, for them, and the business, for serving to a minor.

8. ID - what proof of age is allowed?

There are only three types of acceptable forms of ID outlined in the sale and supply of alcohol regulations. These are, a current passport (New Zealand or overseas), a New Zealand photo drivers licence, an approved 18+ evidence of age card. Staff need to be aware they can (and must) refuse any other types of identification.

9. Date of birth - calculating the age correctly.

Do you have a sign to help ensure servers identify the correct age? If you do, make sure they know where to find it. This is useful as you don't need to rely on a staff members mathematics skills and it can easily be updated daily. If you don't do this, ensure servers are comfortable with making this calculation on their own .

- ✓ Check out the easy to use date of birth chart in our members resources section on the website.

10. Checking ID. Do you have a procedure for checking ID? Go through this process and outline tips for spotting a fake ID.

- Check the date of birth first you may not need to go any further than that point

45 Normanby Rd
Mt Eden
Auckland 1024
PO Box 8287
Symonds St
Auckland 1150

info@restaurantnz.co.nz
09 638 8403
0800 737 827
dnefind.co.nz
restaurantnz.co.nz

- Hold the ID and feel for: raised edges around the photo, bumpy surfaces, irregular lamination, cuts, slits, or pin holes, peeling lamination or uneven corners, thickness and quality of the ID
- Check the photo: look at the person first and try and identify distinguishing features, then look at the photo - do they match?
- If in doubt you can ask for a second piece of ID, or get them to sign, then check their signature

11. What do you do if it is suspected the ID is fake?

Be clear on the procedure at this point. In all cases the ID should be retained and the involvement of the manager should be requested.

Low & non-alcoholic beverage options

12. What options are available?

Are staff as familiar with the range of low and non-alcoholic drinking options as they are with your wine lists other beverage options? Have a quiz to see if they know the range and talk through ways of promoting these options.

Drinking water. The Act specifies that free drinking water must be readily available for customers. Ensure all staff know where to direct customers, if a water station is set up in a particular area of the premises, or what the policy for promoting and providing free water is if it is accessible from the bar.

Your policy should include a process for offering these options as part of your host responsibility plan. Staff need to be trained on when and how these options may be encouraged for designated drivers or subtly suggested to customers who need to slow down their alcohol consumption.

13. Food options

A range of substantial food options need to be available at all times that the premises is still open and operating.

- Ensure that all staff are aware that food items are available at all times, even after the kitchen may be closed for service of main meals.

- Make it clear that it is not acceptable to say that the kitchen is closed if the business is still open then menu items need to be available, although it may be a different menu.
- Quiz staff to see how familiar they are with the late night or snacks food items and on promoting this menu.
- Train staff on the reasons for, and how to go about, encouraging the consumption of food when customers are consuming alcohol.

14. Transport options

An on-licence holder must ensure that there is free, readily available, comprehensive and accurate information about the forms of transport that are available from the premises.

15. What alternative forms of transport can customers use when leaving the premises?

Make staff aware that it is their responsibility to provide information on alternative transport options and make arrangements for customers if necessary. Ensure all staff know where they can find this information and if you have a relationship with a particular transport provider. What is the business policy will you provide the customer with business cards and let them phone themselves, or will your staff do that for them? What is the policy if a server is concerned about ensuring a customer gets home safely?

These are just some of the key areas that may form the basis of your staff training with regards to the sale and supply of alcohol. Ensure that your training plan is regularly reviewed and updated, and be consistent with retraining existing staff to ensure they get regular a refresher of information on your premises policy. Use each of the areas mentioned about as the start of your own policy and please feel free to call the helpline for assistance.



Sample

Raumati South 4 Square

Training: Sale of Liquor Act Alcohol 2012 plus amendments.

January 2026

Name

1. What is the "Object" of the Sale and Supply of Alcohol Act 2012?
2. List five signs, notices and/or documents that must be displayed in or outside licensed premises, and describe where they should be displayed:
 - a. ..
 - b. ..
 - c. ..
 - d. ..
 - e. ..
3. What record must be kept at the licensed premises as required by section 232 of the Sale and Supply of Alcohol Act 2012?
4. What are the three acceptable "evidence of age" documents for the purpose of the Act?
 - a. ..
 - b. ..
 - c. ..
5. If a certified manager at your premises takes annual leave for two weeks.
 - a. Would a temporary or acting manager need to be appointed?
 - b. Where would this appointment be recorded?

- c. Who needs to be notified of this appointment?
6. What is an intoxicated assessment tool you can use?
- a. ..
7. Provide examples of the three intoxication levels and what does the acronym stand for, provide an example of each.
- a. ..
 - b. ..
 - c. ..
 - d. ..
8. What licence types are there and what licence does your premise operate under.
9. What conditions are attached to your Licence?

Sample of low and 0% & low alcohol wines and beer.



Intoxication assessment tool
 Intoxications may include but are not limited to:

Intoxication	Signs and symptoms	Assessment	Intoxication level
Alcohol	Reddened face, slurred speech, unsteady gait, impaired judgment, and loss of consciousness.	Ask the person to perform a straight line walk and a heel-to-toe walk. Observe for slurred speech and impaired judgment.	Low, Moderate, High
Drugs	Agitation, confusion, and loss of consciousness.	Ask the person to perform a straight line walk and a heel-to-toe walk. Observe for slurred speech and impaired judgment.	Low, Moderate, High
Medication	Slurred speech, unsteady gait, and impaired judgment.	Ask the person to perform a straight line walk and a heel-to-toe walk. Observe for slurred speech and impaired judgment.	Low, Moderate, High
Other	Any other signs or symptoms that may indicate intoxication.	Ask the person to perform a straight line walk and a heel-to-toe walk. Observe for slurred speech and impaired judgment.	Low, Moderate, High

To Wharfedale, ON

BUYING AGE RESTRICTED ITEMS?

I.D. REQUIRED IF UNDER 25

Please don't be offended

**No ID
No Service
No Exceptions**

To Wharfedale, ON

instant KIWI

25

If you look under 25, please don't be offended if we ask you for ID

To Wharfedale, ON

THE LAW

Intoxication
 Intoxicated people are not permitted to be served beverages. It is an offence to serve an intoxicated person.

Minors
 A current NZ Driver's Licence, Passport, or currently NZ 18+ card or Kiwi Access card are the only types of ID that we can accept.

If you look under 25, you may need to prove your age.

To Wharfedale, ON

Alcohol will not be served to anyone who is intoxicated

To Wharfedale, ON

CCTV in operation

60L GAS REFILL BOTTLE

SWAP YOUR EMPTY GAS BOTTLE INSIDE



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: *Raumati South Four Square*

Applicants name:
(Individual or Company) *Om Laxminarayan Limited*

Premises address: *30 Poplar Avenue Raumati South*

Contact phone: Home: *Bus (04) 9028727* Mobile: *021 2638259*

Contact email: *Jitu2001.Patel@gmail.com.*

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.

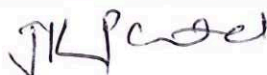
NOTE:

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:

Jitu Patel

Signature:



Date: 1/07/2026

Submitting applications

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

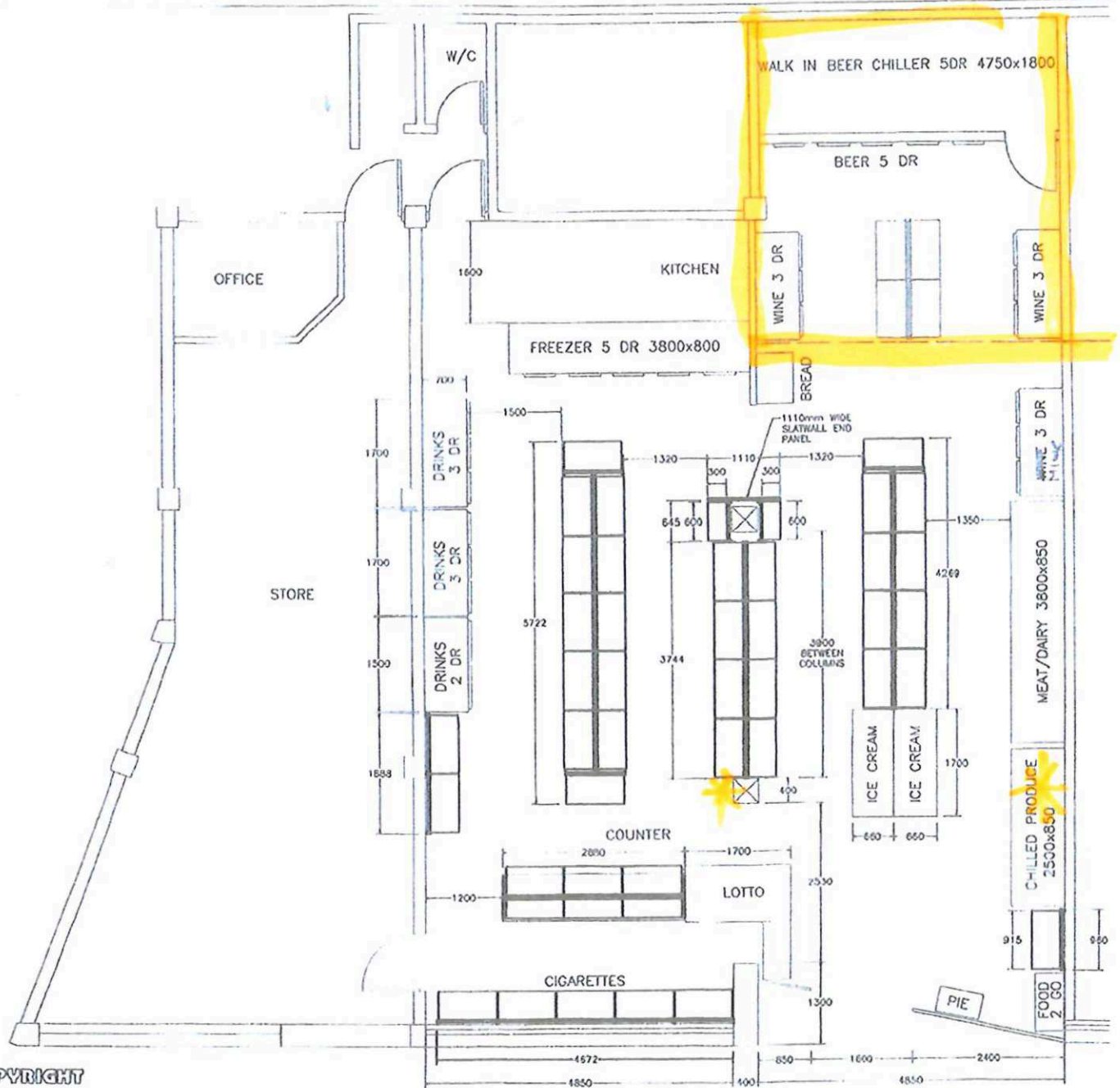
Post to:

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

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

3 8



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2018

HYDESTOR SHELVING LTD

DESIGNERS AND SUPPLIERS OF STEEL SHELVING SYSTEMS
AUCKLAND WELLINGTON CHRISTCHURCH

PROPOSAL FOR: RUAMAH SOUTH FOUR SQL

ORIGINAL	CHECKED	SCALE	SHEET	SERIES OF	CUSTOMER APPROVAL
A3	SM	N.T.S.	1	1	SIGNED: _____



CCTU Screens

LIQUOR TRADING HOURS

MONDAY - FRIDAY

9:00 AM TO 9:00 PM

SATURDAY AND SUNDAY

7:00 AM TO 9:00 PM

plies with the appropriate New Zealand food standard; the appropriate New Zealand food standard for grape and wine for culinary purposes, that is unsuitable for drinking and soft beer, in containers of 500mls or less in volume. On the following days and during the following hours:

Monday to Friday 9am to 9pm

Saturday and Sunday 7am to 9pm

A person acting or temporary manager must be on duty at, or in charge of, the sale and supply of alcohol.

It must be sold for by a person aged 18 years or older. Signs of

KCDC Liquor Licensing Managers certificate Register

DLA	New or renew	Name	Cert number	Date	Expiry	Date Temporary	
45 Kapiti Coast DLC	Renew Certificate	Jitendrakumar Kishanbhai Patel	45/CERT/624/2017	14 November 2023	15 November 2027		
45 Kapiti Coast DLC	Renew Certificate	Chetnaben Jitendrakumar Patel	45/CERT/392/2020	12 August 2024	4 August 2027		
45 Kapiti Coast DLC	Temporary Manager	Kalpeshkumar Thakorhai Patel	Waiting	Submitted Feb 2025		Commencing 3-02-2025	Had interview 03/03/2025
45 Kapiti Coast DLC	New Cert	Kalpeshkumar Thakorhai Patel	45/CERT/1265/2025	20 March 2025			
45 Kapiti Coast DLC	Temporary Manager	Firjo Dhangsi	Waiting	Submitted 29 April 2025		Commencing 30/04/2025	withdrawn
45 Kapiti Coast DLC	Renew Certificate	Kalpeshkumar Thakorhai Patel	45/CERT/1265/2025	8 April 2026	20 March 2029		



Raumati South Four Square

Host Responsibility Policy

- At Raumati South Four Square, both the Management and staff are committed to fostering a safe and responsible environment when it comes to the sale and supply of alcohol, which forms only a small part of our overall grocery operation. To uphold this commitment, we have established the following Host Responsibility policy:
- First and foremost, customers who appear visibly intoxicated will not be served alcohol. They will be asked to leave the premises and encouraged to use safe transportation options. We strictly adhere to legal requirements regarding minors; anyone whose age is in question will be asked to present valid identification, such as a photo driver's licence, an 18+ Evidence of Age card, or a current passport.
- Our policy is unwavering when it comes to behaviour—we have zero tolerance for aggression, coercion, or violence. To support responsible sale and supply, we ensure a variety of food options are always available. Additionally, we actively promote low-alcohol and non-alcoholic beverages, including low-alcohol beer, fruit juices, and soft drinks.
- In compliance with the Sale and Supply of Alcohol Act 2012 and its amendments, all required signage is clearly displayed throughout our premises. Our staff receive ongoing training and support to equip them with the skills necessary to uphold these standards and serve our community responsibly.
- We warmly invite you to enjoy the services we provide, knowing that we take pride in operating responsibly and with care for everyone who visits our store.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (eg, low-alcohol beer, fruit juices, soft drinks).
- Signage as required under the Sale and Supply of Alcohol Act 2012 plus amendments is displayed to ensure compliance. We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.
- Please be our guest and take advantage of the service we offer. We pride ourselves on being responsible Operators.

Jitu Patel
Director

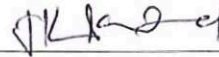
21. Signature of Applicant (this must be signed by applicant not their agent)

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: Jitendra Kumar Krisanbhaoi Patel

Date: 3/07/2026

Signature:



Dated at location: 3 Holcombe Drive, Paraparaumu

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 2020. 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.

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.

After your application is lodged

Public Notices

You are responsible for giving notice 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 approve. The notice and application will be made available on the Public Notices page of Council's website for a period of 25 working days. A copy of this notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for the period of public notification.

Decision Number: 45/2026/205

THE MATTER

of the Sale and Supply of Alcohol Act 2012
(the Act)

AND

IN THE MATTER

of an application for a waiver by **OM Laxminarayan Limited** pursuant to section 208 of the Sale and Supply of Alcohol Act 2012 (the Act) for the **renewal of an Off Licence** in respect of premises situated at 30 Popular Ave, Raumati South, known as “**Raumati South Four Square**”.

MINUTE OF THE KAPITI COAST DISTRICT LICENSING COMMITTEE

Applicant's request for s208 waiver Dated 15 July 2026

Introduction

1. I have before me an application by **OM Laxminarayan Limited** for a waiver pursuant to section 208 of the Act in respect of its application for the renewal of an off-licence filed on 09 July 2026.
2. When the application was filed, it lacked the required financial information and was therefore incomplete. The licence will expire on 13 August 2026.
3. The applicant acknowledges they have omitted to provide the necessary information. By way of explanation, they state they are adjusting their system to provide the required information in a way the Inspectorate requires. That process has taken time, and they have worked constructively and in good faith with the Inspectorate. The Inspector supports that position.
4. I note that there was a significant delay in the applicant's previous licence renewal being decided and it was then truncated. As such, they have had less time than normal to make the necessary adjustments in processes.
5. Section 208 provides that where a person has neglected or omitted to do any act or thing in a precise manner or within the precise time prescribed by the Act, the committee may grant a waiver if it is satisfied that the neglect or omission was not wilful.
6. Section 111 of the Sale of Liquor Act 1989 (the old Act) was the previous section that allowed the District Licensing Agency to waive certain non-compliance where someone had neglected or omitted to do something in the precise manner required by the Act.

7. Section 208 of the Act states:

Where any person has neglected or omitted to do any act or thing in the precise manner or within the precise time prescribed by this Act, the licensing authority or (as the case may require) the licensing committee or the chairperson, if satisfied that the neglect or omission was not wilful, may waive the same on such terms as they think equitable.

8. This is almost identical wording to the previous section 111 of the previous Sale of Liquor Act 1989.

9. The lead case on section 111 of the old Act, and which still has some application for section 208 of the Act, is *Sara v Johns*, High Court at Auckland, CIV 2008-404-7746.

In that case, Heath J gave guidance that:

...the discretion will no doubt be exercised (whether conditionally or unconditionally) having regard (among other things) to such factors as the delay in making the application, the seriousness of the neglect or omission, the consequences of granting a waiver, any prejudice that might be caused to third parties and any relevant public interest factors.

10. I believe that the applicant's conduct in this matter has not been wilful.

11. In the circumstances, the application was filed within the required time, though the omitted information is delayed significantly. The neglect is serious as the financial information required is fundamental to a licence renewal application. However, the cause of the issue is not the applicant's alone and the consequences of granting the application would be that the licence renewal can proceed without the burden of a fresh application.

12. There is no evidence that any third party would suffer prejudice if the waiver was granted. The licence does not expire until 13 August 2026. Granting the waiver preserves the applicant's position while the outstanding financial information is provided.

13. I am satisfied that the omission was not wilful, and it is equitable to grant the waiver under section 208 of the Act

14. I GRANT the waiver.

Dated at Raumati on 15 July 2026



Cr. Bede Laracy
Chairperson
Kapiti Coast District Licensing Committee

From: [Hasmita Dhanji](#)
To: [Antoinette Bliss](#); [jitu2001_patel](#)
Subject: Statement of Gross Annual Sales Submission – Completed and Signed
Date: Wednesday, 19 August 2026 5:28:18 pm
Attachments: [Statement of Gross Annual Sales Revenue DECLARATION \(signed\).pdf](#)
[Sales Categorisation Methodology Raumati South.docx](#)

Hello Antoinette,

Please find attached the completed and signed Statement of Gross Annual Sales form.

We have also attached a cover letter explaining our process and the methodology used in preparing the information provided.

If you have any questions, please feel free to reach out.

We would also be happy to meet with you at the Council office if you would like to discuss any aspect of the submission in more detail.

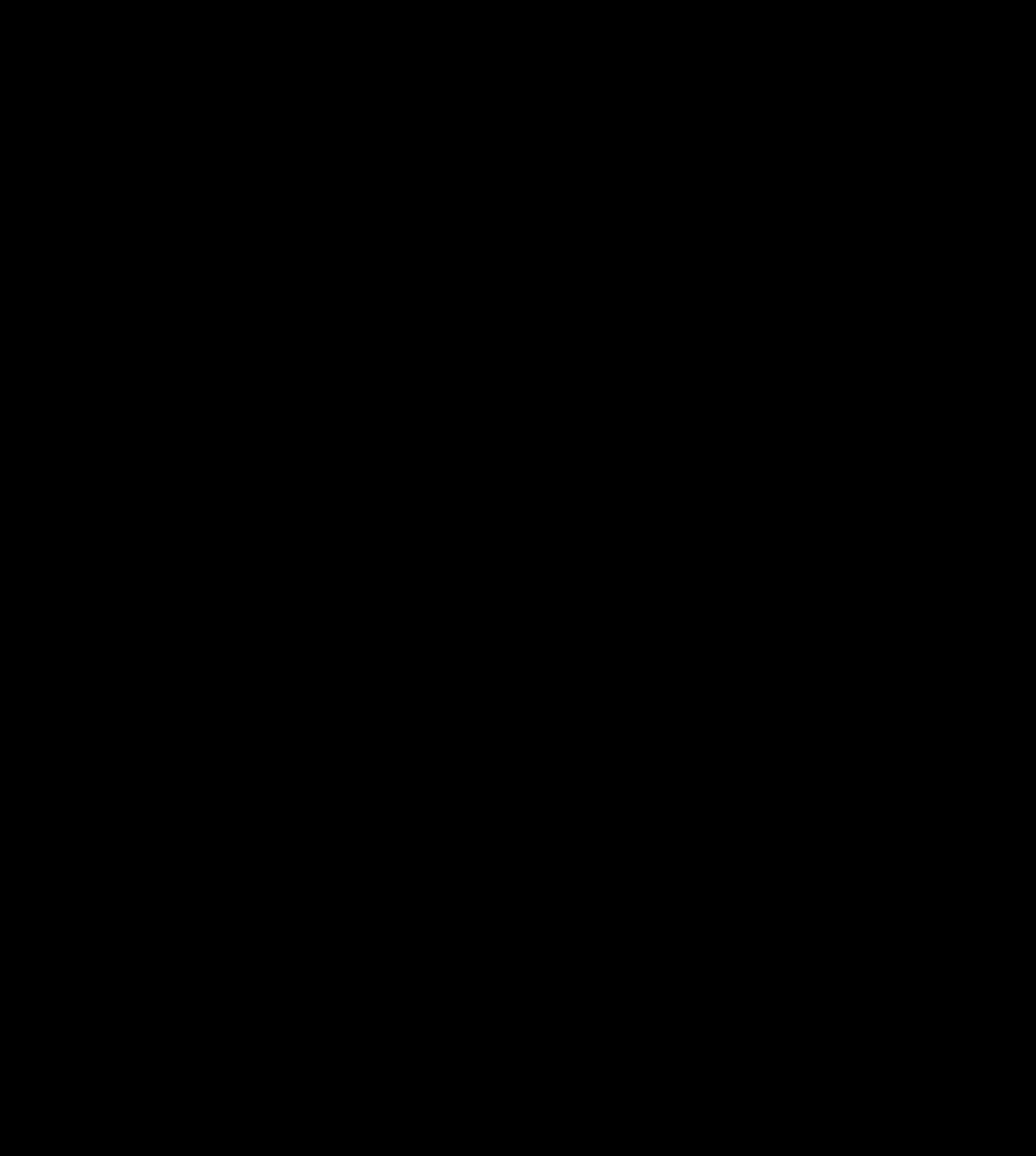
I would also like to take this opportunity to acknowledge and thank you for all your help and support throughout this process. It has been greatly appreciated.

Kind regards,

Hasmita Dhanji and Jitendra Patel

Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Tiro Whakamua

CATEGORY	SUB-CATEGORY	AMOUNT (\$) EXCLUDING GST	% TOTAL NET SALES REVENUE
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Statement of Gross Annual Sales Revenue:
Grocery Store – Existing Business Declaration

CATEGORY	SUB-CATEGORY	AMOUNT (\$) EXCLUDING GST	% TOTAL NET SALES REVENUE
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[REDACTED]			
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Statement of Gross Annual Sales Revenue:
Grocery Store – Existing Business Declaration

CATEGORY	SUB-CATEGORY	AMOUNT (\$) EXCLUDING GST	% TOTAL NET SALES REVENUE

CHARTERED ACCOUNTANT DECLARATION

This form must be verified by a chartered accountant, who must complete and sign the section below.

☒ I verify that this sales revenue statement, including all associated information contained within, is true and accurate.

Full name	Kaiti WU.
NZICA membership number	2073398
Date	19/8/2026
Signature	

Statement of Gross Annual Sales Revenue

Categorisation Methodology and Classification Policies

Raumati South Four Square | Reporting period: 30 June 2025 to 28 June 2026

Prepared in support of the off-licence renewal application under section 33(2)(a)(ii) of the Sale and Supply of Alcohol Act 2012 and regulation 12 of the Sale and Supply of Alcohol Regulations 2013.

1. Purpose

Kāpiti Coast District Council has introduced a new template for the Statement of Gross Annual Sales Revenue for grocery stores, requiring net sales revenue to be broken down into defined categories and sub-categories (food products, convenience foods, alcohol, tobacco and other revenue). Foodstuffs does not supply sales data in this format. This document describes the approach we have taken to categorise a full year of product-level sales data into the categories defined in the Council template, so that the basis of the reported figures is transparent and verified by our chartered accountant.

2. Source data

The primary source of information is the point-of-sale annual sales trend export for the store, covering the period 30 June 2025 to 28 June 2026, provided by Foodstuffs.

In addition, Lotto sales data was provided directly by Lotto New Zealand.

Please note that the Council's application form requests Lotto sales to be reported separately under the categories of Lotto, Keno, and Instant Kiwi. However, Lotto New Zealand does not provide sales information broken down into these individual categories.

While we have knowledge of the products sold and could make assumptions regarding the likely proportion attributable to each category, any such breakdown would be based on estimates rather than verified source data. To ensure the information provided is accurate, transparent, and fully supported by official records, we have elected to report only the total sales value as supplied by Lotto New Zealand.

We believe this approach provides the highest level of accuracy and integrity, as it avoids relying on assumptions or estimated allocations that cannot be independently verified. While the category breakdown is unavailable, the total sales figure remains complete, accurate, and representative of the overall Lotto sales generated by the store during the reporting period.

Accordingly, we consider the total sales value provided by Lotto New Zealand to be the most reliable and appropriate information for the purposes of this application.

3. Categorisation approach

Initial categorisation. Each product was categorised using its description, brand, product type and pack size or volume, applying the category definitions set out in the Council template. Documented categorisation rules were applied consistently across the product file (for example, beverage volume thresholds and individual versus multi-pack treatment), so that like products were treated alike.

4. Professional Review

The categorisation methodology and resulting figures have been prepared in consultation with, and reviewed by, the Chartered Accountant. The figures presented in the attached Statement of Gross Annual Sales Revenue represent management's best assessment based on the information available from Foodstuffs and other supporting records.

Thank you very much.

Kind Regards,

Hasmita Dhanji and Jitendra Patel