

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
Licence number:

☐ Renewal of Off-Licence with variation of conditions
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 Shiv Limited

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

Off License

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: Yogeshkumar Patel

Designation/Position: Director/Shareholder

Telephone:

Mobile: 02102506909

Email: yogi13684@yahoo.com

8. Postal Address for Service

Number/Street/PO Box: 173

Suburb: Greytown

City: Greytown

Postcode: 5742

9. Business Details*Describe principal business, any other businesses*

Bottle Store

10. Criminal Convictions

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

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

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

Authorised capital:100	Paid up capital:100
Name: Yogeshkumar Babubhai PATEL	Address: 35
Street: Te Puke Street	Suburb :Titathi Bay
City:Porirua	Postcode:
Date of birth: 13-Jun-1984	Place of birth: India
Designation: Director/Shareholder	Face value of shares held: 50

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: Number 41	Street:Maclean St	
Suburb: Paraparaumu	City:	Postcode:
Trading Name: The Bottle O Paraparaumu		
If not Owned by Applicant:		
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>		
Full legal name of owner: Penno's Building Ltd		
Address: Number 9A	Street: Colenso St	
Suburb: Hospital Hill	City: Napier	Postcode:4110
Type: <i>state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other</i> Other Bottle Store		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", state details:		

15. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>	
Full legal name: Gurpinder Singh Hundal	
Number of manager's certificate: 45/CERT/734/2029	Expiry 26/02/2026
Full legal name: Yogeshkumar Babubhai PATEL	
Number of manager's certificate: 45/CERT/1218/2024	Expiry Date:2/09/2028
16. Business Details	
<p>Is the sale of alcohol intended to be the principal purpose of business: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and advise the intended principal purpose of business <i>(for example: sale of food; entertainment; accommodation)</i>.</p>	
<p>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 checked="" type="checkbox"/> No - and if "Yes", advise the nature of other goods or services. <i>This is to assess whether other goods and services provided are compatible with the sale of alcohol.</i></p>	
<p>State the days and hours proposed for sale of alcohol <i>(this is licensed hours not trading hours)</i>:</p> <p>Monday to Sunday 8.00am to 9:00pm</p>	
17. Conditions	Doc attached? Number.
<ul style="list-style-type: none"> 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 '#.....' 	
<p>Describe experience and training of applicant:</p> <p>YogeshKumar Patel has historical experience, he has redone and completed his</p> <p>Lcq in 2023 and he has been working at the Bottle O since 1 May 2024. He Holds his Duty Manager Certificate.</p> <p>He employs qualified duty managers who have worked at the store for several years</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>#.(8).....</p> <p>Roster</p>

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</p> <p>Haagen Citrus 2% Steinlager Light 2.5% DB Export Citrus 2%</p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Signage, till date/birth check, ID Required for all looking under 25, NO ID NO SALE,</p> <p>USE OF SCAB Intoxication tool NO SALE TO INTOXICATED OR DISORDERLY</p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>Host Responsibility Policy, Water and food provided if tastings in store, No Promotions externally over 25% of Price. or any that promote excessive or inappropriate drinking</p>	<p><input checked="" type="radio"/> Yes / No #..(4).....</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>Staff training declarations, regular update meetings, evacuation training, internal processes, USE OF log book</p>	<p><input checked="" type="radio"/> Yes / No #..(6)..... (7)</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 	<p>Yes <input checked="" type="radio"/> No #.....</p>

<ul style="list-style-type: none"> increased, by more than a minimal extent, by the refusal to renew the licence. <p>This store has not had any problems with compliance or issues with the police</p> <p>The area it is in is residential with a more aged population who are responsible drinkers. Neighbouring activities and uses within the immediate vicinity include shops, restaurants, takeaways, commercial businesses and residential dwellings. The beachfront reserve (parks and playgrounds), Paraparaumu beach and a golf course are located in the wider vicinity, Having licensed trading hours finishing before 10pm, and having no recorded issues with any infringements or enforcements.</p>	
<p>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></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>Full reasons for variation or cancellation:</p>	<p>Yes / No</p> <p>#.....</p> <p>#.....</p> <p>#.....</p> <p>#.....</p>
<p>18. Attachments</p> <ul style="list-style-type: none"> When including attachments please number the documents, circle 'Yes' and write the document number on '#.....' 	<p>Doc attached? Number.</p>
<p>A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. <i>The Declaration of Evacuation Scheme template is available on the Council website.</i></p>	<p>Yes / No</p> <p>#.....</p>
<p>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></p>	<p>Yes / No</p> <p>#.....</p>
<p>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></p>	<p>Yes / No</p> <p>#.....</p>
<p>Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013. <i>The template to be used is available on the Council website.</i></p>	<p>Yes / No</p> <p>#.....</p>
<p>Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i></p>	<p>Yes / No</p> <p>#.....</p>

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>	<input checked="" type="radio"/> Yes / No #(3).....
Please attach a copy of your Host Responsibility Policy.	<input checked="" type="radio"/> Yes / No #(5).....
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. <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy. If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).	<input checked="" type="radio"/> Yes / No #(1).....
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>	Yes / 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: Yogeshkumar Babubhai PATEL	Address: 35 Te Puke Street
Suburb: Titahi Bay	City: Porirua
Postcode:5022	Date of birth: 13-Jun-1984
Place of birth:India	Designation: Director/Shareholder
Name: Hinaben PATEL	Address: 35 Te Puke Street,
Suburb: Titahi Bay	City: Porirua
Postcode:5022	Date of birth: 17/11/1981
Place of birth:India	Designation: Shareholder
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: **Yogeshkumar Babubhai PATEL**

Date: **2/09/2025**

Signature: 

Dated at location: **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 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.

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 email alcohol licence to s.thompson@innovative.ac.nz

☐ 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.

Guidance for Completing Off-Licence Application/Renewal Form

Background		
<p>The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.</p> <p>It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.</p>		
Before lodging application		
<p>If your application is for a NEW licence, you must also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.</p>		
Completing your application	Who should complete which fields	
1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are <u>only</u> seeking a licence for use as an Auctioneer, or for remote sales (the 'sale for delivery', or 'sales from a distance').
3	Details of Applicant	All applicants to complete. If a company takes profits 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.
6	For Applicant that is Body Corporate	Only complete if applicant is a body corporate.
7	For Applicant that is <u>not</u> a Natural Person(s)	Only complete if applicant is a body corporate, partnership, private company or public company.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example supermarket, bottle store, grocery store, tavern.
10	Criminal Convictions	Convictions of applicant directors or shareholders. 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.

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:	The Bottle'O Paraparaumu Beach	
Applicants name: (Individual or Company)	Om Shiv Limited	
Premises address:	41 Maclean Street	
Contact phone:	Home:	Mobile: 02102506909
Contact email:	yogi13684@yahoo.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.

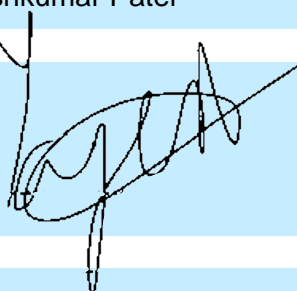
NOTE:

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:

Yogeshkumar Patel

Signature:



Date:

2/09/2025

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


The Secretary
The District Licensing Committee
Kapiti District Council

To Whom It May Concern,

Re: Authorized Agent - Innovative Hospitality

Om Shiv Limited - Yogeshkumar Patel -Director can confirm that I give consent to Innovative Hospitality - Agent Sarah Thompson to act as my Liquor Licence Agent. I give her authority to assist with lodging the Off Licence renewal for Om Shiv Limited- trading as The Bottle O Paraparaumu

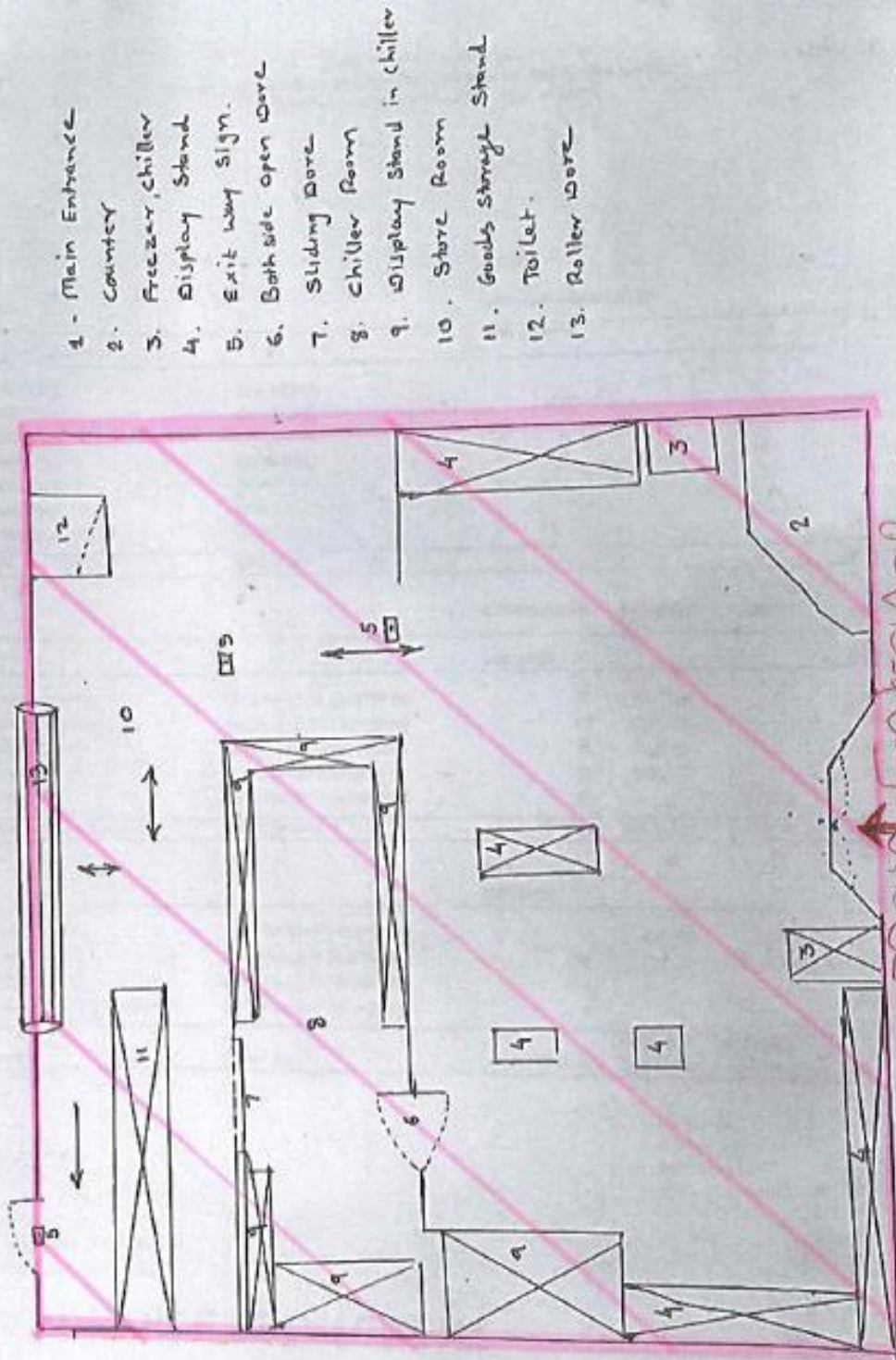
Yours faithfully

A handwritten signature in black ink, appearing to read 'Yogesh Patel', written over a horizontal line.

Yogeshkumar Patel - Director
Om Shiv Limited
02/09/2025

Shivaay Holdings The Bottle O Pararaparaumu (3)
41 Maclean St, Pararaparaumu

STORE NAME:- Bottle Pararaparaumu Beach
Add: 41, Maclean Street.
Pararaparaumu Beach 5032.



main Entrance
Whole premises
Supervised.

(4)

CPTED CHECKLIST FOR OFF-LICENSED PREMISES

Yes No N/a

WINDOWS

- | | | | |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is at least 50% transparency in the front of the premises |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is good visibility to and from the premises and the street |

LIGHTING

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Internal lighting inside the premises is suitable |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting allows customers to be seen as they enter the premises |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting allows staff to check IDs etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting outside the premises is suitable |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting outside the premises discourages loitering |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Car parks and loading bays are well lit |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street lighting outside the premises is working properly |

INTERNAL LAYOUT

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The cash register is positioned near the main entrance |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The cash register area is raised to improve visibility |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safe is out of public view |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No stock displays are greater than 1.3m |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The entire premises can be seen by the cashier |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is good visibility into cold stores |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Where there may be blind spots, mirrors or CCTV are installed |

SECURITY

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors and windows are reinforced |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nothing encourages loitering outside the premises (e.g. notice boards etc.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There are no recessed entrances to the premises |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Intruder alarm is installed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Alarm is monitored by monitoring centre |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Panic buttons are linked to intruder alarm |

CCTV

- | | | | |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CCTV is installed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CCTV is positioned to monitor vulnerable areas |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Customers are aware of the CCTV system |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff understand its operation |

STAFF

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There are sufficient numbers of staff to ensure control of the premises |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two or more workers are on duty after dark |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff are visible to customers upon entering the store |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff greet/acknowledge customers entering the store |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A door buzzer notifies staff of customers entering the store |

Host Responsibility Policy

The managers and staff of the Bottle O Paraparaumu believe that we have a responsibility to deliver a comfortable and welcoming environment. But is also where alcohol will be sold responsibly, due to this the following Host responsibility policy has been implemented in the store.

Customers who are noticeably intoxicated will not be sold alcohol and will be asked to leave the premises. We are happy to assist you with safe transport home and have a telephone available to call a taxi or we can call one for you.

It is against the law to sell to customers who are under the legal age of 18 years old. Our store policy is that if you look under 25 years of age we will ask you for identification,

the acceptable forms are:-

NZ Drivers License

HANZ 18 + cared

Kiwi Access Card

or current passport

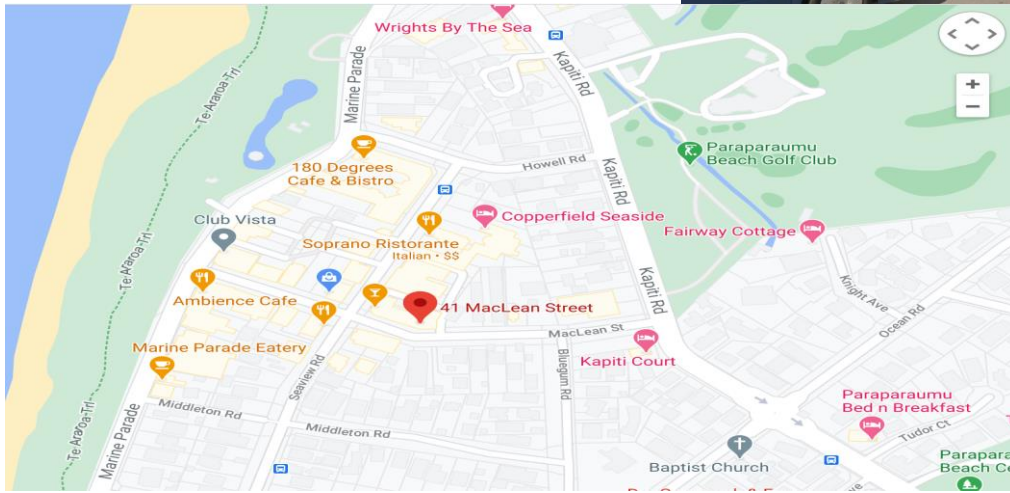
If you do not have the above forms of ID alcohol will not be sold, hence no ID no sale. Notices relating to selling to minors and intoxicated person are displayed within the store.

No one in school uniform will be sold alcohol.

Low alcoholic and non-alcoholic beverages are promoted and readily available with positive staff attitude.

We will give our staff the skills and support to carry out their job responsibly

Bottle 'O Paraparaumu
41 Maclean St
Paraparaumu



The Bottle'O Paraparaumu will not bring or encourage any risk which could negatively impact the local community.

The **Bottle'O Paraparaumu** store has been operating in the area since 2018. They understand how important it is to make sure they are supported by the community. They will do everything in their power to make sure no prohibited person is sold alcohol. They hold LCQ and understand the Sale and Supply of Alcohol Act 2012 and will apply for duty manager with requisite experience.

The Bottle'O Paraparaumu has a very good record with Police & the Kapiti Council and has not had any objections or issues with the local community.

They will make sure they operate the store within the law and comply with all the requirements of the Sale and Supply of Alcohol Act 2012. They have a lot of experience in selling and supplying alcohol. Having a good range of grocery and household items for the local community to purchase, this is their core business. Alcohol will always be served responsibly to the local community.

Promotions

No alcohol discounts or promotions that are targeted at minors or discounts to encourage excessive drinking will not be offered in this store. Any displays of alcohol will be limited to the designated alcohol area. **Prohibited signage** are displayed in this area and at point of sale along with the Host Responsibility.

Training & Experienced

they understand their responsibility's around selling and supplying alcohol to the public. They have all read and understand the stores Host Responsibility Policy, Liquor Licence and have full knowledge of Sale and Supply of Alcohol Act 2012. SCAB intoxication levels, use of logbook, checking ID and Evacuation systems.

Security: - **Bottle'O Paraparaumu** do not employ a security company. The owners maintain general safety within their store. There will always be two staff on after dark - Police will be called if needed. All incidents or issues will be recorded into the store's logbook

Security Camera's: - They have 7 CCTV cameras throughout the premise. The owners know how to use them and gather information if required. They have access to camera through their mobile phones. Customer are aware of the cameras.

Host Responsibility Policy: - Signage is displayed. NO ID NO Service, No Sale to Intoxicated and Minors, Host Responsibility Store Policy. If anyone looks 25 or under will be asked for proof of age. Customers who are showing signs of Intoxication will not be served. We Do Not Encourage Drink Driving. . All staff are instructed on Host Responsibility Policy. SCAB intoxicated levels. How to check ID correctly.

No Sale to Minors: - All staff are responsible for checking ID from anyone believed to be under the age of 25 years old. The four acceptable proof of age Are: -

Kiwi Access Card, HANZ 18 +, New Zealand Drivers Licence & current International or New Zealand Passport.

NO ID NO SERVICE.

If they think anyone is purchasing alcohol for minors and they cannot prove that they are the minor's parent or legal guardian they will not be served.

Group refusal is a practice at this store. If a group of young-looking customers come in and some are wishing to purchase alcohol, they must all show ID -proof of age. If they cannot all prove they are over 18 they will not be served.

18 + customer with ID will not be served if they are wearing their school uniform.

No Sale to Intoxicated: - All staff are responsible for checking if a customer may have been drinking and showing signs of intoxication. All staff have read and understood the SCAB Intoxication Assessment Tool. If anyone is showing signs or intoxication they will not be served. All staff will be

informed to stop service, and this will be written in the logbook. We will also offer to arrange to call someone or a taxi.

Visibility into our Store: Staff can see the main entrance and exit from the store.

Staff can monitor anyone walking past or entering our store. This will deter loitering or any trouble.

This store WILL NOT sell or allow the use of party pill or legal highs within our store.

Bottle'O Paraparaumu Staff Training Guide

The Bottle 'Os mission is to create a store that satisfies the needs of our community while meeting our legal obligations.

This training guide covers the following elements:

- The elements of responsible service
- Trading Hours
- Licence Conditions
- Checking ID
- Managing Intoxication

We are committed to being responsible hosts.

Staff Must

- Aim to ensure that all patrons leave our store in a safe condition to drive.
- NEVER serve anyone showing recognisable signs of intoxication.
- low and non-alcoholic sales throughout the opening hours.
- Ask any person who you think is under 25 years of age for ID, suitable forms include NZ Drivers Licence, Kiwi Access Card, 18+ Card or Passport, No ID-NO Service
- Ensure patrons are told about transport options as they leave, these include free phone to call home, bus stop taxi or dial a driver.
- Immediately report any suspicion of drug use in the premises to the duty manager.

Trading Hours and Days

Our store is trading 8am to 9pm Monday to Sunday. We cannot sell alcohol to anyone outside these hours.

On certain days of the year, we cannot sell alcohol at all these are:

- Good Friday
- Easer Sunday
- Christmas Day
- Before 1pm on Anzac Day

If we choose to open on these days – the alcohol area will be closed off and a sign placed there and at point of sale saying NO ALCOHOL CAN BE SOLD.

Other Licence Conditions

The Name of the Duty Manager on shift must be up.

If you are the duty manager you must be present at all times (you can use the bathroom, take a call but you must be found within minutes)

Our store is Supervised which means minors (under 18) cannot come in by themselves, cannot purchase alcohol. They must be accompanied by a parent or legal guardian.

Checking ID

As a local store our biggest risk is managing sales of alcohol to appropriate people and not minors (under 18). You must check ID of anyone looking 25 or under.

There are four legal forms of ID

1. A Current New Zealand Driver's Licence
2. A Current Passport from any country
3. 18 Plus Card
4. Kiwi Access Card

Every day know the day and date someone could purchase today.

Date of Birth Chart

18
25

YEAR	2023	2024	2025	2026	2027	2028	2029
2000	22	23	24	25	26	27	28
2001	21	22	23	24	25	26	27
2002	20	21	22	23	24	25	26
2003	19	20	21	22	23	24	25
2004	18	19	20	21	22	23	24
2005	17	18	19	20	21	22	23
2006	16	17	18	19	20	21	22
2007	15	16	17	18	19	20	21
2008	14	15	16	17	18	19	20
2009	13	14	15	16	17	18	19
2010	12	13	14	15	16	17	18
2011	11	12	13	14	15	16	17
2012	10	11	12	13	14	15	16



Yes



Maybe*



No

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

There are some examples of situations where checking ID is critical:

- Two people looking under 25 come in together– only one has ID – NO SERVICE
- You know the person at the counter is with a group of young people outside – NO SERVICE
- An older person is with a younger person looking under 25 – NO ID NO SERVICE

Intoxication Assessment Tool

This tool has useful guidance to help us determine the state of our customers in the store.

Remember Intoxication is not just alcohol it could be something else too such as drugs.

Use the Intoxication Assessment Tool to identify the condition of your customer and the appropriate action to be taken regarding service to them. Consider their Speech, Coordination, Appearance and Behaviour.

For us the risk is that people can come in to the store intoxicated. – NO SERVICE

Sometimes people come back several times a day to purchase alcohol – you must consider their condition each time.

Intoxication assessment tool

Indicators may include but are not limited to:

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

Intoxication definition

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



Any concerns or questions please come and speak to Jimmy or Siddhi.

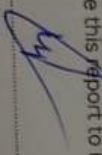
_____ Name

Signature

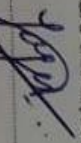
Date

(7)

Incident log (vii)

Date and time	13/5/25 3:35 PM	
Nature of Incident	Inappropriate behaviour	Turning away of minors
Choose from list)	Assault/fight	Minors found on premises
	Accident requiring first aid treatment	Attempted purchase by a minor
	Interventions with intoxicated customers	Refusal of customer (state reason)
	Drug use (state drug if known)	Damage to premises or personal property
Location of Incident	Where were you?	Thrift of property
Description of events	What did you see/hear?	Suspected presentation of fake ID
	What happened first?	Other (state reason)
	Who was there?	
	Photographs/videos?	
	Trespass notice served?	
	Police called? When?	
	Ambulance?	
	Were there witnesses?	
Witnesses	(List names and or a brief description of all persons you saw near the incident)	
Date and Time of completing report	3:47 PM	
Declaration	I hereby declare this report to be a true and accurate statement describing the event I witnessed	
	Signature: 	

Incident log (vii)

Date and time		03/02/2025		05:22 PM	
Nature of incident Choose from list	Inappropriate behaviour		Turning away of minors		Damage to premises or personal property
	Assault/flight		Minors found on premises		Theft of property
	Accident requiring first aid treatment		Attempted purchase by a minor		Suspected presentation of fake ID
	Interventions with intoxicated customers		Refusal of customer (state reason)		Other (state reason)
	Drug use (state drug if known)				
Location of incident					
Description of events	Where were you?	On Counter			
	What did you see/hear?	She put bottle in her pants			
	What happened first?	I asked her to remove bottle			
	Who was there?	Yogeshkumar Patel.			
	Photographs/videos?	Yes.			
	Trespass notice served?	Yes.			
	Police called? When?	Complained lodged			
Ambulance?	N/A.				
Were there witnesses?	No.				
Witnesses	(List names and or a brief description of all persons you saw near the incident)				
	No.				
Date and Time of completing report	05:30 PM				
Declaration	I hereby declare this report to be a true and accurate statement describing the event I witnessed				
	Signature: 				

This is the same lady who
steal the it before counter.

Incident log (vii)

Date and time

21/8/25 4:10 PM

Nature of incident

(Choose from list)

Inappropriate behaviour
Assault/fight
Accident requiring first aid treatment
Interventions with intoxicated customers
Drug use (state drug if known)

Turning away of minors

Minors found on premises

Attempted purchase by a minor

Refusal of customer (state reason)

Damage to premises or personal property

Theft of property

Suspected presentation of false ID

Other (state reason)

NO Photo ID

Location of incident

Description of events

Where were you?
What did you see/hear?
What happened first?
Who was there?
Photographs/videos?
Trespass notice served?
Police called? When?
Ambulance?
Were there witnesses?

OV Counter Receipt, But he
A Guy comes with Full driving license with
I asked for ID he was looking about 19/0 But had no photo ID with
Sunny
yes
N/A
N/A
N/A
N/A
N/A
So I Refused to serve him
Because he was unable to
Show any photo ID of him

Witnesses

(List names and or a brief description of all persons you saw near the incident)

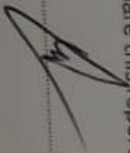
Date and Time of completing report

4:15 PM

Declaration

I hereby declare this report to be a true and accurate statement describing the event I witnessed

Signature:



TBO Sep-2025								Total Hours worked	
Trading Hour	1030am- 08.00pm	1030am- 08.00pm	1030am- 0830pm	1030am-9pm	10.30am- 9pm	10.30am-9pm	1030am- 08.00pm		
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
Date	25/08/25	26/08/25	27/08/25	28/08/25	29/08/25	30/08/25	31/08/25		
SM	1030-1830	1030-1830	RTO	1030-1830	1700-2100	1700-2100	RTO		
GURPINDER	1200-2000	1200-2000	1200-2030	1300-2100	1030-1800	1030-1800	1030-2000		
SA	RTO	RTO	RTO	RTO	RTO	1700-2100	1700-2100		
Yogesh Patel	1030am- 08.00pm	1030am- 08.00pm	1030am- 0830pm	1030am-9pm	10.30am- 9pm	10.30am-9pm	1030am- 08.00pm		
Hina Patel	1030am- 08.00pm	1030am- 08.00pm	1030am- 0830pm	1030am-9pm	10.30am- 9pm	10.30am-9pm	1030am- 08.00pm		
Trading Hour	1030am- 08.00pm	1030am- 08.00pm	1030am- 0830pm	1030am-9pm	10.30am- 9pm	10.30am-9pm	1030am- 08.00pm		
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
Date	01/09/25	02/09/25	03/09/25	04/09/25	05/09/25	06/09/25	07/09/25		
SM	1030-1830	1030-1830	RTO	1030-1830	1700-2100	1700-2100	RTO		
GURPINDER	1200-2000	1200-2000	1200-2030	1300-2100	1030-1800	1030-1800	1030-2000		
SA	1200-2000	1200-2000	1200-2030	1300-2100	1030-1800	1030-1800	1030-2000		
Yogesh Patel	1200-2000	1200-2000	1200-2030	1300-2100	1030-1800	1030-1800	1030-2000		