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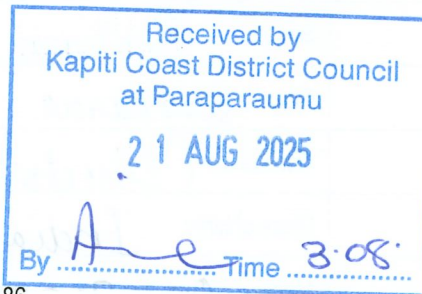
APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



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:

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):

Great Grocers Limited

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

Temporary Off-Licence

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

☒ Natural person(s)

(N2 Limited Company)

☐ Private Company

☐ Body Corporate

☐ Public Company

☐ Partnership

☐ Other (please specify).....

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

Full legal name: Pavitai Singh (Raj Singh)

Any aliases (and/or maiden name):

Usual residential address: Number 4

Street:

Barbaras way

Suburb: Waikanae Beach

City:

Waikanae

Postcode: 5036

Sex: M

Occupation:

(Directors) self owner operator

Date of birth: 4/7/1983

Place of birth:

India (Adampur)

Telephone:

Mobile:

0210723752

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:

Pavitai Singh

Designation/Position:

Owner operator/Directors

Telephone:

Mobile:

0210723752

Email:

Raj. Singh @ Foodstuffs. co.nz

8. Postal Address for Service

Number/Street/PO Box: 155-163 Main Highway

Suburb:

Otaki

City:

Kapiti Coast

Postcode:

5512

9. Business Details

Describe principal business, any other businesses

Supermarket (Retail Business)

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:

Pavitai Singh

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

Authorised capital:	Paid up capital:
Name: <i>Great Grocers Limited</i>	Address: Street number <i>18 Long Street</i>
Street: <i>Long Street</i>	Suburb: <i>Tairāwhiti</i>
City: <i>Auckland</i>	Postcode: <i>0630</i>
Date of birth: <i>17 June 2025</i>	Place of birth: <i>Auckland (Registrar of Companies)</i>
Designation:	Face value of shares held:

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 <i>155-163 Main Highway</i>	Street: <i>Main Highway</i>	
Suburb: <i>Otaki</i>	City: <i>Kapiti Coast</i>	Postcode: <i>5512</i>
Trading Name: <i>New World Otaki</i>		
If not Owned by Applicant:		
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence) <i>Leasehold</i>		
Full legal name of owner: <i>Foodstuffs North Island Ltd.</i>		
Address: Number	Street:	
Suburb:	City:	Postcode:
Type: state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other <i>Supermarket</i>		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:		

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

Full legal name:

As Attached

Number of manager's certificate:

Expiry Date:

Full legal name:

Number of manager's certificate:

Expiry Date:

16. Business Details

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

→ Sale of food/Groceries
→ Lotto
→ Flowers etc.

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.

Supermarket

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

7am to 11pm
Seven days per week

17. Conditions

Doc 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:

* online Training through toolley including videos.
* on-the job Training

Yes / No
#.....1.....

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</p> <p>we are stocking low alcohol Speight Mid Strength Ale 2.5%. Export Citrus 2.5%. Fuggi 6PK 2.2%.</p>	<p>Yes / No #.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>* Proper training to staff in store * Not to serve intoxicated persons and prohibited persons. * SCA B Tool * We may refuse to sell alcohol if identification - can't be produced. * ID checks who looks under 25 years.</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>* The store's Point of Sale systems will be restricted so that sale of alcohol can't occur outside of liquor license hours. * we won't allow customers to drink in the car park and they will be asked to leave premises. Police help can be taken if needed.</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>* online Training videos including illustrations For eg. -> Liquor and Tobacco Training (TROLLEY) * Staff Training Quiz</p>	<p>Yes / No #..... 2</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>* Foodstuffs Restricted Products sale and Audit Policy attached. (this Policy we follow too) * No Complaints ever have made about liquor sale.</p> <p style="text-align: right;">Policy →</p>	<p>Yes / No #..... 3</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 checked="" 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>#..... 10</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>#..... 4</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>#..... 5</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>* Supermarket</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>#..... 6</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></p> <p>NIA</p>	<p>Yes / No</p> <p>#.....</p>
<p>Please attach a copy of your Host Responsibility Policy.</p>	<p>Yes / No</p> <p>#..... 7</p>
<p>For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless there have been changes since the last issue or renewal.</i></p>	<p>Yes / No</p> <p>#..... 8</p>
<p>Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy.</p> <p>If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).</p>	<p>Yes / No</p> <p>#.....</p>
<p>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></p>	<p>Yes / No</p> <p>#..... 9</p>

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: <i>Paulita Singh</i>	Address: <i>4 Barbaras way</i>
Suburb: <i>Waikanae Beach</i>	City: <i>Waikanae</i>
Postcode: <i>5036</i>	Date of birth: <i>4/7/1983</i>
Place of birth: <i>India</i>	Designation: <i>Owner operator</i>
Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:
Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:

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

20. Further Details where Applicant is a Partnership

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

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

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

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

Name: Paulina Singh

Date:

21/05/20

Signature:

Paulina Singh

Dated at location: New World Otaki

Privacy Statement

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

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

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

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

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

☒ I have included proof of electronic payment with this application.

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.

Guidance for Completing Off-Licence Application/Renewal Form

Background

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

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

Before lodging application

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.

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.

Manager's Certificate



007/CERT/139/2023

24.15.

1

NOTICE OF RENEWAL

Section 226

Pursuant to the Sale and Supply of Alcohol Act 2012

Pavitar Singh

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of manager's certificates, unless again renewed, this certificate expires at the close of:

This certificate expires at the close of: 22 April 2027

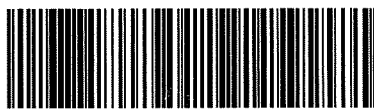
Dated at Auckland on **1 May 2024**

.....
Secretary, Auckland District Licensing Committee



52000414948

Manager's Certificate



007/CERT/271/2020

2

NOTICE OF RENEWAL

Section 226

Pursuant to the Sale and Supply of Alcohol Act 2012

Loveleen Kaur

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of manager's certificates, unless again renewed, this certificate expires at the close of:

This certificate expires at the close of: 23 September 2027

Dated at Auckland on **4 September 2024**

.....
Secretary, Auckland District Licensing Committee



52000260320

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

3

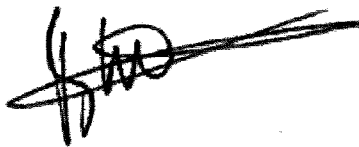
Section 226, Sale and Supply of Alcohol Act 2012

CHARLES MAXWELL FORREST

Your manager's certificate **45/CERT/650/2018** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **28 February 2028** unless again renewed.

Dated at Paraparaumu on 03 February 2025



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number 45/CERT/650/2018 issued on 4 April 2022 at Paraparaumu by the Kapiti Coast District Licensing Committee

4

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

Section 226, Sale and Supply of Alcohol Act 2012

MELISSA KATALINA CHADWICK

Your manager's certificate **45/CERT/1116/2023** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **19 July 2027** unless again renewed.

Dated at Paraparaumu on 18 June 2024




Secretary
Kapiti Coast District Licensing Committee

The holder of this certificate has agreed:

- a) *to only use it on the premises known as Pak`n Save Kapiti, located at 110 Rimu Road, Paraparaumu, for twelve months from the issue date of the certificate*
- b) *not to use the manager's certificate while working in the kitchen and only use it while working front of house*
- c) *to only use it in accordance with the conditions of a valid work/resident visa.*

Note:	This certificate replaces the original certificate number 45/CERT/1116/2023 issued on 19 July 2023 at Paraparaumu by the Kapiti Coast District Licensing Committee
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**NOTICE OF RENEWAL OF
MANAGER'S CERTIFICATE**

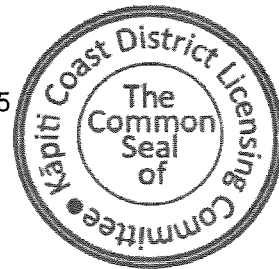
Section 226, Sale and Supply of Alcohol Act 2012

VANESSA LOUISE KERRISON

Your manager's certificate **45/CERT/1197/2024** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **7 May 2028** unless again renewed.

Dated at Paraparaumu on 29 April 2025



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number 45/CERT/1197/2024 issued on 7 May 2024 at Paraparaumu by the Kapiti Coast District Licensing Committee

6

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE


Section 226, Sale and Supply of Alcohol Act 2012

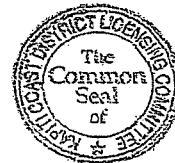
KALPESH MODI

Your manager's certificate **45/CERT/1057/2022** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **17 November 2026** unless again renewed.

Dated at Paraparaumu on 8 November 2023





Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number **45/CERT/1057/2022** issued on 17 November 2023 at Paraparaumu by the Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

7

Section 226, Sale and Supply of Alcohol Act 2012

PANI TE PUNAHAU AROHA BROWN

Your manager's certificate **45/CERT/978/2021** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **30 November 2025** unless again renewed.

Dated at Paraparaumu on 2 February 2023



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number **45/CERT/978/2021** issued on 30 November 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE



Section 226, Sale and Supply of Alcohol Act 2012

CULLEN HONA TE WIATA

Your manager's certificate **45/CERT/977/2021** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **30 November 2025** unless again renewed.

Dated at Paraparaumu on 2 February 2023



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number **45/CERT/977/2021** issued on 30 November 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

9

Section 226, Sale and Supply of Alcohol Act 2012

JOANNE LEE LAHMAN

Your manager's certificate **45/CERT/964/2021** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **16 November 2025** unless again renewed.

Dated at Paraparaumu on 2 February 2023



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number **45/CERT/964/2021** issued on 16 November 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

16

Section 226, Sale and Supply of Alcohol Act 2012

ADDISON LANE

Your manager's certificate **45/CERT/879/2021** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **25 January 2026** unless again renewed.

Dated at Paraparaumu on 21 March 2023



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number **45/CERT/879/2021** issued on 25 January 2022 at Paraparaumu by the Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

11

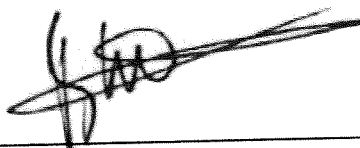
Section 226, Sale and Supply of Alcohol Act 2012

SELENA MARY HACK

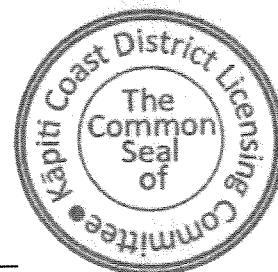
Your manager's certificate **45/CERT/935/2021** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **7 July 2028** unless again renewed.

Dated at Paraparaumu on 21 July 2025



Secretary
Kapiti Coast District Licensing Committee



Note: This certificate replaces certificate number 45/CERT/935/2021 issued on 25 August 2025 at Paraparaumu by the Kapiti Coast District Licensing Committee

1



Certificate of Achievement

is hereby granted to

Vanessa Kerrison

to certify the completion of

Restricted Product Sales & Delivery

Granted: _____



ALCOHOL & TOBACCO ESSENTIALS

STAFF TRAINING QUIZ

STORE:

New World Otaki

EMPLOYEE NAME:

Roudean Ram

DATE:

10/08/2025

SECTION 1

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

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

2. What types of Alcohol can we sell?

- ☒ Beer, Wine, Cider, Mead
- ☐ Beer, Wine, Spirits
- ☐ Any type of Alcohol
- ☐ We cannot sell Alcohol

SECTION 2

1. Who must we ask to see ID from?

- ☐ Anyone under the age of 18
- ☒ Anyone who looks under the age of 25
- ☐ Everyone who looks over 18
- ☐ Dodgy looking people

2. What sort of ID's can be used in our Stores?

- ☐ A NZ Passport and NZ Driver Licence only
- ☐ A Driver Licence and School/University ID Cards
- ☒ A valid Passport, a NZ Driver Licence, a HANZ 18+ Card
- ☐ Any type of valid ID

3. How long can a store be banned from selling Alcohol?

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



NEW WORLD

SECTION 3

1. How much is the fine that YOU might have to pay for selling alcohol to a minor?

- ☐ \$10,000
- ☐ \$500
- ☐ I won't get fined, the store will
- ☒ \$2000

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

- ☐ Be confident and say no!
- ☒ Stay Polite and get your Supervisor to help if needed
- ☐ Call security for help
- ☐ Be grumpy back to them

SECTION 4

1. When groups of people come and buy alcohol, who must you ID?

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

2. Can an older person buy alcohol for anyone who looks under 25?

- ☐ Only if the older person is above the age of 50
- ☐ No, if this happens contact emergency services
- ☐ Yes, This is ok
- ☒ No, unless the people under 25 can prove they are over 18

3. If you know someone is over 18 but looks under 25, what must you do?

- ☐ You do not need to ask for ID as you know they are over 18
- ☐ Put the sale through without asking for ID, but make sure no one sees it
- ☒ Ask for ID as they look under 25
- ☐ You can sell Alcohol to anyone you know is responsible, their age doesn't matter

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

- ☐ Do not serve the customer
- ☒ Ask for help from a supervisor or manager
- ☐ Put the sale through and not worry about it
- ☐ Make the customer feel awkward so they leave, avoiding the situation

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

- ☐ Sell them the alcohol
- ☒ Call your supervisor (Duty Manager) for help
- ☐ Dial 111
- ☐ Close the checkout



NEW WORLD



NEW WORLD

STORE NAME New World Otaki

Date 10/08/2025

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

- NZ PHOTO DRIVERS LICENCE
- PASSPORT (NEW ZEALAND OR INTERNATIONAL)
- HANZ 18+ PHOTO IDENTIFICATION CARD
- KIWI ACCESS CARD

NO PROOF OF AGE DOCUMENTATION MEANS NO SALE.

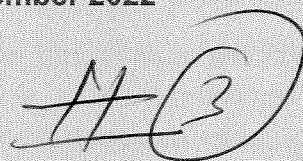
4. I NEED TO CALL THE DUTY MANAGER OR OWNER OPERATOR IF I FEEL INTIMIDATED WHILST PROCESSING ALCOHOL OR TOBACCO SALES.

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

Team Member Rowleen Kaw

Team Member Lowland Date 10/8/25

Manager: Pavitar Singh Date 10-8-25



Restricted Products Sale & Audit Policy.

Foodstuffs North Island Limited (Foodstuffs) is committed to the sale of alcohol, tobacco and vaping products (Restricted Products) in a socially responsible manner and in accordance with all applicable laws.

This Policy and the Foodstuffs Restricted Products Audit Programme (Audit Programme) is designed to support, inform, and remind Foodstuffs Members of the need to ensure that stores are operated strictly in accordance with the Sale and Supply of Alcohol Act 2012 and the Smokefree Environments and Regulated Products Act 1990 (Acts), with particular regard to when the sale or delivery of a Restricted Product involves a customer who may be under the legal age for purchasing that product.

The Policy document is owned by the General Manager Membership & Property.

Policy and Audit Programme

Foodstuffs' policy is that stores must require all checkout or online delivery staff to ask any customer purchasing a Restricted Product, who appears to be 25 years of age or under, to show approved photographic evidence of age identification, prior to purchasing or acceptance of a delivery, which proves the customer's age is 18 years or older.

Approved photographic evidence of age documentation means any current passport, driver's licence or Hospitality New Zealand card that complies with regulation 5 of the Sale and Supply of Alcohol Regulations 2013 (appropriate identification).

As well as assisting Members with ongoing compliance with the Acts, the Audit Programme evidences Foodstuffs' commitment to selling Restricted Products in a socially responsible manner and can also be provided as 'due diligence' to any interested party or regulatory authority if called upon.

Foodstuffs will always seek to obtain a 100% pass rate for Restricted Product audits.

For the avoidance of doubt, it is the responsibility of Foodstuffs Members to ensure their sales and operations comply with the Acts.

'Mystery shoppers' aged 18 to 20 will visit each Foodstuffs Member store at least four times a year where they will attempt to purchase a Restricted Product. The mystery shoppers are required to follow a set procedure designed to 'test' the stores compliance to Foodstuffs' policy that all customers purchasing or accepting a Restricted Product, who appear to be under the age of 25, are required to provide appropriate identification. Member stores providing an online service will be randomly tested to ensure that the mystery shopper receiving the delivery is required to provide appropriate identification prior to accepting the delivery which will include a Restricted Product.

Reporting

The mystery shoppers are required, upon leaving a store or after accepting delivery of a Restricted Product, to complete a detailed Restricted Sale Audit report that captures key information about their attempted purchase or delivery including the store name, whether the purchase or delivery was successfully made without needing to provide appropriate identification, date and time of the audit, name of the delivery person, checkout operator and supervisor, lane number and (where possible) the display of certification and signage required by the Acts (such as current liquor licence certificate, duty manager details and purchase age (R18) POS posters (Under 25 and ID posters)).

A store will be deemed to have failed an audit if a mystery shopper:

- was able to accept an online delivery, which included a Restricted Product, without being asked to show appropriate identification evidencing the mystery shopper's age; or
- was able to purchase instore a Restricted Product without being asked to show appropriate identification evidencing the mystery shopper's age; or
- was asked and did not produce the required appropriate identification but still managed to purchase a Restricted Product; or
- was asked and did not produce the required appropriate identification and the purchase of a Restricted Product was made by a second mystery shopper who showed the required appropriate identification, but it was clear that the purchase was made by the second mystery shopper on behalf of the first mystery shopper.

The results of an individual store's Restricted Products Audit will be made available to the relevant Member within five working days of the audit; this is however dependant on the Mystery Shoppers being able to return to the office in this time.

The Foodstuffs Regulatory Manager will produce a summary report following the completion of each service detailing the results of the Restricted Products Audits undertaken in that month. The report will be provided to all Members, the PAK'nSAVE, New World, Four Square and Gilmours Group Managers and the General Manager Membership & Property.

The results of the Restricted Products Audits undertaken since the last Board Meeting will be included in Legal report to the Board.

Audit Failure

If a Member fails a Restricted Products Audit then the relevant Member will be charged \$500, as a contribution towards the costs of the Audit Programme by Foodstuffs. Store procedures and systems will be reviewed and additional Foodstuffs' training relating to Restricted Product sales may be required.

If a Member fails a Restricted Products Audit twice within a twelve-month rolling period, then the relevant Member will face a further cost contribution of \$5,000 other than Four Square stores which will be \$2,000 and an additional training on Restricted Product sales will be required.

If a Member fails a Restricted Products Audit three times within a twelve-month rolling period, then the Members performance will be reported to the Board and the Board will discuss the appropriate action that will be taken by Foodstuffs. Actions may include:

- A cost contribution of \$10,000 other than Four Square stores which will be \$5,000.

- A final written warning from the Chief Executive Officer that any further failure within the next twelve months may result in the termination of the Member's Franchise Agreement.
- Foodstuffs ceasing to supply alcohol or tobacco to the Member for a period of two weeks.
- Requiring a manager to be placed into the store to oversee its operation.
- Requiring the owner/operator and all relevant staff to complete training to Foodstuffs' satisfaction.

Should a Member fail a fourth Restricted Products Audit whilst or prior to the third failure being reviewed by the Board then this failure will be reviewed simultaneously together with the third. Actions will be consistent with a third failure with the exception that the relevant Member will face a further cost contribution of \$20,000 other than Four Square which will be \$10,000.

Members should note that they are not in any circumstances permitted to pass on these cost contributions to any employee.

For the avoidance of doubt, failure of an external Police or liquor licensing audit counts as if it was a failure of an internal audit for the purposes of this section.

External Audits

Foodstuffs takes any Member store failure to comply with an alcohol, vaping or tobacco audit or controlled purchase operation (CPO audit) undertaken by an external regulatory agency, such as the Police or liquor licensing inspectors, very seriously. If a store is subject to an external CPO audit the Member must notify the Regulatory Services Manager as soon as possible regardless of whether the store passed or failed the audit. In addition to the above consequences, if the store fails an external CPO audit, then the matter will be referred to the Board to decide the appropriate action to be undertaken in relation to the Member. The Board will consider the Member's performance in relation to past internal alcohol, vaping and/or tobacco audits and may take any action it sees fit including:

- A written warning indicating a serious breach of the Franchise Agreement.
- A possible cost contribution in line with the above audit failure criteria and dependent on the outcome of the sanction handed out by the authorities.
- The need for Foodstuffs to cease the supply of alcohol, vaping products or tobacco to the Member for a set period will also be influenced by the outcome as referred to above.
- Termination of the Member's Franchise Agreement.
- Requiring a manager to be placed into the store to oversee its operation.
- Requiring the owner/operator and all staff to complete training to Foodstuffs' satisfaction.

Funding

Funding for the mystery shopping costs incurred in the Audit Programme will be met by the contributions payable by non-complying Members with any shortfall funded by Foodstuffs.

Questions

The Foodstuffs Regulatory Manager will administer this Policy and any questions about this Policy should be directed to him/her.

Review Period

This Policy will be reviewed every two years.

Approved by the Board: 7 December 2022



SCHEDULE OF EXISTING SEWAGE TREATMENT PLANTS IN DOMINANT TENEMENT (BENEFITED LAND)			
PURPOSE	SHOWN	SEWAGE TREATMENT (BURDENED LAND)	SEWAGE TREATMENT (BENEFITED LAND)
RIGHT TO DRAIN SEWAGE & WATER	A	LOT 1	KARPI COAST DISTRICT COUNCIL
RIGHT TO CONVEY ELECTRICITY	B		HOKOMWENUA ELECTRIC POWER BOARD

RM250046
20/06/2025
~~Final Approved Plans~~

APPROVED		DATE	
APPROVED	DATE	APPROVED	DATE
58	13.09.2024		
58	13.09.2024		
58	16.09.25		

►NOTES:

BEARING AND COORDINATE DATUM IS NZGD2000
WANGANUI 2000

EASEMENTS AND BOUNDARIES SHOWN ON THIS PLAN ARE INDICATIVE ONLY AND ARE SUBJECT TO COUNCIL APPROVAL AND LODGMENT WITH LAND INFORMATION NEW ZEALAND

LEGEND

- Easement Boundaries
 Existing Abutal Boundaries

> COPYRIGHT:

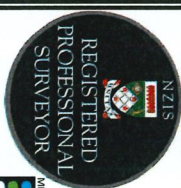
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 GPS: TRIMBLE REALTIME SYSTEMS / LEICA GPS08 PLUS
 PRACTICE LEVELLING: TRIMBLE DGN Series 0.3mm DIGITAL
 VERTICAL FLUXXING: FOR D22 LASER TITANUM
 LASER SCANNER: LEICA RTC360 / LEICA P30



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office +64 09 948 6491
www.surveymorx.co.nz

1016A Great South Road, Penrose Auckland, NZ



MEMBER OF:

 Survey and Spatial
New Zealand

FOODSTUFFS NORTH
ISLAND

NEW WORLD OTAKI
186 WAERENGA ROAD,
OTAKI

TITLE
SCHEME PLAN
LOTS 1 & 2 BEING
PROPOSED SUBDIVISION
OF LOT 1 DP 82618, LOT 1
DP 33687 & PART
HANGANOAIHO 1C BLOCK

> DRAWING NO	9619-1105-01	> SHEET	1 of 1	> REVISION	1
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We maintain a training and management policy to give our staff the skills and support they need so they can sell alcohol in a responsible manner

1. The store has 10 senior employees who have all been trained and have their Manager's Certificates. There will also be a number of Team Members on Checkout (Supervisors) who will have completed their LCQ and the Foodstuffs Restricted Sale Induction Training programme.
2. Before new staff sell alcohol to customers, as part of Foodstuffs induction training with Quiz, we ensure they understand their responsibilities under the Sale and Supply of Alcohol Act, including obligations in relation to minors, ID requirements and dealing with intoxicated person. Staff undertake Refresher training on a 6 monthly basis. Legislation and the responsible sale of alcohol will be included in Checkout Meetings as appropriate. Training will be completed by senior employees and documented evidence of training for each team members will be kept on file.
3. Additionally, we are part of Foodstuffs' independent programme where all stores are 'mystery shopped' to check proof of age compliance is being adhered to. There are heavy penalties for liquor audit fails, which include fines, additional training programmes and referring repeat offenders to Foodstuffs' Board of Directors which can result in a store owner's franchise agreement with Foodstuffs being terminated.

Name Ravita (Raj) Singh

Signed Ravita Singh

Date 19/08/2025



NEW ZEALAND
COMPANIES OFFICE

COMPANIES
REGISTER

#8

Certificate of Incorporation

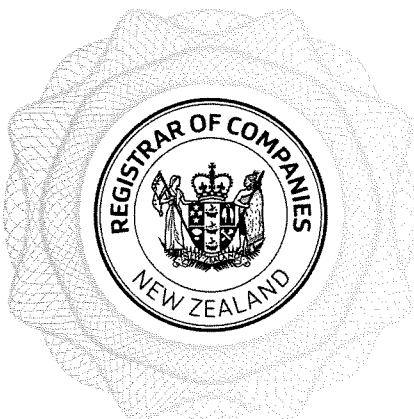
GREAT GROCERS LIMITED

9350351

NZBN: 9429052919893

This is to certify that GREAT GROCERS LIMITED was incorporated under the Companies Act 1993 on the 17th day of June 2025.

Registrar of Companies
17th day of June 2025




FSW**FOODSTUFFS PROPERTIES (WELLINGTON) LTD**

35 LANDING DRIVE, MANGERE, AUCKLAND, NEW ZEALAND
DX BOX CX 15021, AUCKLAND 2022, NEW ZEALAND
P: 09 621 0600

17 June 2025

To whom this may concern,

RE: New World Otaki - Liquor Licence Application.

Foodstuffs Properties (Wellington) Limited (FPWL) is the registered proprietor of 155-163 Main Road, Otaki described as LOT 1 DP 82618 in the Certificate of Title Identified as WN49A/729.

We have no objection to the granting of an off licence to Pavitar Singh (Raj) in terms of the Sale and Supply of Alcohol Act 2012.

We confirm Great Grocers Limited will be granted a sublease by Modern Merchants Limited (MML) pursuant to the terms of a headlease between MML and FPWL.

Yours faithfully,

L Abbott

Liam Abbott
Property Asset Manager

M: 027 277 0979

E: liam.abbott@foodstuffs.co.nz



NEW ZEALAND
COMPANIES OFFICE



COMPANIES
REGISTER

Certificate of Incorporation

GREAT GROCERS LIMITED

9350351

NZBN: 9429052919893

This is to certify that GREAT GROCERS LIMITED was incorporated under the Companies Act 1993 on
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Registrar of Companies
17th day of June 2025



#10

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:

Add New world Otaki

Applicants name:

(Individual or Company)

Add

Great Grocers Limited

Premises address:

Add

155-163 Main Highway,
Otaki, 5512

Contact phone:

Home: Add

06 364 8840

Mobile: Add

0210723752

Contact email:

Add

Raj.Singh@Foodstuffs.co.nz

2. Fire evacuation scheme

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

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

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

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

Adm
Ranitar Singh

Signature:

Adm
Ranitar Singh

Date:

Adm
18/08/2021

Submitting applications

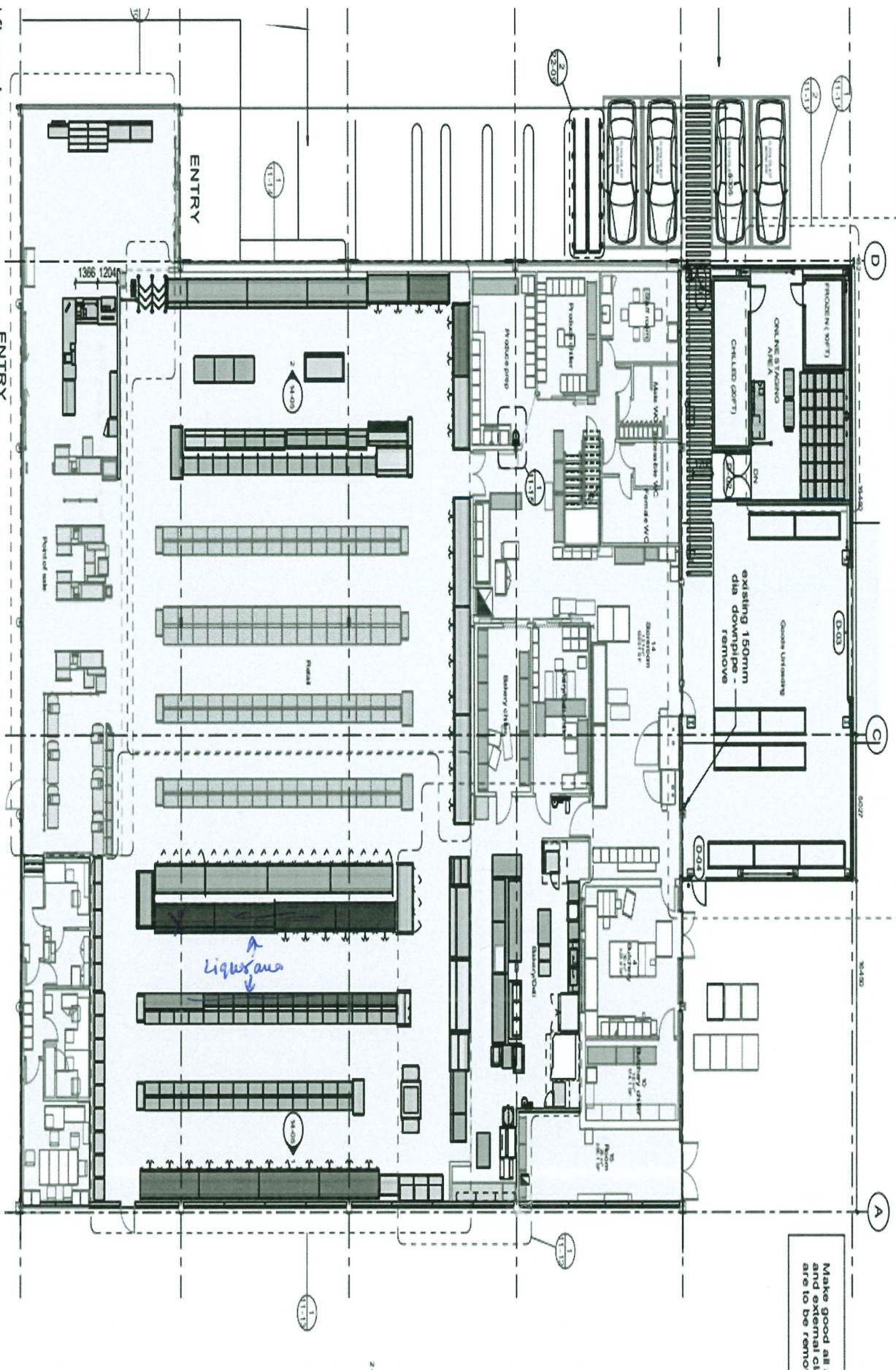
Email completed forms to: licence.application@kapiticoast.govt.nz

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



Ref: PB0065

3 September 2025

Mr Pavita (Raj) Singh
4 Barbara Way
Waikanae
5036

Dear Raj,

Request for Building Certificate under Sale and Supply of Alcohol Act 2012

Business Name:	New World Otaki (Great Grocers Limited)
Site Address:	155- 163 Main Highway Otaki
Legal Description:	Lot 1 DP 82618
Consent Description:	Building Certificate

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012.

This letter is **not** a Code Compliance Certificate, Certificate of Acceptance or Compliance Schedule under Sections 91 to 107 of the Building Act 2004.

The Council has been advised by the applicant that the use of this building will be changed and/or alterations made to accommodate the use outlined in building consent application BC240737. Building Consent number BC240737 has been issued for the building work required as a result of this change of use and/or building alteration.

The proposed use of the premises as a retail supermarket meets the requirements of the New Zealand Building Code, to the extent required by the Building Act 2004 and subject to the issue of a Code Compliance Certificate for Building Consent number: BC240737.

The Council's records show that there are the following building consent/s building consent number affecting the proposed licensed premises that do not have a code compliance certificate.

The proposed use of the premises as a retail supermarket meets the requirements of the New Zealand Building Code, to the extent required by the Building Act 2004 and subject to the issue of a Code Compliance Certificate for Building Consent number/s BC 040650

The Council's records show that the building containing the proposed licensed premises is required to have a building warrant of fitness. The building warrant of fitness is current.

Please contact me on 04 296 4700 or 0800 486 486 if you would like to discuss any matters raised in this letter.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Steve Cody', with a stylized, cursive script.

Steve Cody
Building Team Manager

Ref: PB0065

2 October 2025

**Pavitar (Raj) Singh
4 Barbaras Way,
Waikanae Beach 5036**

Dear Pavitar (Raj) Singh

Request for Planning Certificate under Sale and Supply of Alcohol Act 2012

Business Name:	New World Otaki
Site Address:	155-163 Main Highway, Otaki
Legal Description:	Lot 1 DP 82618 CT49A/729
Zone:	Town Centre
Consent Description:	Planning Certificate
Proposal:	Application is for a new Off Licence with change of owner/operator details

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012 that the proposed use of the premises meets the requirements of the Resource Management Act 1991, and Operative Kapiti Coast District Plan (2021).

Category of Activity:

- | | |
|------------------------------|-------------------------------|
| • Permitted Activity | Yes |
| • Existing Use | Yes |
| • Resource Consent Required | N/A |
| • Resource Consents Granted: | RM960007, RM960063 & RM250046 |

Conclusion

This application is for a new Off Licence with change of owner/operator details to accommodate the proposed activity at the above existing premises.

The site is an established supermarket that was the subject to an approved Land Use consent granted by Council in 1996 (RM960007 - Application to establish a New World Supermarket at the intersection of State Highway 1 and Waerenga Road, Otaki, which does comply with District Plan requirements).

Subsequent Resource Consents granted in relation to the subject property include the following:

RM960063 - granted in 1996: To enable the amalgamation of the three existing titles comprising the subject site into one new allotment.

RM250046 - granted in 2025: To undertake additions and alterations to Otaki New World including earthworks to construct a driveway and a fence within a residual overflow path as well as associated boundary adjustment subdivision.

The current owners of the property (Foodstuffs Properties (Wellington) Limited), have provided written approval for the Applicant to hold an Off Licence on the premises, via a letter signed by Liam Abbott (Property Asset Manager) dated 17 June 2025, and submitted to Council with the application.

The premises are located at the southern end of the Town Centre Zone within a prominent area of the main Otaki Township.

The immediate and surrounding environment comprises land zoned Town Centre, General Residential and Rural Production. Neighbouring activities and uses within the immediate vicinity predominantly include commercial retail outlets, residential development, and agriculture. State Highway No. 1 and NZ Railway designations are located immediately to the southwest.

The District Plan provisions that relate to the subject property apply. Resource Consent was not required for the land use as it is a permitted activity under the Operative Kapiti Coast District Plan (2021).

The Applicant is advised however, that should the scale and intensity of the existing activity increase, a resource consent application may be required.

Approved hours of operation are as follows:

7.00am to 11pm (Monday to Sunday inclusive)

Decision: Approved

Dated: 2 October 2025

A handwritten signature in blue ink, appearing to read 'Janice Lee', with a horizontal line underneath.

Janice Lee
AUTHORISED OFFICER

A handwritten signature in blue ink, appearing to read 'Beth Robertson', with a horizontal line underneath.

Beth Robertson
AUTHORISED OFFICER