

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.		
<input type="checkbox"/> New Off-Licence	<input checked="" type="checkbox"/> Renewal of Off-Licence Licence number: 45/OFF/002/2024	<input type="checkbox"/> Renewal of Off-Licence with variation of conditions Licence number:
2. Endorsements		
Tick the appropriate box if you want an endorsed licence only		
<input type="checkbox"/> Auctioneer	<input type="checkbox"/> Remote Sales	
3. Details of Applicant		
Full legal name or names to be on licence (if a company, must be company name): GLOBAL WINES AND SPIRITS LIMITED		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence OFF LICENCE		
4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012		
<input type="checkbox"/> Natural person(s)	<input checked="" type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (please specify).....	

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

Full legal name:

Any aliases (and/or maiden name):

Usual residential address: Number

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: JAGWANT SINGH KOHAR

Designation/Position: DIRECTOR

Telephone: 04-5666664

Mobile: 021355704

Email: JAGWANT@BIGBARREL.CO.NZ

8. Postal Address for Service

Number/Street/PO Box: 42B MAIN STREET

Suburb:

City: OTAKI

Postcode: 5512

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:

JAGWANT SINGH KOHAR

MANPREET KAUR TEJA

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

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

13. For a Partnership

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

14. Details of Premises

Address: Number 42B	Street: MAIN STREET	
Suburb:	City: OTAKI	Postcode: 5512
Trading Name: BIG BARREL OTAKI		
If not Owned by Applicant:		
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i> LEASEHOLD-12 YR UNTIL 2031,2X6YR ROR		
Full legal name of owner: DARSHAN FAMILY TRUST		
Address: Number 50	Street: AUSTIN STREET	
Suburb: ONEKAWA	City: NAPIER	Postcode: 4110
Type: <i>state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other</i> RETAIL SHOP- 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) *If more than two certified managers please attach details separately*

Full legal name: PRITHVI NARESH KAPOOR

Number of manager's certificate: **45/CERT/1324/2026**

Expiry Date: 29/04/2027

Full legal name: MARAEA DIANNE RAWIRI

Number of manager's certificate: **45/CERT/1266/2025**

Expiry Date: 11/03/2029

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*).

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.*

Cigarettes, Branded Apparel, Glassware

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

MONDAY TO SUNDAY 9.00AM TO 10.00PM

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:

DIRECTORS OF THE COMPANY ARE IN INDUSTRY FROM LAST 18 YEARS.

ALL DIRECTORS HAVE SUFFICIENT KNOWLEDGE REGARDING SALE AND SUPPLY OF ALCOHOL AND ARE RUNNING BUSINESS SUCCESSFULLY SINCE THAN

Yes / **No**
#.....

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</p> <p>LOW-ALCOHOL BRANDS AVAILABLE ARE STEINLAGER, EXPORT AND MONTEITHS. APART FROM THESE WE HAVE EXTENSIVE RANGE OF NON-ALCOHOLIC BEERS (HEINEKEN , CORONA, STEINLAGER, PARROT DOG, CLAUSTHER, SAWMILL) AND WINES (EDENVALE AND JP CHENET)</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>*STRICT MONITORING OF MINORS & INTOXICATED PEOPLE</p> <p>*CHECKING ID's WHEN A CUSTOMER ENTER THE STORE</p> <p>*USE OF SCAB TOOL TO HELP IDENTIFYING INTOXICATED PEOPLE</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>*QUALIFIED STAFF</p> <p>*COMPLIANCE SCHEDULE</p> <p>*POINT OF SALE SUPPORT- POS WILL ASK FOR D.O.B. WHEN WE SCAN A NEW ITEM FOR SALE</p> <p>* AVAILABILITY OF FREE WATER ALL THE TIME</p>	<p>Yes / <input checked="" type="radio"/> 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>ALL FRONT-END STAFF TO HAVE DUTY MANAGER OR ATLEAST LCQ CERTIFICATE</p> <p>REGULAR ONGOING TRAINING AND SUPPORT TO ALL STAFF MEMBERS ALONG WITH INDUCTION TRAINING PROGRAM FOR NEW STAFF</p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>

<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"> reduced, by more than a minimal extent, by granting the licence; or increased, by more than a minimal extent, by the refusal to renew the licence. <p>Big barrel Otaki has been running successfully from last 7+ years , Since taking over this store we have taken off all external product advertisements as per our policy and stopped sale of single units of RTDs, shots or budget beers (500ml or less), excluding craft beers to make sure good order and amenity of the locality is maintained and also will be open to adapt any changes that may be required from time to time to maintain the good order and amenity of the locality</p>	<p>Yes / No #.....</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: NIL</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>18. Attachments</p> <ul style="list-style-type: none"> <i>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</i> 	
<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>Copy of planning consent: Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. Not required for renewal unless the business activity or type has changed since the last version.</p>	<p>Yes / No #.....</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. Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</p>	<p>Yes / No #.....</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. The template to be used is available on the Council website.</p>	<p>Yes / No #.....</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>	Yes / No #.....
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 #.....
Please attach a copy of your Host Responsibility Policy.	<input checked="" type="radio"/> Yes / No #.....
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). Not required for renewal unless there have been changes since the last issue or renewal.	Yes / No #.....
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input type="checkbox"/> Yes <input checked="" 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 #.....
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. Not required for a renewal unless the lease or ownership arrangements have changed.	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: JAGWANT SINGH KOHAR	Address: 28 MOANA GROVE
Suburb: WAIWHETU	City: LOWER HUTT
Postcode: 5010	Date of birth: 13/03/1983
Place of birth: INDIA	Designation: DIRECTOR
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: JAGWANT SINGH KOHAR

Date: 2/JUNE/2026

Signature:



Dated at location: OTAKI, WELLINGTON

Privacy Statement

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

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 2020. You have the right to see and correct personal information that Council holds about you.

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

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

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

I have included proof of electronic payment with this application.

How I would like to receive my alcohol licence (please select one only)

I will collect my alcohol licence – please contact me when it is ready by Phone or Email

OR

Please post my alcohol licence to me.

Next Step: Once your application is complete, if you would like to make an appointment for an optional pre-lodgement meeting with the Licensing Inspector then please Telephone (04) 296 4700 or Toll Free: 0800 486 486.

After your application is lodged

Public Notices

You are responsible for giving notice within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal) and the Council will send you a template to approve. The notice and application will be made available on the Public Notices page of Council's website for a period of 25 working days. A copy of this notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for the period of public notification.

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.

ADDITIONAL DUTY MANAGER LIST

Duty Manager	Certificate Number	Expiry Date
RAMANPREET SINGH	45/CERT/0137/25	15/04/2027
KARPREET SINGH	23/CERT/4391/2024	31/03/2028
JAGWANT SINGH KOHAR	48/CERT/0049/15	22/04/2027
MANPREET KAUR TEJA	49C/CERT/761/2014	05/09/2027

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: | BIG BARREL OTAKI

Applicants name: | GLOBAL WINES AND SPIRITS LIMITED
(Individual or Company)

Premises address: | 42B , MAIN STREET, OTAKI , 5512

Contact phone: | Home: 06-3648511 Mobile:021355704

Contact email: | JAGWANT@BIGBARREL.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.

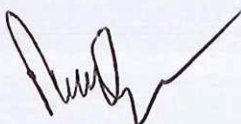
NOTE:

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:

JAGWANT SINGH KOHAR

Signature:



Date:

02/06/2026

Submitting applications

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

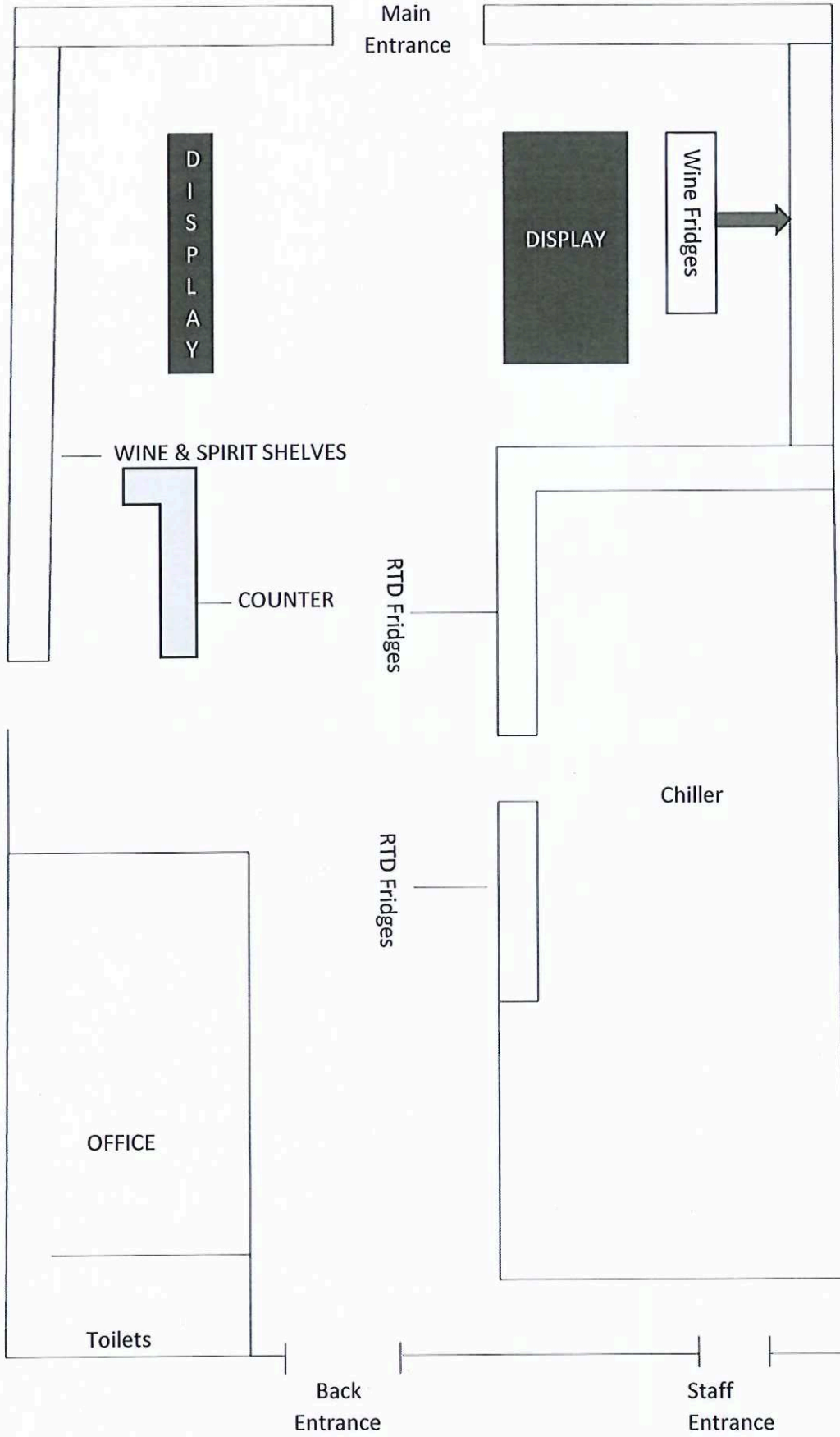
Post to:

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

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

Floor Plan for Big Barrel Otaki



Whole area to be a Supervised Area

LICENSED PREMISES POLICY

The Big Barrel group are committed to providing excellent customer service and in doing so will ensure that all aspects of the Sale and Supply of Alcohol Act 2012 complied with. All staff working in any of the Big Barrel group licensed premises must observe the following;

SUPERVISED AREA

No unaccompanied minors are permitted to enter or remain on premises. Staff should approach suspected minors as soon as they enter and ask for ID immediately. Minors accompanied by Parents or Legal Guardian are permitted to enter the premises.

INTOXICATED PERSONS – It is illegal to;

- Allow an intoxicated person to enter the premises.
- Allow an intoxicated person to remain on the premises.
- Sell liquor to an intoxicated persons;

MINORS

- No sale to minors.
- Any person appearing to be under the age of 25 must be asked for and supply one of the following forms of evidence of age;
 - New Zealand photo drivers licence
 - A valid passport (Not expired)
 - HANZ 18+ card (Valid 10 years from date of issue) or Kiwi Access Card (Valid 10years from date of issue & Replaces HANZ 18+ Card)

This should be done prior to accepting any money for the transaction.

- If you believe that liquor may be on-supplied to minors you **must** not make the sale.
- The Duty Manager should be advised immediately of any issues.

**THE GOLDEN RULE
IF IN DOUBT – NO SALE**

DUTY MANAGERS

At all times that the premises are open for the sale of liquor a Manager must be "On Duty" and responsible for compliance with the Act and the conditions on the licence. The Manager on Duty must **NEVER** leave the premises for any reason.

If the Duty Manager is required to leave the premises a new Duty Manager must be appointed. For short periods (up to 48 hrs max) a Temporary Duty Manager can be appointed

SIGNAGE

The Duty Manager must also ensure that the following SIGNAGE requirements are complied with.

- A copy of the licence must be displayed at the principal entrance.
- The name of the Manager on Duty must be CLEARLY displayed in a prominent place within the premises.

<p>MANAGER ON DUTY</p> <p>Joe Smith</p>

<p>TEMPORARY MANAGER</p> <p>Joe Smith</p>

- Trading hours must be displayed so that they are readable from the exterior of the premises.

<p><u>Trading Hours</u></p> <p>Monday to Sunday 7.00am to 10.00pm</p>

- Prohibited Persons signage must be displayed in a prominent position that is easily readable by members of the public.

<p>ALCOHOL WILL NOT BE SOLD TO ANY PERSON WHO IS INTOXICATED</p>
--

<p>ALCOHOL WILL NOT BE SERVED TO MINORS</p>

<p>NO ID NO SERVICE NO EXCEPTIONS</p>

<p>FAILURE TO COMPLY CAN RESULT IN THE MANAGERS CERTIFICATE OR PREMISES LICENCE BEING SUSPENDED.</p>

Staff Training

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly. This is achieved through: POS, Health & Safety Regulation Training as well as Staff being trained under Skilled Managers.

BIG **BARREL**

BIG RANGE • BIGGER DEALS

Social Responsibility Policy for Off Licence Sellers of Alcohol

The Management and Staff of Big Barrel take our social responsibilities seriously.

We undertake to ensure the following as a responsible business in this community:

- We are trained in the Sale and Supply of Alcohol Act (SASAA) 2012
- We are aware of our responsibilities under the SASAA 2012
- We are trained in assessing intoxication
- We will not serve intoxicated persons
- We will not serve minors
- We are obligated to ask for acceptable identification. The legal alcohol purchase age is 18 years of age. We will request identification from anyone that looks younger than 25
- It is our responsibility to ensure, wherever possible, that alcohol is not on-supplied to prohibited persons
- We sell and actively promote a range of non-alcoholic and low alcohol options
- Water will be freely available during tastings
- We will actively promote safe and responsible drinking messages
- We will display and/or provide Alcohol Drug Helpline resources
- We will not promote alcohol in an irresponsible manner.
- We do not sell loose RTD's as single units. For detailed information please refer our Big Barrel Single Bottle Beer and RTD policy.
- Our staff reserves the right to refuse any sale where they think that the purchasers intention is immediate consumption.

From the Management and Staff of Big Barrel

6. CPTED checklists for licensees and duty managers

Licensees and duty managers can regularly use the checklist below to regularly assess whether CPTED measures are in place.

CPTED checklist for off-licensed premises	Yes	No	N/A
Windows			
There is good visibility to and from the premises and the street	✓		
Lighting			
Lighting inside the premises is suitable	✓		
Lighting allows customers to be seen as they enter the premises	✓		
Lighting allows staff to check IDs, etc.	✓		
Lighting outside the premises is suitable	✓		
Lighting outside the premises discourages loitering	✓		
Car parks and loading bays are well lit when in use	✓		
Street lighting outside the premises is working properly	✓		
Internal layout			
Cash register is positioned near the main entrance	✓		
Cash register area is raised to improve visibility	✓		
Safe is out of public view	✓		
No stock displays are greater than 1.3m	✓		
Entire premises can be seen by the cashier	✓		
There is good visibility into cold stores	✓		
Where there may be blind spots, mirrors or CCTV are installed	✓		
Smaller stock items are located close to the register	✓		
Security			
Doors and windows are reinforced	✓		
Nothing encourages loitering outside the premises (eg notice boards, etc.)	✓		
There are no recessed entrances to the premises	✓		
Intruder alarm is installed	✓		
Alarm is monitored by monitoring centre	✓		
Panic buttons are linked to intruder alarm	✓		

CPTED checklist for off-licensed premises	Yes	No	N/A
CCTV			
CCTV is installed	✓		
CCTV is positioned to monitor vulnerable areas	✓		
Customers are aware of the CCTV system	✓		
Staff understand its operation	✓		
Staff			
There are sufficient numbers of staff to control the premises	✓		
Two or more workers are on duty after dark	✓		
Staff are visible to customers upon entering the store	✓		
Staff greet/acknowledge customers entering the store	✓		
Door buzzer notifies staff of customers entering the store	✓		