

APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



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

Send or deliver your application to:

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



For Council use

File #

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

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

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

1. Application Type

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

☐ New Off-Licence

☒ Renewal of Off-Licence

☐ Renewal of Off-Licence with variation of conditions

Licence number: 45/OFF/006/2017

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):

PAL & JAIRA DEVELOPMENTS LIMITED

Whether licence already held for premises concerned: ☒ Yes ☐ 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

☐ 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: SHIRISHBHAI VASANTBHAI PATEL

Designation/Position: DIRECTOR

8. Postal Address for Service

Number/Street/PO Box: 5 MARGARET ROAD

Suburb: RAUMATI BEACH

City: PARAPARAUMU

Postcode: 5032

9. Business Details

Describe principal business, any other businesses

GROCERY 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:

SHIRISHBHAI VASANTBHAI PATEL

KAMALKUMAR JAYANTIBHAI PATEL

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

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 5

Street: MARGARET ROAD

Suburb: RAUMATI BEACH

City: PARAPARAUMU

Postcode: 5032

Trading Name: RAUAMTI VILLAGE FOODMARKET

If not Owned by Applicant:

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

Type: state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other GROCERY STORE

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

15. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>	
Full legal name: SHIRISHBHAI VASANTBHAI PATEL	
Number of manager's certificate: 45/cert/140/2014	Expiry Date:
Full legal name: KAMALKUMAR VASANTBHAI PATEL	
Number of manager's certificate: 45/cert/138/2014	Expiry Date: 02/08/2026
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 GROCERY	
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.	
State the days and hours proposed for sale of alcohol (this is licensed hours not trading hours): MONDAY TO SUNDAY 7AM - 10PM	
17. Conditions	
- 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: LCQ 4646 & 16705 RETAIL EXPERIENCE OF 13 YEARS IN THE FIELD OF GROCERY RETAILING WE ARE TRAINED AND TAKE OUR RESPONSIBILITY SERIOUSLY TOWARDS THE SALE OF ALCOHOL.	Yes / No #.....
Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands): HEINIKEN, PERONI, ASAHI, GUINNESS	Yes / No #.....

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: CLEARLY DISPLAY OF SIGNS ADVISING PEOPLE THAT PROHIBITED PERSON WILL NOT BE SERVED. CHECK IDS FOR PEOPLE LOOKING UNDER THE AGE OF 25 INTOXICATED PEOPLE WILL NOT BE SERVED. NO ALCOHOL SALE TO MINORS.	Yes / No #.....
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): NO AGRESSIVE PROMOTIONS ON ALCOHOL NO ALCOHOL SALE TO INTOXICATED PERSON NO ALCOHOL SALE TO MINORS TRAINED EMPLOYEE TO MANAGE THE SALE BETTER	Yes / No #.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: TILLS ASKS FOR THE DATE OF BIRTH TO ENTER BEFORE ALLOWING SALE OF ALCOHOL AND CIGGERETTES WE HAVE TRAINED 4 DUTY MANAGERS TO OBSERVE THE OPERATION OF THE STORE.	Yes / No #.....
Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be: - reduced, by more than a minimal extent, by granting the licence; or - increased, by more than a minimal extent, by the refusal to renew the licence. WE HAVE DEVELOP STRONG TIES WITH THE LOCAL COMMUNITY WHICH HELPS US OPERATE BETTER AS KNOWING MOST LOCALS AND FAMILIES AND TENDS TO ATTRACT LOT LESS TROUBLE. CCTV MONITORING IN PLACE FOR SUSPICIOUS BEHAVIOUR. PLACEMENT OF ALCOHOL DISPLAY WHICH CAN BE VISIBLE & MONITORED FROM THE CHECKOUT.	Yes / No #.....
For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary Terms of condition at present:	Yes / No #..... #..... #.....

Action sought: ☐ Variation ☐ Cancellation. If Variation, in what respect does the applicant seek to vary the condition? N/A Full reasons for variation or cancellation: N/A		#.....
18. Attachments • When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'		Doc attached? Number.
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. The Declaration of Evacuation Scheme template is available on the Council website.		Yes / No #.....
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.		Yes / No #.....
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.		Yes / No #.....
Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013. The template to be used is available on the Council website.		Yes / No #.....
Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts. If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.		Yes / No #.....
Where the premises are a bottle store or tavern, a scale floor plan must be provided showing designations and the principal entrance. If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.		Yes / No #.....
Please attach a copy of your Host Responsibility Policy.		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. ☐ Yes ☐ No, and if 'Yes' attach a copy. If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).		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: SHIRISHBHAI VASANTBHAI PATEL		Address: 5 MARGARET ROAD
Suburb: RAUMATI BEACH		City: PARAPARAUMU

Postcode: 5032	Date of birth: 28/12/1984	
Place of birth: INDIA	Designation: DIRECTOR	
Name: KAMALKUMAR JAYANTIBHAI PATEL	Address: 5 MARGARET ROAD	
Suburb: RAUMATI BEACH	City: PARAPARAUMU	
Postcode: 4032	Date of birth: 11/12/1984	
Place of birth: INDIA	Designation: DIRECTOR	
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: SHIRISHBHAI VASANTBHAI PATEL

Date: 22/07/2026

Signature: 

Dated at location: 5 MARGARET ROAD, RAUMATI BEACH, PARAPARAUMU, 5032

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.

Duty managers:

Name	Expiry	Certificate number
Dignaben Shirishbhai Patel	02/08/2029	45/CERT/139/2014
Shirishbhai Vasantbhai Patel	02/08/2029	45/CERT/140/2014
Deempalben Kamalkumar Patel	05/12/2027	45/CERT/347/2015
Kamalkumar Jayantubhai Patel	02/08/2026	45/CERT/138/2014

Fire Evacuation Statement

This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, special and club licences in accordance with section 100 and 127 of the Sale and Supply of Alcohol Act 2012.

1. Applicant details

Premises name: *Raumati Village Foodmarket*

Applicants name:
(Individual or Company) *Pal & Jaitra Developments Ltd*

Premises address: *5 Margaret Road, Raumati Beach 5032*

Contact phone: Home: 2993553 Mobile: 0211655310

Contact email: *shirish_2816@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-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:

Shirishbhai Vasantbhai Patel

Signature:



Date:

19/07/2026

Submitting applications

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

Post to:

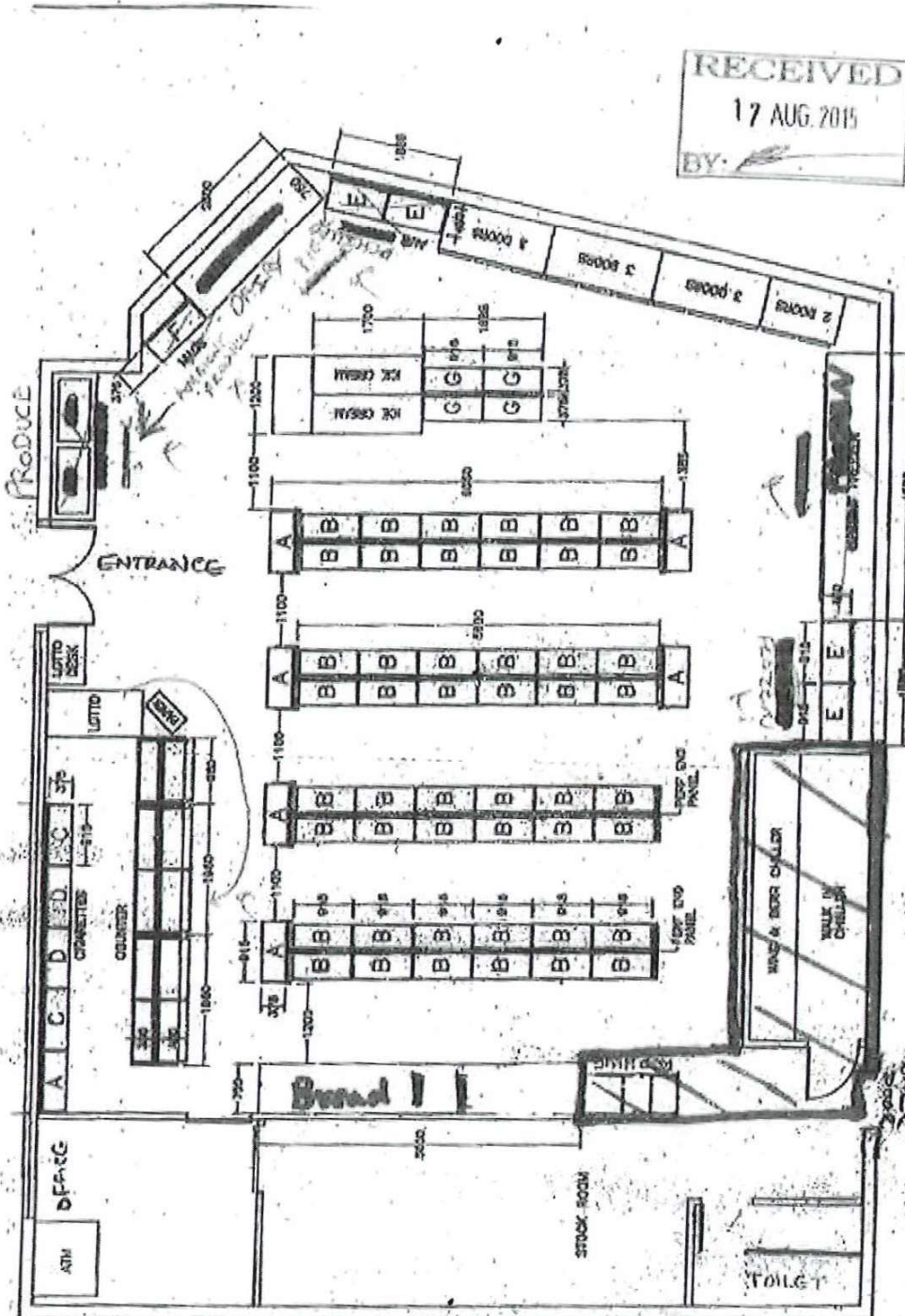
Alcohol Licensing Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

Plan of licensed area

Pal & Jaitra Developments Limited trading as **Raumati Village Food Market**
 Beach, 5 Margaret Road, Raumati Beach



BA = GROCERY &
 GA = GENERAL
 merchandise
 1:5 Scale
 --- SINGLES
 ALCOHOL
 AREA
 Single
 Alcohol
 Area

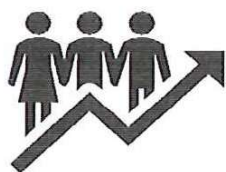
© COPYRIGHT 2015

HYDESTOR MANUFACTURING LTD

PROPOSAL FOR: RAUMATI VILLAGE ~~BEACH~~ FOOD MARKET

Sales Trend Report.

Liquor Sales Assessment



APPLICATION FOR OFF-LICENCE

SECTION 17: CONDITIONS

Describe the experience and training of the applicant.

Raumati Village Foodmarket is a supermarket owned and operated by Pal & Jaitra Investments Limited. Raumati Village Foodmarket is open from 7am-8pm, Monday to Sunday, and sells a variety of grocery products and general merchandise. The business has been owned and operated by Shirishbhai Vasantbhai Patel and Kamalkumar Jayantibhai Patel since October 2013 (almost 13 years

As a grocery store our target market is the everyday consumer shopping for household items. Most of the alcohol sold in the supermarket is purchased as part of a customer's wider shop.

Shirishbhai is an experienced grocer with more than 17 years in the supermarket industry including having owned Pukerua bay store prior to owning Raumati Village Foodmarket. He has been an Owner/Operator for 13 years.

Shirish has held a Manager's Certificate for over 13 years and has kept well informed of any changes in requirements/regulations during this time, thus is well educated in the liquor legislation and the requirements on supermarkets involved in selling alcohol.

Shirish has never failed a liquor audit or sting.

Describe the steps proposed to prevent the sale and supply of alcohol to prohibited people.

To prevent the sale and supply of alcohol to prohibited people, we have the following systems in place to ensure that alcohol is not sold to minors or people who are intoxicated:

1. Staff will check the identification of everyone who looks under 25 years of age.
2. We only accept a valid passport, New Zealand drivers licence, a Hospitality NZ 18+ card, or Kiwi Access Card as proper identification to purchase alcohol.
3. We will refuse to sell alcohol if identification cannot be produced.
4. If a customer is buying in a group, and one (or more) of that group looks under 25, we will refuse to sell alcohol unless all members of the group can produce identification.
5. Any person who appears intoxicated will be refused the sale of alcohol. We assess intoxication by observing appearance, behaviour, co-ordination, or speech. If any of these seem impaired by alcohol, drugs, or other substances then checkout staff will refuse the sale of alcohol.

Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices).

The following systems have been put in place to ensure that Raumati Village Foodmarket is a responsible retailer of alcohol:

1. The store's point of sale system is restricted so that sales of alcohol cannot occur outside liquor licence hours.
2. The store only sells beer and wine. We do not sell spirits or RTDs.
3. We do not promote or advertise alcohol in a manner that is aimed at, or has, or is likely to have, special appeal to minors.
4. We offer zero alcohol beer as an alternative.

Describe any other systems (including training systems), and staff in place for compliance with the Act.

The store has 4 senior employees who have all been trained and have their General Manager's Certificates and at least one of these persons is always on duty as the store duty manager. All certified managers have also completed the Licence Controller Qualification (LCQ).

Staff receive ongoing refresher training and are regularly monitored to ensure compliance with the Sale and Supply of Alcohol Act 2012.

There are strict protocols in place at store level to ensure that the liquor laws are always observed.

Describe any actions that have been taken to ensure the good order and of the locality would not be likely to be reduced, by more than a minimal extent, by granting the licence.

We are committed to the age restrictions in the Act and not selling to intoxicated persons

The nature of my business means that the risk that the operation of my business contributes to unrest because of alcohol sales at my store is extremely low. As mentioned above, most of the alcohol purchased is part of a normal grocery shop and is intended to be consumed at home. Also we do not sell RTD's or spirits which I believe are the main contributors to vandalism and unrest in the community.

There is also good lighting outside the store and throughout the carpark for the store.

We also have security cameras operating 24 hours a day both inside and outside our store which is a strong deterrent of vandalism and unrest in the area.

ALCOHOL MANAGEMENT POLICY

We have strict policies to prevent the sale of alcohol to minors, intoxicated persons, and customers in the "Under 25: ID Required" category. We will:

- Sell liquor only to persons over 18 years of age, who are not intoxicated.
- We will not supply alcohol to persons under the age of 18 years.
- We will not supply alcohol to intoxicated persons. Any person who appears intoxicated will be refused the sale of alcohol. We assess intoxication by observing appearance, behaviour, co-ordination or speech. If any of these seem impaired by alcohol, drugs or other substances then checkout staff will refuse the sale of alcohol.
- Ensure all persons purchasing liquor who look under 25 years of age are asked for ID.
- Our "Under 25: ID Required" policy requires employees to ask anyone who looks under the age of 25, for proof of their age. Only authorised, current, photographic proof of age is accepted ie: New Zealand Drivers Licence (photo version), Passport (NZ or overseas) or HANZ 18+ card/Kiwi Access Card. If a customer is unable to provide acceptable evidence of age, the sale will be declined.
- If the person purchasing the liquor has one or more persons with them who look under the age of 25, that person will be asked if they are supplying liquor to any of the other persons in the party. If they say they are then we must sight ID for those who look under the age of 25. If any one of them is unable to provide acceptable evidence of age, the sale will be declined. If we are satisfied that the customer is not supplying liquor to the others in the party, we may sell to that customer.
- We will refuse the sale of liquor if we suspect that the person purchasing the liquor is supplying that liquor to a person under the age of 18 years.
- Raumati Village Foodmarket will follow accepted host-responsibility practices and the sale of alcohol to intoxicated/prohibited persons will be strictly prohibited.

July 2026

- Ensure all alcohol sales are authorised by a supervisor.
- All alcohol sales will require a supervisor to authorise the sale, as a second layer of security.
- A Duty Manager will be on duty at all times when Raumati Village Foodmarket is open for trading and all checkout staff and customers have recourse to this person.
- Sell alcohol within the conditions of our off-licence.

- Our point of sale system is restricted so that sales of alcohol cannot occur outside of our liquor licence hours
- Our point of sale system will lock when an alcohol product is scanned, prompting the operator to ask for ID, and requiring a supervisor to authorise the sale and unlock the system.
- Provide alternative beverages to liquor, and provide food for sale.
- We will consistently keep a good supply of non-alcoholic beverages stocked and visible along with an extensive range of food grocery items, including 'ready to eat' products.
- Avoid any promotions that promote excessive drinking habits or will have special appeal to minors.
- We will not advertise alcohol in a manner that is aimed at, or has, or is likely to have, special appeal to minors. We will not use celebrities in any alcohol promotion, and we will not use advertising that promotes the purchase of excessive amounts of alcohol.
- Be constantly aware of the activity of our customers within our premises.
- We have 24 hour security camera surveillance throughout the store and exterior property.
- All staff are to be alert and aware of all customer activity in their workplace vicinity.

Shirishbhai Vasantbhai Patel & Kamalkumar Jayantibhai Patel
 Owners/Operators
 Raumati Village Foodmarket

July 2026

CPTED checklist for off-licensed premises (viii)

		Yes	No	N/A
Internal layout	Premises are laid out so staff can monitor all patrons at all times	✓		
	Staff have good visibility of entire premises inside and out	✓		
	There are no obstructions within the store causing blind spots	✓		
	Cash registers are front facing	✓		
	Safe is out of public view	✓		
	Mirrors or CCTV are installed where there may be blind spots	✓		
Lighting	Internal lighting is suitable	✓		
	Lighting allows staff to monitor patrons inside the premises	✓		
	No areas are too dark inside the premises	✓		
	External lighting is suitable	✓		
	External security lighting is installed	✓		
CCTV	CCTV is installed	✓		
	CCTV is positioned to monitor vulnerable areas	✓		
	Staff know how to operate it	✓		
Entrances and exits	Entrances and exits are visible from behind the counter	✓		
	CCTV is installed to monitor entrances and exits	✓		
Staff	Staff monitor the premises for conflict, theft and crime, inside and out	✓		
	There are sufficient numbers of staff to ensure control of the premises	✓		

DECLARATION OF EVACUATION SCHEME

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

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

Licence number:	45/off/062/2020
For premises known as:	Raumati Village Foodmarket. (Raumati Beach Square)
Located at:	1 maragaret road, raumati beach

I, (applicant) shirishbhai vasantbhai patel (please print)

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

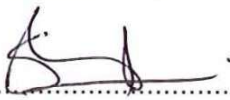
(i) The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.

OR

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

OR

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

Signed:  (applicant)

Date: 19/7/26

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

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Signed:

Name: (please print)

Date:

Guidance for Completing 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

Once this application is complete then you must ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application forms cannot be accepted by the DLC over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated.

You should 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 must 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/ bottlestore/grocery store.
10	Criminal Convictions	All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises	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.

After your Application is Lodged

Public Notices

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

GST No. 51 - 860 - 608
175 Rimu Road, Private Bag 60601, Paraparaumu 5254
Phone: (04) 296 4700
Freephone: 0800 486 486
Email: accounts@kapiti.coast.govt.nz



TAX INVOICE

Pal & Jaitra Developments Limited
5 Margaret Road
Raumati Beach
Paraparaumu 5032

Customer Number: 100129
Invoice Number: 0000300133
Invoice Date: 15/07/2026
Due Date: 13/09/2026
Reference: OFF823

Details	Qty	Rate	Tax	Amount
Alcohol licensing fee Renewal - Medium	1.00	\$1,112.00	\$145.04	\$966.96
Totals	\$1.00	\$1,112.00	\$145.04	\$966.96

Notes:
Raumati Beach Four Square - Alcohol Off Licence annual fee
2026

Subtotal	\$966.96
Total Tax	\$145.04
INVOICE TOTAL	\$1,112.00

Payment Options

1. Internet banking

Bank Account Name: Kapiti Coast District Council

Bank Account Number: 03-0732-0306101-00

Particulars: Customer name

Code: Invoice Number

Reference:

2. Online: <https://www.kapiticoast.govt.nz/do-it-online/>

3. In person

- Council Service Centres in Paraparaumu, Waikanae and Otaki

- Local Postshop

Please send Remittance Advice to accounts@kapiticoast.govt.nz

Payable at KCDC



DI.300133

Payable at New Zealand Post - Easy and Convenient



KCCAC 0000300133000111200

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TAX INVOICE

Pal & Jaitra Developments Limited
5 Margaret Road
Raumati Beach
Paraparaumu 5032

Customer Number: 100129
Invoice Number: 0000300134
Invoice Date: 15/07/2026
Due Date: 17/08/2026
Reference: OFF823

Details	Qty	Rate	Tax	Amount
Alcohol licensing fee - Medium	1.00	\$1,551.50	\$202.37	\$1,349.13
Totals		\$1,551.50	\$202.37	\$1,349.13

Notes:
Raumati Beach Four Square - Alcohol Licence Renew
Application fee

Subtotal	\$1,349.13
Total Tax	\$202.37
INVOICE TOTAL	\$1,551.50

Payment Options

1. Internet banking

Bank Account Name: Kapiti Coast District Council

Bank Account Number: 03-0732-0306101-00

Particulars: Customer name

Code: Invoice Number

Reference:

2. Online: <https://www.kapiticoast.govt.nz/do-it-online/>

3. In person

- Council Service Centres in Paraparaumu, Waikanae and Otaki

- Local Postshop

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DI,300134

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KCCAC

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