

# 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](mailto: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/OFH035/2021 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):

Wei Xin Investment Ltd

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

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

☐ Natural person(s)

☒ Private Company

☐ Body Corporate

☐ Public Company

☐ Partnership

☐ Other (please specify).....

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

Full legal name:

Any aliases (and/or maiden name):

Usual residential address: Number

Street:

Suburb:

City:

Postcode:

Sex:

Occupation:

Date of birth:

Place of birth:

Telephone:

Mobile:

Email:

**6. For Applicant that is a Body Corporate, Authority under which Incorporated .****7. For Applicant that is Not a Natural Person(s), Details of Contact Person**

Name:

Josie Chan

Designation/Position:

Director

Telephone:

0211096604

Mobile:

same as

Email:

finns hotel 2021@hotmail.com

**8. Postal Address for Service**

Number/Street/PO Box:

Suburb:

City:

Postcode:

**9. Business Details**

Describe principal business, any other businesses

hotel 1

**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:

Wei Xin Investment Ltd

12. For a Private Company Incorporated under the Companies Act 1993			
Authorised capital:		Paid up capital:	
Name: Jingying chai		Address: Street number	
Street: 2 Beach Rd		Suburb:	
City: Paekakariki		Postcode: 5034	
Date of birth: 7/5/1983		Place of birth: Shanghai (China)	
Designation: director		Face value of shares held: 100%	
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 2		Street: Beach Rd	
Suburb:		City: Paekakariki	Postcode: 5034
Trading Name: Firms Paekakariki			
If not Owned by Applicant:			
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)			
Full legal name of owner:			
Address: Number		Street:	
Suburb:		City:	Postcode:
Type: state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other			
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: Jing King Chou	
Number of manager's certificate: 41/CERT/5019/2015	Expiry Date: 11/01/2027
Full legal name: Jia Song	
Number of manager's certificate: 45/CERT/1202/2024	Expiry Date: 26/6/2028

**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.*

Our bottle store is attached with our restaurant & Bar.  
It's just part of our business, we also sell chips, non alcohol refreshments, 0% Alcoholic drinks and lighter beer & wines.

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

Monday to ~~Friday~~ Sunday 9am to 10pm

**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:

Refreshing Host Responsibility Guide

Seven Key concepts of Host Responsibility

1, Train Staff, 2, Don't serve alcohol to minors

3, Prevent Intoxication 4, Actively promote low/no alcohol drinks including freely available drinking water

5, Actively promote substantial food

6, Serve alcohol responsibly or not at all 7, Arrange safe transport

Yes ☒ No  
#.....

Pals 0% RTD

coke range 1.5L & 6pk

Zetter 0% Apple cider Pump water

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</p> <p>Rinkuskian Lager &amp; IPA 0% steinlager lighter 2.5% Giesen light Sauv Blanc 6% McGrigan Sauv 0% McGrigan Syrah 0% Garger project Fugazi 2.5% Giesen 0% Rose Montana Sauv Blanc 9% villa maria light rose 9% Wither Hills Early light Pinot Gris 9.5%</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><del>Free drinking water is available at all times. A selection of</del> <del>food</del> All staff are trained to promote responsible alcohol sales by checking ID for any customer who appears under 25 years of age and refusing sales to intoxicated persons. Clear signage about legal purchase age and safe alcohol consumption is displayed at the point of sale. Low-alcohol and non-alcoholic beverage options are available for purchase.</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>All staff are trained to check valid photo identification for any customer who under the age of 25 years. Alcohol will not be sold to any person under 18 years of age, to any person who is intoxicated or to any person suspected of purchasing alcohol for minors. Clear signage regarding age restrictions is displayed at the point of sale. A refusal register is maintained to record any declined sales.</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>All staff complete training in the sale and supply of Alcohol Act, host responsibility and the store's alcohol sales policy before starting work. A certified duty manager is present at all times during licensed trading hours. Sales records and a refusal register are maintained to document any declined sales. Alcohol products are stored and displayed in accordance with licence conditions to prevent unauthorised access.</p>	<p>Yes / 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"><li>reduced, by more than a minimal extent, by granting the licence; or</li><li>increased, by more than a minimal extent, by the refusal to renew the licence.</li></ul> <p>Alcohol sales are conducted in a quiet, orderly manner, with no on-site consumption permitted. Customers are served promptly to minimise loitering. Deliveries are scheduled to avoid peak traffic and disruption to neighbouring businesses. The premises and surrounding area are kept clean and tidy to maintain the amenity of the locality.</p>	<p>Yes / No #.....</p>

<p><b>For Licence Renewal Only:</b> 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: <i>the current licence conditions have been effective in ensuring compliance with the Sale and Supply of Alcohol Act 2012 and promoting responsible alcohol sales. These conditions include:</i></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><i>* A certified duty manager on duty at all times during trading hours.          * Age verification procedures for any who looks under 25 years of age..          * Display of host responsibility signage at point of sale          * Maintenance of a refusal register for declined sales          * Secure storage and display of alcohol</i></p> <p>Full reasons for variation or cancellation: <i>No changes to existing conditions are sought, as they have proven effective in ensuring responsible alcohol sales and compliance with the Act</i></p>	<p>Yes / No          #.....          #.....          #.....          #.....</p>
<p><b>18. Attachments</b></p> <ul style="list-style-type: none"> <li>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</li> </ul>	<p><b>Doc attached? Number.</b></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>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>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>Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013. <i>The template to be used is available on the Council website.</i></p>	<p>Yes / No          #.....</p>
<p>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>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>Yes / No          #.....</p>
<p>Please attach a copy of your Host Responsibility Policy.</p>	<p>Yes / No          #.....</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>Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy.          If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).</p>	<p>Yes / No          #.....</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>

**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: Jing King Chai	Address: 4 Tombane Terrace
Suburb:	City: Portlao
Postcode: 5034	Date of birth: 7/5/1983
Place of birth: China / Shanghai	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: Jingying ChaiDate: 3/8/25Signature: Dated at location: Paekakariki**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.

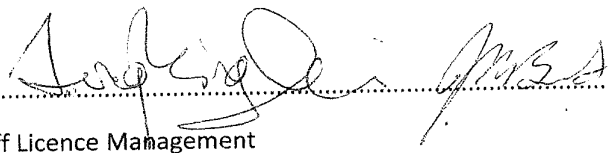
# CPTED checklist for off-licensed premises (viii)

		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	✓		

# Finns Liquor Centre Host Responsibility

The management and staff of Finns Liquor Centre have a responsibility to provide an environment where alcohol is sold responsibly. Because of this, we have implemented the following host responsibility

- We are committed to encouraging the responsible sale and supply of alcohol.
- It is against the law to serve anyone who is intoxicated. Intoxicated persons will be asked to leave the premises
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification.
- We operate an ID25 programme. If you look 25 years of age or under, you will be asked to provide ID.
  - A current NZ Driver's Licence
  - A current Kiwi Access Card
  - A Hospitality 18+ Card
  - A current New Zealand Overseas Passport
- We cannot sell alcohol to an adult who intends to supply a minor unless they are their parent or legal guardian.
- We cannot sell alcohol to people in school uniform regardless of proof of age.
- Alcohol will only be promoted and sold in a responsible manner.
- Our policy is zero tolerance for aggressive, coercive or violent behavior. Customers behaving in a disorderly manner will be asked to leave
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.
- We pride ourselves on being socially responsible hosts.

  
.....  
Off Licence Management

# FIRE ACTION PLAN

TO CALL THE FIRE SERVICE  
DIAL 111

## IF YOU DISCOVER A FIRE

- RAISE THE ALARM BY OPERATING THE NEAREST FIRE ALARM CALL POINT

WARN OTHER PEOPLE

LEAVE BY THE NEAREST



ASSEMBLE AT THE SAFE PLACE  
LOCATED ON THE OPPOSITE SIDE OF BEACH  
STREET

CALL THE FIRE SERVICE. DIAL 111

FOLLOW INSTRUCTIONS FROM STAFF  
OR FIRE SERVICE

REMAIN OUTSIDE UNTILL THE ALL CLEAR  
IS GIVEN BY THE FIRE SERVICE

## IF YOU ARE WARNED OF A FIRE

RAISE THE ALARM BY OPERATING THE  
NEAREST FIRE ALARM CALL POINT

WARN OTHER PEOPLE

LEAVE BY THE NEAREST

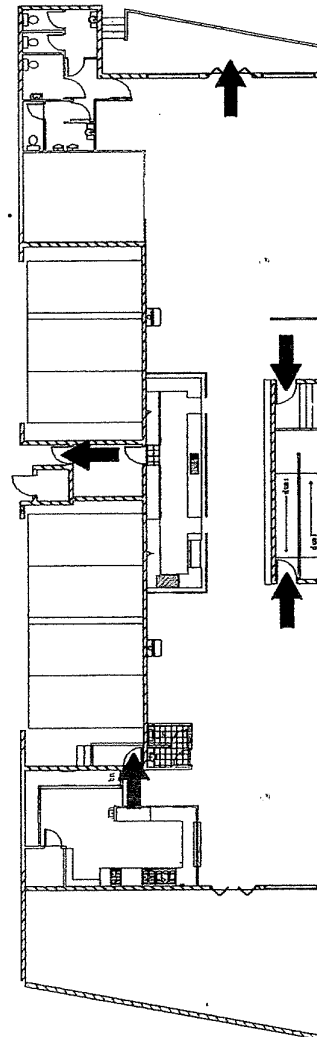


ASSEMBLE AT THE SAFE PLACE  
LOCATED ON THE OPPOSITE SIDE OF BEACH  
STREET

CALL THE FIRE SERVICE. DIAL 111

FOLLOW INSTRUCTIONS FROM STAFF  
OR FIRE SERVICE

REMAIN OUTSIDE UNTILL THE ALL CLEAR  
IS GIVEN BY THE FIRE SERVICE



GROUND

# 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:

Finns Paekakariki

Applicants name:  
(Individual or Company)

Weixin Investment Ltd

Premises address:

2 Beach Rd  
Paekakariki

Contact phone:

Home:

Mobile: 021 1096604

Contact email:

finns hotel 2021 @ hotmail.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](http://www.fireandemergency.nz) or Contact Fire and Emergency New Zealand, [wellingtondistrict-rteams@fireandemergency.nz](mailto:wellingtondistrict-rteams@fireandemergency.nz).*

## Statement

I hereby state that (tick one):

☒ the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017;

OR

☐ because of the building's current use, its owner is not required to provide and maintain such a scheme;

OR

☐ because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

### NOTE:

*If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand.*

Name:

Jingying Chai

Signature:

Jingying Chai

Date:

11/8/25

## Submitting applications

Email completed forms to: [licence.application@kapiticoast.govt.nz](mailto: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