

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

Received by Kāpiti Coast District Council at Paraparaumu	
27 MAR 2026	
by <u>Shanta</u>	Time <u>16:05</u>
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 checked="" type="checkbox"/> New Off-Licence	<input type="checkbox"/> Renewal of Off-Licence Licence number: _____	<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 checked="" type="checkbox"/> Remote Sales	
3. Details of Applicant		
Full legal name or names to be on licence (if a company, must be company name): <u>SOUTH AFRICAN PANTRY LIQUOR LIMITED</u>		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of 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: CINDY MARAIS

Designation/Position: OWNER

Telephone: 04 250 8800

Mobile: 021 08563416

Email: cindy@sapantry.co.nz

8. Postal Address for Service

Number/Street/PO Box: 128 RIMU RD

Suburb: PARAPARAUMU

City: WELLINGTON

Postcode: 5032

9. Business Details

Describe principal business, any other businesses

REMOTE ONLINE SPECIALITY (IMPORTED) LIQUOR SALES

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:

CINDY MARAIS
JOHANNES THEODORUS MARAIS

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

Authorised capital:	Paid up capital:
Name: SOUTH AFRICAN PANTRY LIQUOR	Address: Street number 128
Street: RIMU ROAD	Suburb: PARAPARAUMU
City: WELLINGTON	Postcode: 5032
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 128	Street: RIMU ROAD	
Suburb: PARAPARAUMU	City: WELLINGTON	Postcode: 5032
Trading Name: SOUTH AFRICAN PANTRY LIQUOR		
If not Owned by Applicant:		
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)		
Full legal name of owner: PERSONNEL TOUCH (CLODAGH BARNETT)		
Address: Number 128	Street: RIMU ROAD	
Suburb: PARAPARAUMU	City: WELLINGTON	Postcode: 5032
Type: state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other ONLINE		
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: **KATHRYN COOKSLEY** #13

Number of manager's certificate: **45 / CERT 1178 / 2014** Expiry Date: **13 NOV 2027**

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).

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):

Remote sale may be made at any time on any day.
Delivery only Monday to Sunday between 6am & 11pm

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:

HOST RESPONSIBILITY TRAINING
(BY HOSPITALITY NZ)

RESPONSIBLE SERVICE OF ALCOHOL
STANDARDS TRAINING (TYPSS)

Yes / No
#.....

2

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</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>Yes / No #.....3</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p>	<p>Yes / No #.....4</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p>	<p>Yes / No #.....5</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>Yes / No #.....6</p>

<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition?</p> <p>Full reasons for variation or cancellation:</p>	<p>Yes / No #..... #..... #..... #.....</p>
<p>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 #..... 7</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 #..... 8</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 #..... 9</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 #..... 10</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 #..... 11</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 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).</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 #..... 12</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: CINDY MARAIS	Address: 11 COLLEGE DRIVE	
Suburb: PARAPARAUMU	City: WELLINGTON	
Postcode: 5032	Date of birth: 26.07.1982	
Place of birth: SOUTH AFRICA	Designation: OWNER	
Name: JOHANNES THEODORUS MARAIS	Address: 11 COLLEGE DRIVE	
Suburb: PARAPARAUMU	City: WELLINGTON	
Postcode: 5032	Date of birth: 11.12.1978	
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: *CINDY MARKAIS*

Date: *26.03.2026*

Signature: 

Dated at location: *WELLINGTON, NZ*

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		
<p>The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.</p> <p>It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.</p>		
Before lodging application		
<p>If your application is for a NEW licence, you must also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.</p>		
Completing your application	Who should complete which fields	
1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are <u>only</u> seeking a licence for use as an Auctioneer, or for remote sales (the 'sale for delivery', or 'sales from a distance').
3	Details of Applicant	All applicants to complete. If a company takes profits then apply in company name.
4	Applicant Status	All applicants to complete.
5	For Applicant that is Natural Person(s)	Only complete if applicant is a natural person. A natural person is an individual.
6	For Applicant that is Body Corporate	Only complete if applicant is a body corporate.
7	For Applicant that is <u>not</u> a Natural Person(s)	Only complete if applicant is a body corporate, partnership, private company or public company.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example supermarket, bottle store, grocery store, tavern.
10	Criminal Convictions	Convictions of applicant directors or shareholders. All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises	All applicants to complete.
15	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than two, please attach separately.
16	Business Details	All applicants to complete.
17	Conditions	All applicants to complete.
18	Attachments	All applicants to complete.

19	Further Details where Applicant is a Company	Only complete if private or public company.
20	Further Details where Applicant is a Partnership	Only complete if a partnership.
21	Signature of Applicant	All applicants to complete.



Staff Training Log

This document is designed to last your employee for 3 years during their employment (pending no significant change to the Sale and Supply of Alcohol Act 2012).

Use it as a working document, file it in your training file and attach their certificates and any other training records to it.

Establishment name	SOUTH AFRICAN PANTRY		
Employee	CINDY MARAIS		
Position	OWNER		
Date of employment	AUG 2019		
Training Materials issued:			
Host Responsibility Guidelines	<input type="radio"/> Date _____		
The Managers Guide <i>(if applicable)</i>	<input type="radio"/> Date _____		
Intoxication Assessment Tool	<input type="radio"/> Date _____		
Recommended three step ANNUAL training plan			
1. Responsible Service of Alcohol Standards (Topsy) Training completed date <i>Should be completed at start of employment and as an annual refresher thereafter, note each date (attach certificate each time)</i>	Year 1 Date:	Year 2 Date:	Year 3 Date:
	Cert. attached? Yes / No	Cert. attached? Yes / No	Cert. attached? Yes / No
2. In Person Training completed date <i>Should be completed once per year either with Hospitality NZ OR internally, note each date (trainer can be Manager as an example)</i>	Year 1 Date: 8.7.2025	Year 2 Date:	Year 3 Date:
	Trainers Initials:	Trainers Initials:	Trainers Initials:
3. Servewise Training completed date <i>Should be completed once per year, a recommendation is 6 months after 1. Servewise (attach certificate each time)</i>	Year 1 Date:	Year 2 Date:	Year 3 Date:
	Cert. attached? Yes / No	Cert. attached? Yes / No	Cert. attached? Yes / No

Your commitment to training must be ongoing for the purposes of the safety and security of you, your team and your patrons. It is also a legal requirement of your business's liquor licence.



CERTIFICATE OF COMPLETION

PRESENTED TO

CINDY MARAIS

ON 26 MAR 2026

FOR SUCCESSFULLY COMPLETING THE COURSE

Responsible Service of Alcohol Standards

Issued by



Powered by



STEPS TO PREVENT SALE & SUPPLY TO PROHIBITED PEOPLE

South African Pantry Liquor Limited will implement the following measures to prevent the sale and supply of alcohol to prohibited persons (minors and intoxicated persons):

All alcohol sales will be conducted **via an online ordering system only**, where customers are required to confirm that they are **18 years or older** before completing a purchase. Clear statements will be displayed at checkout advising that valid photo identification will be required upon delivery.

At the point of delivery, alcohol will only be handed to the **named purchaser or an authorised recipient who is 18 years or older**. Acceptable identification will include a **New Zealand Driver Licence, Passport, or Kiwi Access Card**. Delivery personnel (including staff and approved courier drivers) will be instructed that alcohol **must not be delivered without valid ID being presented**.

Alcohol will **not be left unattended** under any circumstances. If no suitable recipient is present, or if identification cannot be verified, the delivery will be **refused and returned to the premises**.

Delivery personnel will also be instructed to **refuse delivery if the recipient appears intoxicated**, and to return the alcohol to the premises in such cases. All delivery partners will be provided with clear instructions regarding these requirements.

Alcohol deliveries will only be made during **licensed hours (9:00am – 9:00pm)** to further support responsible supply.

A **certified Duty Manager** will oversee the operation and ensure that all staff and delivery processes comply with the Sale and Supply of Alcohol Act 2012. Staff involved in dispatch and delivery coordination will be trained in **age verification requirements, recognising intoxication, and refusal procedures**.

These measures ensure that alcohol is supplied in a controlled manner and that the risk of supply to prohibited persons is minimised.

Steps to promote the responsible consumption of alcohol:

South African Pantry Liquor Limited will promote the responsible consumption of alcohol by ensuring that alcohol is supplied in a controlled and low-risk manner through a remote, delivery-only model. Alcohol will not be promoted as a primary product in a way that encourages excessive consumption, and no bulk discounting or irresponsible promotions will be undertaken. Clear messaging will be provided at the point of sale advising customers to consume alcohol responsibly. All staff involved in alcohol sales and dispatch will be trained in host responsibility principles, including recognising signs of intoxication and appropriate refusal of service. A certified Duty Manager will oversee compliance at all times. By limiting sales to online ordering and controlled delivery, and ensuring strict age verification and refusal procedures, the business aims to minimise alcohol-related harm and support responsible consumption within the community.

Systems and staff in place for compliance with the Act:

South African Pantry Liquor Limited has systems and trained staff in place to ensure compliance with the Sale and Supply of Alcohol Act 2012. Cindy Marais has completed Host Responsibility training through Hospitality New Zealand, and staff have also completed Responsible Service of Alcohol training through Topsy. Although alcohol is sold online only and not served on-site, staff involved in alcohol sales, processing, and dispatch are trained in age verification requirements, recognising signs of intoxication at the point of delivery, and refusal of supply procedures. A certified Duty Manager (Kathryn Cooksley) will be engaged and available to oversee compliance whenever alcohol is supplied. Clear operational procedures are in place for online sales, ID verification at delivery, and refusal of delivery where legal requirements are not met. Ongoing staff training and supervision will be maintained to ensure continued compliance with legislative requirements.

Actions to ensure good order and amenity of the locality are not adversely affected:

South African Pantry Liquor Limited operates under a remote off-licence model, where alcohol is sold online only and is not available for purchase, display, or consumption at the premises. As such, there is no additional foot traffic, no late-night customer activity, and no on-site alcohol-related behaviour that could negatively impact the locality. Alcohol is stored within a secure internal office and all sales are fulfilled through controlled delivery processes, either by trained staff or approved couriers. Strict age verification and refusal procedures are in place to prevent supply to minors or intoxicated persons, and alcohol is never left unattended. Deliveries are limited to licensed hours (9:00am to 9:00pm), further reducing any potential impact on the surrounding area. The premises are located within an established commercial retail area, and the proposed activity does not alter the existing use, occupancy, or nature of the site. For these reasons, granting the licence will not reduce the good order and amenity of the locality by more than a minimal extent, and refusal of the licence would not result in any measurable improvement to the locality.

DECLARATION OF EVACUATION SCHEME

South African Pantry Liquor Limited
128 Rimu Road, Paraparaumu

I, Cindy Marais, Director of South African Pantry Liquor Limited, declare that in relation to the premises located at 128 Rimu Road, Paraparaumu, the following applies:

The building is an existing commercial retail premises and the proposed licensed activity involves a remote off-licence only, where alcohol is sold via online ordering, stored in a secure internal office, not accessible to the public, and not consumed on-site.

The proposed activity does not increase the number of occupants, does not involve public access to alcohol areas, and does not alter the existing use of the building.

To the best of my knowledge, the premises:

- Do require an evacuation scheme approved by Fire and Emergency New Zealand
- Do not require an evacuation scheme approved by Fire and Emergency New Zealand

(Tick the applicable option)

If an evacuation scheme is required, confirmation of an approved scheme will be provided.

Signed:  _____

Name: Cindy Marais

Position: Director

Date: 27.03.2026

Ref: PB0076

16 March 2026

Cindy Marais
11 College Drive
Paraparaumu 5032

Dear Cindy Marais

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

Business Name:	South African Pantry
Site Address:	128 Rimu Road, Paraparaumu
Legal Description:	Lot 8 DP 32063
Zone:	Metropolitan Centre (Precinct A1)
Consent Description:	Planning Certificate
Proposal:	Application is for a new Off Licence (remote sales)

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 N/A
- Existing Use N/A
- Resource Consent Required N/A
- Resource Consents Granted: N/A

Conclusion

This application is for a new Off Licence (remote sales) to accommodate the proposed activity at the above existing premises.

The business provides an extensive range of specialised traditional South African products to the public, and the addition of an Off Licence (remote sales) will enable the sale of selected wines to complement the existing produce.

The Applicant currently leases the premises from Collie Properties Limited, who have provided their written approval for the Applicant to hold an Off Licence (remote sales) from the premises, in a letter signed by Clodagh Barnett (Director Collie Properties Limited), dated 20 February 2026, and submitted to Council with the application.

The following extract has been adopted from the letter, which states that approval has been granted/provided by the owners of the subject property on the following basis:

I/We the owner/authorised agent of 128 Rimu Road, Paraparaumu, confirm that we have no objection to South African Pantry Ltd applying for and holding a Remote Off Licence for the sale of alcohol from this premises, where alcohol is:

- *Sold online only.*
- *Not available for purchase in store*
- *Stored securely within the premises for delivery*

In this regard, the Applicant has advised that all liquor sales to the public will be processed online via the internet, and associated pickups/deliveries of produce will operate via a courier service only.

Please note that the Applicant must comply with the following:

- *The holder of an Off Licence must ensure that any alcohol sold by remote sale is not delivered to the buyer (or to any other person on the buyer's behalf) at any time after 11.00pm on any day and before 6.00.am on the next day.*

The premises are located within the Metropolitan Centre (Precinct A1), sited within a prominent area of the Paraparaumu Town Centre. Neighbouring activities and uses within the immediate vicinity are diverse, predominantly incorporating several industrial and commercial premises. Coastlands Shopping Mall lies immediately to the northeast of the subject premises., residential development including a retirement village complex, and Recreation Reserve are located approximately 200m further to the south/southwest.

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

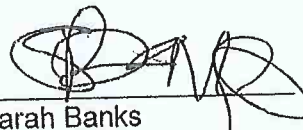
The Applicant is advised however, that should the scale and intensity of the existing activity increase, a resource consent application may be required.

Decision: Approved

Dated: 16 March 2026



Janice Lee
AUTHORISED OFFICER



Sarah Banks
AUTHORISED OFFICER

#9

Ref: PB0076

4 March 2026

Mrs. Cindy Marais,
11 College Drive
Paraparaumu
5032

Dear Cindy

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

Business Name: South African Pantry
Site Address: 128 Rimu Road Paraparaumu
Legal Description: Lot 8 Deposited Plan 32063
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.

This is an existing building that the applicant has declared (see declaration attached to the Building Certificate application form) will not require a change of use or any building work for it to be operated for the use outlined in the declaration. Accordingly, no building consent is required under the Building Act 2004. The applicant is reminded that the building is required to meet the requirements of the New Zealand Building Code to the extent required by the Building Act 2004.

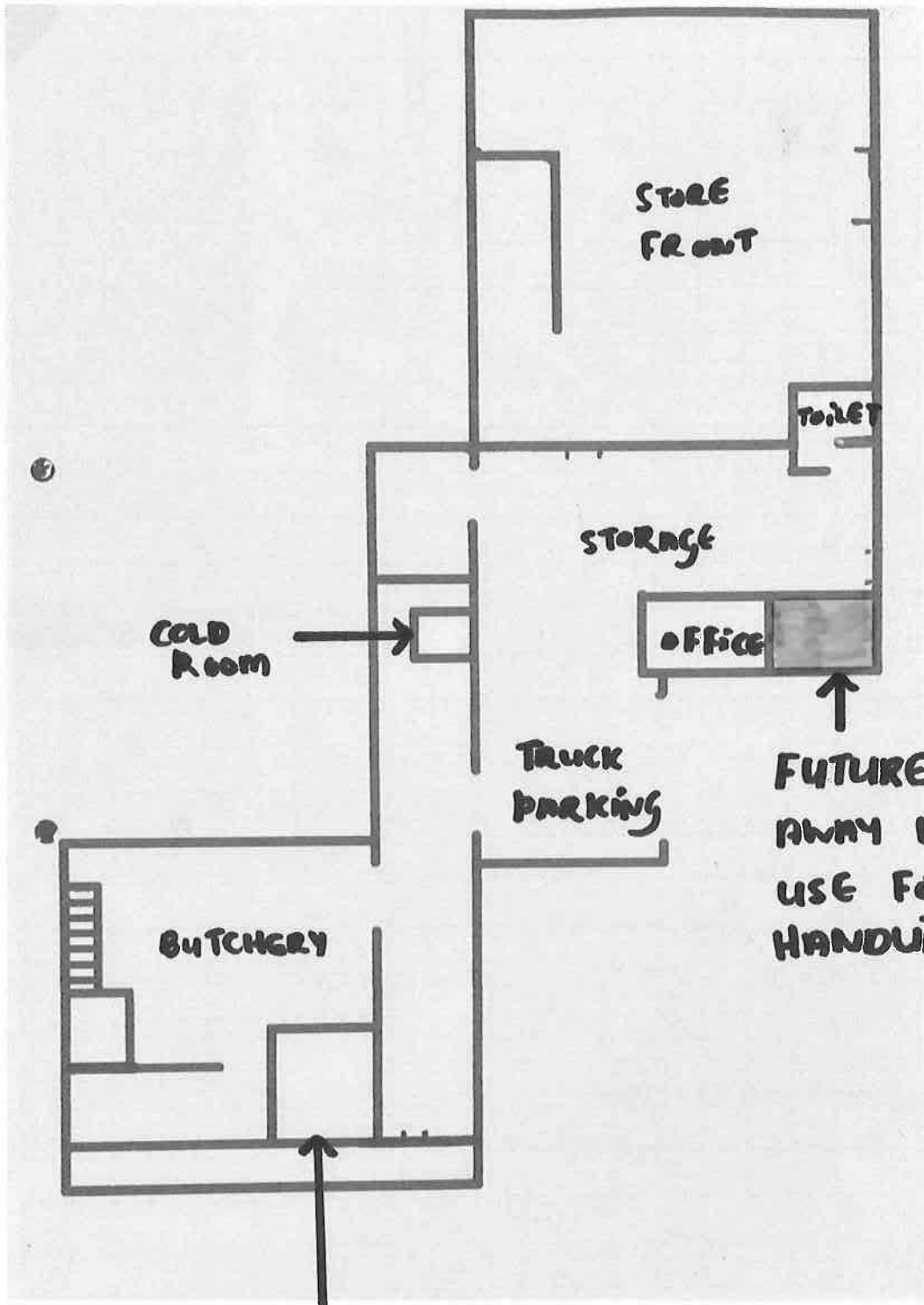
Please contact me on 04 296 4700 or 0800 486 486 if you would like to discuss any matters raised in this letter.

Yours sincerely



Steve Cody
Acting Consenting Manager

Floorplan: Kapiti store: floor plan 128 Rimu road

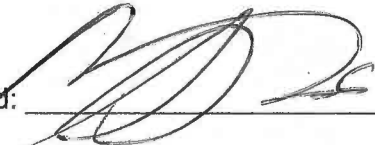


COLD ROOM

HOST RESPONSIBILITY POLICY

South African Pantry Liquor Limited
128 Rimu Road, Paraparaumu

South African Pantry Liquor Limited is committed to the safe and responsible sale and supply of alcohol in accordance with the Sale and Supply of Alcohol Act 2012. Alcohol will be sold via online ordering only, with no in-store sales or public display, and will be stored securely in a staff-only internal office at 128 Rimu Road, Paraparaumu, separate from the main South African Pantry retail operations. The liquor business operates as a dedicated entity where alcohol forms the primary component of sales; however, all supply remains strictly controlled through a remote off-licence model. All customers must confirm they are 18 years or older when purchasing, and valid photo identification (NZ Driver Licence, Passport, or Kiwi Access Card) must be presented at delivery. Alcohol will not be delivered to minors or intoxicated persons, and will not be left unattended under any circumstances. Deliveries will only occur during licensed hours (9:00am to 9:00pm) and will be carried out by trained staff or approved couriers who are instructed to refuse delivery where legal requirements are not met. A certified Duty Manager will be available to oversee compliance, and all staff involved in alcohol sales and dispatch will be trained in age verification, intoxication recognition, and refusal procedures. South African Pantry Liquor Limited will not engage in any irresponsible promotion of alcohol, will not target minors, and will operate in a manner that prioritises harm minimisation and community safety, with this policy reviewed regularly to ensure ongoing compliance.

Signed:  _____

Name: Cindy Marais

Position: Director

Date: 27.03.2026



Dated : 20/02/2026

To whom it may concern,

I/We, the owner/authorised agent of **128 Rimu Road, Paraparaumu**, confirm that we have **no objection** to **South African Pantry Ltd** applying for and holding a **Remote Off-Licence** for the sale of alcohol from this premises, where alcohol is:

- **sold online only**
- **not available for purchase in-store**
- **stored securely** within the premises for delivery.

Please contact me if you need anything else.

Clodagh Barnett – Collie Properties Limited
Director
M: 021 082 70749 E: clodagh@personneltouch.co.nz
Level 1, 6 Presentation Way, Paraparaumu, 5032
PO Box 820, Paraparaumu, 5254



**NOTICE OF RENEWAL OF
MANAGER'S CERTIFICATE**

Section 226, Sale and Supply of Alcohol Act 2012

KATHRYN JANICE COOKSLEY

Your manager's certificate 45/CERT/178/2014 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 **13 November 2027** unless again renewed.

Dated at Paraparaumu on 19 November 2024

A handwritten signature in blue ink, appearing to read "K. Cooksley", is written over a horizontal line.



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number 45/CERT/178/2014 issued on 30 November 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee



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:	SOUTH AFRICAN PANTRY LIQUOR	
Applicants name: (Individual or Company)	SOUTH AFRICAN PANTRY LIQUOR	
Premises address:	128 RIMU ROAD PARAPARAUMU	
Contact phone:	Home:	Mobile: 021 085 63415
Contact email:	cindy@sapantry.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-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.

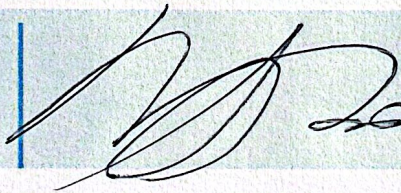
NOTE:

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:

CINDY MARRIS

Signature:



Date:

30.3.2016

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