

APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



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

Send or deliver your application to:

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

For Council use

File #

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

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

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

1. Application Type

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

☐ New Off-Licence

☒ Renewal of Off-Licence

☐ Renewal of Off-Licence with variation of conditions

Licence number:

Licence number:

2. Endorsements

Tick the appropriate box if you want an endorsed licence only

☐ Auctioneer

☐ Remote Sales

3. Details of Applicant

Full legal name or names to be on licence (if a company, must be company name):

Kapiti Landings 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: rupinder Singh or Sarah Thompson

Designation/Position:

Telephone: 0212101430 or 021903602

Mobile:

Email: rupinder@karamsar.co.nz s.thompson@innovative.ac.nz

8. Postal Address for Service

Number/Street/PO Box: 173

Suburb: Greytown

City: Greytown

Postcode: Greytown

9. Business Details*Describe principal business, any other businesses*

Bottle Store, applicant owns two others in Karori Wellington Cellar Room and Super liquor

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:

Rupinder Pal Singh

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

Authorised capital:	Paid up capital:
Name: Rupinder Pal Singh	Address: Street number 19
Street: Evergreen Crescent	Suburb: Trentham
City: Upper Hutt	Postcode: 5018
Date of birth: 06/11/1975	Place of birth: India
Designation: Director/Shareholder	Face value of shares held: \$1.00

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 159	Street: Kapiti Road	
Suburb: Paraparaumu	City: Kapiti	Postcode:
Trading Name: Super Liquor Kapiti		
If not Owned by Applicant:		
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>		
Full legal name of owner: Kapiti Coast Airport Holdings Limited _ Todd Property Group		
Address: Number PO Box 1061	Street:	
Suburb:	City: Auckland	Postcode: 1010
Type: <i>state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other</i> Bottle Store		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", state details:		

15. Details of Duty Manager(s)/Proposed Manager(s) *If more than two certified managers please attach details separately*Full legal name: **Attached** (1)

Number of manager's certificate:

Expiry Date:

Full legal name:

Number of manager's certificate:

Expiry Date:

16. Business Details

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

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 9.00am to 9.00pm

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 '#.....'

**Doc attached?
Number.**

Describe experience and training of applicant:

Rupinder Pal Singh runs three bottle stores with no issues and holds his duty manager certificate

Yes / No
#.....(1)

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</p> <p>Eddyline EddyLite Session Pale Ale Cans 4x440ml 2.5% Export Citrus Lemon 2% Bottles 12x330ml 2% Garage Project Fugazi Session Ale 2.2% Cans 6x330ml Speight's Mid Strength Ale 2.5% Bottles 12x330ml Steinlager Light 2.5% Bottles 12x330ml Sawmill Nimble 2.5% Pale Ale Cans 6x330ml</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>Signage, no sale to minors or intoxicated, ID required for all looking 25 or under, NO ID No Service, USE of SCAB intoxication tool.</p>	<p>Yes / <input checked="" type="radio"/> No #...(2)....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>Low and non alcohol for sale No promotions of alcohol promoting excessive or inappropriate consumption. Provision of water when tastings occur</p>	<p>Yes <input checked="" type="radio"/> No #.....</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>Use of log book , all staff LCQ trained, any new staff trained in host responsibility and the act.</p>	<p><input checked="" type="radio"/> Yes / No #.....(3)....</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>Super Liquor Kapiti is in a commercial area. The operators are experienced and well trained. No incidents or issues for the good order and amenity in the locality.</p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>

<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</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 #..... (4)</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 #..... (5)</p>
<p>Please attach a copy of your Host Responsibility Policy.</p>	<p>Yes / No #..... (6)</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 #..... (7)</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: Rupinder Pal Singh	Address: 19
Suburb: Evergreen Street	City: trentham Upper Hutt
Postcode: 5018	Date of birth: 15/11/1975
Place of birth: India	Designation: Director/Shareholder
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 #.....

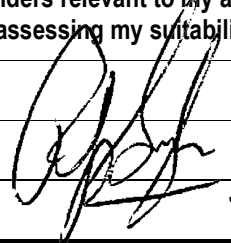
21. Signature of Applicant (this must be signed by applicant not their agent)

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: Rupinder Pal Singh

Date: 4/10/2025

Signature:



Dated at location: Wellington

Privacy Statement

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

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 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 email licence and any queries to Sarah Thompson
S.thompson@innovative.ac.nz

☐ 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.

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

Section 226, Sale and Supply of Alcohol Act 2012

KARMINDER KAUR

Your manager's certificate **45/CERT/955/2021** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **14 October 2025** unless again renewed.

Dated at Paraparaumu on 14 December 2022



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number **45/CERT/955/2021** issued on 14 October 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

Section 226, Sale and Supply of Alcohol Act 2012

KOMAL JOSAN

Your manager's certificate **45/CERT/1194/2024** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **19 July 2028** unless again renewed.

Dated at Paraparaumu on 8 July 2025



Secretary
Kapiti Coast District Licensing Committee

<p>Note: This certificate replaces the original certificate number 45/CERT/1194/2024 issued on 19 July 2024 at Paraparaumu by the Kapiti Coast District Licensing Committee</p>
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MANAGER'S CERTIFICATE NOTICE OF RENEWAL



Certificate No: 49C/CERT/536/2014
SR No: 309113

Rupinder Pal Singh

Your manager's certificate 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, the period for which the certificate is renewed is 3 years and expires on 19th August 2027, unless again renewed.

Dated at Wellington, 23 August 2024

A handwritten signature in black ink, appearing to read "K Sedcole".

K Sedcole
Secretary
District Licensing Committee
Wellington City Council



Rosters Showing
DM Shifts

(1)

SL KAPITI										Other
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL	Info	
DATE	08-25-2025	08-26-2025	08-27-2025	08-28-2025	08-29-2025	08-30-2025	08-31-2025	HOURS		
OPENING HOURS	10-8pm	10-8pm	10-8pm	10-8:30pm	10-9pm	10-9pm	10-8pm	72.5		
Komal	START	START	START	START	START	START	START			
	FINISH	FINISH	FINISH	FINISH	FINISH	FINISH	FINISH			
	10	Day Off	10	10	9	10	10			
	HOURS	BREAK	HOURS	BREAK	BREAK	BREAK	BREAK			
	10.5	0.5	10.5	11	0.5	11.5	0.5	62.5		
	START	FINISH	START	START	FINISH	START	FINISH			
Rupinder	HOURS	BREAK	HOURS	BREAK	BREAK	5	9			
	START	FINISH	START	FINISH	START	FINISH	START			
Karminder	HOURS	BREAK	HOURS	BREAK	BREAK	4	9			
	START	FINISH	START	FINISH	START	FINISH	START			
	HOURS	10	8:30				10			
	BREAK	BREAK	BREAK	HOURS	BREAK	HOURS	BREAK			
		10.5	0.5				10.5			
							0.5			
</										

SL KAPITI

[illegible]

[illegible]



POS PERFECT AGE VERIFICATION INSTRUCTIONS

- In the screen below go to the "Sales" folder then "Sales Process Control" and tick the two boxes as displayed in the screenshot below and set the legal age to 18.
- Click on the "F2 Save" button then "File / Exit".

POS Setup

File Help

Select setup group below to config

F2 Save F4 Undo

Store Configuration
Terminal Configuration
Language
Features
Licence & Registration
Command Centre
Sales
Cash-drawer Control
General Options
Item Search Control
Pricing
Printout Control
Sale Process Control
Sales Total Control
Shortcut key define
Subtotal Control
Order Reservation
Queue Busting
End of Day Report
Reporting
Printout
Peripheral
Customer
Payment Medias
Cash Denomination
Bank
Security Control
Maintenance Control
Database

VERSION 4.03.00.7988

Sale Process Control

General General12 Customers & Orders Reason Code

<Enter> on blank item code field goes to

The maximum price for an 'Open Priced' item is

SKU Search Screen

\$2,000,000,000.00

The maximum quantity allowed for one sale line is

999

Require entry of a quantity for each item being purchased

Require a salesperson login for each sale

Allow items to be sold tax free

Default all sales Tax Free

Only allow a single Tax Type per transaction

Require entry of a comment when doing a markdown

If price is marked down Only

Require entry of a comment when doing a return

Allow only simple delivery with no delivery docket

Disable quantity changes

After item entered

After Subtotal

Export Sales for External Loyalty System

As Store

Consolidate adjacent repeated sale lines

Consolidate all repeated sale lines

Prompt for customer Date of Birth when selling wine/cigaret

Legal ages

18

Capture DOB Identify Reference

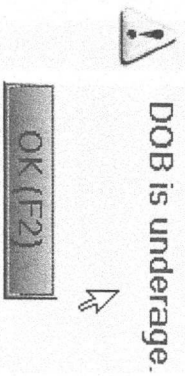
Display SKU Notes for each SKU Sale

SKU Search by latest Vendor Stock Code

NUM 19/02/2013 14:02:49

(2)

- 4) Entering a DOB less than 18 years, the system will prompt with a message that the DOB is underage that looks like the following:



- 5) If the sales person clicks "Yes" they are accepting that the customer doesn't require identification and is obviously over 25, the sale will proceed as normal
- 6) If the sales person clicks "No" the transaction becomes void and gets deleted from the screen.

(2)
(2)



(2)

Search Gin, Long White, Jim Beam...

CONTAINS ALCOHOL

Please do not leave with anyone underage or intoxicated. Valid ID required for age verification if receiver looks 25 or under.

FRAGILE

Super deliveries
are made with **Super** Liquor

Thanks for supporting your local store

Label
Placed on
Orders to be
Delivered

3/159 Kapiti Road Paraparumu
Kapiti Coast
Tel (04) 298 7678
License: 45/OFF/002/2023
Company: Kapiti Landings Ltd
Expiry: 10/01/2026

--Customer Order--

Order No: 124915 Order Date: 20/09/2025 Due Date: 22/09/2025
Customer: 999100034156 Sharon Strong

Home Phone : 021707317
Deliver Via: Sharon Strong
Deliver To:
20 The Parade
Paekakariki
Kapiti Coast 5034
New Zealand
Delivery Instructions:
Sharon Strong
screamingdoris@gmail.com
Phone: 021 707 317
Super Liquor Kapiti (13 km) > Courier Local
Comments:
Freight: 10.0000 (incl GST)

Item	Description	Order	Rel	Cxl	Price	Total
9310495067664	Gordons Gin 1L	4	4	0	52.99	211.96
9310495082827	Tanqueray Gin 1L	2	2	0	59.99	119.98

Order Total: \$331.94
Balance Due: \$0.00

30 Sep 2025 15:30:40 1 0003 00000400
Salesperson : Komal

GST# 114-182-273

Thank you for shopping at Super Liquor

Order from
POS system

Incident book pages

(3)

Date:	Time:	Name:	Comments:
25/11/23	12:45	Hayden	Not Everyone in car could provide ID so denied service
1/12/23	7:20	Hayden	Had to deny service because the dude couldn't supply I.D
11/12/23	7:35	Hayden	Denied service because younger person provided card and older person couldn't provide proof of relation
4/2/24	3:40	Hayden	Denied service because customer couldn't provide I.D
23/2/24	6:45	Hayden	Denied service because not everyone in group could provide I.D
29/2/24	7:00	Hayden	Denied service to guy that seemed like he was on something, Police turned up just after he left and asked about him
Super Liquor Peter Joseph Franchise Manager Date: 26/3/24 1:30PM			Compliance check Completed
27-3-24	6:30PM	Komal	Denied service as the customer didn't had I.D on him
27-3-24	2:10PM	Komal	Fire alarm drill
11/4/24	2:45PM	Hayden	Denied service as one person in group didn't have I.D
27/04/24	7:37PM	Komal	Denied service as the customer came in group and one person didn't had I.D.
Super Liquor Peter Joseph Franchise Manager Date: 1/5/24 1PM			Compliance check Complete

Date:	Time:	Name:	Comments:
2/5/24	5:50PM	Hayden	Denied service because one person in group was underage
22/6/24	2:50PM	Hayden	Denied service because person couldn't provide ID
18/7/24	6:55PM	Hayden	Denied service because no ID
29/7/24	1 PM	P.J.	Compliance check complete
10/8/24	1 PM	Hayden	Denied service because one person in group was under 18
10/8/24	2:30PM	Hayden	Denied service because one person in group refused to show I.D
16/8/24	2 PM	Hayden	Had surprise check by council
17/8/24	6:25PM	Hayden	Denied service because not everyone in group had I.D
26/8/24	5:35PM	Hayden	Denied service because part of group refused to show ID
7/9/24	6:30PM	Hayden	Denied service because one person in group didn't have valid I.D
20/9/24	6:32PM	Hayden	2 chicks, shoplifted 6 bottles of Absolut
11/11/24	1 PM	Peter Joseph	Compliance check Complete
11/11/24	7:20PM	Hayden	Denied service because someone in group was underage
19-12-24	7:55PM	RUBINER	Refused service as female didn't have I.D.
7/1/25	6:30PM	Hayden	Refused service as one person didn't look like their ID presented
10/1/25	12:50PM	Hayden	Denied service as person didn't have their ID
6/2/25	4:50PM	Hayden	Denied service as one person in group didn't have I.D
18/2/25	12 PM	Peter Joseph	Compliance check Complete

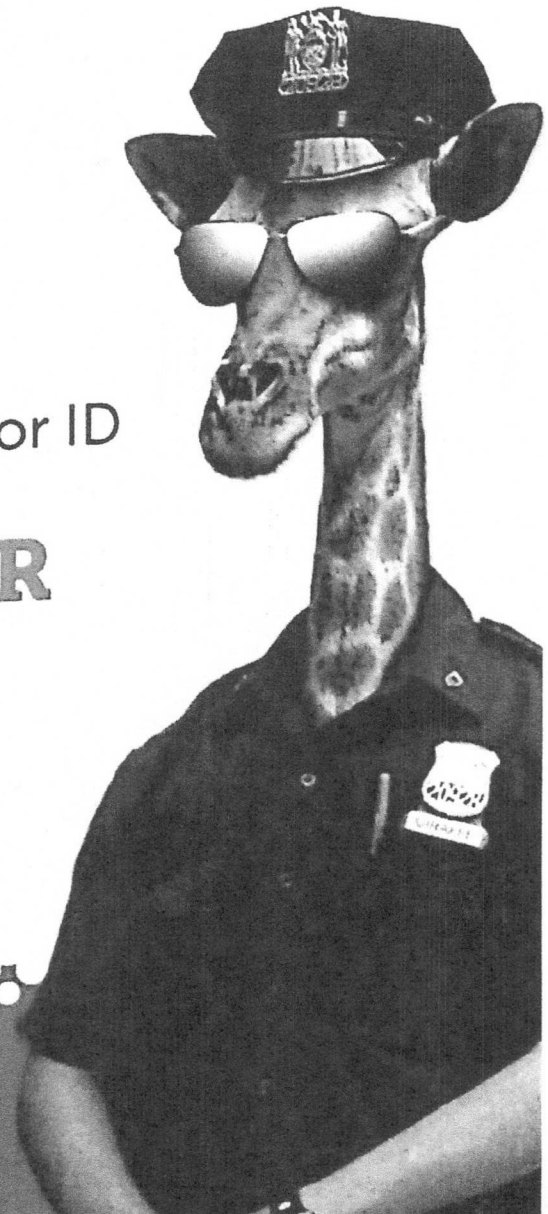
HOUSE RULES

**YOU MUST BE 18+
TO BUY ALCOHOL**

Everyone in a group must be 18+
Anyone in a group can be asked for ID

**YOU MUST BE SOBER
TO BE SERVED**

Please drink responsibly.



Super

Liquor

Security & Armed Robbery Procedures

Ban the Crime

Under the Health and Safety in Employment Act 1992, employers are required to have procedures in place for dealing with significant hazards this includes armed robbery. In 2003, New Zealand's health and safety legislation was amended to confirm workplace stress as a recognised hazard.

It is the employer's *legal and moral* responsibility to make sure all staff are safe in the work place and receive adequate training in robbery and health and safety (please also see ACC section for health and safety)

If the employer does not make sure there is adequate staff training the employer could face a heavy penalty. There is a recent case around where an employer was taken to court and the employee was awarded approximately \$140,000 because of the stress caused from a robbery. The employee had received no training and because of the stress he could not do his job properly and had to leave his employment.

We understand the difficulties in sending staff off site to training so online training has been developed to overcome this issue.

Online robbery training is a **COMPULSARY** training that every Super Liquor Store staff member is required to complete.

www.bancrime.com

<http://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html>

House Rules

Our customers are our main focus.

Our Establishment has a number of important policies and procedures that you must be familiar with and must be strictly adhered to at all times. In some cases these policies and procedures are statutory requirements arising out of the Sale and Supply of Alcohol Act 2012 (SASAA 2012), The Gambling Act or the Smoke-free Environments Act or other Acts and regulations.

These house rules are a part of those policies and failure to comply with these will effect your ongoing employment agreement.

APPEARANCE AND DRESS

All staff must be well dressed, groomed and in a clean and tidy uniform. Hair must be well cut and combed. Fingernails and hands must be clean and tidy. Males must be clean shaven although neat, maintained beards and moustaches are permitted. Makeup and jewellery must not be worn excessively. Tattoos should not be visible. Personal hygiene should be that there is no such risk of offending customers

UNIFORM

- Unless you are authorised to wear something else, all staff are required to wear the Super Liquor uniform.
- You must wear your name badge at all times while in Super Liquor store
- Flat solid covered shoes must be worn at all times
- Uniform must not be worn when you are not working.

PUNCTUALITY/RELIABILITY

- This is taken very seriously. It is your responsibility to check your rostered hours of work and ensure you start on time. Being late for work has the potential to put your fellow employees at risk. If you are unable to report for duty at the correct time you are required to advise your manager or the Directors of the company prior to the start of your shift.
- At the end of your shift you must leave the staff working areas of the store. This ensures the customers are not confused about who is going to serve them.

WORK VEHICLE

If you are required to use the work vehicle either during work hours or out of hours the vehicle must be operated according to NZ Law and in a safe and professional manner.

SMOKING/DRINKING/CHEWING GUM

Smoking/drinking and chewing gum while on duty are not permitted within the premises.

EATING

No food shall be consumed in view of a customer. All food will be consumed in the allocated area as detailed by your director

TELEPHONE CALLS/TEXTING

- Personal phone calls and texting are not permitted during work hours
- All cell phones must be switched off while on duty
- You must answer the phone
- Good morning/afternoon Super Liquor BRANCH NAME, PERSONS NAME speaking.
- No other personal electronic devices are to be used during work time, i.e. laptops, portable game devices etc.

EMAIL/INTERNET

Use of the stores internet connection is reserved for company business only. Personal emails and surfing the web are not permitted.

AUDIT COMPLIANCE FROM SUPER LIQUOR HOLDINGS

Ensure that the store is to the standards of the SLH audit criteria at all times

DAMAGES

Report any damages to property to management as soon as reasonably possible.
(including breakages)

SALES

- Always scan the barcode, advise management of any products that are unable to be scanned.
- The no sale button is only to be used if absolutely necessary

CASH HANDLING/CREDIT

- The cash and till handling procedures of the store must be strictly adhered to at all times. No credit or IOU's are to be extended to any customer or staff without prior consent from the directors.
- We do not accept cheques without Directors prior consent.
- No borrowing money from the tills or the float.
- Staff purchases must be completed by a different member of staff.
- No stock is to be removed from the premises for any reason by any staff member
- Giving of free products is not permitted without management consent

BAG CHECKS

The manager may check the employee's bags and personal belongings brought on to the premises, these checks can be done in your presence at any given random time

PERSONAL INFORMATION

- It is the responsibility of the individual employee to ensure that management has any change of personal details e.g. phone numbers address's etc.

- Nobody's personal information is to be given to any person without the expressed permission of that person.

CONFLICT OF INTEREST

Staff must declare to management any conflicts of interest which may affect performance or judgement

SUPPLIER GIVEAWAYS

- No staff member must accept gratuities from a supplier without approval from a director
- Promotional items are not to be given away in any manner other than that as intended by the supply company and the management of the store.

SAFETY AND SECURITY

- The safety and security of the customers and staff is of paramount importance. You have a joint responsibility with management to ensure and maintain a safe working environment. You are required to take all care in the performance of your work not only your own safety but also that of your fellow employees and customers.
- All actual or potential health and safety risks should be reported to your director/manager as soon as possible.
- Do not open the door to customers once you have closed
- No one other than staff are allowed behind the counter and in staff areas (office/store room etc) without approval from the Directors/Managers

SHOPLIFTING

In the event of a shoplifter immediately contact the police and note down as many details as possible, including detailed description, car details and product taken. Contact management.

ARMED ROBBERY

- Do exactly as the offender tells you; do not try to be a hero. As soon as practicable and safe to do so call the police and management. Do not disturb the crime scene
- In the event of a potentially violent situation arising, alert other staff in the store and if the situation warrants dial 111. Please discuss the alert code between staff.

SALE AND SUPPLY OF ALCOHOL ACT 2012 (SASAA 2012)

- Employees must not sell alcohol to persons less than 18 years of age. Employees are to ask for I.D from customers who are under the age of 25 years.
- The only acceptable forms of ID are, NZ Passport, NZ Drivers Licence, 18+ card.
- Employees must not sell alcohol to persons who are intoxicated.
- Employees will take all steps to ensure minors will not be supplied alcohol. i.e. refusing service to anyone suspected of supplying alcohol to minors

CONFIDENTIALITY

- Under NO circumstances should any information learnt at work relating to either management, customers or fellow employees be disclosed to any other person
- Information supplied by SLH must **not** be shared with anyone other than fellow SL staff. E.G core lists, specials, collated orders must be kept confidential.

DISCIPLINARY BEHAVIOURS AND SERIOUS MISCONDUCT

- **The following behaviours may result in disciplinary action or be considered serious misconduct.**
- **This is a guide list only and is no way complete**
- Absenteeism or lateness
- Abuse of sick and bereavement leave
- Absence from your work place during rostered hours
- Failure to adhere to the Sale and Supply of Alcohol Act 2012 (SASAA 2012)
- Failure to complete assigned duties
- Failure to safeguard the stores property
- Unacceptable appearance
- Unacceptable behaviour towards customers and Staff
- Failure to comply with house rules

THE FOLLOWING MAY RESULT IN SUMMARY DISMISSAL

- Dishonesty of ANY kind
- Being under the influence or consuming alcohol and any non-prescribed or illegal drugs while on duty.
- Having non prescription or illegal drugs in your possession while present on the premises whether on duty or off duty
- Insubordination, threatening behaviour including fighting and sexual harassment of staff or customers.
- Wilful damage to property belonging to establishment, customers or other staff members
- Unauthorised possession of property belonging to the establishment
- Offensive behaviour towards customers.

Signed _____

Date _____

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:	Super Liquor Kapiti	
Applicants name: (Individual or Company)	Kapiti Landings Ilimited	
Premises address:	Unit 1D3 7A-7C Friendship Place	
Contact phone:	Home: Add	Mobile: 0212101430
Contact email:	rupinder@karamsar.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:

Rupinder Pal Singh

Signature:



Date:

4/10/2025

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



Project: LIQUOR KING KAPITI LANDINGS

REV	DATE	DESCRIPTION
D	19-01-2015	TECHNICAL
E	07-03-2015	TECHNICAL
F	02-03-2015	TECHNICAL
G	01-02-2015	TECHNICAL
D	04-03-2015	TECHNICAL
C	24-02-2015	ISSUED FOR COMPLETION
B	24-02-2015	TECHNICAL DRAFT
A	17-02-2015	ISSUED FOR COMPLETION

AL
TENANCY 3
BUILDING 1D
KAPITI ROAD
PARAPARAUMU
FAR
LION LIQUOR RETAIL.
Drawing Title
PLUMBING PLAN

Drawn:	P. P	Date:	22.04.2019
Checked:	W.S	Project No:	PM2003
Scale At:	1:50	Scale At:	1:100
SHEET:	170	REV:	0

PAGE
+C0

PROJECTING
CERTAINTY

+ **A**

PAGE + CD
6 CLEVELAND PLACE
PO BOX 104669
LINCOLN NORTH 6654
AKROLAND, NEW ZEALAND
PH: +64 9 854 5534
FAX: +64 9 854 2544
EMAIL: INFO@PAGEANDCD.NZ
WWW.PAGEANDCD.NZ

HOST RESPONSIBILITY

- We pride ourselves on being responsible hosts. The management and staff have a responsibility to provide an environment where alcohol is sold responsibly. We have implemented a Host Responsibility Policy to serve you in a friendly, responsible & professional manner so that you have an enjoyable shopping experience. In the event you are refused service, we ask that you understand that it is our duty to be responsible retailers of alcohol by adhering to our legal obligations under the Sale & Supply of Alcohol Act 2012 (SSAA 2012). The Host Responsibility is as follows:
- 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. Assistance will be offered by the Manager to anyone on the premises who is intoxicated. This may include access to safe transport or other means to ensure their safety.
- Low and non-alcoholic beverages are available for sale.
- We operate an ID25 programme. It is against the law to serve alcohol to minors. If you look 25 years of age or under, you will be asked to produce identification and you will need to show one of the following forms of ID:
 - A current New Zealand or overseas passport
 - A current New Zealand driver's licence
 - A Kiwi Access Card
 - A Hospitality NZ 18+ Card.
- At Super Liquor we adopt a Group Sales Policy. If you enter with a group and you look under 25yrs old everyone in the group must have ID - The whole group will be refused service unless everyone has ID, even if a person in the group is not purchasing alcohol.
- We cannot sell alcohol to an adult who intends to supply a minor unless they are their parent or legal guardian.
- We will not sell alcohol to anyone in genuine school uniform, regardless of proof of age.
- From time to time there may be promotions which will be sold in a responsible manner. Where promotions are offered, they should not encourage or be likely to encourage the excessive consumption of alcohol. Water will be provided for all complimentary tastings.
- Our policy is zero tolerance for aggressive, coercive or violent behaviour. Customers behaving in a disorderly manner will be asked to leave the premises.
- We maintain a training and management policy to give our staff the skills & support they need to do their job responsibly.
- We pride ourselves on being socially responsible hosts.

Kapiti Landings Limited
Super Liquor Kapiti Alcohol Management Plan.



There is a school and Whiteria polytechnic close to the super liquor. Super liquor will ensure that their store will not have a negative impact on this group or any of the other community groups in the local area. This premise has been operating as a bottle store prior to Mr Singh taking over. Mr Singh understands how important it is to be part of the local community and to maintain the excellent standard of service. He makes sure all the staff have experience and are well trained and informed. Kapiti Landings Limited is under the Super Liquor Franchise. This means that staff are put through regular training and systems are in place to ensure the business is professionally run. Mr Singh has owned and operated two bottle stores in Karori – the Cellar Room and Super Liquor Karori – he has not failed any CPO's carried out by the NZ police or regional health.

Verification of age is always checked from any person placing an order or purchasing alcohol. The sales register does this for staff. Mr Singh does not allow any sales to minors or intoxicated persons.

Staff Training

Kapiti Landings Limited
Super Liquor Kapiti Alcohol Management Plan.

All staff are experienced and mature. They have been working in this store and Mr Singh's other stores for many years. All staff have their LCQ and most hold the Duty Manager Certificate.

Staff get trained under the super liquor group .

- Security and armed robbery procedures
- POS Perfect Age Verification Instructions
- House Rules
- Host Policy

Staff are given the managers guide, SCAB indicators and Date of Birth Chart.

Security

Super Liquor Kapiti does not employ door security. The Store Manager and staff will handle any day-to-day issues. It will be recorded in the log book. A security company respond to alarms. Mr Singh can check the building from his mobile phone.

Security Cameras

5 CCTV cameras are in the store. Entrance, office, serving counter storage and shop floor. Staff can operate the Camera system. Customers can see the cameras. They can be checked by mobile phone.

Host Responsibility Policy

Signage is displayed. No ID No Service. No sale to intoxicated or minors, host responsibility store policy. Staff are trained and understand their responsibility of selling and supplying alcohol. Under the SSAA2012.

Minors

Super Liquor Kapiti is a designated as Supervised. Staff know to ensure no person under the age of 18 is allowed unless they are accompanied by their parent or court appointed guardian. They cannot be supplied alcohol unless it is supplied to them by a parent or court appointed guardian. Any person who appears under the age of 25 Years old must be asked for ID.

NO ID No Service

NZ Drivers licence – Current passport – HANZ 18+ card and Kiwi Access Card

Cash Register has a POS verification system. This will not allow the sale to progress if the person is not 18 years or over. Staff have full training how to use this system.

Intoxication

The store will never serve anyone who has recognisable signs of intoxication. Staff will advise the manager immediately or politely as the person to leave the premises.

All staff are responsible for checking if a customer has been drinking and showing signs of intoxication. Customers are all greeted as they enter the store. Staff have all read and understand the SCAB intoxication Assessment Tool. Any issues will be written in the log book. Staff are encouraged to offer to arrange to call transport options.

All staff will inform the manager immediately of any suspected drug use or other inappropriate behaviour.

Kapiti Landings Limited
Super Liquor Kapiti Alcohol Management Plan.

Trading Hours

Super Liquor cannot sell or supply liquor on the following days

Good Friday, Easter Sunday, Christmas Day, and before 1.00pm on Anzac Day.

Kapiti Landing trading hours – Monday to Sunday 9am to 9pm

Responsible Service

Super Liquor Kapiti will always sell alcohol responsibly and not encourage excessive drinking. This store will not offer any promotions externally over 25% of its normal retail price. Or any promotion internally of 50% off its normal retail price. Do not offer promotions where large volumes of alcohol must be purchased to get a discount or a free item. No promotions that will have an appeal to minors.

Complementary Samples

Free water is always offered when staff or outside reps are running tasting in our store.

50% Visibility into our store

Our counter is placed at the main entrance and exit from the store. Staff can monitor and greet anyone walking past or entering our store. This will deter loitering or any trouble.

Conditions :

In the 2018 licence renewal the following voluntary undertaking was made"

‘not to break up retail ready packaging of mainstream beer and ready-to-drink (RTD) products, and therefore will prohibit the sale of single units of RTDs and standard sizes of mainstream beer (such as those in 330ml servings), on or from the premises.

This includes the bundling of individual bottles or cans into a pack of two or three units.

Sales of single bottles or cans of boutique or craft beers of any size, or appropriate products (those that are not likely to encourage excessive or inappropriate consumption) designed to be sold individually (such as in servings of 500mls or more) will not be subject to this undertaking (are permitted).’

The applicant is aware Wellington DLC is currently considering a challenge to the single sales condition from Super Liquor Johnsonville and will await the council consideration of this. Their preference is to maintain the voluntary undertaking.