APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE

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

For Council use
File #

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
Telephone (04) 296 4700 Toll Free: 0800 486 486

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 back of the form.

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

1. Application Type

New Off-Licence	✓ ☐ Renewal of Off-Licence Licence number:	☐ Renewal of Off-Licence with variation of conditions 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 a company name):

Mellow Spirits Limited

Whether licence already held for premises concerned: ✓ **Yes** ☐ **No,** and if 'Yes', *state kind of licence. Off licence – bottle store*

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:	Preferred mode of contact:	

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: Sukhjinder Singh	Designation/Position: Director
[redacted]	
[redacted]	

9. Business Details

Bottle store

10. Criminal Convictions

Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). ☐ **Yes** ✓ **No**, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.

11. For a Company *whether Incorporated under the Companies Act 1993 or Equivalent Foreign Legislation*

Full Legal Names of Directors:

Sukhjinder Singh

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

[redacted]

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: 1B	Street: Parata street	
Suburb: Waikanae	City: Waikanae	Postcode: 5036
Trading Name: Super Liquor Waikanae		
If not Owned by Applicant:		
Tenure: Tenancy agreement		
Full legal name of owner: Paul Mulholland		

[redacted]

Type: Bottle Store

Is the licence conditional on completion of building work: □ **Yes** ✓ **No**, and if "Yes", state details:

15. Details of Duty Manager(s)/Proposed Manager(s) *If more than two certified managers please attach details separately*	
Full legal name: See attached assessment report	
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 alcohol, sale of food; entertainment; accommodation).*

Sale of alcohol is the principal purpose.

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.

Examples of other goods include ice, confectionary, cigarettes, party accessories, and merchandising will be available for sale.

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

Monday to Sunday 10:00am to 9:00pm

17. Conditions • *Write answer below or attach relevant documents that demonstrate compliance.* • *When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....'*	**Doc attached? Number.**
Describe experience and training of applicant: Currently owns the Super Liquor Otaki since December 2023 and worked instore full time before owning the store. Six months work experience as a team member in the liquor store. Participated in Super Liquor Holdings in house training programme, attended Super Liquor conferences to gain further knowledge. Has owned and operated Super Liquor Waikanae since January 2026	Yes #1 assessment report
Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):	Yes

	#1 assessment report
Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: Intoxicated persons and minors are not served. Minors must be accompanied by parent or guardian. Intoxicated persons are not permitted on the premises. Signage is displayed that intoxicated persons and minors will not be served.	Yes #1 assessment report
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): Super Liquor Host Responsibility Policy in place	Yes #1 assessment report
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: See assessment report	Yes #1 assessment report
Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be: See assessment report	Yes #1 assessment report
For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: *To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary* Terms of condition at present: **No changes proposed** Action sought: ☐ **Variation** ☐ **Cancellation.** If Variation, in what respect does the applicant seek to vary the condition? Full reasons for variation or cancellation:	Yes / No #..... #..... #..... #.....

18. Attachments • *When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....')*	**Doc attached? Number.**
A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. A copy of the 'Evacuation of Declaration Scheme' is available on the website. Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation scheme.	No
Please attach certificate to show that proposed use meets the requirements of the Resource Management Act 1991. *Not required for renewal unless the business activity or type has changed since the last version.* See attached assessment report	Yes #1 assessment report
Copy of Building Compliance Certificate. Please attach certificate to show that the premises meet the requirements of Building Code 2004. *Not required for renewal unless structural changes have been undertaken since the last issue or renewal.* See attached assessment report	Yes #1 assessment report
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.	Yes / No #.....
Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts.	Yes / No #.....
Where the premises are a bottle store or tavern, a scale floor plan must be provided showing designations and the principal entrance. *If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.*	Yes #1 assessment report
Please attach a copy of your Host Responsibility Policy.	Yes #1 assessment report
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). *Not required for renewal unless there have been changes since the last issue or renewal.*	No
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. ✓ **Yes** ☐ **No**, and if 'Yes' attach a copy. If 'No', discuss with the Licensing Inspector if you need to complete a CPTED checklist for this application (see *HPA and the Ministry of Justice websites for more information).*	Yes #1 assessment report
If premises 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 licence to this premise. *Not required for a renewal unless the lease or ownership arrangements have changed.*	No
19. Further Details where Applicant is a Company *Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.*	
[redacted]	

[redacted]

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

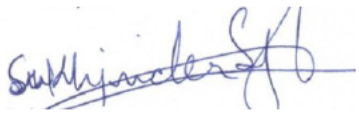
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Are additional sheets attached? 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: Sukhjinder Singh

Date: 9 November 2026

Signature: 

Dated at location: Otaki

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.

☐ I have enclosed a cheque with this form.

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.

1 This form must be accompanied by the prescribed fee.
2 This form must be accompanied by the required attachments (refer Points 19 or 20).
3 Within 20 working days after filing your application with the District Licensing Committee (or 10 working days if it is an application for renewal), the application must be publically notified. The public notice template will be provided on receipt of your application by the Alcohol Licensing Team.

For Office Use: Application Fee Risk Categories

☐ Very Low ☐ High

☐ Low ☐ Very High

☐ Medium

Application Fee Payable: $_____Signature of Licensing Inspector _____

Name of Licensing Inspector_____Date:_____

Guidance for Completing Off-Licence Application/Renewal Form

Background

The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.

Before lodging application

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

You should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.

Completing your application		Who should complete which fields
1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are only seeking a licence for use as an Auctioneer, or for remote sales (the 'sale for delivery', or 'sales from a distance').
3	Details of Applicant	All applicants to complete. If a company takes profits must apply in company name.
4	Applicant Status	All applicants to complete.
5	For Applicant that is Natural Person(s)	Only complete if applicant is a natural person. A natural person is an individual.
6	For Applicant that is Body Corporate	Only complete if applicant is a body corporate.
7	For Applicant that is not 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.
10	Criminal Convictions	All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises	All applicants to complete.
15	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than two, please attach separately.
16	Business Details	All applicants to complete.

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

After your Application is Lodged

Public Notices

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

9 November 2026

The Administrator
Kapiti Coast District Licencing Committee
Kapiti Coast District Council
175 Rimu Road,
Paraparaumu 5032

Dear Sir / Madam

Application for renewal of alcohol off licence – Mellow Spirits Limited trading as Super Liquor Waikanae at 1b Parata Street, Waikanae.

I wish to lodge an application on behalf of Mellow Spirits Limited which trades as Super Liquor Waikanae for the renewal of an off licence under section 100 of the Sale and Supply of Alcohol Act 2012.

The premises to which the application relates are located at 1b Parata Street, Waikanae.

This application is organised in the following way

Section A	Overview of the application – context and general background
Section B	Documents required by the District Licensing Committee
Section C	Assessment of criteria under Section 131 of the Sale and Supply of Alcohol Act 202 which address the requirements for the renewal of a licence

Council application form - separately provided.

The public notices required for this application will be arranged once formal receipt of this application has been received.

The relevant application fees will be paid at the time of lodging the application.

Yours sincerely

Steve McDowell
Ignition Group Limited
Ph 0276273606
Email steve@smcl.co.nz

A. Overview of the Application

1. Details of the Application

This is an application for the renewal of an off-licence In respect of the following:

Applicant legal name	Mellow Spirits Limited
Applicant trading name	Super Liquor Waikanae
Site address	1b Parata Street, Waikanae
Applicants contact person	Sukhinder SINGH
[redacted]	
Licence number	45/OFF/888/2026
Expiry date	28th January 2027

The applicant is seeking the renewal of the licence under the same terms and conditions as the current licence.

1. Background

The premises has held a licence for this site since January 2026.

The premises is located on Parata Street in Waikanae and is the type of business expected in this location.

The use of the premises will continue to be primarily the sale of alcohol.

The following location map identifies the location of the premises.



2. Environment

The business is in the commercial area of town, and its operation is compatible with the type of retail and commercial businesses in the general locality.

The Council has previously issued planning and building certificates for the premises, so it is a complying activity.

Nothing has changed in the operation of the store since it received the current licence to affect the existing planning and building certificates.

The site is ideally positioned for the operation of a bottle store because;

- It is located in a well-established commercial and retail area
- It is the type of use expected in commercial / retail / hospitality areas of this nature
- It provides a service to the community
- It provides easy access for customers
- The applicant has demonstrated that they operate the business to a high standard since obtaining the off licence for the business.

Section B Documents required by the District Licensing Committee

1. Planning and Building Certificates

Kāpiti Coast DISTRICT COUNCIL

Ref: PB0054

16 September 2024

Sukhjinder Singh
[redacted]

Dear Sukhjinder Singh

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

Business Name:	Super Liquor Waikanae
Site Address:	1B Parata Street, Waikanae
Legal Description:	Lot 2 DP 50234
Zone:	Town Centre
Consent Description:	Planning Certificate
Proposal:	Application is for a new Off Licence

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

Conclusion

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

The premises are located within the Town Centre Zone as identified under the Operative Kapiti Coast District Plan (2021).

The immediate and surrounding environment is diverse, comprising land which is zoned Industrial, High Density Residential, and Open Space/Recreation. All of which, incorporate a variety of Commercial, Industrial, Residential and Recreational activities.

State Highway No.1 and Railway designations lie approximately 77 metres further to the West.

The current owner of the premises (Paul Mulholland - Director LPM Holdings Ltd) proposes to separate the existing building into two individual tenancies, one of which will be leased to the Applicant. The above owner has provided consent to Council in the form of a letter (dated 22 August 2024), confirming Mellow Spirits Limited (trading as Super Liquor Waikanae) as the new tenant, and approval for the Applicant to utilise the premises as a bottle store.

The District Plan provisions that relate to the land apply. Resource Consent is not required for the land use as it is 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.

Approved hours of operation are as follows:

10.00am to 9.00pm (Monday to Sunday inclusive)

Decision: **Approved**

Dated: **16 September 2024**

Janice Lee
AUTHORISED OFFICER

Beth Robertson
AUTHORISED OFFICER

Kāpiti Coast
DISTRICT COUNCIL

Ref: PB0054

3 September 2024

Mr Sukhjinder Singh
[redacted]

Dear Mr Singh

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

Business Name:	Super Liquor Waikanae
Site Address:	1B Parata Street Waikanae
Legal Description:	Lot 1 DP 50234
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.

The Council has been advised by the applicant that this is an existing building that will only require building work for which a building consent is not required under 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.

The Council's records show that the building containing the proposed licensed premises is required to have a building warrant of fitness. The building warrant of fitness is current.

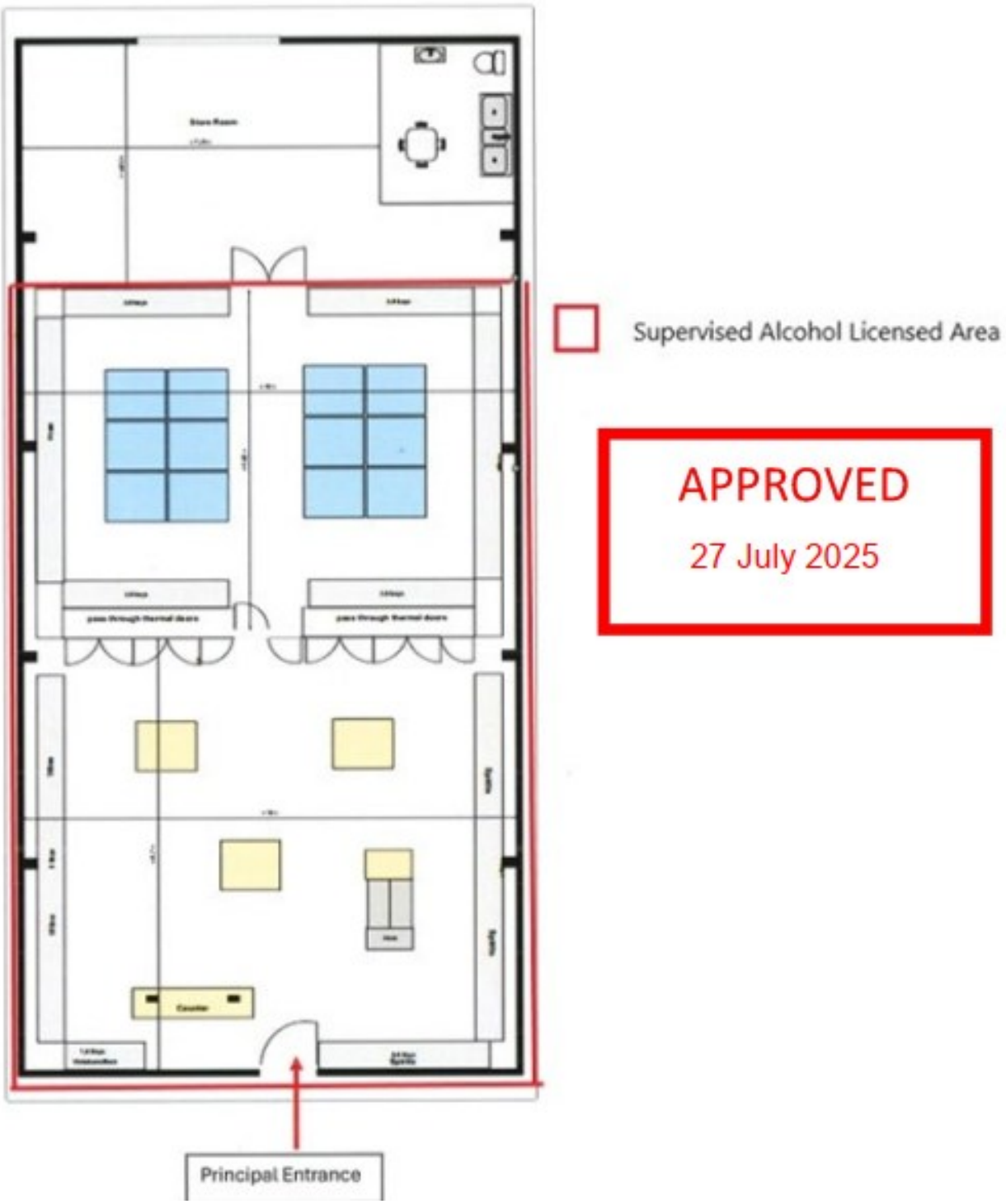
175 Rimu Road, Paraparaumu 5032 | Private Bag 60 601, Paraparaumu 5254 | T: 04 296 4700 | F: 04 296 4830 | www.kapiticoast.govt.nz

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
Building Team Manager

2. Floor plans – the premises are designated 'supervised'



3. Host / social responsibility policy

Social Responsibility Plan

Super Liquor Waikanae

Date 17/08/2024

THE APPLICANT/LICENSEE ADVISES THE DISTRICT LICENCING COMMITTEE THAT THE FOLLOWING STEPS WILL BE TAKEN TO MINIMISE ALCOHOL RELATED HARM

1. Staff Training

Duty managers must obtain their Licence Controller Qualification (LCQ). The LCQ demonstrates knowledge of the SSAA 2012, its implications for licensed premises and knowledge of host responsibility requirements for all serving staff members and duty managers of the licensed premises. Furthermore, all our staff undergo training to do their job responsibly and understand their obligations to comply with the SSAA2012 Act. The following training is available to all staff:

a) Servewise training
b) Super Liquor Academy:
    a. Three online courses on the Sale and Supply of Alcohol Act 2012. Each course has a test where 80% needs to be achieved to pass.
        Staff are required to complete one of the above courses every six months
    b. Category training courses.
    c. Customer Service courses
    d. Security courses
c) Staff Acknowledgement Form:
    a. Each staff member reads and signs the Staff Acknowledgement form every quarter.
d) Staff will be taken through any conditions on the liquor licence.

Copies of all training are kept in the SSAA2012 Managers Folder which is checked each quarter by their dedicated Franchise Manager. Super Liquor Holdings Ltd manages the SSAA2012 online training courses.

2. Minors

Staff are aware of the requirements & consequences as set out in the SSAA 2012 in respect of sale or supply to minors and the presence of minors on our premises according to the designation of stores liquor licence. The following are store procedure for ensuring that minors are not served:

The store has signage displayed on the premises stating minors will not be served.

- The store has signage displayed on the premises stating minors will not be served.
- The point-of-sale system has a prompt to remind staff to ask for ID if a customer looks under 25.

- Staff will also ask each person in a group to present ID, should anyone in the group appear to be under 25.
- Through online courses on the Sale and Supply of Alcohol Act 2012 and Staff Acknowledgement forms, staff are trained on penalties, fines, restricted and supervised areas, selling alcohol to minors and group policies.
- If any person in the group cannot supply ID, we will not supply alcohol to anyone in the group.
- No one in school uniform will be served.

The acceptable forms of ID we accept are:

- Current NZ photo drivers' license.
- Current Kiwi Access Card (18+).
- Hospitality NZ 18+ Card - valid for 10 years from date of issue.
- Current valid passport

3. Intoxication

The store displays signage stating intoxicated persons will not be served. Our staff will identify & assess signs of intoxication by using the Intoxication Assessment Tool SCAB. This being the observation of speech, coordination, appearance and behaviour that would be consistent with an intoxicated person. Through the courses outlined in training above, staff are trained in how to deal with Intoxicated persons. Assistance will also 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.

4. Minimising Alcohol Related Harm

Ensuring the safety and well-being of our customers is paramount. Our 'Minimizing Alcohol Related Harm' policy underscores our commitment to responsible service. Through staff training and responsible service practices we advocate responsible alcohol consumption and are dedicated to customer safety.

5. Signage

The following signage is required to be displayed instore:

- Trading Hours.
- Liquor Licence.
- Duty Managers full name.
- Host Responsibility Poster
- Prohibited persons (No ID - No service, minors, intoxicated persons & Group ID)
- Liquor Ban area

From the above all signs except for the trading hours sign is in Super Liquor branded frames which is placed in the interior of the store where it can be easily read by people entering the premises.

Trading hours are placed at the main entrance where it is easily read.

6. Managers

Our Duty Managers are trained to comply with the Sale and Supply of Alcohol Act 2012 and the conditions of the licence. Each premise must have one duty manager onsite during opening business hours. All managers are required to hold a manager's certificate issued by a District Licensing Committee with their full name displayed at all times.

7. Amenity & Good Order

Our stores can only sell alcohol within the hours specified in our licence. The Duty Manager and any serving member understand penalty implications to sell outside of our licenced hours.

Bottle stores do not generate a lot of noise and noise complaints are very rare. Due to our current closing hours, we have not experienced any issues with noise.

Quarterly compliance audits are performed by Super Liquor Franchise Managers as an added measure to ensure external store appearances and presentation of the building is kept clean, tidy and in good condition at all times.

Store will have 12 HD CCTV cameras inside the store ands 4 outside the store. They will cover front and back of the shop. Which will help us to record any unusual activity outside store and for any unusual activity info will be passed to the police.

8. Liquor Bans

To help keep towns and communities safe, liquor bans are in place across our local area. From local council's website please print your local liquor ban areas and add to the front of your SSAA 2012 Managers Folder, even if your store is not located within a liquor ban area]

Store will have liquor ban area poster in the shop which will be visible to customer.

It is an offence to consume or possess liquor:

at these times...	at any...	in...
9pm to 6am (overnight)	beaches	the Kāpiti Coast District
9pm to 6am (overnight)	public places	urban areas from Paekākāriki to Te Horo
24-hours, every day of the year	skate park	the Kāpiti Coast District

9. Alcohol Promotions

All national promotions are developed by Super Liquor Holdings Limited or their Suppliers and from time to time there may be promotions on premises designed by our managers.

We will not run promotions that encourage the rapid or excessive consumption of alcohol.

Types of promotions that our premises may run:

- National promotions run by Super Liquor Holdings Limited.
- Instore Managers Specials – for any new products to market, for brands that are not on national promotion.
- Supplier promotions – driven by suppliers for new products.

All promotions are suitably monitored, managed, and controlled by either Super Liquor Holdings Limited or by the liquor licence holder or duty manager to ensure excessive consumption of alcohol is not encouraged. This applies to all promotions that can be seen or heard from the outside and the inside of the premises. When we do complimentary tastings, water will be provided.

10. Remote Sales

Stores registered for remote sales must comply with the Super Liquor sales, packaging and delivery policies. Remote / Online sales delivered by the store or courier company are packaged using sturdy material, no products are left loose or visible through the packaging.
All packages are affixed with ID stickers which are visibly placed on top of the box instructing the deliverer not to leave the contents with anyone underage and to ensure age is verified is the receiver looks 25 or under.

11. Incident Log

On the premise, we keep a folder called the SSAA2012 Managers Folder as well as an Incident Book. The Duty Manager and any serving staff members that are on duty record all incidents. Please refer to training above for the responsibility of keeping records in the SSAA2012 Managers Folder. The following logs & incidents are recorded in the appropriate register:

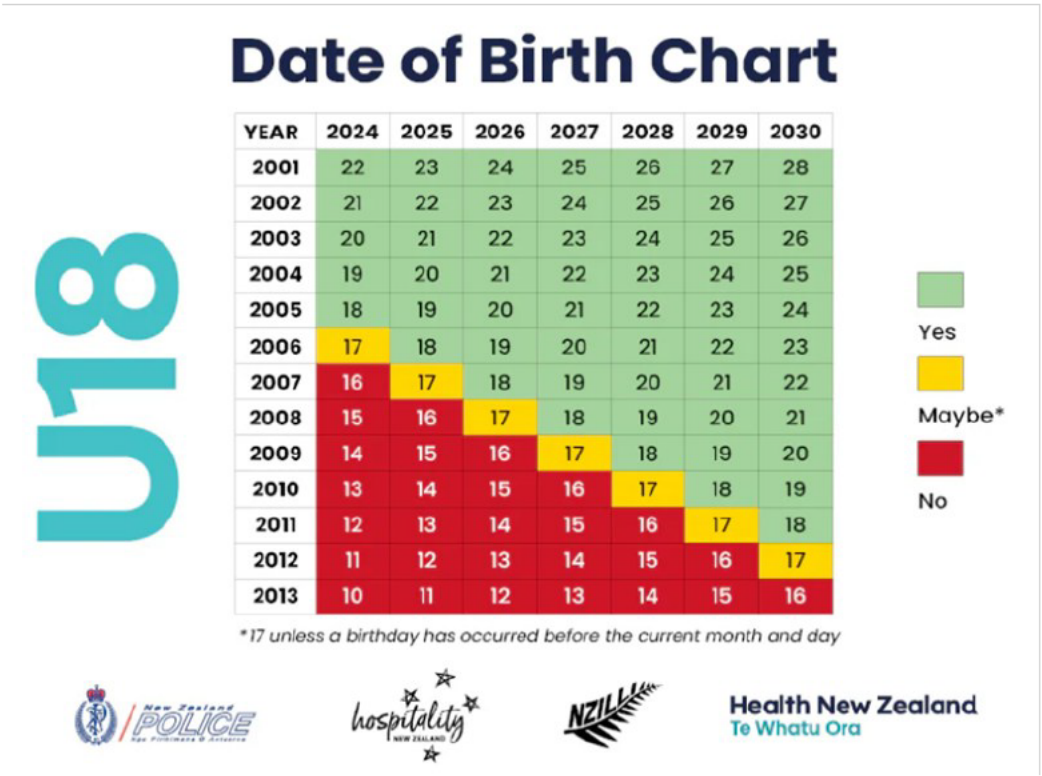
<u>SSAA2012 Manager Folder:</u>

- Duty Manager Register
- Acting/Temporary Managers Register
- Managers Certificates
- Copy of Liquor Licence
- Training Certificates
- LAP (if applicable)
- Staff Acknowledgement Form
- Liquor Ban Poster

Incident Book:

- Refused service to minors.
- Refused service due to intoxicated person.
- Refused service due to aggressive behaviour.
- Incidents of aggravated robbery or assault.
- Incidents of theft.
- Visits for regulatory services.
- Super Liquor Franchise Manager store visit & compliance calls
- Banned or trespassed persons.

Appendix One - Date of Birth Chart



Appendix Two - Intoxication Assessment Tool

Intoxication assessment tool

Indicators may include but are not limited to:

	Sober	Influenced	Intoxicated
Speech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
Coordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand unaided or sit straight.
Appearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
Behaviour	Behaving sensibly but may be more relaxed.	Overly friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
	Monitor & serve responsibly	**Intervene**	**Deny & remove**
Intoxication definition	INTOXICATED means observably affected by alcohol, other drugs, or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident: (a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.		

New Zealand Police

hospitality NEW ZEALAND

NZIHM

Te Whatu Ora
Health New Zealand

AUG05 | JAN 2023

4. Existing on licence

OFF-LICENCE

Sections 17 to 20, and 64, Sale and Supply of Alcohol Act 2012

Kāpiti Coast DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

MELLOW SPIRITS LIMITED
Licence Number 45/OFF/888/2026

Pursuant to the Sale and Supply of Alcohol Act 2012 (the **Act**), Mellow Spirits Limited (the licensee) is authorised to sell alcohol on the premises situated at 1B Parata Street, Waikanae known as Super Liquor Waikanae, to any person for consumption off the premises and to supply alcohol free, as a sample, for consumption on the premises. The licensee is also authorised to sell alcohol on or from the premises and deliver it somewhere else.

The authority conferred by this licence must be exercised through a manager or managers appointed by the licensee in accordance with Subpart 7 of Part 2 of the Act.

Conditions

This licence is subject to the following conditions:

1. Alcohol is only permitted to be sold, supplied or delivered on or from the premises authorised by the licence.
2. Alcohol may be sold or delivered only on the following days and during the following hours:

   Monday to Sunday – 10am to 9pm
3. No alcohol may be sold or delivered on Good Friday, Easter Sunday, Christmas Day, or before 1 pm on Anzac Day.
4. The whole of the premises is designated as a **supervised** area.
5. Water must be freely available for drinking at all times alcohol is being supplied free as a sample on the premises.
6. The licensee must ensure that the provisions of the Act relating to the sale and supply of alcohol to prohibited persons are observed and must display appropriate signs adjacent to every point of sale detailing the statutory restrictions on the supply of alcohol to minors and the complete prohibition of sales to intoxicated persons.
7. The licensee must implement and maintain the steps proposed in the application for the licence aimed at promoting the safe and responsible consumption of alcohol, and minimising alcohol related harm.
8. That single sales of beer or ready to drink spirits (RTDs) in bottles, cans/containers of 500mls or less, shots or premixed shots are not to be sold from the premises. This does not include craft beer or cider.
9. All deliveries of alcohol must be signed for by a person aged 18 years or older. Signs of intoxication on the part of the recipient would result in non-delivery.
10. That vapes or vaping products are not to be sold from the premises.
11. A copy of this licence must be displayed at the principal entrance to the premises. The entrance from Parata Street is designated as the principal entrance.
12. The licensed premises situated at 1B Parata Street, Waikanae are more precisely identified as outlined in the plan date stamped as approved by the District Licensing Committee on 27 July 2025 is displayed alongside this licence and held on DLC file OFF888.

Duration

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 licences, this licence continues in force—

(a) either—
   (i) until the close of the period for which it was last renewed; or
   (ii) if it has never been renewed, until the close of the period of 12 months after the day it was issued; but

(b) if an application for the renewal of the licence is duly made before the licence would otherwise expire, either—
   (i) until the close of the period of 3 years after the period for which it was last renewed; or
   (ii) if it has never been renewed, until the close of the period of 4 years after the day it was issued.

Dated at Paraparaumu on 28 January 2026.

Kāpiti Coast District Licensing Committee The Common Seal of

Secretary
Kapiti Coast District Licensing Committee

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 licences, the licence expires on:

28 January 2027

Section C Assessment of Criteria of Sale and Supply of Alcohol Act 2012

1. Introduction

The Sale and Supply of Alcohol Act 2012 sets out in section 105 and section 131 the criteria that a District Licencing Committee must have regard to when considering an application for renewal of a licence.

This assessment addresses those matters and others in detail in relation to the application as set out in the Council application form.

Section 3 is the Purpose of the Act and is for the benefit of the community as a whole, to put in place a new system for the control of the sale, supply and consumption of alcohol that is reasonable and helps achieve the object of the Act.

Section 4, the Object of the Act, is that the sale, supply and consumption of alcohol should be undertaken safely and responsibly, and the harm caused by excessive or inappropriate consumption of alcohol should be minimised.

Harm includes (a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and (b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).

Section 5 includes the Interpretation section of the Act.

Section 131 sets out which matters the licencing committee must have regard to when deciding whether to renew a licence, including stipulating the matters in section 105.

Section 105 sets out the criteria to be considered for the renewal of a licence in particular paragraphs (a) to (g), (j), and (k) of section 105(1).

Section 106(2) covers the consideration of effects on amenity and good order of the locality.

Section 132 enables the licencing authority or committee to impose conditions.

The following assessment deals with sections 105 (as required by section 131), 106(2), 4 and finally 3 of the Act.

2. Assessment of Criteria

Section 131 Criteria for renewal

(1) In deciding whether to renew a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:

(a) the matters set out in paragraphs (a) to (g), (j), and (k) of section 105(1):

(b) whether (in its opinion) the amenity and good order of the locality would be likely to be increased, by more than a minor extent, by the effects of a refusal to renew the licence:

(c) any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made by virtue of section 129:

(d) the manner in which the applicant has sold (or, as the case may be, sold and supplied), displayed, advertised, or promoted alcohol.

(1)(a) The matters set out in paragraphs (a) to (g), (j), and (k) of section 105(1):

(a) The object of this Act

See section three below

(b) The suitability of the applicant

The applicant is an experienced professional who has owned the business at the subject site since 2026. The applicant has owned and operated the Super Liquor Otaki store since 2023.

The applicant and their staff have not been subject to any prosecutions, enforcement orders etc. There has been no refusal of any licences to the applicant.

Overall, the years of experience in the industry, and the record of the applicant in managing an off-licence, makes the applicant suitable to hold a licence and in this case, for the renewal of the off-licence.

(c) Any relevant local alcohol policy

The Kapiti Coast District Council does not have a current operative LAP.

(d) The days on which and the hours during which the applicant proposes to sell alcohol

It is proposed that the licence be renewed under the current terms and hours; those hours are Monday to Sunday 10.00am to 9.00pm, Monday to Sunday.

(e) The design and layout of any proposed premises

The design and layout of the premises minimises potential harm and ensure a safe environment for customers by adopting many of the Crime Prevention through Environmental Design guidelines (CPTED) produced by the NZ Police and the Heath Promotion Agency as follows:

Windows - There is good visibility to and from the premises and the street with windows located on the front of the premises next to the principal entrance.

Lighting – interior and exterior. The lighting both inside and outside the premises is very good allowing customers to be seen as they enter and exit the premises. The quality of lighting in the store is to a standard where staff checking identification can read the information easily from the identification provided by customers.

Good exterior lighting at the front of the shop provides quality lightening for the on street car parking outside the store. This lightening discourages loitering. The driveway at the south side of the building, and the area behind the building, has lighting installed to ensure it is not being used for drinking or illegal activities.

Street lighting outside the premises is working as it should be and provides good illumination.

Internal layout. The cash register is placed on the counter in a way to discourage opportunistic attempts to open them; it is located near the principal entrance; the safe is located in the office out of the public area; stock displays are generally no higher than waist/chest height thereby enabling excellent viewing across the store; there is good visibility into the chiller and an integrated CCTV system has been installed so that all internal areas of the store can be recorded; the entrance way is recorded on CCTV camera; the majority of the internal premises can be seen from the cashier areas – those that cannot be seen are monitored from the cashiers area by CCTV cameras.

Security. Doors and windows are reinforced; bollards are installed in front of the premises; there is no external advertising that encourages people to loiter outside the premises; a panic alarm and burglar alarm are installed in the premises. Signage highlights the use of CCTV cameras.



Staff – see (j) below.

(f) Whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods:

A range of other goods include ice, confectionary, cigarettes, party accessories, and merchandising are available for sale. Vape and vape products are not available for sale.

(g) Whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services:

No other services are provided from the premises.

(j) Whether the applicant has appropriate systems, staff, and training to comply with the law:

Staff meetings are held to exchange ideas and new learnings on legal responsibilities and host responsibility policies. The Host Responsibility Policy is set out earlier in this application. The applicant attends workshops on the requirements of the Sale and Supply of Alcohol Act 2012 at Super Liquor cluster meetings held twice a year and at the Super Liquor annual conference. The information from these events is in turn passed on to staff.

The Super Liquor Group places importance on comprehensive systems, staff and training and the need for all store owners to comply with the requirements of the Sale and Supply of Alcohol Act 2012. The Group provides guidelines to store owners on a range of appropriate business systems and processes, staffing and training suitable for all liquor stores. The Group undertake quarterly audits of every store to ensure compliance with corporate standards, systems and processes.

The 9 elements of the audit are:

1. External store presentation
2. Internal store presentation
3. Sale and Supply of Alcohol Act 2012
4. Chiller presentation
5. Ranging & pricing
6. People
7. Back of house
8. Communication & marketing
9. Critical questions

This audit assists all franchise owners in the Group meet the obligations of the Sale and Supply of Alcohol Act. Failure to achieve a successful audit does have a financial consequence.

There is regular training undertaken for all staff employed at the store. Training in customer service and legal responsibilities are delivered to all staff.

This training is supported by an online Super Liquor training programme. This programme is a video based-learning programme with modules that cover the following:

1 Purpose and Object of the Act
2 Licences & Conditions
3 Key risks – minors, group sales, intoxicated persons, trading outside licenced hours
4 Who Can You Not Sell To
5 Minors
6 Intoxication
7 The Agencies

8 Controlled Purchase Operations (CPO's)
9 Duty Managers
10 Irresponsible Promotion of Alcohol
11 Infringement offences
12 Local Alcohol Policy
13 Good Management Tactics & Essential records and signage
14 Design & Crime Prevention
15 Amenity and good order
16 Social Responsibility Plan
17 Employing the right people; employment of minors s. 237

Staff participate in the Alcohol.Og.NZ ServeWise programme which is a national e-Learning tool developed for sellers and servers of alcohol. ServeWise provides users with an understanding of the Sale and Supply of Alcohol Act, with a strong focus on intoxication, minors, server intervention and host responsibility.

Staff complete acknowledgement forms when they complete both the Super Liquor online course and the ServeWise online programmes.

The following certified managers work at the store:

Name	Certificate Number	Expiry Date
Sukhinder SINGH	51/CERT/089/2023	2 Nov 2027
Joshua Robert du Preez	45/CERT/1372/2026	15 Oct 2027
Taharangi Turitoa Smith-Gray	45/CERT/948/2021	5 Oct 2028
Kamaljeet Kaur	45/CERT/1341/2026	8 May 2026
Kulwinder Singh Guhman	45/CERT/1342/2026	13 Aug 2027
Vanessa Calnan	45/CERT/393/2026	20 Aug 2027

Staff have access to the date of birth chart to assist in identifying minors.

YEAR	2026	2027	2028	2029	2030	2031	2032
2003	22	23	24	25	26	27	28
2004	21	22	23	24	25	26	27
2005	20	21	22	23	24	25	26
2006	19	20	21	22	23	24	25
2007	18	19	20	21	22	23	24
2008	17	18	19	20	21	22	23
2009	16	17	18	19	20	21	22
2010	15	16	17	18	19	20	21
2011	14	15	16	17	18	19	20
2012	13	14	15	16	17	18	19
2013	12	13	14	15	16	17	18
2014	11	12	13	14	15	16	17
2015	10	11	12	13	14	15	16

Yes
Maybe*
No

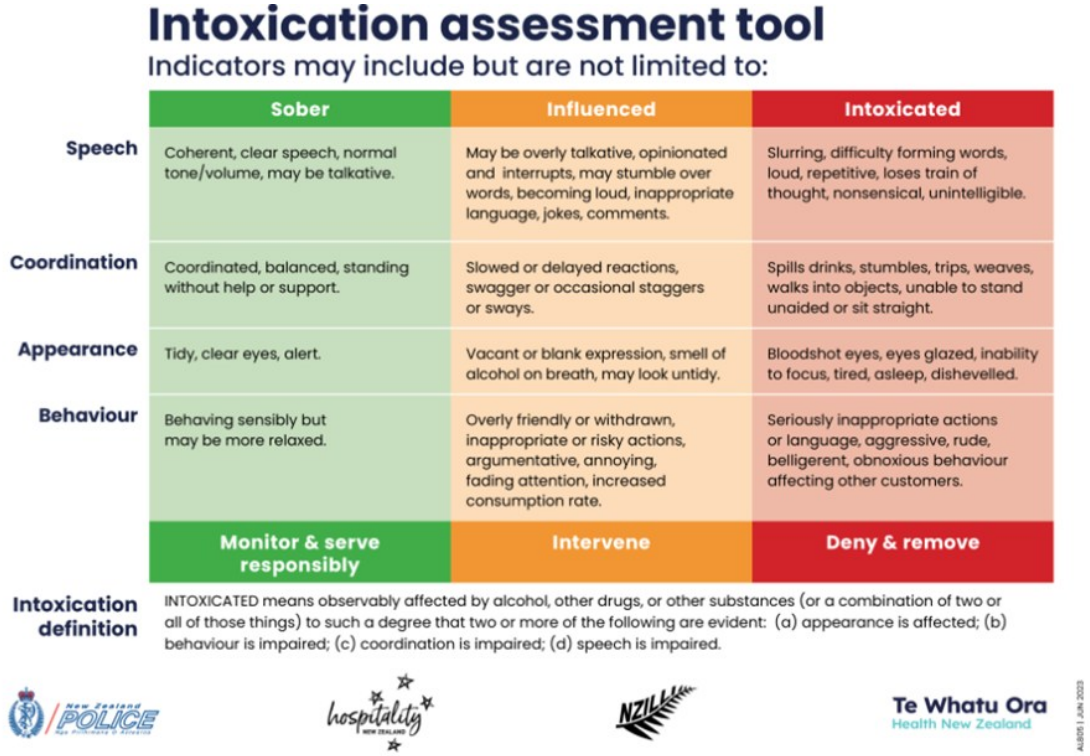
AL588 | JUL 2026

*17 unless a birthday has occurred before the current month and day

Staff are required to enter identification details of any customer 25 years or under. Any person found to be under the age of 18 will be required to leave the premises and no sale will be permitted to that

person. If a person under the age of 18 is part of a group, no one in that group will be served. Persons aged 18+ in school unform will not be served.

Staff are trained in and use the intoxication assessment tool which is below:



Intoxication assessment tool

Indicators may include but are not limited to:

	Sober	Influenced	Intoxicated
Speech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
Coordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand unaided or sit straight.
Appearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
Behaviour	Behaving sensibly but may be more relaxed.	Overly friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
	Monitor & serve responsibly	Intervene	Deny & remove
Intoxication definition	INTOXICATED means observably affected by alcohol, other drugs, or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident: (a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.		

POLICE hospitality NZILA Te Whatu Ora Health New Zealand

Any person exhibiting two or more signs of intoxication will not be served and will be required to leave the store if it is safe to do so.

Single sales of beer or ready to drink spirits (RTDs) in bottles, cans/containers of 500mls or less, shots or premixed shots are not sold from the premises. This does not include craft beer or cider.

Low and zero-alcohol products are stocked – products include the following brands:
Wines:

- Giesen
- Wither Hills
- Stoneleigh

Beer:

- Garage Project
- Sawmill
- Mac's
- Steinlager
- Corona
- Heineken
- Export
- Speight's
- Guinness Stout
- Peroni
- Asahi

Zero-alcohol spirits:

- Captain Morgan
- Tanqueray
- Gordon's

Water is provided free of charge when alcohol is being provided free as a sample in the store.

The applicant does not offer remote sales to customers.

The following records are maintained in the store
- Managers register
- Incident Book
- Training register.

The following is a list of staff training completed online through the Super Liquor Group online platform:

Learner Full Name	Program Name	Completed Date
[redacted]	SSAA 2012 - Good Management Practices, Record Keeping & Signage Module 13	20/05/2026 6:13 pm
	SSAA 2012 - Design and Crime Prevention Module 14	20/05/2026 6:27 pm
	SSAA 2012 - Amenity and Good Order Module 15	20/05/2026 6:35 pm
	SSAA 2012 - Foundation Course Module 1	24/07/2024 10:11 am
	SSAA 2012 - Minors Module 2	09/03/2026 10:50 am
	SSAA 2012 - Controlled Purchase Operations Module 3	23/07/2024 1:49 pm
	SSAA 2012 - Liquor Licensing & Conditions Module 4	23/02/2025 1:57 pm
	SSAA 2012 - Intoxication Module 5	23/02/2025 2:18 pm
	SSAA 2012 - The Agencies Module 6	23/02/2025 2:14 pm
	SSAA 2012 - Duty Managers Module 7	28/04/2025 11:42 am
	SSAA 2012 - Key Risks Module 8	28/04/2025 11:30 am
	SSAA 2012 - Who you cannot sell to Module 9	28/04/2025 11:35 am
	SSAA 2012 - Infringements Module 10	05/10/2025 9:51 pm
	SSAA 2012 - Irresponsible Promotion of Alcohol Module 11	04/10/2025 11:46 am
	SSAA 2012 - Local Alcohol Policy Module 12	04/10/2025 11:01 am
	SSAA 2012 - Good Management Practices, Record Keeping & Signage Module 13	21/05/2026 11:25 am

	SSAA 2012 - Design and Crime Prevention Module 14	21/05/2026 5:48 pm
	SSAA 2012 - Amenity and Good Order Module 15	21/05/2026 10:59 am
	SSAA 2012 - Foundation Course Module 1	23/02/2025 7:34 pm
	SSAA 2012 - Minors Module 2	
	SSAA 2012 - Controlled Purchase Operations Module 3	23/02/2025 7:27 pm
	SSAA 2012 - Liquor Licensing & Conditions Module 4	24/04/2025 12:33 pm
	SSAA 2012 - Intoxication Module 5	24/04/2025 12:51 pm
	SSAA 2012 - The Agencies Module 6	24/04/2025 1:34 pm
	SSAA 2012 - Duty Managers Module 7	24/04/2025 1:46 pm
	SSAA 2012 - Key Risks Module 8	24/04/2025 1:56 pm
	SSAA 2012 - Who you cannot sell to Module 9	24/04/2025 2:00 pm
	SSAA 2012 - Infringements Module 10	11/01/2026 9:23 am
	SSAA 2012 - Irresponsible Promotion of Alcohol Module 11	11/01/2026 9:31 am
	SSAA 2012 - Local Alcohol Policy Module 12	11/01/2026 9:37 am
	SSAA 2012 - Good Management Practices, Record Keeping & Signage Module 13	08/06/2026 2:49 pm
	SSAA 2012 - Design and Crime Prevention Module 14	08/06/2026 3:23 pm
	SSAA 2012 - Amenity and Good Order Module 15	08/06/2026 3:37 pm
	SSAA 2012 - Foundation Course Module 1	05/02/2026 12:09 pm
	SSAA 2012 - Minors Module 2	17/03/2026 11:14 am
	SSAA 2012 - Controlled Purchase Operations Module 3	05/02/2026 1:01 pm
	SSAA 2012 - Liquor Licensing & Conditions Module 4	05/02/2026 1:10 pm
	SSAA 2012 - Intoxication Module 5	05/02/2026 1:17 pm
	SSAA 2012 - The Agencies Module 6	05/02/2026 12:28 pm
	SSAA 2012 - Duty Managers Module 7	05/02/2026 2:02 pm
	SSAA 2012 - Key Risks Module 8	05/02/2026 3:58 pm

	SSAA 2012 - Who you cannot sell to Module 9	07/02/2026 3:15 pm
	SSAA 2012 - Infringements Module 10	07/02/2026 3:53 pm
	SSAA 2012 - Irresponsible Promotion of Alcohol Module 11	07/02/2026 4:33 pm
	SSAA 2012 - Local Alcohol Policy Module 12	07/02/2026 4:51 pm
	SSAA 2012 - Good Management Practices, Record Keeping & Signage Module 13	20/05/2026 7:27 pm
	SSAA 2012 - Design and Crime Prevention Module 14	21/05/2026 7:05 pm
	SSAA 2012 - Amenity and Good Order Module 15	21/05/2026 7:10 pm
	SSAA 2012 - Foundation Course Module 1	15/02/2026 2:45 pm
	SSAA 2012 - Minors Module 2	19/07/2026 11:53 pm
	SSAA 2012 - Controlled Purchase Operations Module 3	18/02/2026 3:04 pm
	SSAA 2012 - Liquor Licensing & Conditions Module 4	18/02/2026 3:12 pm
	SSAA 2012 - Intoxication Module 5	18/02/2026 3:17 pm
	SSAA 2012 - The Agencies Module 6	18/02/2026 3:20 pm
	SSAA 2012 - Duty Managers Module 7	18/02/2026 3:35 pm
	SSAA 2012 - Key Risks Module 8	18/02/2026 5:10 pm
	SSAA 2012 - Who you cannot sell to Module 9	18/02/2026 5:29 pm
	SSAA 2012 - Infringements Module 10	18/02/2026 5:53 pm
	SSAA 2012 - Irresponsible Promotion of Alcohol Module 11	18/02/2026 6:01 pm
	SSAA 2012 - Local Alcohol Policy Module 12	18/02/2026 6:05 pm
	SSAA 2012 - Good Management Practices, Record Keeping & Signage Module 13	20/07/2026 11:08 am
	SSAA 2012 - Design and Crime Prevention Module 14	20/07/2026 11:26 am
	SSAA 2012 - Amenity and Good Order Module 15	20/07/2026 11:37 am
	SSAA 2012 - Foundation Course Module 1	20/02/2026 1:31 pm
	SSAA 2012 - Minors Module 2	09/03/2026 12:49 pm
	SSAA 2012 - Controlled Purchase Operations Module 3	20/02/2026 1:55 pm

	SSAA 2012 - Liquor Licensing & Conditions Module 4	20/02/2026 2:11 pm
	SSAA 2012 - Intoxication Module 5	20/02/2026 2:19 pm
	SSAA 2012 - The Agencies Module 6	20/02/2026 2:32 pm
	SSAA 2012 - Duty Managers Module 7	20/02/2026 3:04 pm
	SSAA 2012 - Key Risks Module 8	21/02/2026 10:30 am
	SSAA 2012 - Who you cannot sell to Module 9	21/02/2026 10:43 am
	SSAA 2012 - Infringements Module 10	21/02/2026 11:48 am
	SSAA 2012 - Irresponsible Promotion of Alcohol Module 11	21/02/2026 12:02 pm
	SSAA 2012 - Local Alcohol Policy Module 12	21/02/2026 12:26 pm
	SSAA 2012 - Good Management Practices, Record Keeping & Signage Module 13	21/05/2026 7:37 pm
	SSAA 2012 - Design and Crime Prevention Module 14	21/05/2026 7:53 pm
	SSAA 2012 - Amenity and Good Order Module 15	21/05/2026 8:08 pm

(k) Any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made under section 103.

There are no known issues that the Police, Medical Officer of Health or the Inspector have in respect to this application, as far as the applicant is aware.

(1)(b) Whether (in its opinion) the amenity and good order of the locality would be likely to be increased, by more than a minor extent, by the effects of a refusal to renew the licence.

"Amenity and good order of the locality" is defined in the Sale and Supply of Alcohol Act 2012 in relation to a renewal of a licence as meaning the extent to which, and ways in which, the locality in which the premises concerned are situated is pleasant and agreeable".

Section 106 of the Act provides direction on the relevant issues to be assessed in determining amenity and good order. The following is an assessment of those issues:

<u>Current and possible future noise levels:</u>

The noise created from the premises is predominantly people arriving and leaving the premises by vehicle. Low level music is played inside he premises which is inaudible to any great extent outside the premises. Parata Street is a busy throughfare for pedestrians and vehicles. The noise from the street is louder than that generated from the premises.

There are no queues associated with customers arriving at the Store.

With the systems and processes in place to manage the external effects of noise, declining the application on this ground will not increase the amenity and good order of the locality by more than a minor extent.

Current and possible future, levels of nuisance and vandalism:

These are minimised by regular checks of the surrounding area by staff to remove litter, by removing graffiti as soon as practicable (which has not been an issue for the premises), and by regularly checking the surrounding area, especially at night, to ensure there is no loitering or pre-loading of alcohol occurring. These risks have not occurred at the store. There is no experience with nuisance of vandalism increasing as a result of the current location of the premises and this is unlikely to be reduced (as such activities are not occurring now) by declining this application.

The overall conclusion after assessing the matters required by section 131 (1) (b) of the Sale and Supply of Alcohol Act 2012 is that the amenity and good order of the locality would not be increased by more than a minor extent by the refusal to renew the licence.

(1)(c) Any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made by virtue of section 129.

See (1)(k) above.

(1)(d) The manner in which the applicant has sold (or, as the case may be, sold and supplied), displayed, advertised, or promoted alcohol.

This applicant has operated the store without any enforcement actions and with no known issues from the operation of the store. The applicant operates the store in accordance with the conditions of the licence and is audited as part of its compliance requirements by Super Liquor Holdings.

Undertakings were provided to the DLC as part of the licence application process in 2025 as follows:

"As part of a commitment to responsible alcohol sales, the licensee agrees that:

- Beer or ready to drink (RTD)spirits in containers of 500mls or less in volume will not be sold in quantities of less than four bottles/cans (except for craft beer) and with excessive discount applied.
- Shots or premixed shots will not be sold in quantities of less than four in a pack and with excessive discount applied.
- Shots or premixed shots will not be displayed on, beside or in front of the counter (behind the counter is permitted).
- Alcohol is considered a restricted good. We are unable to leave restricted goods unattended at an address, and if there is no one aged 18 years or older to receive the delivery, we will not leave it. Alcohol purchases must be received by someone who is aged 18 years or older. In order to take the delivery, valid and current identification must be shown to the person/s delivering the goods. If the deliverer considers the person receiving the delivery to be intoxicated, the alcohol will not be delivered. This identification must include the following; full name, date of birth, photo and signature.
- When we engage a courier company to make our deliveries, we will only use a company that can provide sufficient reassurance that their drivers will always adhere to the requirement to

obtain a signature and proof of ID showing that the recipient is over 18 years of age. A signed written agreement between the courier and applicant will be provided to the tri-agencies."

3 Assessment of Section 4 - The Object of the Act

In summary, after undertaking the assessment above, it is concluded that on balance the object of the Act will be achieved for the following reasons:

- the sale, supply, and consumption of alcohol will continue to be undertaken safely and responsibly; and
- the harm caused by the excessive or inappropriate consumption of alcohol is minimised.

4 Assessment of Section 3 – The Purpose of the Act

Overall, it is concluded that the purpose of the Act will be achieved because by renewing this licence because the sale, supply and consumption of alcohol from the premises and its minimal impact on the local community will continue to be reasonable and help achieve the object of the Act.

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 Waikanae***
Applicants name: (Individual or Company)	***Mellow Spirits Ltd***
Premises address:	***1b Parata Street, Waikanae***
Contact phone:	Home: *Add* Mobile: 02102348309
Contact email:	***Sukhjinder.singh@superliquor.co.nz***

2. Fire evacuation scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons:**
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. **www.fireandemergency.nz** or Contact Fire and Emergency New Zealand, wellingtondistrict-rrteams@fireandemergency.nz.*

Continued over page ⌥