

# 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:		
<b>1. Application Type</b>		
<input type="checkbox"/> New Off-Licence	<input checked="" type="checkbox"/> Renewal of Off-Licence Licence number: 45/OFF/043/2021	<input type="checkbox"/> Renewal of Off-Licence with variation of conditions Licence number:
<b>2. Endorsements</b>		
Tick the appropriate box if you want an endorsed licence only		
<input type="checkbox"/> Auctioneer	<input type="checkbox"/> Remote Sales	
<b>3. Details of Applicant</b>		
Full legal name or names to be on licence (if a company, must be a company name): DANG AND DAUGHTERS LIMITED		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence OFF LICENCE		
<b>4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012</b>		
<input type="checkbox"/> Natural person(s)	<input checked="" type="checkbox"/> 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: KRISHAN DANGI

Designation/Position: DIRECTOR

Telephone: 0273555034

Email: Bootleggerliquor@gmail.com

Mobile: 0273555034

Preferred mode of contact: Email

**8. Postal Address for Service**

Number/Street/PO Box: 4 PIWAKAWAKA PLACE

Suburb: LEVIN

City:

Postcode: 5510

**9. Business Details**

Describe principal business, any other businesses

LIQUOR 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:**

KRISHAN KUMAR DANG

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

Authorised capital:	Paid up capital:
Name:	Address: Street number
Street:	Suburb:
City:	Postcode:
Date of birth:	Place of birth:
Designation:	Face value of shares held:

**13. For a Partnership**

Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:
Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

**14. Details of Premises**

Address: Number 3	Street: DONOVAN ROAD	
Suburb:	City: PARAPARAUMU	Postcode: 2159
Trading Name: THIRSTY LIQUOR BOOTLEGGERS PARAPARAUMU		

**If not Owned by Applicant:**

Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)		
Full legal name of owner: MELPO KALDELIS (HARRY) [0211081868]		
Address: Number	Street:	
Suburb:	City:	Postcode:

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

RETAIL SHOP

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: ① PARTH TANAJA

Number of manager's certificate: 40/CERT/023/2018

Expiry Date: 25/06/2025

Full legal name: ② REON JULIAN MATERMAN

Number of manager's certificate: 40/CERT/023/2019

Expiry Date: 25/06/26

**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).

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.

PLASTIC CUPS, CHIPS, PEANUTS,  
NON ALCOHOLIC BEVERAGES [Coca Cola etc], Gift Bags

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

MONDAY TO SUNDAY: 9AM to 9PM

**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:

STAFF TRAINING SHEETS  
SERVE WISE  
POS PERFECT

Yes  No  
#.....

③ CRAIG RICHARD NUNNERLEY

Certificate Number - 40/CERT/028/2018

Expiry Date - 02/08/2025.

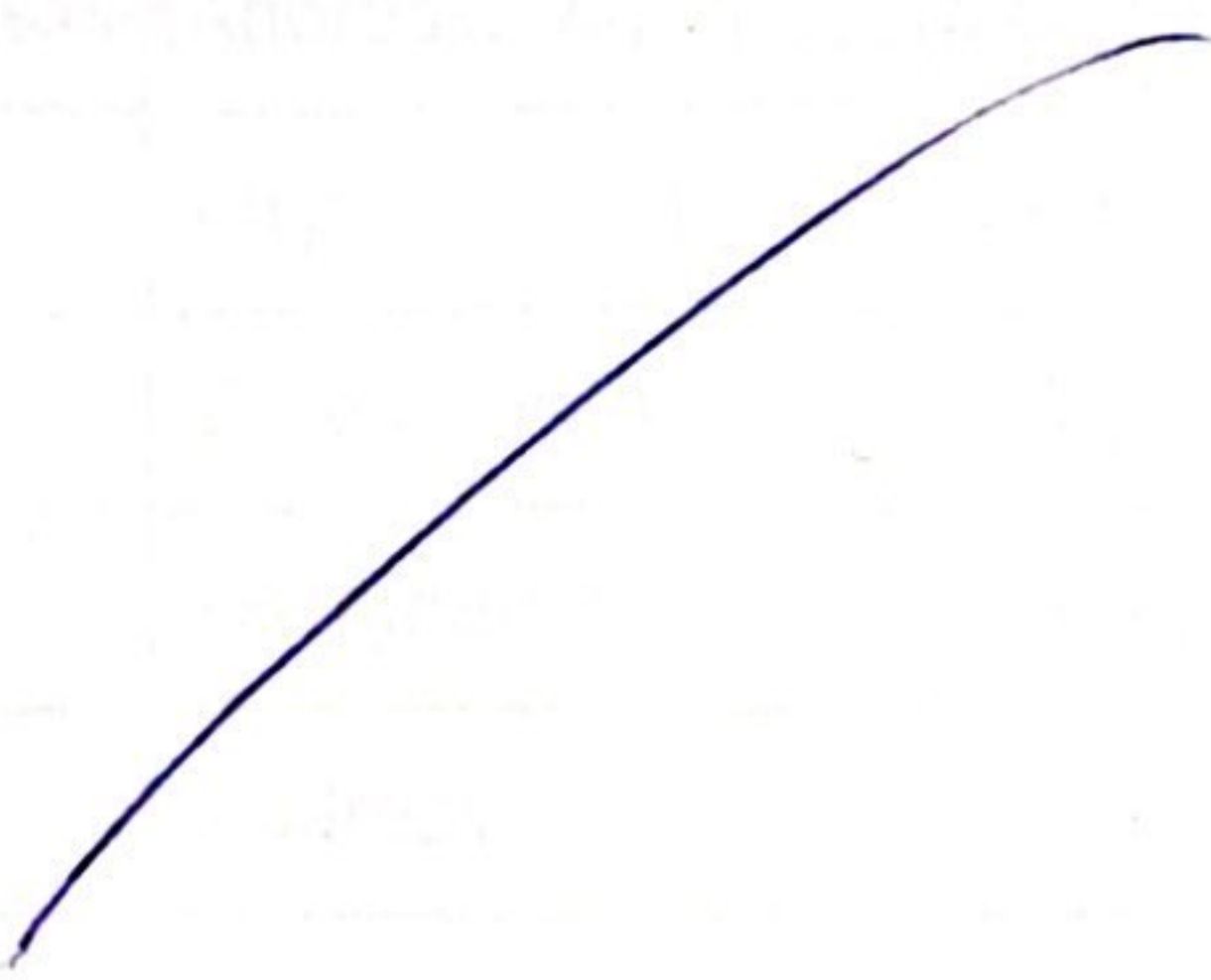
④ KRISHAN KUMAR DANGY.

Certificate Number - 40/CERT/059/2015.

Expiry Date - 26/01/2025.

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>By Considering the SCAB. Criteria in mind. [Assessment tool] Speech, Coordination, Appearance &amp; Behaviour.</p>	<p>Yes / No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <ul style="list-style-type: none"> <li>* Availability of low &amp; 0% drinks</li> <li>* Availability of food [Package Snacks]</li> <li>* Availability of Water and Non-alcoholic drinks.</li> </ul>	<p>Yes / No #.....</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>We follow our training sheet for all the staff members from time to time.</p>	<p>Yes / No #.....</p>
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"> <li>• reduced, by more than a minimal extent, by granting the licence; or</li> <li>• increased, by more than a minimal extent, by the refusal to renew the licence.</li> </ul> <p>We make sure that the premises follows:-</p> <ul style="list-style-type: none"> <li>* Low Volume of Music [Radio]</li> <li>* Making sure that the premises is Clean Inside &amp; Outside. [No Glass etc]</li> </ul>	<p>Yes / No #.....</p>
<p><b>For Licence Renewal Only:</b> 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</p> <p>Terms of condition at present:</p> <p style="text-align: center;">/</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>Yes / No #..... #..... #..... #.....</p>

Full reasons for variation or cancellation:



**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. Refer to Declaration form on page 9.

Yes / 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.

Yes /  No  
#.....

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.

Yes /  No  
#.....

Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.

~~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 off licence, a plan must be provided showing designations and the principal entrance.

Yes / No  
#.....

For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). Not required for renewal unless there have been changes since the last issue or renewal.

~~Yes / No  
#.....~~

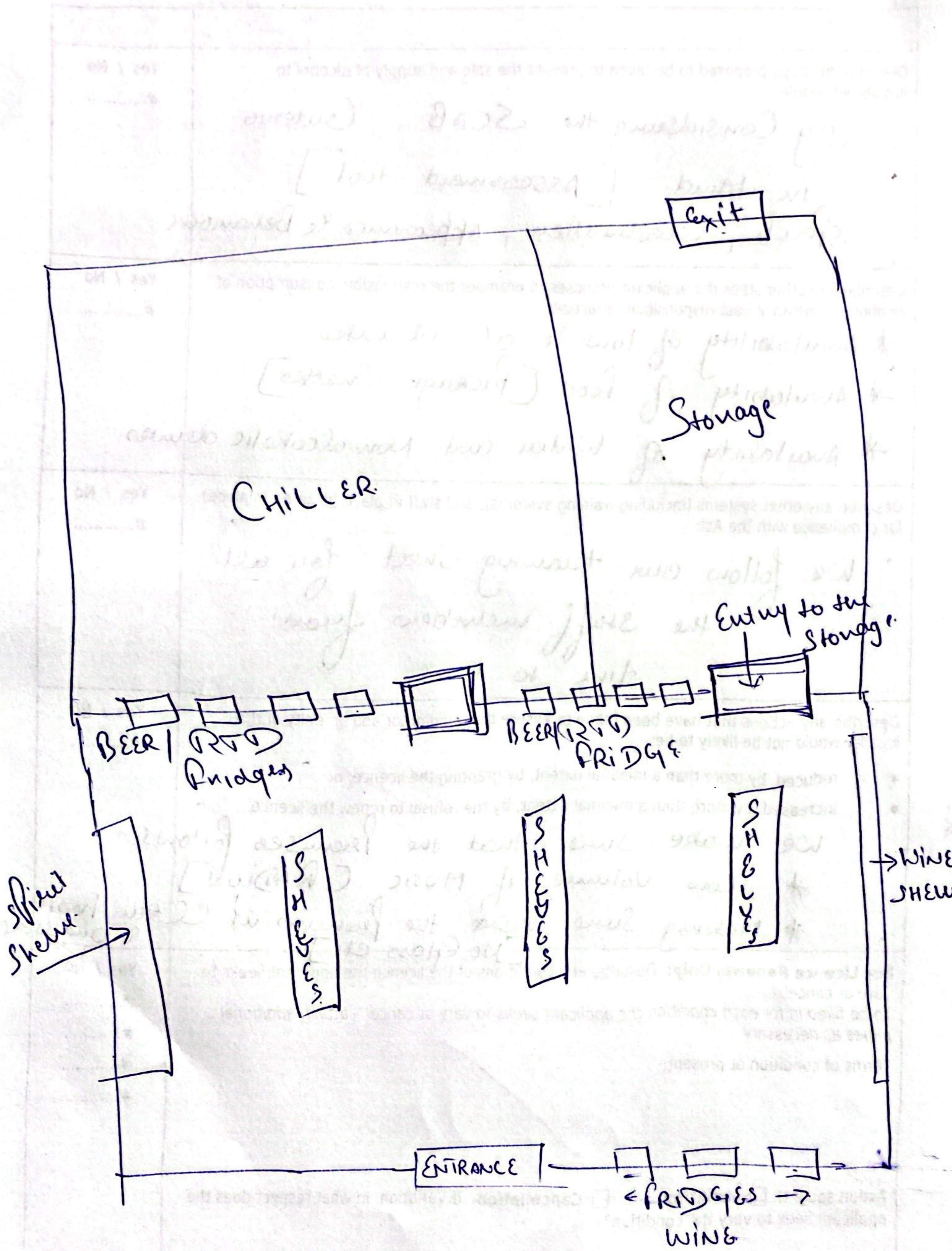
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED.  Yes  No, and if 'Yes' attach a copy.

Yes / No  
#.....

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).

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

Yes /  No





# 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: THIRSTY LIQUOR BOOTLEGGERS PARAPARAUMU

Applicants name: (Individual or Company) Add DANG AND DAUGHTERS LIMITED

Premises address: Add 3 DONOVAN ROAD, KENA KENA SHOPPING COMPLEX, PARAPARAUMU 2159.

Contact phone: Home: Add 042983657 Mobile: Add 02041441059

Contact email: Add Bootleggerliquor@gmail.com

## 2. Fire evacuation scheme

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

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

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

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

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

Statement

I hereby state that (tick one):

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

OR

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

OR

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

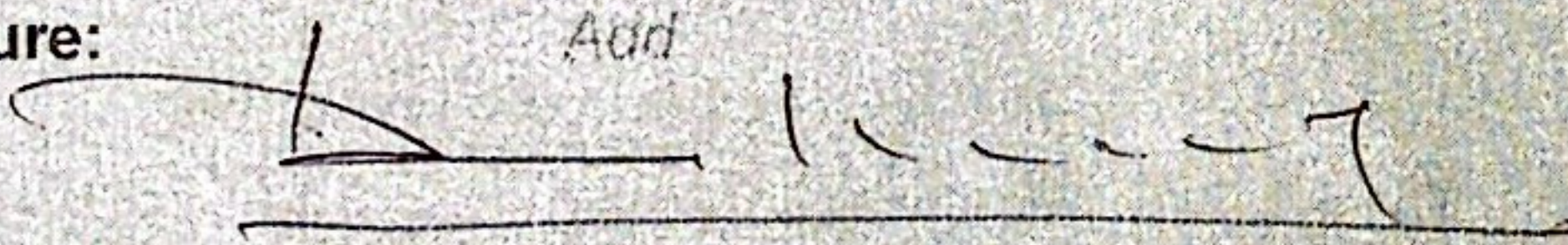
**NOTE:**

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

Name:

KRISHNA DANG

Signature:



Date:

17/6/24

**Submitting applications**

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

**Post to:**

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

**or deliver to:**

Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu

for a renewal unless the lease or ownership arrangements have changed.

#.....

### 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: KRISHAN KUMAR DANGI	Address: 4 PIWAKAWAKA PLACE
Suburb:	City: LEVIN
Postcode: 5510	Date of birth: 12/04/1963
Place of birth: INDIA	Designation: DIRECTOR
Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:
Name:	Address:
Suburb:	City:
Postcode:	Date of birth:
Place of birth:	Designation:

Are additional sheets attached? Yes / No - Doc number #.....

### 20. Further Details where Applicant is a Partnership

Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:

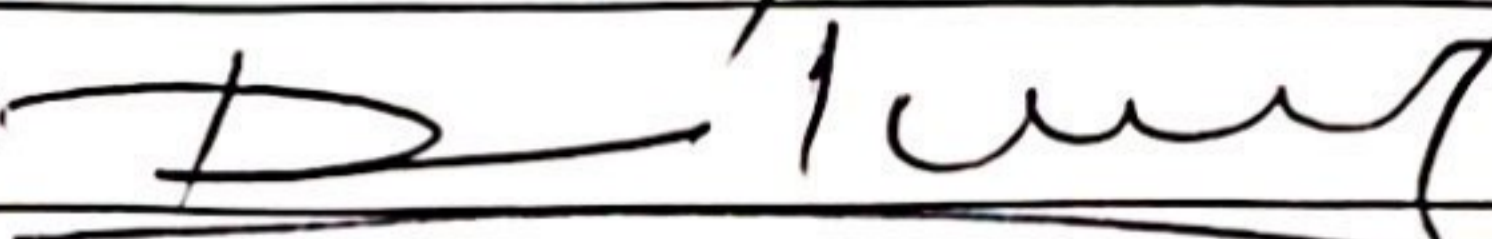
Are additional sheets attached? Yes / No - Doc number #.....

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

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

Name: KRISHAN KUMAR DAAL G

Date: 21/05/2024

Signature: 

Dated at location:

**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 publically 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).



## Guidance for Completing Off-Licence Application/Renewal Form

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

	<b>Managers</b>	<b>attach separately.</b>
<b>16</b>	<b>Business Details</b>	<b>All applicants to complete.</b>
<b>17</b>	<b>Conditions</b>	<b>All applicants to complete.</b>
<b>18</b>	<b>Attachments</b>	<b>All applicants to complete.</b>
<b>19</b>	<b>Further Details where Applicant is a Company</b>	<b>Only complete if private or public company.</b>
<b>20</b>	<b>Further Details where Applicant is a Partnership</b>	<b>Only complete if a partnership.</b>
<b>21</b>	<b>Signature of Applicant</b>	<b>All applicants to complete.</b>

### **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 send 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.

## STAFF TRAINING

EMPLOYEE NAME:

DATE:

**Staff Training:** It is important that you are aware of both your legal obligations and your role in minimising alcohol-related harm. This training will outline your roles and responsibilities, and provide an understanding of basic interventions to help manage the sale and supply of alcohol.

All new staff should undertake basic training before selling alcohol AND that all staff complete refresher training at least annually.

**YOU** have the responsibility to your visitors/patrons around the serving of alcohol safely to minimise alcohol related harm.

**Preventing and Managing Alcohol related harm is one of your most important responsibilities!**

## Your Social / Host Responsibility Policy

Your Social / Host responsibility policy is your companies' strategy on how you will sell and supply alcohol safely and responsibly.

You should be familiar with what your Social / Host responsibility policy says and where it is located.

An alcohol management plan provides more detailed and specific guidelines on how you will achieve the object of your Social / Host responsibility policy and the Sale and Supply of Alcohol Act 2012.

**(Social / Host responsibility policy *MUST BE VISIBLE TO PATRONS AND STAFF* i.e. where customers are served)**

## Your licence

Your licence is an important document. It tells you what **hours you can sell alcohol** as well as any other **conditions** you must follow.

You should know where your licence is located and what information is in it. You should ensure it is current.

**(MUST BE SITUATED AT THE FRONT ENTRANCE OF THE PREMISES)**

## Group Sales

If there is a group of people purchasing alcohol, you must be satisfied that the **entire group is over 18**.

If anyone in the group looks under the age of 25 you should check their ID, even if the person who is buying the alcohol looks over 25.

Employee Initials:



## Minors

### 18? You need proof

It is **illegal** to sell or supply alcohol to anyone who is **under the age of 18 years**.

It's up to the customer to prove they are old enough to buy alcohol or be on your premises. If they can't supply proof, you should **NOT** allow them on the premises.

Many bars, and other outlets now have a house policy of asking for ID if anyone looks under 25 and in this case you should ask for ID every time. Don't be flexible or you could be targeted by minors, as well as the authorities.

If you think the person who you are selling alcohol to is under the age of 25, ask them for ID. The only acceptable forms of identification are:

1. **Current New Zealand Driver's Licence**
2. **HNZ 18+ Card**
3. **A current Passport (any country)**
4. **Kiwi Access card**

The maximum penalty to the person who sells alcohol to a minor is **\$2,000**.

Your duty manager could face a **\$10,000** fine, and the owner of the business could face a **\$10,000** fine if you sell alcohol to a minor.

## LEGAL PARENT OR GUARDIAN

Anyone 18 years or older can enter any licensed premises and buy and drink alcohol, as long as they can provide acceptable proof of age identification such as a driver licence, Hospitality New Zealand (HANZ) 18+ card or passport.

If they are **under 18 years** old and **with** a legal parent or guardian they **CAN'T**:

buy alcohol in a supervised area

**'Legal guardian'** means someone who has been appointed by the Court to be a legal guardian.

The term **DOES NOT INCLUDE**: other family members such as grandparents, uncles, aunts, older brothers or sisters, spouses or partners.

It also **DOES NOT INCLUDE**: sports coaches or any other temporary supervisor.

**Remember:** It is **illegal** for someone to supply alcohol to a minor if they are not a parent or legal guardian without permission.

## Intoxicated persons

It is illegal to sell alcohol to a person who is intoxicated.

Employee Initials:

**ACT EARLY:** It's best to act early. It is far easier and smarter to spot the potential for trouble and limit someone's drinking before they become intoxicated. You'll find that out if you ever try to reason with someone who is intoxicated and have them removed. By acting early, you minimise the embarrassment or potential discomfort to the drinker, to other customers and to yourself

A person is intoxicated when they are affected by alcohol (or drugs) to the point where **two or more** of the following are evident:

**S**peech is impaired

**C**oordination is impaired

**A**pppearance is affected

**B**ehaviour is impaired

**Ques) What happens if an intoxicated person tries to enter the premises?**

**Ans).** Refuse service to anyone who is intoxicated

Ensure intoxicated customers leave the premises

Prevent intoxicated persons from entering premises

Remove violent, quarrelsome, insulting or disorderly customers from the premises

## **Essential records and signage must be maintained for:**

### **Signage that MUST be displayed on all licensed premises:**

**Licence and conditions (All)** – at the principle entry to be read by patrons entering.

**Daily trading hours** – principle entry to be read from the outside.

**Manager on duty (All)** – **prominently** – best by the service areas/bar/reception so the name can be changed easily and not forgotten. (make it a shift change routine)

**Transport options** – prominently.

**Prohibited people (Minors and Intoxicated persons)** – at the **Points of sale**

**HOST RESPONSIBILITY POLICIES** – **SHOULD** be displayed prominently -

### **Essential records:**

**Incidents**, whether significant or not, should be recorded in an incident log (this may be in a diary or note book or use toolkit). Types of incidents that should be recorded include:

1. Minors being found on premises
2. Staff interventions with intoxicated customers
3. Removal of intoxicated customers
4. Attempted purchase by a minor
5. Turning away of minors

Inappropriate behaviour by customers, fights, accidents, drug use, damage, theft

Employee Initials:

## Health & Safety

**Objective:**

To ensure all staff members are properly educated in a clear concise manner in the proper usage of equipment and techniques to reduce and otherwise minimize the risks they are exposed to.

**Safe Lifting:**

Bend your knees, Hug the load, Avoid twisting

**Proper operation of the pallet jack:**

Note: this is a safety guide line only, all staff are already been shown and trained on how to operate the pallet jack in a safe manner. If you have any further queries then kindly email GAGAN.

**Proper Shoes must be worn at all times.**

No slippers are allowed at any times.

### Kindly write down the below mentioned sentence 5 times:

" I WILL CHECK THE ID OF CUSTOMER WHO LOOKS UNDER THE AGE OF 30YO"

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Employee/Duty Manager Signature: \_\_\_\_\_

Employee Initials: