

off 639

\$ 1306.50

APPLICATION FOR OFF-LICENCE C RENEWAL OF OFF-LICENCE

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

Send or deliver your application to:

The Secretary
District Licensing Committee
Kāpiti Coast District Council
Private Bag 60601, Paraparaumu 5254
175 Rimu Road, Paraparaumu 5032
Telephone (04) 296 4700 Toll Free: 0800 486 486

Received with thanks by
KAPITI COAST DISTRICT COUNCIL
11-07-24 12:57 *COPY COPY*700650
DR OFF639
TRAN VU LIMITED -2,317.50
Tran Vu Limited::Waikanae Beach Four Sq
CQ EFT
Tran Vu Limited 2,317.50
File #
11 JUL 2024
By *Ane* Time 12:...

WAIKANAE BEACH FOUR SQUARE -
28 TUTERE STREET- WAIKANAE BEACH
WELLINGTON-5036

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		
<input type="checkbox"/> New Off-Licence	<input checked="" type="checkbox"/> Renewal of Off-Licence Licence number: 45/OFF/063/2021	<input checked="" type="checkbox"/> Renewal of Off-Licence with variation of conditions Licence number:
2. Endorsements		
Tick the appropriate box if you want an endorsed licence only		
<input type="checkbox"/> Auctioneer	<input type="checkbox"/> Remote Sales	
3. Details of Applicant		
Full legal name or names to be on licence (if a company, must be a company name): Tran Vu Ltd- T/A Waikanae Beach Four Square		

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

OFF LICENCE

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

- Natural person(s) Private Company
- Body Corporate Public Company
- Partnership Other (please specify).....

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

Full legal name:
Any aliases (and/or maiden name):

Usual residential address:		
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: Thuy Vu	Designation/Position: Owner/Operator
Telephone: 04 293 5592	Email: quochuy@xtra.co.nz
Mobile: 022 1725 420	Preferred mode of contact: Tel/Mobile or email

8. Postal Address for Service

Number/Street/PO Box: 28 Tutere	Suburb: Waikanae Beach
City: Wellington	Postcode: 5036

9. Business Details

Grocery 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:

Thuy Vu: Owner/Operator

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

Authorised capital: Nil	Paid up capital: \$100
Name: Tran Vu Ltd	Address: Street number: 28
Street: Tutere Street	Suburb: Waikanae Beach
City: Wellington	Postcode: 5036
Date of birth: 20.05.2011	Place of birth: New Zealand
Designation:	Face value of shares held: \$100

13. For a Partnership

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

14. Details of Premises

Address: Number 28		Street: Tutere	
Suburb: Waikanae Beach		City: Kapiti- Wellington	Postcode: 5036
Trading Name: Waikanae Beach Four Square			
If not Owned by Applicant:			
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>			
Full legal name of owner:			
Address: Number		Street:	
Suburb:		City:	Postcode:
Type: <i>state whether grocery, hotel, retail shop (other than grocery), or tavern</i>			
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No , and if "Yes", state details:			

15. Details of Duty Manager(s)/Proposed Manager(s) *If more than two certified managers please attach details separately*

1. Full legal name: Nicholas Bernard Robben	
Number of manager's certificate: 45/CERT/1053/2022	Expiry Date: 14/12/2026
2. Full legal name: Thuy Vu	
Number of manager's certificate: 45/CERT/268/2015	Expiry Date: 6 July 2024

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).*

Grocery Store

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.

Produce, fresh meat, drink, chicken and chips, bread, tobacco, grocery, hardware, milk, deli, bakery, ice-cream, sandwiches, wine, food to go.

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

Monday to Sunday: 7am to 10pm

No liquor sale is to be sold on:

-Good Friday, Easter Sunday, Christmas Day, or on before 1pm on Anzac Day

17. Conditions

Doc attached?
Number.

- 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 '#.....'

Describe experience and training of applicant:

1. DVD Liquor training
2. Completion of LCQ in June 2011
3. Completion of LCQ Bridging test
4. Supervisor compliance test
5. Liquor Training Assessment
6. Online Restricted Product Sales
7. ONLINE VIDEO TRAINING
8. SALE OF LIQUOR ACT

Yes / No
#.....

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:

1. Be alert and proactive
2. Stand your ground
3. Be assertive and refuse to serve
4. Keep control of the situation and call for assistance if necessary
5. Remove them from the store and call police

Yes / No
#.....

<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p>	<p>Yes / No #.....</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <ol style="list-style-type: none"> 1. ONLINE VIDEO Liquor training 2. Supervisor compliance test 3. Operator compliance test 4. Liquor Training Assessment 5. Online Restricted Product Sales 6. Sale of liquor policy sign on for every shift 7. ID sign 8. Date of birth- key in POS 9. Restricted Product Sales SIGN before shift start 	<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"> • reduced, by more than a minimal extent, by granting the licence; or • increased, by more than a minimal extent, by the refusal to renew the licence. <p>The liquor is in our store is located into SINGLE AREA and that complies with the new regulations, as customers don't have to go into or through liquor to shop. We also won't be increasing the size of the liquor area. The shop is bigger, increasing in the food and grocery area for customer got more choices of their needs but do not increasing the liquor area.</p>	<p>Yes / No #.....</p>
<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i> Terms of condition at present:</p> <p>N/A</p>	<p>Yes / No #..... #..... #..... #.....</p>

Action sought: D **Variation** D **Cancellation**. If Variation, in what respect does the applicant seek to vary the condition?

Full reasons for variation.

You will see in the previous picture supplied that the outlined "red" area is our approved Duty Manager area.

Next you will see an area we have outlined at the back of the STOREROOM and PREP ROOM.

This is where all the ticketing for the store is done, price checking, printing labels, price changing on the computer as indicated. Right beside this computer is a 16-screen surveillance monitor, and a buzzer system.

Example: If the staff have LCQ or not and require assistance for any reason they push the buzzer at the checkout, we hear it in the new applied for variation area. We then proceed to the counter.

Now proof of this is when our staff stupidly supplied alcohol to a minor and then the police walked in, he pushed the buzzer and a duty manager proceeded to the checkout.

If a Duty manager is in the PREP ROOM or the STOREROOM they cannot see the checkout, which is approved by council, and in fact if you're anywhere on the inside perimeter of the store you cannot see the checkouts that well.

So we are requesting an additional area, as an improvement because the shop is fully monitored in this area, if and when the Duty manager has to go to the ticketing area. We trust you can see common sense and an improvement.

We are a small store which runs completely different to the bigger stores. We do not have the funds for an extra duty manager to be in the defined red area. But thankfully we have been approved for another two of our staff to become duty managers on their respective shifts.

18 Attachments	Doc attached? Number.
<p><i>When including attachments please number the hard copies, and in the first column circle 'Yes' box and write the document number on '#'</i></p>	
<p>A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. <i>Refer to Declaration form on page 9.</i></p>	<p>Yes / No #.....</p>
<p>Please attach certificate to show that proposed use meets the requirements of the Resource Management Act 1991. <i>Not required for renewal unless the business activity or type has changed since the last version.</i></p>	<p>Yes / No #.....</p>
<p>Copy of Building Compliance Certificate. Please attach certificate to show that the premises meet the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i></p>	<p>Yes / No #.....</p>
<p>Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.</p>	<p>Yes / No #.....</p>

<p>Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts.</p>	<p>Yes / No #.....</p>
<p>Where the premises are a bottle store or tavern off licence, a plan must be provided showing designations and the principal entrance.</p>	<p>Yes / No #.....</p>
<p>For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless there have been changes since the last issue or renewal.</i></p>	<p>Yes / No #.....</p>
<p>Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input type="checkbox"/> Yes D 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 <i>HPA and the Ministry of Justice websites for more information</i>).</p>	<p>Yes / No #.....</p>

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.*

Yes / 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.

Name: Thuy vu	Address: 28 Tutere	
Suburb: Waikanae Beach	City: Kapiti- Wellington	
Postcode: 5036	Date of birth: 09.01.1975	
Place of birth: Sai Gon- Viet Nam	Designation:	
Name: Nicholas Bernard Robben	Address: 28 Tutere	
Suburb: Waikanae Beach	City: Kapiti- Wellington	
Postcode: 5036	Date of birth: 08.01.1965	
Place of birth: New Zealand	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 #.....

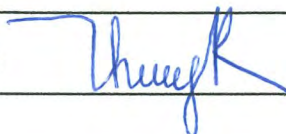
21. Signature of Applicant (this must be signed by applicant not their agent)

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: **Thuy Vu**

Date: **05.07.2024**

Signature:



Dated at location: **Waikanae beach Four Square**

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).
- 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	
<input type="checkbox"/> Very Low	<input type="checkbox"/> High
<input type="checkbox"/> Low	<input type="checkbox"/> Very High
<input type="checkbox"/> Medium	
Application Fee Payable: \$ _____	Signature of Licensing Inspector _____
Name of Licensing Inspector _____	Date: _____

DECLARATION OF EVACUATION SCHEME

To be used with applications for New, or Renewal of, On, Off and Club Alcohol Licences

(Sale and Supply of Alcohol Act 2012 sections 100 & 127)

Licence number:	45/OFF/063/2021
For premises known as:	WAIKANAE BEACH FOUR SQUARE
Located at:	28 TUTERE STREET, WAIKANAE BEACH

I, (applicant)THUY VU..... *(please print)*

Herewith state that: *(Please delete whichever does not apply)*

(i) 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

(ii) Because of the buildings current use, the owner is not required to provide and maintain such a scheme.

OR

(iii) Because of the nature of the building, its owner is exempt from the requirement to provide such a scheme.

Signed:..... (applicant)

Date: 05.07.2024.....

Please include this declaration with your application for forwarding to NZ Fire Service.

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Signed:

Name: Thuy Vy (please print)

Date: 05-07-2024

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	Who should complete which fields
2	Endorsements	All applicants to complete. Only complete if you are <u>only</u> seeking a licence for use as an Auctioneer, or for remote sales (the 'sale for delivery', or 'sales from a distance').
3	Details of Applicant	All applicants to complete. If a company takes profits 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 <u>not</u> a Natural Person(s)	Only complete if applicant is a body corporate, partnership, private company or public company.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example supermarket/ bottlestore/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 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.

10 July 2024

Waikanae Beach 4 Square

To whom it may concern

We would like to submit a proposal of an extension to our current shop floor area where a duty manager is required to be within while performing their duties.

This extension is highlighted in green on the existing floor plan. You will see by the accompanying photos, that this area of the shop is an integral part of running this business.

(This is not our office; our shop office is upstairs).

In this area it has our ticketing and price checking, price changing computer, ticket printing printers, split screen monitor for viewing all aspects of the shop or if and when needed to select the Beer and Wine Isle or customer service area.

From the split screen monitor the duty manager can actually see more than if they were in the storeroom, the kitchen or doing duties at the back of the shop in the Milk, Dairy Case, Meats area.

When we do pricing or ticketing in the new proposed area it is for minutes at a time, hence we have a full screen monitor to view the restricted areas.

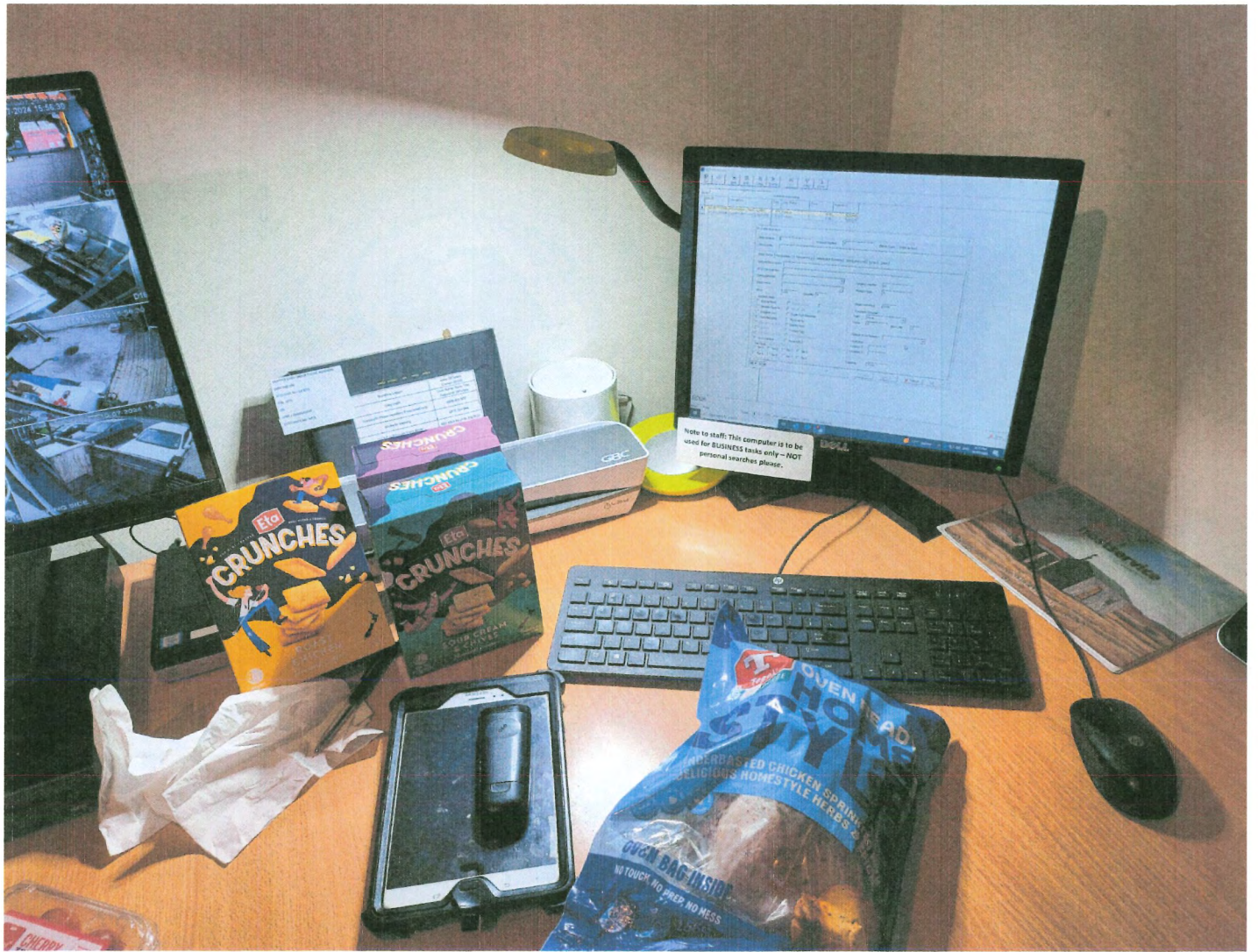
To run alongside this new proposal, we have put in place a new shop rule, that all staff that do not have LCQ are not authorised to sell liquor, they have to use the buzzer to get the attention of the shop floor Duty Manager. If the shop floor Duty Manager is not in the already approved "red" area and so happens to be in the ticketing area for a few minutes they will hear the buzzer, obviously having an eye on the monitor and attend to the buzzer request, It just so happens that the buzzer receiver is located in the new proposed area.

We trust that you can view this area as an integral part of operating this business and see the sense that our proposal is very workable.

We are been proactive in recruiting the right kind of staff to become Duty Managers.

Kind Regards

Thuy & Nick

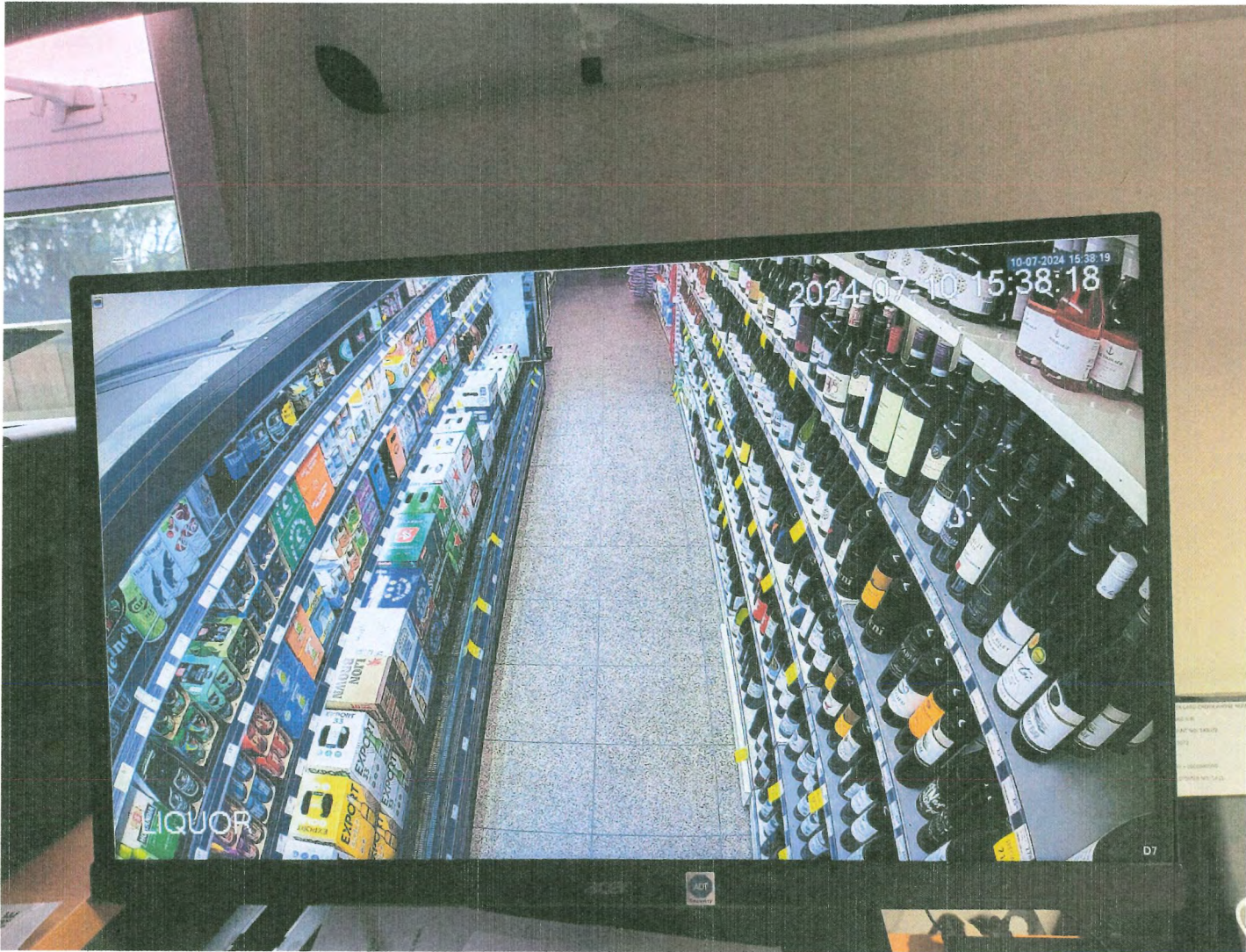












LIQUOR

2024-07-10 15:38:18

10-07-2024 15:38:19

D7

ADT



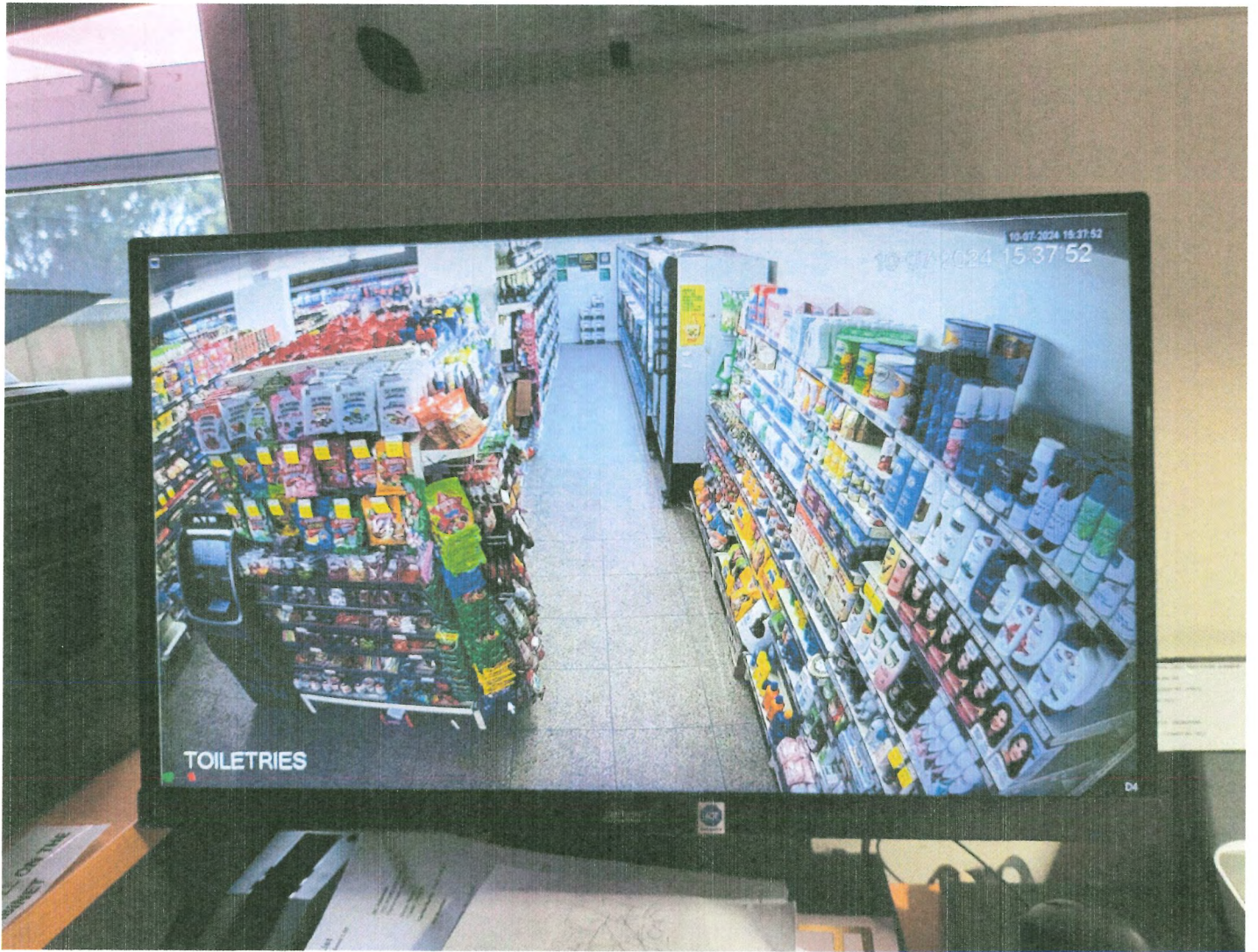
10-07-2024 15:38:01

POS

ACER

ACT





Mystery Shopper Liquor Sale Review



Name: Mystery Shopper
Liquor Sale Review -
Thomas
Creator: 1Place Super User
Creation Date: 5/12/2023
Due Date: 5/12/2023
Template: Mystery Shopper
Liquor Sale Review
Version: 1.2

Store: Four Square - Waikanae Beach

MYSTERY SHOP DETAILS

Q1. Date and time 5/12/2023 14:04:39

Q2. Mystery shopper Thomas

CHECKOUT NUMBER

Q1. Checkout number 2

Q2. Checkout operator name Male- 18-23 years old, black bucket hat, blue eyes, tall stature

Q3. Did the checkout operator make eye contact? Yes

Q4. Did the checkout operator give you an appropriate greeting? Yes

Q5. Were you asked for appropriate ID? Yes

Q6. Did you offer a polite challenge? Yes

Q7. Was a supervisor called? If yes - please comment No

PURCHASE DETAILS

Q1. Did you purchase alcohol? No

Q2. Correct restricted item signage displayed? Yes

Proof of purchase - attach photo of receipt

ADDITIONAL SUPPORT COMMENTS AND FEEDBACK

Q1. Additional Support Comments and Feedback

CONFIRMATION

Q1. I hereby certify that this is an accurate and complete interview, taken in accordance with my instructions:

A handwritten signature in black ink, appearing to be 'J. M. [unclear]', written over a horizontal line.

Restricted Products Sale & Audit Policy.

Foodstuffs North Island Limited (Foodstuffs) is committed to the sale of alcohol, tobacco and vaping products (Restricted Products) in a socially responsible manner and in accordance with all applicable laws.

This Policy and the Foodstuffs Restricted Products Audit Programme (Audit Programme) is designed to support, inform, and remind Foodstuffs Members of the need to ensure that stores are operated strictly in accordance with the Sale and Supply of Alcohol Act 2012 and the Smokefree Environments and Regulated Products Act 1990 (Acts), with particular regard to when the sale or delivery of a Restricted Product involves a customer who may be under the legal age for purchasing that product.

The Policy document is owned by the General Manager Membership & Property.

Policy and Audit Programme

Foodstuffs' policy is that stores must require all checkout or online delivery staff to ask any customer purchasing a Restricted Product, who appears to be 25 years of age or under, to show approved photographic evidence of age identification, prior to purchasing or acceptance of a delivery, which proves the customer's age is 18 years or older.

Approved photographic evidence of age documentation means any current passport, driver's licence or Hospitality New Zealand card that complies with regulation 5 of the Sale and Supply of Alcohol Regulations 2013 (appropriate identification).

As well as assisting Members with ongoing compliance with the Acts, the Audit Programme evidences Foodstuffs' commitment to selling Restricted Products in a socially responsible manner and can also be provided as 'due diligence' to any interested party or regulatory authority if called upon.

Foodstuffs will always seek to obtain a 100% pass rate for Restricted Product audits.

For the avoidance of doubt, it is the responsibility of Foodstuffs Members to ensure their sales and operations comply with the Acts.

'Mystery shoppers' aged 18 to 20 will visit each Foodstuffs Member store at least four times a year where they will attempt to purchase a Restricted Product. The mystery shoppers are required to follow a set procedure designed to 'test' the stores compliance to Foodstuffs' policy that all customers purchasing or accepting a Restricted Product, who appear to be under the age of 25, are required to provide appropriate identification. Member stores providing an online service will be randomly tested to ensure that the mystery shopper receiving the delivery is required to provide appropriate identification prior to accepting the delivery which will include a Restricted Product.

Reporting

The mystery shoppers are required, upon leaving a store or after accepting delivery of a Restricted Product, to complete a detailed Restricted Sale Audit report that captures key information about their attempted purchase or delivery including the store name, whether the purchase or delivery was successfully made without needing to provide appropriate identification, date and time of the audit, name of the delivery person, checkout operator and supervisor, lane number and (where possible) the display of certification and signage required by the Acts (such as current liquor licence certificate, duty manager details and purchase age (R18) POS posters (Under 25 and ID posters)).

A store will be deemed to have failed an audit if a mystery shopper:

- was able to accept an online delivery, which included a Restricted Product, without being asked to show appropriate identification evidencing the mystery shopper's age; or
- was able to purchase instore a Restricted Product without being asked to show appropriate identification evidencing the mystery shopper's age; or
- was asked and did not produce the required appropriate identification but still managed to purchase a Restricted Product; or
- was asked and did not produce the required appropriate identification and the purchase of a Restricted Product was made by a second mystery shopper who showed the required appropriate identification, but it was clear that the purchase was made by the second mystery shopper on behalf of the first mystery shopper.

The results of an individual store's Restricted Products Audit will be made available to the relevant Member within five working days of the audit; this is however dependant on the Mystery Shoppers being able to return to the office in this time.

The Foodstuffs Regulatory Manager will produce a summary report following the completion of each service detailing the results of the Restricted Products Audits undertaken in that month. The report will be provided to all Members, the PAK'nSAVE, New World, Four Square and Gilmours Group Managers and the General Manager Membership & Property.

The results of the Restricted Products Audits undertaken since the last Board Meeting will be included in Legal report to the Board.

Audit Failure

If a Member fails a Restricted Products Audit then the relevant Member will be charged \$500, as a contribution towards the costs of the Audit Programme by Foodstuffs. Store procedures and systems will be reviewed and additional Foodstuffs' training relating to Restricted Product sales may be required.

If a Member fails a Restricted Products Audit twice within a twelve-month rolling period, then the relevant Member will face a further cost contribution of \$5,000 other than Four Square stores which will be \$2,000 and an additional training on Restricted Product sales will be required.

If a Member fails a Restricted Products Audit three times within a twelve-month rolling period, then the Members performance will be reported to the Board and the Board will discuss the appropriate action that will be taken by Foodstuffs. Actions may include:

- A cost contribution of \$10,000 other than Four Square stores which will be \$5,000.

- A final written warning from the Chief Executive Officer that any further failure within the next twelve months may result in the termination of the Member's Franchise Agreement.
- Foodstuffs ceasing to supply alcohol or tobacco to the Member for a period of two weeks.
- Requiring a manager to be placed into the store to oversee its operation.
- Requiring the owner/operator and all relevant staff to complete training to Foodstuffs' satisfaction.

Should a Member fail a fourth Restricted Products Audit whilst or prior to the third failure being reviewed by the Board then this failure will be reviewed simultaneously together with the third. Actions will be consistent with a third failure with the exception that the relevant Member will face a further cost contribution of \$20,000 other than Four Square which will be \$10,000.

Members should note that they are not in any circumstances permitted to pass on these cost contributions to any employee.

For the avoidance of doubt, failure of an external Police or liquor licensing audit counts as if it was a failure of an internal audit for the purposes of this section.

External Audits

Foodstuffs takes any Member store failure to comply with an alcohol, vaping or tobacco audit or controlled purchase operation (CPO audit) undertaken by an external regulatory agency, such as the Police or liquor licensing inspectors, very seriously. If a store is subject to an external CPO audit the Member must notify the Regulatory Services Manager as soon as possible regardless of whether the store passed or failed the audit. In addition to the above consequences, if the store fails an external CPO audit, then the matter will be referred to the Board to decide the appropriate action to be undertaken in relation to the Member. The Board will consider the Member's performance in relation to past internal alcohol, vaping and/or tobacco audits and may take any action it sees fit including:

- A written warning indicating a serious breach of the Franchise Agreement.
- A possible cost contribution in line with the above audit failure criteria and dependent on the outcome of the sanction handed out by the authorities.
- The need for Foodstuffs to cease the supply of alcohol, vaping products or tobacco to the Member for a set period will also be influenced by the outcome as referred to above.
- Termination of the Member's Franchise Agreement.
- Requiring a manager to be placed into the store to oversee its operation.
- Requiring the owner/operator and all staff to complete training to Foodstuffs' satisfaction.

Funding

Funding for the mystery shopping costs incurred in the Audit Programme will be met by the contributions payable by non-complying Members with any shortfall funded by Foodstuffs.

Questions

The Foodstuffs Regulatory Manager will administer this Policy and any questions about this Policy should be directed to him/her.

Review Period

This Policy will be reviewed every two years.

Approved by the Board: 7 December 2022

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

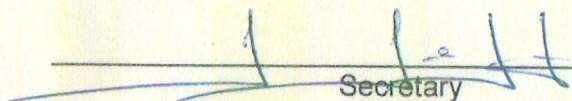
Section 226, Sale and Supply of Alcohol Act 2012

THUY VU

Your manager's certificate **45/CERT/268/2015** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **6 July 2024** unless again renewed.

Dated at Paraparaumu on 2 June 2021


Secretary
Kapiti Coast District Licensing Committee



Note: This certificate replaces certificate number 45/CERT/268/2015 issued on 21 May 2018 at Paraparaumu by the Kapiti Coast District Licensing Committee



GROWING TALENT
IN NZ HOSPITALITY

THIS IS TO CERTIFY THAT

Vu Thuy

has gained the

Licence Controller Qualification

Incorporating the following NZQA unit standards

- 4646 Demonstrate knowledge of the Sale of Liquor Act 1989 and its implications for licensed premises
- 16705 Demonstrate knowledge of Host Responsibility requirements as a duty manager of licensed premises

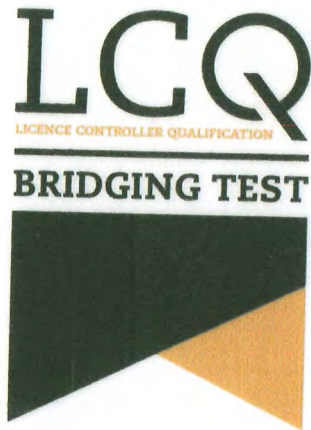
Tuesday, 28 June 2011

Date of issue:

A handwritten signature in black ink, appearing to be 'S. M. [unclear]', written over a horizontal line.

Chief Executive

HOSPITALITY STANDARDS INSTITUTE, NEW ZEALAND



Completion Certificate

This is to certify that

Vu Thuy

has successfully completed the

**Licence Controller Qualification
Bridging Test**

on

12 February 2014

This certificate is awarded in recognition of the recipient completing the LCO Bridging Test, which covers the Sale and Supply of Alcohol Act (2012) for holders of an LCO Certificate awarded under the repealed Sale of Liquor Act (1989). This certificate does not replace the Licence Controller Qualification (LCQ) or verify the completion of NZQA unit standards. The Completion Certificate should be presented along with a corresponding LCO Certificate for the application of the Manager's Certificate.

Certificate No: 105914

A handwritten signature in black ink, appearing to be 'D. Minchington', written over a white background.

Dean Minchington
Chief Executive Officer
ServiceIQ (Service Skills Institute)

Service IQ
SMARTER PEOPLE FOR
SMARTER BUSINESSES

A vertical rectangular graphic element on the right side of the page. It is black with a white 'IQ' logo inside. The bottom right corner of the rectangle is cut off by a diagonal line, revealing an orange background underneath.



foodstuffs NORTH
ISLAND

Certificate of Achievement

is hereby granted to

Thuy Vu

to certify the completion of

Restricted Product Sales & Delivery

Granted: 24-Feb-2021



Licence Controller Qualification

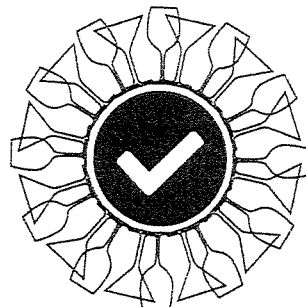
Innovative Hospitality certifies that on the 18th of
September 2023

Teana Maree Jackson

Gained the following NZQA Unit Standards and
was granted this certificate.

4646 v10 Demonstrate knowledge of the Sale and
Supply of Alcohol Act 2012 and its
implications for licensed premises

16705 v6 Demonstrate knowledge of Host
Responsibility Requirements as a duty
manager of licensed premises.



Sarah J. Thompson

Director Innovative Hospitality

NZQA Provider 8357

Certificate No: I221428

Licence Controller

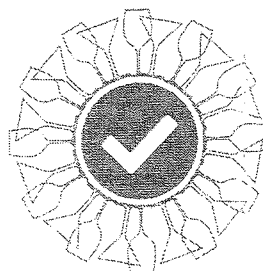
Innovative Hospitality certifies that on the
28th May of 2024

Rebecca Le Squire

Gained the following NZQA Unit Standards and was granted this certificate.

4646 V11 Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises.

16705 V7 Demonstrate knowledge of Host Responsibility Requirements as a duty manager of licensed premises.



Sarah J Thompson

Director Innovative Hospitality

NZQA Provider 8357

Certificate No: 1240456

Licence Controller Qualification

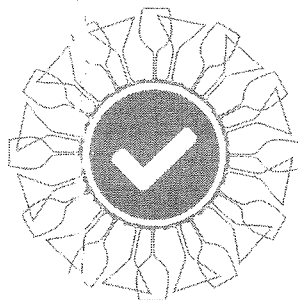
Innovative Hospitality certifies that on the 3rd of
October 2023

Amy Rebecca Peter

Gained the following NZQA Unit Standards and
was granted this certificate.

4646 v10 Demonstrate knowledge of the Sale and
Supply of Alcohol Act 2012 and its
implications for licensed premises

16705 v6 Demonstrate knowledge of Host
Responsibility Requirements as a duty
manager of licensed premises.



Sarah J Thompson

Director Innovative Hospitality

NZQA Provider 8357

Certificate No: I221475

Jason Jackson

Has completed The Learning Place's

Licence Controller Qualification Course

Date: 16 Feb 2022

Unique ID Number: 185151

Achieving the following NZQA Unit Standards:

Unit 4646 V10 Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises

Unit 16705 V6 Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises

inspire • learn • grow



Piet van de Klundert

Director/Kaiarihi
The Learning Place
NZQA Provider 7982



0800 800 415

www.thelearningplace.co.nz

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

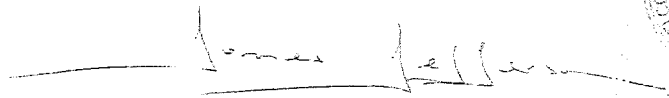
Section 226, Sale and Supply of Alcohol Act 2012

NICHOLAS BERNARD ROIBEN

Your manager's certificate **45/CERT/1053/2022** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **14 December 2026** unless again renewed.

Dated at Paraparaumu on 04 December 2023.



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number **45/CERT/1053/2022** issued on 14 December 2022 at Paraparaumu by the Kapiti Coast District Licensing Committee.

Licence Controller Qualification

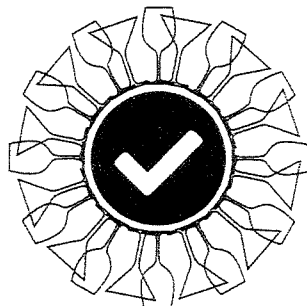
Innovative Hospitality certifies that on the
13 September 2022

Nicholas Bernard Robben

Gained the following NZQA Unit Standards and
was granted this certificate.

4646 v10 Demonstrate knowledge of the Sale and
Supply of Alcohol Act 2012 and its
implications for licensed premises

16705 v6 Demonstrate knowledge of Host
Responsibility Requirements as a duty
manager of licensed premises.



Sarah J Thompson

Director Innovative Hospitality

NZQA Provider 8357

Certificate No: I22456

Licence Controller Qualification

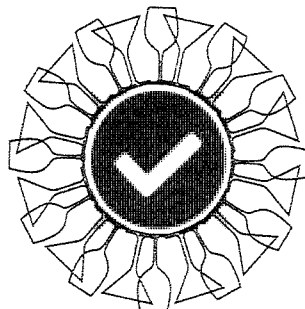
Innovative Hospitality certifies that on the 18th of
September 2023

Max Oliver Piripiri Quinn

Gained the following NZQA Unit Standards and
was granted this certificate.

4646 v10 Demonstrate knowledge of the Sale and
Supply of Alcohol Act 2012 and its
implications for licensed premises

16705 v6 Demonstrate knowledge of Host
Responsibility Requirements as a duty
manager of licensed premises.



Sarah J. Thompson

Director Innovative Hospitality

NZQA Provider 8357

Certificate No: I221420

Licence Controller Qualification

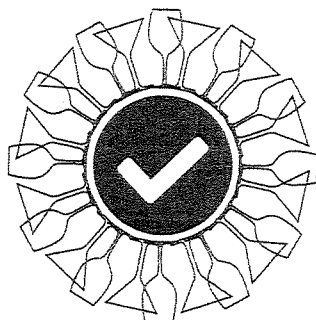
Innovative Hospitality certifies that on the 21st of
June 2023

Catherine Claire Schwabe

Gained the following NZQA Unit Standards and
was granted this certificate.

4646 v10 Demonstrate knowledge of the Sale and
Supply of Alcohol Act 2012 and its
implications for licensed premises

16705 v6 Demonstrate knowledge of Host
Responsibility Requirements as a duty
manager of licensed premises.



Sarah J. Thompson

Director Innovative Hospitality

NZQA Provider 8357

Certificate No: I221158



This certifies that

Thuy Vu

Has successfully completed the Retail Management Programme (RMP)
through New Zealand Lotteries on

01.08.2011/- 03.08.2011

A handwritten signature in black ink, appearing to read "Chris Lyman".

Chris Lyman
General Manager Retail Sales

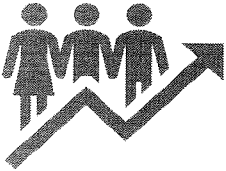
A handwritten signature in black ink, appearing to read "L. Chen".

Facilitator

**RMP
COURSE**

Sales Trend Report

Liquor Sales Assessment



Foodstuffs North Island. Postal: DX Box CX 15021, P. +64 9 621 0600
Physical: 35 Landing Drive, Mangere, Auckland 2022. F. +64 9 621 0601
Mangere, Auckland 2022. foodstuffs.co.nz

foodstuffs
NORTH
ISLAND

Statement of Annual Sales Revenue

Name of Store: Waikanae Beach Four Square (Tran Vu Limited)

Gross Sales Revenue for the 52 Week period from Jun 23 to Jun 24 by category

Categories	Sales (\$)	Sales (%)
Food Products	\$ 631,383.28	23.24%
Convenience Foods	\$ 407,164.85	14.99%
Alcohol	\$ 523,229.82	19.26%
Tobacco Sales Excl. Excise Tax*	\$ 112,779.80	4.15%
Other revenue	\$ 1,042,444.46	38.37%
Total Sales Excl. Tobacco Excise Tax	\$ 2,717,002.21	100.00%

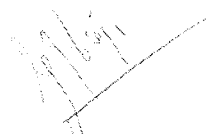
Tobacco Sales Calculation	Sales (\$)
Total Tobacco Sales	\$ 417,445.59
Excise Tax*	\$ 304,665.79
Tobacco Sales Excl. Excise Tax*	\$ 112,779.80

The above figures are exclusive of GST and after deduction of all revenue from the sales of Lotto, Keno, Instant Kiwi or any other New Zealand Lottery promoted by the New Zealand Lotteries Commission.

*Tobacco Excise Tax rates have been calculated and removed from total tobacco sales based on information provided by suppliers on a per item basis.

I verify that the figures above including excise tax correctly reflect the sales for the above stated period, and excise tax has been calculated as stated above.

Signed:



Name:

Gev Daji

Designation:

Chartered Accountant (CA ANZ)

Date:

9/07/2024

Operation of the business

Waikanae Beach Four Square is a grocery store which has been granted membership as a franchisee of Foodstuffs North Island Limited (**Foodstuffs**). We are open from 6.30am – 9pm and sell a variety of grocery products and merchandise.

Because Waikanae Beach Four Square is a grocery store and we sell a variety of groceries and merchandise, our target market is the everyday consumer shopping for household items. The majority of alcohol sold in our grocery store is purchased as part of a customer's main order shop.

Licensee experience and involvement

We have been in the grocery industry for the past 20 years, and in those past 20 years, we have sold liquor. We've also completed the Liquor Assessment, had the DVD training, are supported from Foodstuffs as responsible liquor suppliers, and hold Manager's Certificates. Because of this, we are well educated in the liquor legislation.

Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people

To prevent the sale and supply of alcohol to prohibited people, we have the following systems in place to ensure that alcohol is not sold to minors or people who are intoxicated:

1. My staff will check the identification of everyone who looks under 25 years of age.
2. We only accept all valid passport, NZ drivers licence and Kiwi Access card to purchase alcohol.
3. We will refuse to sell alcohol if identification cannot be produced.
4. If a customer is buying in a group, and one (or more) of that group looks under 25, we will refuse to sell alcohol unless all members of the group can produce identification.
5. Any person who appears intoxicated will be refused the sale of alcohol. We assess intoxication by observing appearance, behaviour, co-ordination or speech. If any of these seem impaired by alcohol, drugs or other substances then checkout staff will refuse the sale of alcohol.

Other systems in place to promote the responsible consumption of alcohol

The following systems have been put in place to ensure that my store is a responsible retailer of alcohol:

1. The store's point of sale system will be restricted by Foodstuffs so that sales of alcohol cannot occur outside liquor licence hours.
2. The store only sells beer and wine. We do not sell spirits or RTDs.

The nature of our business means that the risk that the operation of our business contributes to unrest as a result of alcohol sales at our store is low. As mentioned above, the majority of alcohol purchased is part of a normal grocery shop and is intended to be consumed at home. Also we do not sell RTD's or spirits which I believe are the main contributors to vandalism and unrest in the community.

Because our store is only open for limited hours (14) the likelihood that alcohol sales from our business will contribute to vandalism or unrest is low. Most vandalism and unrest caused by alcohol is likely to take place late at night, well after our store has closed.

If there is any ever rubbish or graffiti in my store's car park or perimeter then I always ensure that our staff promptly remove this.

We also have security cameras and double alarm monitoring systems.

Staff Training

The store has 7 senior employees who have completed a one day course of LCQ Certificates. 2 of these senior employees have their Duty Manager's Certificates, 1 waiting for approved and 2 going to be submitted shortly

When any staff are first employed at the store, as part of their induction, we provide training on the policies of the store which they need to adhere to when they are selling alcohol. This is a Foodstuffs requirement. Before we allow staff to sell alcohol to customers, I ensure that all my staff understand and comply with their responsibilities under the Sale and Supply of Alcohol Act.

In addition to the training that Foodstuffs requires my staff to undertake, we also make sure that staff undertake refresher courses on current liquor legislation when they are carrying out their check-out operator training.

Additionally, we are part of Foodstuffs' independent programme where all stores are 'mystery shopped' to ensure proof of age compliance is being adhered to. There are heavy penalties for liquor audit fails, which include fines, additional training programmes and referring repeat offenders to Foodstuffs' Board of Directors which can result in a store owner's franchise agreement with Foodstuffs being terminated.

There are strict protocols in place at store level to ensure that the liquor laws are observed at all times. Furthermore, as noted above, by being a Foodstuffs' franchisee, Foodstuffs provide training, audits and fines (including potential termination of my franchise agreement) if any laws are not observed. We make sure our staff understand and observe their obligations as we are ultimately responsible for their actions.

All new staff must also undertake the Liquor assessment and online video, online assessments training before being permitted to sell alcohol. Make sure they understand throughout the Sale of Liquor

Date of birth from accepted identification must be keyed into the register for each sale.

foodstuffs
Certificate of Achievement

is hereby granted to

Zoe Bailey

Zoe Bailey
to certify the completion of

Restricted Product Sales & Delivery

Granted: 9-Jul-2024

foodstuffs

Certificate of Achievement

is hereby granted to

Jack Trowell

to certify the completion of

Restricted Product Sales & Delivery

Granted: 9-Jul-2024

*Thyck
Trowell
July 9*

foodstuffs

Certificate of Achievement

is hereby granted to

Poppy Quinn

to certify the completion of

Restricted Product Sales & Delivery

Granted:

4/4/24



foodstuffs

Certificate of Achievement

is hereby granted to

Ryan Engelen

to certify the completion of

Restricted Product Sales & Delivery

Granted: 7-Jul-2024

*Thyly
Tanner
DR*



foodstuffs

Certificate of Achievement

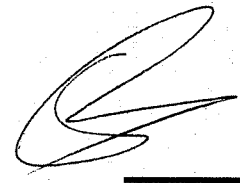
is hereby granted to

Sophie Baker

to certify the completion of

Restricted Product Sales & Delivery

Granted: 7-Jul-2024



A stylized handwritten signature in black ink, enclosed within a thin black rectangular border.

Phyllis

Trainer

foodstuffs

Certificate of Achievement

is hereby granted to

Jily Welling-Noble

to certify the completion of

Restricted Product Sales & Delivery

Granted: 6-Jul-2024

Jily Va
Trainer
Shel



foodstuffs
Certificate of Achievement

is hereby granted to

Georgia Martin

to certify the completion of

Restricted Product Sales & Delivery

Granted: 6-Jul-2024

Thyler
Trainer
TR

Alanna

foodstuffs
Certificate of Achievement

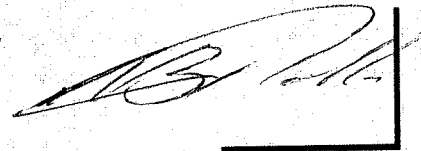
is hereby granted to

Nick Robben

to certify the completion of

Restricted Product Sales & Delivery

Granted: 5-Jul-2024



Thy Vg
Trainer
Thy RV

foodstuffs

Certificate of Achievement

is hereby granted to

Jason Jackson

to certify the completion of

Restricted Product Sales & Delivery

Thy Va
ChiffR

aw

Granted: 5-Jul-2024

J. Law

foodstuffs
Certificate of Achievement

is hereby granted to

Max Quinn

to certify the completion of

Restricted Product Sales & Delivery

Granted: 5-Jul-2024

Max Q

*Theray Vh
ChyR*

Owner / operator

foodstuffs

Certificate of Achievement

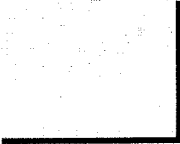
is hereby granted to

THUY VU

to certify the completion of

Restricted Product Sales & Delivery

Granted: 5-Jul-2024



Staff training register (vii) Online support from FS Learning Central

Date	Full name	Training type	Provided by	Employee signature	Licensee signature	Refresher due date
	AMY	Restricted products sale and delivery	THUY			
9/07/24	JACK	Restricted products sale and delivery	THUY	JT	Thuy	9/07/24
6/8/24	GEORGIA	Restricted products sale and delivery	THUY	Adrian	Thuy	6/8/25
5/7/24	JASON	Restricted products sale and delivery	THUY	J. Lee	Thuy	5/8/25
9/7/24	TEANA	Restricted products sale and delivery	THUY	TEANA		
5/7/24	NICK	Restricted products sale and delivery	THUY	NICK	Thuy	5/7/25
5/7/24	THUY	Restricted products sale and delivery	THUY	Thuy	Thuy	5/7/25
05/07/24	MAX	Restricted products sale and delivery	THUY	max	Thuy	05/07/25
	POPPY	Restricted products sale and delivery	THUY			
07/07/24	SOPHIE	Restricted products sale and delivery	THUY	S	Thuy	07/07/24
09/07/24	ZOE	Restricted products sale and delivery	THUY	Z	Thuy	
7/7/24	RYAN	Restricted products sale and delivery	THUY	R	Thuy	7/7/25
	LILY PETER	Restricted products sale and delivery	THUY			
06/07/24	LILY W	Restricted products sale and delivery	THUY	lw	Thuy	6/7/25
	REUBEN	Restricted products sale and delivery	THUY			
	CATERINE	Restricted products sale and delivery	THUY			
	REBECCA	Restricted products sale and delivery	THUY			

Staff training register (vii)

Date	Full name	Training type	Provided by	Employee signature	Licensee signature	Refresher due date
5/7/24	AMY	LIQUOR TRAINING ASSESSMENT	THUY			
29/6/24	JACK	LIQUOR TRAINING ASSESSMENT	THUY	JT		
29/6/24	GEORGIA	LIQUOR TRAINING ASSESSMENT	THUY	W...		29/6/24
27-6-24	JASON	LIQUOR TRAINING ASSESSMENT	THUY	S		27-6-24
30/6/24	TEANA	LIQUOR TRAINING ASSESSMENT	THUY	TEANA		
5-7-24	NECK	LIQUOR TRAINING ASSESSMENT	THUY	NECK		
29-6-24	THUY	LIQUOR TRAINING ASSESSMENT	THUY	THUY		5/7/25
3-7-24	MAX	LIQUOR TRAINING ASSESSMENT	THUY	THUY		29-6-24
	POPPY	LIQUOR TRAINING ASSESSMENT	THUY	POPPY		3-7-24
30-06-24	SOPHIE	LIQUOR TRAINING ASSESSMENT	THUY	S		
30-06/24	ZOE	LIQUOR TRAINING ASSESSMENT	THUY	Z		30-6-24
29.6.24	RYAN	LIQUOR TRAINING ASSESSMENT	THUY	R		29.6.24
5-7-24	LILY PETERS	LIQUOR TRAINING ASSESSMENT	THUY	L		5-7-24
06/07/24	LILY W	LIQUOR TRAINING ASSESSMENT	THUY	L		6/7/25
17/7/24	REUBEN	LIQUOR TRAINING ASSESSMENT	THUY	R		1/7/24
	CATERINE	LIQUOR TRAINING ASSESSMENT	THUY			
	REBECCA	LIQUOR TRAINING ASSESSMENT	THUY			

Staff training register (vii)

Date	Full name	Training type	Provided by	Employee signature	Licensee signature	Refresher due date
	AMY	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY			
29/6/24	JACK	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY	J.T	Thuy	29/6/25
29/6/24	GEORGIA	Alcohol & tobacco Essentials Quiz	THUY	Whanta	Thuy	29/6/25
27.6.24	JASON	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY	SL	Thuy	27-6-24
30.6.24	TEANA		THUY			
5-7-24	NICK	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY		Thuy	5/7/25
Thuy R 29.6.24	THUY		THUY	Thuy	Thuy	29.6.25
3.7.24	MAX	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY	Max	Thuy	3.7.25
	POPPY		THUY			
02-07-24	SOPHIE	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY		Thuy	02.7.25
02/07/24	ZOE		THUY		Thuy	02.7.25
29.6.24	RYAN	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY		Thuy	29.6.25
05/07/24	LILY PETER		THUY	Lily	Thuy	6/7/25
06/07/24	LILY W	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY		Thuy	6/7/25
17/7/24	REUBEN		THUY		Thuy	1.7.25
	CATERINE	ALCOHOL & TOBACO ESSNTIALS QUIZ	THUY		Thuy	
	REBECCA		THUY			

Staff training register (v1)

Date	Full name	Training type	Provided by	Employee signature	Licensee signature	Refresher due date
	AMY	FOUR SQUARE COMPLAINT TEST	THUY			
29/6/24	JACK	FOUR SQUARE COMPLAINT TEST	THUY	ST	Thuy R	29/6/25
29/6/24	GEORGIA	FOUR SQUARE COMPLAINT TEST	THUY	Chant	Thuy R	29/6/25
27.6.24	JASON	FOUR SQUARE COMPLAINT TEST	THUY	F. J.	Thuy R	27-6-25
28.6.24	TEANA	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	
5-7-24	THUY	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	5/7/25
29.6.24	MAX	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	29.6.25
3-7-24	POPPY	FOUR SQUARE COMPLAINT TEST	THUY	Max Q	Thuy R	3-7-25
	SOPHIE	FOUR SQUARE COMPLAINT TEST	THUY			
02/07/24	ZOE	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	02-07-25
29.6.24	RYAN	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	29.6.25
05/07/24	LILY PETER	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	
06/07/24	LILY W	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	6/07/25
7/7/24	REUBEN	FOUR SQUARE COMPLAINT TEST	THUY	Thuy R	Thuy R	1.0.25
	CATERINE	FOUR SQUARE COMPLAINT TEST	THUY			
	REBECCA	FOUR SQUARE COMPLAINT TEST	THUY			

Staff training register (vii)

Date	Full name	Training type	Provided by	Employee signature	Licensee signature	Refresher due date
	AMY	ONLINE VIDEO TRANNING	THUY			
29/6/24	JACK	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	29/6/24
29/6/24	GEORGIA	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	29/6/24
27-6-24	JASON	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	27-6-24
20-6-24	TEANA	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	
5-7-24	THUY	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	05/07/25
29-6-24	MAX	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	29-6-24
3-7-24	POPPY	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	3-7-24
02-07-24	SOPHIE	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	2-7-25
02/07/24	ZOE	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	2-7-25
29-6-24	RYAN	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	29-6-25
05/07/24	LILY PETER	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	
06/07/24	LILY W	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	6/7-25
1/7/24	REUBEN	ONLINE VIDEO TRANNING	THUY	<i>[Signature]</i>	<i>[Signature]</i>	01-7-25
	CATERINE	ONLINE VIDEO TRANNING	THUY			
	REBECCA	ONLINE VIDEO TRANNING	THUY			

Staff training register (vii)

Date	Full name	Training type	Provided by	Employee signature	Licensee signature	Refresher due date
27.06.2024	AMY	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	JACK	SALE OF LIQUOR ACT	THUY	J.T		27.06.2025
27.06.2024	GEORGIA	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	JASON	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	TEANA	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	NICK	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	THUY	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	MAX	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	POPPY	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	SOPHIE	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	ZOE	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	RYAN	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	LILY PETER	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	LILY W	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	REUBEN	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	CATERINE	SALE OF LIQUOR ACT	THUY			27.06.2025
27.06.2024	REBECCA	SALE OF LIQUOR ACT	THUY			27.06.2025

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:

Waikanae Beach Four Square

Applicants name:
(Individual or Company)

Thuy Vy

Premises address:

28 Tutere Street, Waikanae
Beach.

Contact phone:

Home: 04-2935542 Mobile: 022 1725 420

Contact email:

quoc.thuy@xtra.co.nz

2. Fire evacuation scheme

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

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

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

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

Statement

I hereby state that (tick one):

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

OR

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

OR

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

NOTE:

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

Name:

Thuy Vy

Signature:

Thuy Vy

Date:

15/07/2024

Submitting applications

Email completed forms to: licence.application@kapiticoast.govt.nz

Post to:

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

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

FIRE ACTION

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANT

OPERATE FIRE ALARM & PHONE THE FIRE SERVICE

DIAL 111

(FROM A SAFE PLACE)

WHEN WARNED OF A FIRE IN THIS BUILDING:

LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT WHICH IS:

AT THE REAR OF BUILDING THROUGH THE STOREROOM AREA

YOUR ALTERNATIVE EXIT IS:

THE FRONT DOOR OF THE SHOP

ASSEMBLE AT :

THE CAR PARK ON TUTERE STREET OPOSITE THE FOUR SQUARE, IN FRONT OF THE TENNIS COURT.

ONCE OUT, STAY OUT

WALK- DON'T RUN

STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS GIVEN

DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS IT IS SAFE TO DO SO.



Assembly Point



Fire Hose



Fire Extinguishers



First Aid Post



Clearway



Exit

Evacuation Procedure

- Act on instructions of Wardens
- Leave the building by the nearest Emergency Exit
- **DO NOT** run/push or overtake
- **DO NOT** use lifts if any
- Proceed to the designated assembly area
- **DO NOT** re-enter the building UNTIL advised it is safe to do so

EMERGENCY CONTACT NUMBERS

FIRE WARDENS & FIRST AIDERS LIST

EVACUATION ZONE MAP