

APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



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

Send or deliver your application to:
 The Secretary
 District Licensing Committee
 Kāpiti Coast District Council
 Private Bag 60601, Parapara
 175 Rimu Road, Parapara
 Telephone (04) 296 4700

OGST 51-860-608

Received with thanks by 36/01
 KAPITI COAST DISTRICT COUNCIL

2-08-24 13:34 *COPY COPY*702547

For Council use

File #

Once this application is completed, please return it to the District Licensing Committee with a Licensing Inspector at the numbers given above.

GL 17595724	
Red Roar LTD - Off Lic	-1,306.50
CQ EFT	
Licences	1,306.50

with a Licensing Inspector at the numbers

Application forms cannot be completed by the Inspector until they have been signed off as complete by the Inspector. Application forms not complete this application are attached at the back of the form.

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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:	<input type="checkbox"/> Renewal of Off-Licence with variation of conditions Licence number:
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2. Endorsements

Tick the appropriate box if you want an endorsed licence only

Auctioneer Remote Sales

3. Details of Applicant

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

Red Roar Ltd.

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

<input type="checkbox"/> Natural person(s)	<input checked="" type="checkbox"/> Private Company
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (please specify).....

Received by
 Kapiti Coast District Council
 at Paraparaumu
 2 - AUG 2024
 By *Andree* Time *1:36 pm*

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: *Shaun Robert Killalea*

Designation/Position: *Owner / Director*

Telephone: *04 2992350*

Email: *shaun.killalea@gmail.com*

Mobile: *021 771 793*

Preferred mode of contact: *email*

8. Postal Address for Service

Number/Street/PO Box: *94 Martin Road*

Suburb: *Panapaumu Beach*

City: *Wellington*

Postcode: *5032*

9. Business Details

Describe principal business, any other businesses

Retail Liquor

10. Criminal Convictions

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

Nothing new. Minor Assault in 1995 - \$500.00 fine

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

Full Legal Names of Directors:

Shaun Robert Killalea

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	3-5 Raumati Rd	Street:	Raumati Road
Suburb:	Raumati	City:	Wellington
Postcode: 5032			
Trading Name: Super Liquor Raumati Village.			
If not Owned by Applicant:			
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)			Lease
Full legal name of owner: Stones Group - Chris Stone			
Address: Number		Street:	P.O Box 107
Suburb:	Paraparaumu	City:	Wellington
Postcode: 5032			
Type: state whether grocery, hotel, retail shop (other than grocery), or tavern			
Retail Liquor Store			
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", state details:			

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

Full legal name: <i>Attached</i>	
Number of manager's certificate:	Expiry Date:
Full legal name:	
Number of manager's certificate:	Expiry Date:

16. Business Details

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

Sale of Alcohol.

Is the 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.

Gas Bottles + Firewood

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

Monday - Sunday 9:00am - 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:	Yes / No #.....
<i>33 years in Retail liquor. Ongoing Super liquor in-house training</i>	

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>We use the SCAB Assessment tool We do not serve to persons under 18 We check ID of persons under 25 We use the Store Incident Book.</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> <p>We follow strict Super liquor training. All staff have to complete and sign off modules. Host Responsibility policy has been in place since the store opened in 2014</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> <p>Joined Super liquor in August 2022. Far better systems in place for staff training. We also have over 60 years experience to pass down knowledge to staff at meetings. All staff will be trained and obtain an certificate</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"> 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>We keep the exterior free of rubbish and regularly do Car Park sweeps to check the area is clean + tidy in accordance with our licence</p>	<p>Yes / No #.....</p>
<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</p> <p>Terms of condition at present:</p>	<p>Yes / No #..... #..... #..... #.....</p>

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

Full reasons for variation or cancellation:

18. Attachments	Doc attached? Number.
<ul style="list-style-type: none"> When including attachments please number the hard copies, and in the first column circle 'Yes' box and write the document number on '#.....' 	
<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. A copy of the 'Evacuation of Declaration Scheme' is available on the website.</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 <input type="checkbox"/> 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 (<i>see HPA and the Ministry of Justice websites for more information</i>).</p>	<p>Yes / No #.....</p>
<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. <i>Not required for a renewal unless the lease or</i></p>	<p>Yes / No #.....</p>

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:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
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 #.....

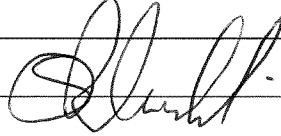
20. Further Details where Applicant is a Partnership

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:	Shaun Robert Kellalen	
Date:	2/9/24	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)

<input checked="" type="checkbox"/> I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.
<input type="checkbox"/> 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 <input type="checkbox"/> I have included proof of electronic payment with this application.
<input type="checkbox"/> I have enclosed a cheque with this form.

How I would like to receive my alcohol licence (please select one only)

<input checked="" type="checkbox"/> I will collect my alcohol licence – please contact me when it is ready by <input type="checkbox"/> Phone or <input checked="" type="checkbox"/> Email
OR
<input type="checkbox"/> Please post my alcohol licence to me.

Next Step: Once your application is complete, if you would like to make an appointment for an optional pre-lodgement meeting with the Licensing Inspector then please Telephone (04) 296 4700 or Toll Free: 0800 486 486.

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

For Office Use: Application Fee Risk Categories

Very Low

High

Low

Very High

Medium

Application Fee Payable: \$ _____ Signature of Licensing Inspector _____

Name of Licensing Inspector _____ Date: _____

Guidance for Completing Off-Licence Application/Renewal Form

Background

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

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

Before lodging application

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

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

Completing your application

Who should complete which fields

1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are <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 sent you a template to complete this, along with further information. Unless notified otherwise by a Licensing Inspector, the notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. The notices must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.



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:	
For premises known as:	RAUMATI VILLAGE LIQUOR CENTRE
Located at:	3-5 RAUMATI ROAD, RAUMATI BEACH

I, (applicant) SHAUN ROBERT KILLALEA (please print)

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

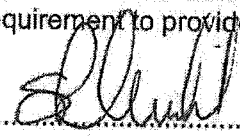
(i) The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.

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: 20/8/2024

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

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Signed:

Name: (please print)

Date:

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

Section 226, Sale and Supply of Alcohol Act 2012

TANIA MARIE PIRERE

Your manager's certificate **45/CERT/1087/2023** 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 **7 March 2027** unless again renewed.

Dated at Paraparaumu on 18 March 2024



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number 45/CERT/1087/2023 issued on 7 March 2023 at Paraparaumu by the Kapiti Coast District Licensing Committee

MANAGER'S CERTIFICATE

Section 217, Sale and Supply of Alcohol Act 2012

SEAN JOSHUA STEPHENSON

Your manager's certificate **45/CERT/1119/2023**

Pursuant to the Sale and Supply of Alcohol Act 2012, SEAN JOSHUA STEPHENSON is authorised to manage any licensed premises in respect of which a licence is in force.

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate continues in force:

- a) until the close of the period of 12 months after the day it was issued; but
- b) if an application for the renewal of the certificate is duly made before the certificate would otherwise expire, until the close of the period of 4 years after the day it was issued.

Dated at Paraparaumu on 11 July 2023.



Secretary
Kapiti Coast District Licensing Committee

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, the certificate expires on:

11 July 2024

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

Section 226, Sale and Supply of Alcohol Act 2012

SHAUN ROBERT KILLALEA

Your manager's certificate **45/CERT/253/2015** 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 **23 May 2027** unless again renewed.

Dated at Paraparaumu on 28 May 2024.



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number 45/CERT/253/2015 issued on 2 June 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

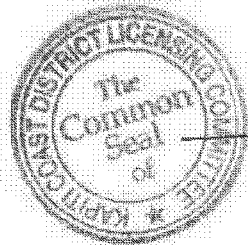
Section 226, Sale and Supply of Alcohol Act 2012

FRANCIS WILLIAM ARTHUR JENKINS

Your manager's certificate **45/CERT/953/2021** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **20 October 2025** unless again renewed.

Dated at Paraparaumu on 20 December 2022



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number **45/CERT/953/2021** issued on 20 October 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee

MANAGER'S CERTIFICATE

Section 217, Sale and Supply of Alcohol Act 2012

JUSTIN POWELL MCFARLANE

Your manager's certificate 45/CERT/1205/2024

Pursuant to the Sale and Supply of Alcohol Act 2012, JUSTIN POWELL MCFARLANE is authorised to manage any licensed premises in respect of which a licence is in force.

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate continues in force:

- a) until the close of the period of 12 months after the day it was issued; but
- b) if an application for the renewal of the certificate is duly made before the certificate would otherwise expire, until the close of the period of 4 years after the day it was issued.

Dated at Paraparaumu on 21 May 2024.



James Bell

Secretary
Kapiti Coast District Licensing Committee

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, the certificate expires on:

21 May 2025

Supper

Liquor

Raumati



August 2024

HOW IS SUPER LIQUOR

- NZ owned and operated business, established 1995
- NZ's leading trusted retail liquor brand
- Proven Franchise system and cooperative business model
- Over 190 stores nationwide
- Multi store ownership
- Backing of the market leader Lion
- Member of Franchise Association of NZ



OPERATIONS SUPPORT

- Dedicated Franchise Managers
- Retail expertise with advice and support
- Category management and pricing insights
- Compliance rebates
- 2IQ reporting on category, product and market insights, plus benchmarks against other SL stores
- Operations manual
- Affiliations to partnership programmes
- Interior fit out advice
- Exterior and interior signage
- Store setup collateral; SSAA frames, fridge headers, uniforms initial order, local marketing, flags



STORE OPERATIONS MANUAL

The Super Liquor Operations Manual is divided into 17 sections with each section relating to a key element of the business, compliance, responsibility & operations.

1. Welcome
2. Pre-commencement
3. Franchise Network Responsibilities
4. Communication & Support
5. Store Operating Procedures
6. Product & Suppliers
7. Store Merchandising
8. Sales & Customer Service
9. Administration & Financial Management
10. Business Management & Planning
11. Brand Identity
12. Marketing
13. Human Resources
14. Health & Safety
15. Security
16. Legal & Compliance
17. Franchise Expansion, Resale & Termination



MANAGING YOUR ACCOUNTS

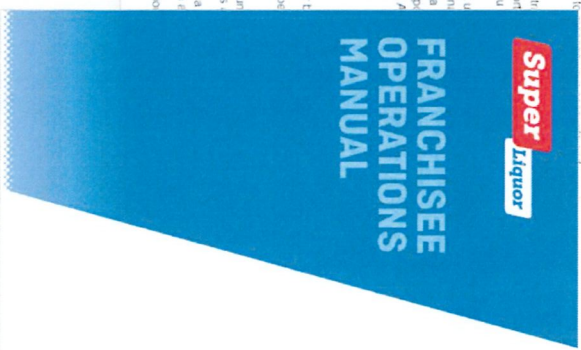
Accounting Systems and Standards

- You will need an effective accounting package with which to produce accurate financial reports, invoices, etc.
- You should complete your accounting and administrative records at the end of each month.
 - At the end of each month you should produce reports including Profit and Loss and Balance Sheet, so you can monitor performance and progress.
 - Accounts need to be accurately recorded and kept in order for at least seven years from the end of the financial year.
 - Annual financial accounts need to be prepared by a qualified accountant in accordance with the Special Purpose Financial Reporting Framework published by Chartered Accountants.

STOCK AND BUILDING SECURITY

The following checklist is a guide to assist you with determining how well protected your stock and building are. It is not intended to be a substitute for professional advice or a replacement for any security measures or insurance.

Store Checklist	YES	NO	NA
1. Is an effective burglar alarm system installed?			
2. Is the alarm system tested regularly?			
3. Are all external stock areas well fenced and locked with a lock which requires a key to be inserted to open?			
4. Are any door hinges accessible from outside the premises?			
5. Do the key and door meet all fire ratings or other standards?			
6. Are there any fire and door alarms?			
7. Are there warning signs around the building to other traders?			
8. Are the number of keys to the premises limited and all accounted for?			
9. Are all keyholders logged with the police and the burglar?			
10. Are all keys returned when workers leave the company?			
11. Are all stock stored in a secure building?			
12. Are all stock stored in a secure building?			
13. Are all stock stored in a secure building?			
14. Are all stock stored in a secure building?			
15. Are all stock stored in a secure building?			
16. Are all stock stored in a secure building?			
17. Are all stock stored in a secure building?			
18. Are all stock stored in a secure building?			
19. Are all stock stored in a secure building?			
20. Are all stock stored in a secure building?			
21. Are all stock stored in a secure building?			
22. Are all stock stored in a secure building?			



SUPER LIQUOR ACADEMY E-LEARNING

Super Liquor Academy is an E-Learning system tailored for Super Liquor franchisees & staff to create learning pathways & encourage upskilling, compliance, social responsibility and retail as a career.



- Category Training Courses – Wine, Beer & Spirits
- Winning at Merchandise
- eCommerce Training
- Customer Service Courses – 101 & 102
- Sale and Supply of Alcohol Act 2012 courses
- Monthly sales, merchandise, advertising & promotion updates & staff quiz
- Know your Employment Rights
- NZ Market Overview



STORE COMPLIANCE SYSTEM



SUPER LIQUOR COMPLIANCE SYSTEM

- OpCentral
- Benchmarking national / regional
- Continuously raising standards
- Compliance with SSAA 2012
- Supplier compliance
- Shopper Experience
- Compliance rebate
- Business partnering & checklists
- Annual Awards

Compliance Review

Super Liquor

166 / 166

100%

EXTERNAL STORE PRESENTATION

QUESTIONS	MARKS	MAX
Q1 Is the external appearance of the building clean, tidy and in good condition?	2	2
Q2 Are the vehicles & trailer trailers tidy & re-branded to Super Liquor standard?	2	2
Q3 Is any graffiti visible?	2	2
Q4 Is the car park, driveway and garden tidy (if applicable)?	2	2
Q5 Does the exterior have adequate lighting?	2	2
Q6 Are the store entry points welcoming, unobstructed and inviting?	2	2
Q7 Are windows clean and unnecessary stickers removed?	2	2
Q8 Is signage in good condition?	2	2
Q9 Is parking in good condition?	2	2
Comment	Building is being painted blue and red in the next few weeks	2
Q10 Have the issues from the last audit been resolved/reduced?	Yes (0)	2

Name: Compliance Review

Creator: Paul Webster

Creation Date:

Due Date:

Template: Compliance Review

Version:

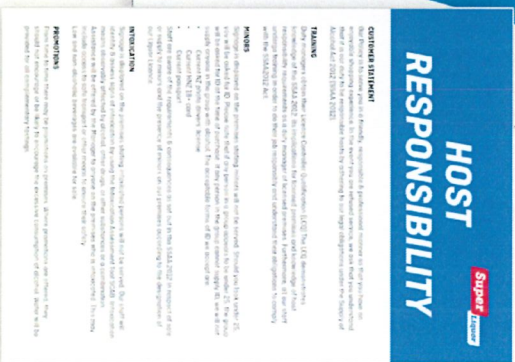
Store: LLAM

COMPLIANCE 9 SECTIONS

1. External Store Presentation
2. Internal Store Presentation
3. Sale & Supply of Alcohol Act 2012
4. Chiller Presentation
5. Ranging & Pricing
6. People
7. Back of House
8. Finance, Communication & Marketing

HOST & SOCIAL RESPONSIBILITY

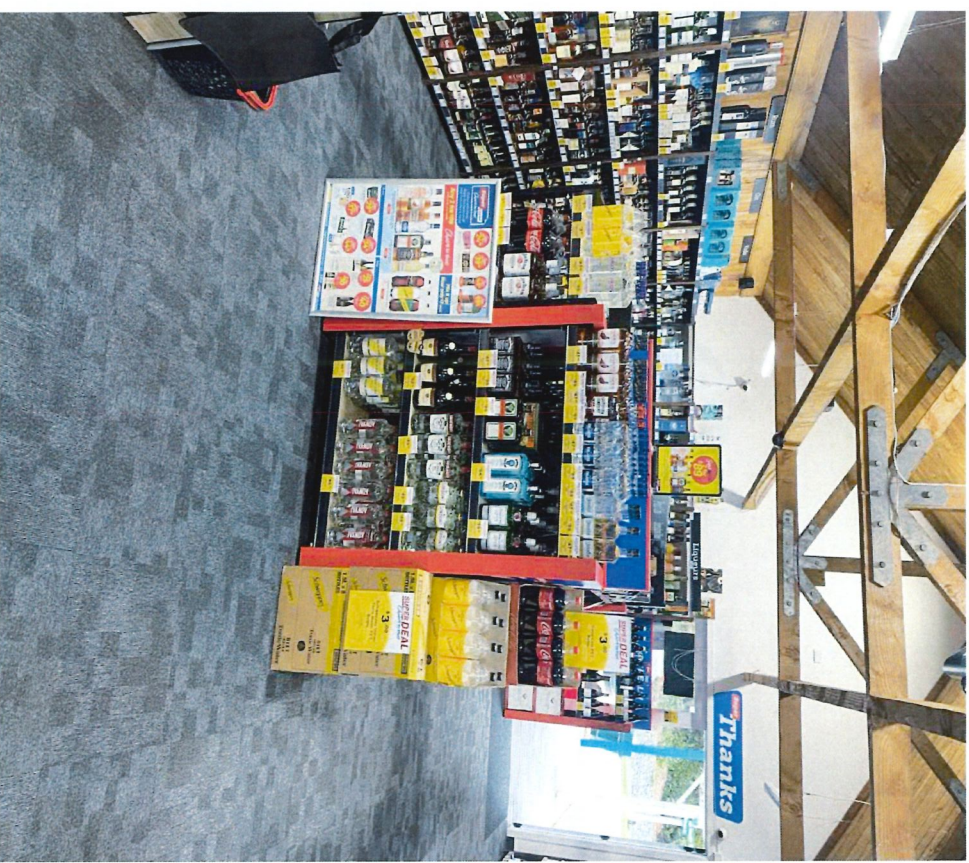
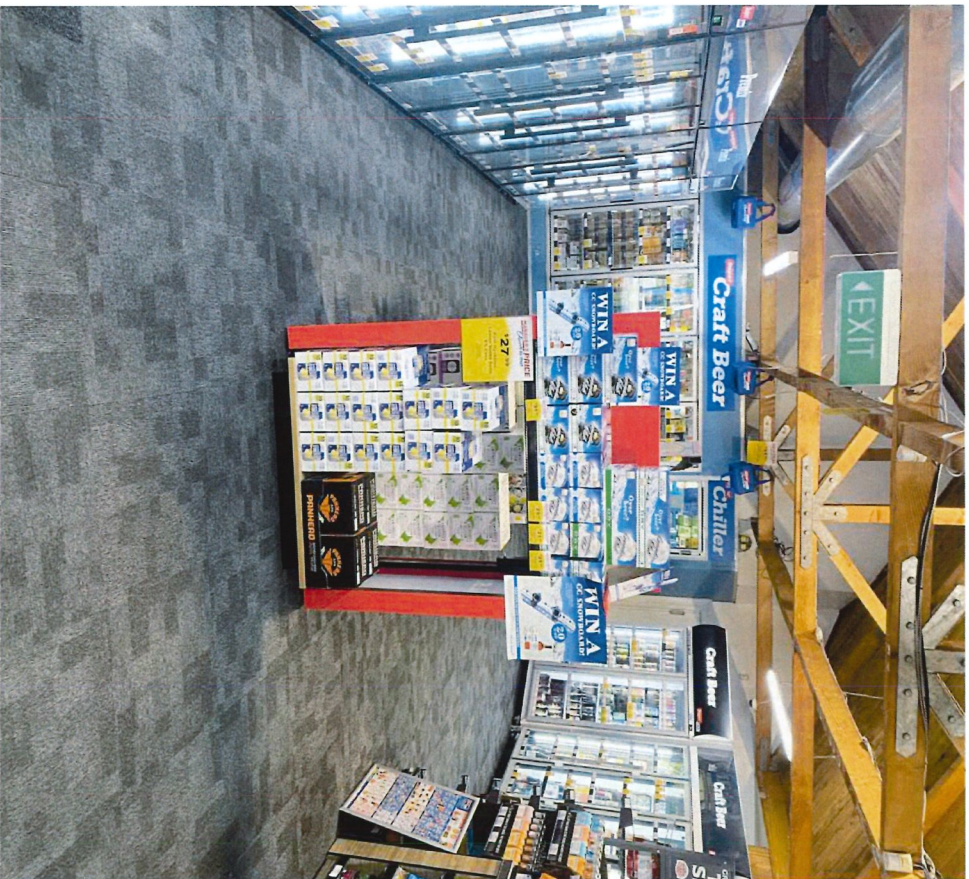
Super Liquor is absolutely committed to the responsible Sale & Service of alcohol in all the communities we serve. Super Liquor has strong compliance systems in place including; Store Operations manual and processes, online training program for owners and staff, shopper communication tools, store audits and review process and SLH franchise management oversight.



Super
Liquor

BRAND STANDARDS

SUPER LIQUOR 2.0 – BRAND STANDARDS EXAMPLES (Raumati)



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:	Raumati Village Super Liquor
Applicants name: (Individual or Company)	Red Roar Ltd
Premises address:	3-5 Raumati Road Paraparaumu
Contact phone:	Home: 04 2992350 Mobile: 021 771 793
Contact email:	raumati.village@superliquor.co.nz

2. Fire evacuation scheme

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

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

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

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

SHAUN KILWALEA

Signature:



Date:

12/08/24

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