

APPLICATION FOR CLUB LICENCE OR RENEWAL OF CLUB LICENCE



Form 5, Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

Send or deliver your application to:

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

For Council use
File #

Once this application is complete it is recommended that you 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 Club Licence | <input checked="" type="checkbox"/> Renewal of Club Licence
Licence number: CL739 | <input type="checkbox"/> Renewal of Club Licence with variation of conditions
Licence number: |
|---|--|--|

2. Details of Applicant

Full legal name or names to be on licence:

Paekakariki Bowling Club Incorporated

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

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

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

4. 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:	Fax:	
Email:	Website:	Preferred mode of contact:	
5. For Applicant that is a Body Corporate, Authority under which Incorporated			
6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person			
Name: Danielle Burns			
Telephone:	Mobile: 022 092 3709	Fax:	
Email: pbc.barmanager@gmail.com	Website:	Preferred mode of contact: email	
7. Postal Address for Service			
Number/Street/PO Box: PO Box #6		Suburb: Paekakariki	
City:		Postcode: 5034	
8. Business Details			
Bowling Club			
9. Criminal Convictions			
<p><i>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). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.</i></p>			
10. Details of Premises			
Address: Number 10		Street: Wellington Road	
Suburb:	City: Paekakariki	Postcode: 5034	
Any name, trading name, or name of building: Paekakariki Bowling Club			
Trading Name: Paekakariki Bowling Club			
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:
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", state details:			
11. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>			
Full legal name: Danielle Burns			
Number of manager's certificate: 45/CERT/846/2020		Expiry Date: 1 July 2027	
Full legal name:			
Number of manager's certificate:		Expiry Date:	
12. Club Details			
State authority under which the club is incorporated:		NZBN # 9429042791874 Incorporated # 215806	
Membership: total membership..... ⁹², number of members under 18 years of age..... ²			
Contact details of club secretary - Name: Danielle Burns			
Address: Number/PO Box PO Box #6		Street: Beach Road	
Suburb:		City: Paekakariki	Postcode: 5034
Telephone:	Mobile: 022 092 3709	Fax:	
Email: PaekakarikibcSecretary@gmail.com	Website:	Preferred mode of contact: email	
Is the sale of alcohol intended to be the principal purpose of the club? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "No", advise the intended principal purpose of the club. The principal purpose is to promote and encourage play of the game of bowls.			
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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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. In regards to food we offer small snacks such as chips and nuts as well as ready to heat pies available for purchase at the bar. We also offer a range of non-alcoholic refreshments such as 0% beers, juice, and sodas.			

State the days and hours proposed for sale of alcohol (this is your current licensed hours not trading hours):
 Monday - Sunday 11:00 am - 11:30 pm

Do you have an encroachment licence to consume alcohol on footpath: Yes No If 'Yes', please attach and number #.....

13. Conditions <ul style="list-style-type: none"> • 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: Fully trained and certified Duty Manger - 45/CERT/846/2020	<input checked="" type="checkbox"/> Yes / No #.....1.....
Describe the type and range of food intended to be available for purchase: A range of chips and nuts A selection of ready to heat pies	Yes / No #.....

...Conditions <i>contd-</i>	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>0% beers Ginger Beer Lemon Lime and Bitters Lemonade Coke Soda water Tonic water Juice</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Speights 2.5% Export Citrus 2.5%</p>	<p>Yes / No #.....</p>
<p>Describe to what extent, and where, drinking water is intended to be freely available to members (if no access to mains water supply, also advise the potability of water intended to be available):</p> <p>Drinking water is available on the bar at all times. There is also a filtered water dispenser in the corner of the bar room, near bar.</p>	<p>Yes / No #.....</p>

...Conditions <i>contd-</i>	Doc attached? Number.
<p>Describe the steps intended to be taken to provide help with and information about transport options from the premises:</p> <p>The number for Paraparaumu Taxis is near the bar.</p>	<p>Yes / No #.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Always require ID Utilise the intoxication assessment tool to ensure alcohol is not served to intoxicated people</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>Prevent intoxication - use intoxication assessment and offer alternatives Have non & low alcoholic beverages available Have food and transport options available Serve alcohol responsibly Do not promote excessive consumption of alcohol</p>	<p>Yes / No #.....</p>

...Conditions <i>contd-</i>	Doc attached? Number.
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>Bar staff are trained on host responsibility and resources are near by to support their ongoing knowledge</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><i>This includes issues such as noise (including amplified music, people in outdoor areas or arriving or leaving premises), the effects on sensitive users within locality such as pre-schools, schools and medical centres:</i></p> <p>Most activities which are related to bowls happen during the day and we are conscious of our close neighbours. There is no amplified music. Occassional events in the evenings will occur with amplified music, but it is managed by the Duty Manager, neighbours are notified and the noise levels are kept to a minimum and cease at 10pm. The club is very much community focused and provides a space for all community events either for free or by koha.</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></p> <p>Terms of condition at present: Keep the same</p> <p>Action sought: <input type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition?</p> <p style="text-align: center;">N/A</p> <p>Full reasons for variation or cancellation:</p> <p style="text-align: center;">N/A</p>	<p>Yes / No #..... #..... #..... #.....</p>

14. Attachments <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 '#.....') 	Doc attached? Number.
A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. A copy of the Evacuation of Declaration Scheme is available on the website.	Yes / No #.....
Copy of planning consent – Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. <i>Not required for renewal unless the business activity or type has changed since the last version.</i>	Yes / No #.....
Copies of all relevant building certificates consents: Please attach certificates to show that the premise meets the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i>	Yes / No #.....
A scale floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and the principal entrance. <i>Not required for renewal unless changes have been made since the last issue or renewal.</i>	Yes / No #.....
Copy of any certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>	Yes / No #.....
Names of other clubs with which club has reciprocal visiting rights for members: Central Levin, Levin, Otaki, Otaki Railway, Paraparaumu Beach, Raumati Waikanae United, Waikanae Beach	Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the premises or proposed premises. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i>	Yes / No #.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	Yes / No #.....
For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the Yes and repeat the document number you have given it.	
Please attach a copy of your Host Responsibility Policy. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>	Yes / No #.....
Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.</i>	Yes / No #.....
If premises are owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of licence to this premise. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	Yes / No #.....

15. 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: Danielle Lynn Burns

Date: 15 July 2024

Signature:



Dated at location: Paekakariki Bowling Club

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.

Notes

- 1 This form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

ONCE YOUR APPLICATION IS COMPLETE, MAKE AN APPOINTMENT FOR A PRE-LODGEMENT MEETING WITH THE LICENSING INSPECTOR.

PLEASE TELEPHONE (04) 296 4700 OR TOLL FREE: 0800 486 486.

Before lodging Application

Once this application is complete then 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 form cannot be accepted by the DLC over the counter until it has been signed off as complete by the Inspector and a fee category has been calculated.

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). Unless notified otherwise by a Licensing Inspector, the notice must be published once. The notice 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.

For Office Use: Application Fee Risk Categories

- Very Low
- Low
- Medium
- High
- Very High

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

Name of Licensing Inspector _____ Date: _____

For Office Use: Customer Service Desk Checklist:

- Applicant has met with a Licensing Inspector, and fee has been calculated (as per above).
 - Fee has been paid
- Attachments checked?
- CSO has checked that all identified (Yes/No Ref #) attachments are attached OR
 - CSO has NOT checked that all identified documents are attached

Signature of CSO _____ Date: _____

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

Section 226, Sale and Supply of Alcohol Act 2012

DANIELLE BURNS

Your manager's certificate **45/CERT/846/2020** 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 **1 July 2027** unless again renewed.

Dated at Paraparaumu on 18 June 2024



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number 45/CERT/846/2020 issued on 7 July 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

DANIELLE BURNS

Your manager's certificate **45/CERT/846/2020** 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 **1 July 2027** unless again renewed.

Dated at Paraparaumu on 18 June 2024



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number 45/CERT/846/2020 issued on 7 July 2021 at Paraparaumu by the Kapiti Coast District Licensing Committee

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:

Danielle Burns - Paekakariki Bowling Club Secretary

Signature:



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

Public Notice Of
Application For Club Licence
Section 101, Sale and Supply of Alcohol Act 2012

Paekakariki Bowling Club Incorporated at 10 Wellington Road, Paekakariki 5034 has made application to the Kapiti Coast District Licensing Committee for the renewal of a club licence in respect of the premises at 10 Wellington Road, Paekakariki, 5034 known as The Paekakariki Bowling Club

The general nature of the business conducted under the licence is a bowling club. The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are: Monday - Sunday from 11am to 11pm.

The application may be inspected during ordinary office hours at the office of the Kapiti Coast District Licensing Committee at 175 Rimu Road, Paraparaumu 5032.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at:

The Secretary
Kapiti Coast District Licensing Committee
Private Bag 60601
Paraparaumu 5254

No objection to the issue of a renewal licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012. This is the only publication of this notice.

From: Danielle Burns <pbcbarmanager@gmail.com>

Sent: Thursday, August 8, 2024 11:54 AM

To: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>

Subject: Re: FW: Alcohol Licence Due for Renewal & Annual Fee Due - CL739 - Paekākāriki Bowling Club

Kia ora Donna,

We had recently taken the frozen meals off the menu, but I'll restock them. Our current menu includes:

All frozen and ready to heat:

Kai Pies - Beef and Vegan

Pizza - Cheese

Mac-n-cheese & Beef Lasagna

Ngā mihi,

Danielle

On Wed, Aug 7, 2024 at 12:25 PM Mailbox - Licence Application <licence.application@kapiticoast.govt.nz> wrote:

Hi Danielle,

I have checked with our Licensing Officer, and she has asked for a more detailed Food Menu please.

It appears that the food being offered is mainly just various types of pies, however, you need to be offering at least 3 substantial items.

Please reply by return to enable your application for renewal to be processed.