

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:	<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: Kapiti Coast Softball Club Incorporated		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence CLUB-LICENCE Sections 21 and 64, Sale and Supply of Alcohol Act 2012		
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			
Incorporated Societies			
6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person			
Name: Sonya Ross			
Telephone: 021331822	Mobile:	Fax:	
Email: info@kapitisoftball.co.nz	Website:	Preferred mode of contact: email	
7. Postal Address for Service			
Number/Street/PO Box: C/0 50a Bluegum Road		Suburb: Paraparaumu Beach	
City: Paraparaumu Beach		Postcode: 5032	
8. Business Details			
<i>Describe principal business, any other businesses</i>			
Softball Club			
9. Criminal Convictions			
<p>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.</p>			
10. Details of Premises			
Address: Number Te Atiawa Park		Street: Donovan Road	
Suburb: Paraparaumu		City: Paraparaumu	Postcode: 5032
Any name, trading name, or name of building: Kapiti Coast Softball Club			
Trading Name:			
If not Owned by Applicant:			
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)			
Full legal name of owner: Kapiti Coast Council			

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: William George Palmer			
Number of manager's certificate: 45/Cert/911/2023		Expiry Date: 27 Feb 2027	
Full legal name:			
Number of manager's certificate:		Expiry Date:	
12. Club Details			
State authority under which the club is incorporated:			
Membership: total membership.....220....., number of members under 18 years of age.....120.....			
Contact details of club secretary - Name: Sonya Ross			
Address: Number/PO Box 50a		Street: Bluegum Road	
Suburb: Paraparaumu Beach		City: Paraparaumu Beach	Postcode: 5032
Telephone: 021331822	Mobile:	Fax:	
Email: info@kapitisoftball.co.nz	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. A softball club who welcomes anyone from the wider community to join a team, become a member of the softball club and a space to come together as teams and with our opposing teams after playing softball.			
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 type="checkbox"/> Yes <input checked="" 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.			

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

Monday, Tuesday, Wednesday, and Thursday 6-10pm

Friday 6-11pm

Saturday 11am – 12midnight

Sunday 12pm noon – 7pm

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

13. 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:

William Palmer renewed his Manager's certificate on the 27th February 2024. As a club we support William in following the correct procedures around selling of alcohol to club members. We utilise the Clubs toolkit to ensure we are providing a positive environment and clear understanding about the sale of alcohol within the hours of our licence.

During our end of season tournament I, Sonya Ross, undertook bar duties while William Palmer was on site to observe and learn what the role entails. I was asking a lot of questions and making sure things were running smoothly and correctly throughout that weekend. Since this time William and I have had time to discuss how the bar is to be run, I have had time to go through the Club Toolkit and familiarise myself with the contents of this.

Yes / No
#.....

Describe the type and range of food intended to be available for purchase:

Hot food – Fries, Sausages in bread, nachos, Toasties

Snack foods – chippies, nuts

Yes / No
#.....1.....

...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>Soda cans, bottled water, ginger beer, powerade.</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Low alcohol beer, Low alcohol cider</p>	<p>Yes / No #....2.....</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>Water fountain outside the building</p> <p>Tap in the club kitchen available to member to use</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>Numbers for taxi service posted within the clubrooms. Have you thought of calling for an UBER? Poster</p> <p>Phone available to call for transport service.</p>	<p>Yes / No #.....3.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Posters/signs up on the walls informing members that no alcohol will be served to minors or 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>Serving alcohol responsibly. Ensuring there is substantial food available for purchase.</p> <p>Not serving alcohol to minors, asking for ID and checking any person purchasing is over 18years old</p> <p>Providing and promoting low or non-alcohol beverages.</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>Filling in and using the club toolkit. Referring to information within to promote best practice to maintain compliance with the act.</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>Members drink responsibly in the clubrooms. Duty manager ensures music level is within reason for the occasion, promoting a culture of respectable practices within the club.</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:</p> <p>Continue as is.</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>Full reasons for variation or cancellation:</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.	<input checked="" type="radio"/> Yes <input type="radio"/> No #.....5.....
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>	<input checked="" type="radio"/> Yes <input type="radio"/> No #.....4...
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:	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: Sonya Ross

Date: 14 October 2024

Signature:



Dated at location:

Privacy Statement

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publically available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

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-LODGE-MENT 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



Form 12 - Section 108, Building Act 2004

Building Warrant of Fitness

THE BUILDING

CS / BWOFF Number:	CS0172	Date this certificate expires:	19-May-2025
Name:	Kapiti Softball Club	Highest Fire Hazard Category for Building Use:	
Address:	Te-Atiawa Park, Donovan Road	Year Built:	Intended Life:
City:	Paraparaumu	Current Lawfully Established Use:	
Level/unit No.:	NA	Recreational Facilities	
Location within site:	NA		
Legal Description:	Pt Lot 5 DP 17327		

THE OWNER

Name:	Kapiti Softball Club Inc	Phone (daytime):	
Address:	PO Box 63	Phone (afterhours):	
City:	Paraparaumu	Mobile:	027 244 8756
Contact Name:	Kyla Huff	Facsimile:	
		eMail:	info@kapitissoftball.co.nz
		Website:	NA

THE AGENT

Name:	Chubb Fire & Security	Phone (daytime):	+64 4 576 0700
Street Address:	10-20 Hutt Road	Phone (afterhours):	+64 4 576 0700
Postal Address:	PO Box 30 147	Mobile:	NA
City:	WELLINGTON	Facsimile:	+64 4 576 0722
Contact person:	Customer Services Administrator	eMail:	nz_wellingtonfire@chubbfs.com
Relationship:	Building WoF Management and IQP services	Website:	www.chubb.co.nz

LIST OF THE SPECIFIED SYSTEMS

(inspected and maintained in accordance with the compliance schedule)

- 02 Automatic or Manual Emergency Warning Systems
- 04 Emergency Lighting Systems
- 14/2 Emergency Power Systems for, or Signs Relating to, a Specified System in any of Specified Systems 1 to 13 (Signs)
- 15/2 Other Fire Safety Systems or Features (Final Exits)
- 15/4 Other Fire Safety Systems or Features (Signs for Communicating Information Intended to Facilitate Evacuation)

WARRANT

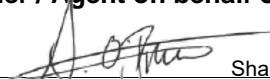
The maximum number of occupants that can safely use this building is: 130
The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system/s:
The Compliance Schedule is kept at: On Site

ATTACHMENTS

- Certificates relating to inspections, maintenance and reporting.
- Recommendations for amendments to the Compliance Schedule.

Signature of ~~Owner~~ Agent on behalf of and with the authority of the owner:

Date:


Shannon O'Brien

20/05/2024



Form 12a - Section 108(3)(c), Building Act 2004
Certificate of compliance with inspection, maintenance, and reporting procedures

Building WOF Due Date: 19 May 2024

CS/Building WOF Number: CS0172

Territorial Authority: Kapiti Coast District Council

THE BUILDING

Kapiti Softball Club
Te-Atiawa Park, Donovan Road Paraparaumu
Paraparaumu
Legal Description Pt Lot 5 DP 17327

THE OWNER

Kapiti Softball Club Inc
PO Box 63
Paraparaumu

Contact Person: Kyla Huff

Phone:

Mobile: 027 244 8756

COMPLIANCE

The inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the 12 month/s prior to the date stated below in relation to the following specified system/s:

02 - Automatic or Manual Emergency Warning Systems

04 - Emergency Lighting Systems

14/2 - Emergency Power Systems for, or Signs Relating to, a Specified System in any of Specified Systems 1 to 13 (Signs)

15/2 - Other Fire Safety Systems or Features (Final Exits)

15/4 - Other Fire Safety Systems or Features (Signs for Communicating Information Intended to Facilitate Evacuation)

IQP / LBP NAME AND NUMBER

Mike Baldwin 307507

20 / 05 / 2024

Comments:



Hot chips \$3

Sausage in bread \$2

Filled roll \$4

Chicken or ham with lettuce, tomato, mayo, cheese

Toastie \$4

Ham and cheese; cheese and onion;
cream corn and cheese; spaghetti and cheese

Bowl of nachos \$5

Beef and bean mix, cheese on nacho chips

Chippies \$2

Nuts \$2



Hot chips \$3

Sausage in bread \$2

Filled roll \$4

Chicken or ham with lettuce, tomato, mayo, cheese

Toastie \$4

Ham and cheese; cheese and onion;
cream corn and cheese; spaghetti and cheese

Bowl of nachos \$5

Beef and bean mix, cheese on nacho chips

Chippies \$2

Nuts \$2

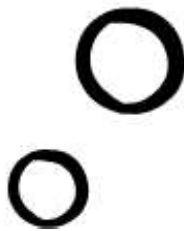
**Have you
planned your journey home?**

Designated driver?

Uber?

Taxi?

Paraparaumu Taxi 042961111



NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

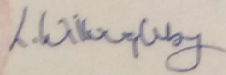
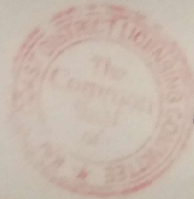
Section 228, Sale and Supply of Alcohol Act 2012

WILLIAM GEORGE PALMER

Your manager's certificate 45/CERT/911/2023 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 2 February 2027 unless again renewed.

Dated at Paraparaumu on 27 February 2024

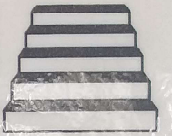
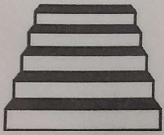


Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces the original certificate number 45/CERT/911/2023 issued on 2 February 2023 at Paraparaumu by the Kapiti Coast District Licensing Committee

Deck

Deck



BAR

KITCHEN



**CARPARK
EMERGENCY ASSEMY AREA**

Chubb

KAPITI SOFTBALL CLUB

TE-ATIAWA PARK, DONOVAN ROAD

PARAPARAUMU

Building Warrant of Fitness Due Date:

19 May 2025

Compliance Schedule ID:

CS0172

This is your Building Book specifically customised for the above building, this folder and its contents must not be removed from site. Below is a list of inspections for this Building and over the next pages details on the various sections for this Building Book.

The first inspection for these reports is due during the month of May

SS	Specified System Description	Inspection Frequencies	
		SECTION 1 Owner, Tenant or Onsite Staff	SECTION 2 Chubb, Sub-Contractor or Other Contractor
02	Automatic or Manual Emergency Warning Systems	1M	1Y
04	Emergency Lighting Systems		6M 1Y
14/2	Emergency Power Systems for, or Signs Relating to, a Specified System in any of Specified Systems 1 to 13 (Signs)	1M	1Y
15/2	Other Fire Safety Systems or Features (Final Exits)	1M	1Y
15/4	Other Fire Safety Systems or Features (Signs for Communicating Information Intended to Facilitate Evacuation)	1M	1Y

These inspection reports are for the 19/05/2024 to 19/05/2025 compliance year they must remain within this Building Book until 19/05/2027

Donna Want

From: Kapiti Softball <info@kapitisoftball.co.nz>
Sent: Wednesday, 16 October 2024 5:07 pm
To: Mailbox - Licence Application
Subject: Fwd: Kapiti Coast Softball Club
Attachments: dlc-form-005-application-for-club-licence-or-renewal-of-club-licence.docx; img20241016_16572771.pdf; img20241016_16564550.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Kia Ora Donna,

Please find attached the documentation you requested. Below is also a statement of Waiver from our Treasurer.

----- Forwarded message -----

From: Treasurer - Kapiti Softball Club <treasurer@kapitisoftball.co.nz>
Date: Wed, Oct 16, 2024 at 9:43 AM
Subject: Re: Kapiti Coast Softball Club
To: Kapiti Softball <info@kapitisoftball.co.nz>

Statement for Waiver:

We are writing to formally apply for a waiver regarding the late submission of our Achocol license application for the Kāpiti Softball Club. Unfortunately, the submission was delayed due to a recent change in our Treasurer. At our Annual General Meeting in August, a new Treasurer was appointed with the intention of overseeing this process. However, due to unforeseen circumstances, the newly appointed Treasurer had to step down shortly after their appointment. We have now successfully filled this position, but this transition period led to a delay in managing certain tasks, including the timely submission of our license renewal.

Like many clubs, we have found it increasingly difficult to secure volunteers for key positions, such as Treasurer, a challenge we are actively addressing as times and community engagement change. We are working on strategies to improve volunteer recruitment and ensure stability in these essential roles going forward.

On a positive note, we have appointed a Bar Manager who, alongside our Duty Manager, will ensure the smooth running of our bar operations. This addition will further enhance the club's overall stability and ensure proper management of our licensing responsibilities in the future.

We kindly request your understanding and approval of this waiver due to the circumstances mentioned, and we are committed to ensuring timely compliance moving forward.

Thank you for considering our application.

On Tue, Oct 15, 2024 at 11:17 AM Kapiti Softball <info@kapitisoftball.co.nz> wrote:
Any ideas or help very much appreciated, especially in the wording.
Thanks

----- Forwarded message -----

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

Date: Tue, 15 Oct 2024, 9:11 am

Subject: RE: Kapiti Coast Softball Club

To: Kapiti Softball <info@kapitisoftball.co.nz>

Good morning Sonya,

Thank you for your application. To enable this to be processed, would you please provide the following:

- A completed Fire evacuation statement, signed and with the appropriate option selected (see Link below to the form on our website)
- The applicable legal name to be shown on the licence; this is not completed in the application form (attached)
- Full details in Question 13 (not completed)
- **As per the reminder letter sent to applicants the application for renewal was required to be submitted 20 days prior to the licence expiry date. You will now be required to apply for a waiver and state the reason behind the late application as per the Act.**

A request pursuant section 208 to waive the requirement under section 121(2)(b) to file a renewal application no later than 20 working days before the expiry of the licence. This will then be submitted to the District Licencing Chairman and will be decided as follows:

DLC Decision

Having considered the information provided to explain the late filing:

I **am** satisfied that the applicant's failure to file its renewal application on time was not wilful and I approve the waiver request. The late renewal application may be accepted.

OR

I **am not** satisfied that the applicant's failure to file its renewal application on time was not wilful, so I decline the waiver request. The late renewal application must be rejected.

<https://www.kapiticoast.govt.nz/media/vh3laso2/dlc-065-fire-evacuation-statement.pdf>

Your application will remain on hold until all required information is received.

Kind regards

Donna Want

Regulatory Services Support Officer
Te Kai Maangai Whakaanga Kiritaki

Tel 04 296 4700

From: Kapiti Softball <info@kapitisoftball.co.nz>
Sent: Monday, October 14, 2024 8:57 PM
To: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Subject: Kapiti Coast Softball Club

To whom it may concern,

Please find attached the application form for the club licence along with attachments showing our exit plan, the current bar managers licence, the food we have available, the building WoF, transport number, and a list of alcoholic and non-alcoholic drinks we sell.

If there are any further questions, or I have missed anything please let me know.

Kind regards,

Sonya Ross,

Secretary, Kapiti Softball Club.

The material in this email is confidential to the individual or entity named above, and may be protected by legal privilege. If you are not the intended recipient please do not copy, use or disclose any information included in this communication without Kāpiti Coast District Council's prior permission.

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:

Kapiti Coast Softball Club Te Atrawa park.

Applicants name:
(Individual or Company)

Kapiti Coast Softball Club Incorporated.

Premises address:

Te Atrawa park
Donovan Road
Paraparaumu.

Contact phone:

Home:

Mobile:

Sonya Ross
021331822.

Kyla Hoff
027244 8756

Contact email:

info@kapiti softball.co.nz.

2. Fire evacuation scheme

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

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

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

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

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:

Sonya Ross Secretary, Kapiti Coast Softball Club

Signature:



Date:

15 Oct 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