

# 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

<b>For Council use</b>
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:		
<b>1. Application Type</b>		
<input type="checkbox"/> New Club Licence	<input checked="" type="checkbox"/> Renewal of Club Licence Licence number: <i>45/club/068/2021</i>	<input type="checkbox"/> Renewal of Club Licence with variation of conditions Licence number:
<b>2. Details of Applicant</b>		
Full legal name or names to be on licence: Kapiti Coast United Sports Club Incorporated		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> <b>Yes</b> and if 'Yes', state kind of licence <i>CLUB LICENCE</i>		
<b>3. Applicant Status by reference to section 28 of Sale and Supply of Alcohol Act 2012</b>		
<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).....		
<b>4. For Applicant that is a Natural Person(s)</b>		
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:	
<b>5. For Applicant that is a Body Corporate, Authority under which Incorporated</b>			
<b>6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person</b>			
Name: Sharon Bannerman-Cooper			
Telephone:	Mobile:027 211 8688	Fax:	
Email:sbannermancooper@gmail.com	Website:	Preferred mode of contact: Email	
<b>7. Postal Address for Service</b>			
Number/Street/PO Box: 408		Suburb: Raumati	
City: Paraparaumu		Postcode: 5254	
<b>8. Business Details</b>			
<i>Describe principal business, any other businesses</i>			
Sports Club – primarily Football			
<b>9. Criminal Convictions</b>			
<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). <b>X</b> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.</i>			
<b>10. Details of Premises</b>			
Address:		Street: Weka Road	
Suburb: Raumati Beach		City: Kapiti	Postcode: 5254
Any name, trading name, or name of building: Kapiti Coast United			
Trading Name:			
<b>If not Owned by Applicant:</b>			
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: <b>X No</b> , and if "Yes", state details:			
<b>11. Details of Duty Manager(s)/Proposed Manager(s) If more than two certified managers please attach details separately</b>			
Full legal name: Sharon Bannerman-Cooper			
Number of manager's certificate: 45/CERT/510/2024		Expiry Date: 20 March 2025	
Full legal name: William McCullie			
Number of manager's certificate: 45/CERT/1195/2024		Expiry Date: 7 May 2025	
<b>12. Club Details</b>			
State authority under which the club is incorporated: Kapiti Coast Sports Club Incorporated – Incorporated Society			
Membership: total membership approximately 700, number of members under 18 years of age 520			
Contact details of club secretary - Name: Adelle Bailey			
Address: PO Box 408		Street:	
Suburb: `Raumati		City: Paraparaumu	Postcode:5254
Telephone:	Mobile: 021 889 121 .	Fax:	
Email: adellembailey@gmail.com	Website:	Preferred mode of contact: Email	
Is the sale of alcohol intended to be the principal purpose of the club? <b>X No</b> , and if "No", advise the intended principal purpose of the club. A Sports Club where members and their guests can participate in playing or watching football.			
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: <b>X NO</b> 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): Tuesday to Thursday: 7pm – 10 pm Friday: 6pm-11.30pm			

Saturday & Public Holidays: 12 noon - 12 Midnight  
 Sunday: 12 noon – 7pm

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

**13. 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:  
 All Duty Managers have completed the LCQ. Any new Duty Managers would have previously worked at the Club as a Volunteer with a qualified Manager overseeing them for their first few weeks. Currently we have three Duty Managers available and the Bar is tended by these three on most occasions on roster.  
  
 Any Volunteers that are not qualified work with a qualified Duty Manager for their first month so that they are aware of their obligations under the Act and the Host Responsibility obligations. A Duty Manager is always on call if there are any problems.

Yes / No  
 #.....

Describe the type and range of food intended to be available for purchase:  
  
 There is hot food available to purchase during game days through our kitchen including but not limited to Toasted Sandwiches, Pies, Hot Dogs, Hot Chips, Chicken Burgers, Sausage Rolls.  
  
 At the end of the game day there is a hot meal provided to those playing at the Park and members who return to the Club from nearby grounds. This is normally a small meal such as Chilli and Rice, Pulled Pork Sliders with Coleslaw, Pasta Bake etc.

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>Coke Zero, Coke, Sprite, Sprite Zero, Lemon &amp; Paeroa, Bundaberg Ginger Beer, Lemon Lime &amp; Bitters, Water Bottles, Power Ade, Heineken Zero Beer, Summit Zero, Non Alcoholic Wine</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>DB Citrus, Low Alcohol Wine, <i>Low Alcohol Meads MidVicious</i></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>Free water is supplied on the Bar via a Dispenser with glassware available to all using the Clubrooms. This is replenished throughout the day as needed.</p>	<p>Yes / No #.....</p>

<b>...Conditions contd-</b>	<b>Doc attached? Number.</b>
<p>Describe the steps intended to be taken to provide help with and information about transport options from the premises:</p> <p>There is a Cellphone at the Bar which is available to call Taxis, and the Bar Staff are familiar with making bookings for patrons. There is signage about the Club with the Taxi number displayed, both on the walls of club, by the bar and in both bathrooms</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>Ask for ID for anyone looking under 25 years of Age, check the ID matches the person, is genuine and an acceptable form of ID. Use the AGE Chart behind the bar to check the client is over 18.</p> <p>Use the SCAB tool to assess levels of intoxication and reduce service, offer food and water and low or zero alcohol alternatives to anyone that is moving towards intoxication. We do not serve intoxicated clients and will reduce service to single serves to any table that has someone that we have concerns about. We involve others at the table and let them know if we have reduced service or refused service to another patron.</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><b>Free water is always available on the Bar</b></p> <p><b>Food is actively promoted and readily available with a free meal supplied at 5pm on Saturdays.</b></p> <p><b>Low Alcohol and No Alcohol range of beverages are available and promoted to patrons</b></p> <p><b>Signage is prolific around the Clubrooms on who will be refused service –NO service to Minors or Intoxicated Persons</b></p> <p><b>Photo ID will be required as Proof of Age - NO ID NO Service,</b></p> <p><b>Transport Options are readily promoted throughout the Clubrooms and by Bar Staff</b></p> <p><b>Intoxicated Persons will be removed from the Club and put in a Prearranged ride or Taxi ride home.</b></p>	<p>Yes / No #.....</p>
<p><b>...Conditions contd-</b></p>	<p><b>Doc attached? Number.</b></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>SCAB Rule on wall behind Bar for Reference. Age Chart is also clearly displayed to Bar Staff to easily identify age of Patrons. Running of the Bar and any Licence Compliance requirements are discussed monthly at the Committee meeting and any outcomes are minuted and communicated amongst Bar Staff.</p>	<p>Yes / No #.....</p>
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"> <li>reduced, by more than a minimal extent, by granting the licence; or</li> <li>increased, by more than a minimal extent, by the refusal to renew the licence.</li> </ul> <p><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>For all functions the bar closes at 12pm and most patrons have left the premises by 12.30pm. We ensure that no-one is loitering around the Club before the Bar staff leave. <i>We arrange Taxis home for all that need them.</i></p> <p>The doors outside to the Deck are closed while there is music playing to avoid disturbing the neighbourhood. All Rubbish from the Club is secure in Wheelie Bins to avoid broken glass in the park area.</p>	<p>Yes / No #.....</p>
<p><b>For Licence Renewal Only:</b> Describe any conditions of the licence the applicant seeks to vary or cancel: <b>NA</b> <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>Action sought: <input type="checkbox"/> <b>Variation</b>    <input type="checkbox"/> <b>Cancellation.</b> If Variation, in what respect does the applicant seek to vary the condition?</p>	<p>Yes / No #..... #..... #..... #.....</p>



Full reasons for variation or cancellation:	
<b>14. Attachments</b> <ul style="list-style-type: none"> <li>When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....''</li> </ul>	
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: Attached List	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 #.....

<p>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></p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>
<p>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></p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>

**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: Sharon Leigh Bannerman-Cooper

Date: 4 July 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-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**

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <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: \_\_\_\_\_

**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: \_\_\_\_\_



# 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

<b>Premises name:</b>	Kapiti Coast United Sports Club
<b>Applicants name:</b> (Individual or Company)	Kapiti Coast United Sports Club Incorporated
<b>Premises address:</b>	Weka Park, Raumati Beach
<b>Contact phone:</b>	Home: 0272118688                      Mobile: 027 211 8688
<b>Contact email:</b>	events@kcu.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](mailto: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

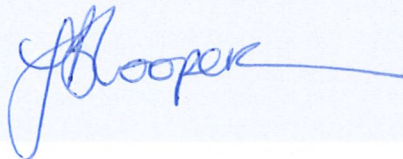
because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

### 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: Sharon Bannerman-Cooper

Signature:



Date:

4/7/2024

## Submitting applications

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

### Post to:

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

### or deliver to:

Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



RECIPROCAL VISITING RIGHTS

12. December 2018

2

To whom it may concern at New Zealand Football/Capital Football,


Due to changes in the *Sale and Supply of Alcohol Act 2012* our club **Kapiti Coast United Sports Club** would formally like to offer "*Reciprocal visiting rights*" to members and guests of all affiliated football clubs that fall under the NZ/Capital Football authority. This means that all NZ/Capital Football registered club members and their guests will be able to enter and use our clubhouse facilities throughout the year, including purchasing and consuming alcohol on our club premises. The purpose of the visit can be, local competition between clubs, Capital Football sanctioned competitions and all competitions under the control of NZ/Capital Football. This letter is to formalise an agreement between all affiliated football clubs to NZ Football and will ensure that we don't breach the *Sale and Supply of Alcohol Act 2012*. We have included a copy of the relevant section under the new act for your reference.

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**Sale and supply in clubs to members and guests only:** (*section 60 of the Sale and Supply of Alcohol Act 2012*)

- (1) The holder of a club license must ensure that no alcohol is sold or supplied to any person for consumption on the premises unless the person is –
  - (a) an authorised customer; or
  - (b) if the license is issued subject to a condition allowing alcohol to be sold or supplied to people of that kind, a person who is on the premises at the invitation of an authorised visitor who is also on the premises.
- (2) If a club license and an off-license are held for the same premises, the holder must ensure that no alcohol is sold or supplied to any person for consumption off the premises unless the person is an authorised customer.
- (3) In this section –
  - **authorised customer**, in relation to premises a club license is held for, means a person who –
    - (a) is a member of the club concerned; or
    - (b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or
    - (c) is an authorised visitor
  - **authorised visitor**, in relation to premises a club license is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members
  - **member**, in relation to a club, means a person who –
    - (a) has expressly agreed in writing to comply with the club's rules; and
    - (b) is recognised as a member of the club by those rules

Yours faithfully,



.....  
Darren Reynolds (Club Chairman)

Clubs with Reciprocal Visiting Rights includes (but is not limited to):

*Brooklyn Northern United*

*Island Bay United AFC*

*Marist AFC*

*Miramar Rangers AFC*

*North Wellington*

*Wellington Olympic*

*Onslow AFC*

*Seatoun AFC*

*Victoria University*

*Waterside Karori AFC*

*Wellington United*

*Eastbourne AFC*

*Lower Hutt City AFC*

*Naenae Soccer Club*

*Petone FC*

*Stokes Valley*

*Stop Out Sports Club*

*Upper Hutt City FC*

*Wainuiomata AFC*

*Kapiti Coast United*

*Otaki AFC*

*Paekakariki Sports Club*

*Waikanae AFC*

*Manakau United AFC*

*Carterton AFC*

*Douglas Villa AFC*

*Featherston AFC*

*Greytown FC*

*Masterton AFC*

*Wairarapa United*

*Martinborough AFC*

*Porirua AFC*

*Tawa AFC*

*Western Suburbs*

Jennifer Kay Jenkins

Licence Number: 49D/CERT/536/200SR no. 478061

Expiry Date: 10 december 2024

# CAPTAINS CANTEEN

# THE MENU

## HOT FOOD

- Chips \$3
- Popcorn Chicken \$4
- Potato Wedges \$4
- Toasted Sandwich \$4
- Mini Hot Dogs \$4
- Savoury Pie \$4
- Bacon Roll \$5



## HOT DRINKS

- Coffee \$5  
Expresso, Long Black,  
Americano, Latte,  
Cappuccino & Flat White
- Extra Shot \$1.50
- Tea \$3  
English Tea, Green Tea  
Earl Grey, Herbal Tea
- Hot Chocolate \$4.50