

# 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: <b>CL731</b>	<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: <b>Paraparaumu Beach Golf Club Inc</b>		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> , and if 'Yes', state kind of licence <b>Club licence</b>		
<b>3. Applicant Status</b> 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).....		
<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:			
Telephone:	Mobile:	Fax:	
Email:	Website:	Preferred mode of contact:	
<b>7. Postal Address for Service</b>			
Number/Street/PO Box:	PO Box 1544	Suburb:	Paraparumu Beach
City:		Postcode:	5252
<b>8. Business Details</b>			
Describe principal business, any other businesses Golf Club			
<b>9. Criminal Convictions</b>			
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.			
<b>10. Details of Premises</b>			
Address: Number	376	Street:	Kapiti Road
Suburb:	Paraparumu Beach	City:	
		Postcode:	5036
Any name, trading name, or name of building: Paraparumu Beach Golf Club			
Trading Name: Paraparumu Beach Golf Club Inc			
<b>If not Owned by Applicant:</b>			
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)			
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) *If more than two certified managers please attach details separately***

Full legal name: <i>Hayley Odessa Beverly Carter</i>		
Number of manager's certificate: <i>45/CERT/1219/2024</i>	Expiry Date: <i>19.7.2025</i>	
Full legal name: <i>Matthew David Goring</i>		
Number of manager's certificate: <i>MC700</i>	Expiry Date: <i>08/10/2025</i>	

**12. Club Details**

State authority under which the club is incorporated:  
*Incorporated societies act 2022*

Membership: total membership....., number of members under 18 years of age.....

Contact details of club secretary - Name: *Scott McCuffide*

Address: Number/PO Box <i>PO box 1544</i>	Street:	
Suburb: <i>Paraparaumu beach</i>	City:	Postcode: <i>5252</i>
Telephone: <i>04 902 8209</i>	Mobile: <i>021 9415922</i>	Fax:
Email: <i>office@pbgc.co.nz</i>	Website:	Preferred mode of contact: <i>Email</i>

Is the sale of alcohol intended to be the principal purpose of the club?  Yes  No, and if "No", advise the intended principal purpose of the club.  
*We are a golf club first and foremost. Alcohol sales are a benefit for club members.*

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.

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

Monday to Friday and Sunday 10am to midnight  
Saturday 10am to 1am the following day

Do you have an encroachment licence to consume alcohol on footpath:  Yes  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:

Hayley has worked at PB&C for approx 2.5 years. She has received ongoing on the job training and has recently completed her LCA and received her duty managers certificate.

Yes / No  
#.....

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

Cabinet food - sandwiches, scones, slices, muffins  
  
Deep fried - chips, wedges,  
  
Burgers, pizzas

Yes / No  
#.....

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

Do you have an encroachment licence to consume alcohol on footpath:  Yes  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:

Yes / No  
#.....

The club has been in operation for 75 years and with a licence for many decades. During that time ~~we~~ we have been a very solid citizen of the community. The club has recently parted ways with Les Barber, who was very strict with compliance issues relating to the club licence and the sale and supply of alcohol act. This will continue with the leg

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

Yes / No  
#.....

...Conditions contd-	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Soft drink water Juice Ginger beer</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p><del>Soft Drink</del> - <del>soda</del>, <del>sprite</del> Water <del>Low-alcohol beer</del> - <del>ken zero</del>, <del>zaffer zero</del> cider, All <del>or</del> Emerson's little bud, Speights Juice / Orange apple mid ale, mcs mid vicas steinlager light. All 2.5% <del>Ginger beer</del></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 provided next to the bar and is very prominent and with easy access.</p>	<p>Yes / No #.....</p>



Describe the steps intended to be taken to provide help with and information about transport options from the premises:

Yes / No  
#.....

The Parapararimu Taxis sign is displayed in a prominent place. Staff will happily call a taxi for anyone asking about getting a taxi. Uber and other ride share companies are not readily available in Kaiti

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

Yes / No  
#.....

ID is checked on anyone who is not known to a staff member as far as their age is concerned.  
Staff constantly monitor to make sure alcohol is not bought by someone over 18 for someone under 18.

Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):

Yes / No  
#.....

To make sure all staff serve people who we should be serving ie club members, guests of members, members of reciprocal clubs and their guests.  
To make sure we adhere to our licence restrictions and adhere to responsible service of alcohol guidelines  
To not serve intoxicated people.

Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:

Hayley and Matt have both obtained their LCA and also their duty managers cert. Marc also has completed his LCA. All new staff are also made to read the "Alcohol Game Plan for bar staff" supplied by Health N2. All staff to complete service wise lost responsibility training

Yes / No  
#.....

Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:

- 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.

*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:*

All parking is on the premises so no noise from people arriving/leaving. We are not close to sensitive users as mentioned above. Windows are double glazed to prevent noise and we do not allow excessive noise for our functions.

Yes / No  
#.....

**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

Terms of condition at present:

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

N/A

Full reasons for variation or cancellation:

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



14. Attachments	Doc attached? Number.
<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> N/A	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> N/A	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> N/A	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> N/A	Yes / No #.....
Names of other clubs with which club has reciprocal visiting rights for members: Napier CC      Mangawhai CC      Otago CC Bridge Pa CC      Christchurch CC      Hastings CC Tairāroa CC      New Plymouth CC      Mt Manganui CC	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> N/A	Yes / No #.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i> N/A	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> N/A	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> N/A	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> N/A	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: *Hayley Carter*

Date: *1-8-2024*

Signature: *[Handwritten Signature]*

Dated at location: *Paraparaumu Beach Golf 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-LODGEEMENT 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: \_\_\_\_\_



# 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:

Paraparamu Beach Golf Club

Applicants name:  
(Individual or Company)

as above

Premises address:

376 Kapiti Rd  
Paraparamu Beach

Contact phone:

Home:

Mobile: 027 941 5922

Contact email:

office@pbgc.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](http://www.fireandemergency.nz) or Contact Fire and Emergency New Zealand, [wellingtondistrict-rteams@fireandemergency.nz](mailto: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.

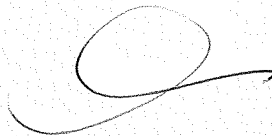
### NOTE:

*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:

Scott McCaffrick

Signature:



Date:

8.8.2024.

## 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

## **PBGC Host Responsibility policy**

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.

It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a photo driver's licence, an 18+ Evidence of Age card or a current passport.

Our policy is zero tolerance for aggressive, coercive or violent behaviour.

A good range of food is always available. Menus are visible at all times.

We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (insert your own choices eg, low-alcohol beer, fruit juices, soft drinks, tea and coffee). Iced water is available free of charge at all times.

We promote a range of transport options to get you home safely.

We encourage people to have a designated driver. We will make the driver's job more attractive by providing an interesting range of low-alcohol and alcohol-free drinks.

All of these services are well promoted, along with signage required under the Sale and Supply of Alcohol Act 2012.

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.



# Menu

Pizza's 18

Margarita - Peperoni

Burger's 17.5

Beef - chicken - veg

7.9

Omelette 18

Two fillings

Egg's Benne 18

Bacon & egg's 16.5

7.9

Bacon and egg

Toasted Sammie

9.5

Fries 8.5

Wedge's 9.5

Loaded 13.5

7.9

Toasted Sandwiches

cheese - Ham

onion - Bacon

Tomatoe - Cream

Pineapple corn

7.9

