

David Porter & Co Limited  
Accountants  
10 Horopito Road  
Waikanae 5036

Received by  
Kapiti Coast District Council  
at Paraparaumu  
20 SEP 2024  
By *bw* Time *11:20*

THE SECRETARY  
DISTRICT LICENSING COMMITTEE  
K C D C.

Attention: Antonette Bliss

**Te Horo Rural Fire Force**  
**58 School Road**  
**Te Horo 5581**

Telephone 021 154 2632  
Email [daveannporter@outlook.com](mailto:daveannporter@outlook.com)

17 September 2024

**TO:**  
The Regulatory Services Support Officer  
Kapiti Coast District Council  
Paraparaumu


Dear Madam,

Re: Application for Renewal of Club Licence

In support of the Te Horo Fire Force application for the renewal of its Club Licence, I advise that the reason for the late filing of application was that each of the committee members that normally handle this matter thought that the other had completed it in time.

A diary note has now been made for next year to ensure that the application is made promptly.

Yours faithfully,



David Porter  
Chairman/Treasurer  
Te Horo Rural Fire Force

*Emailed 19/9  
+ it bounced*

# APPLICATION FOR CLUB LICENCE OR RENEWAL OF CLUB LICENCE



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

Received  
Kāpiti Coast District Council  
at Ōtaki  
10 SEP 2024  
By Cill B Time 12:35 pm

E-MAILED  
10/9/24

Send or deliver your application to:  
The Secretary  
District Licensing Committee  
Kāpiti Coast District Council  
Private Bag 60601, Paraparaumu 5254  
175 Rīmu 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:		
<b>1. Application Type</b>		
<input type="checkbox"/> New Club Licence	<input checked="" type="checkbox"/> Renewal of Club Licence Licence number: <u>45-club-082/2021</u>	<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: <u>Telloro Rural Fire Force</u>		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence		
<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)..... <u>Fire Brigade</u>		
<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:	
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: <u>Telloro Rural Fire Force</u>			
Telephone: <u>0643205</u>	Mobile:	Fax:	
Email:	Website:	Preferred mode of contact:	
7. Postal Address for Service			
Number/Street/PO Box: <u>58</u>	Suburb: <u>School Rd</u>		
City: <u>Telloro</u>	Postcode: <u>5581</u>		
8. Business Details			
Describe principal business, any other businesses			
<u>Volunteer Fire Force</u>			
9. Criminal Convictions			
Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.			
10. Details of Premises			
Address: Number <u>58</u>	Street: <u>School Road</u>		
Suburb:	City: <u>Telloro</u>	Postcode: <u>5581</u>	
Any name, trading name, or name of building:			
Trading Name: <u>Telloro Rural Fire</u>			
If not Owned by Applicant:			
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)			
Full legal name of owner: <u>Telloro Rural Fire Force</u>			

Address: Number <b>58</b>	Street: <b>School Road</b>	
Suburb:	City: <b>Telloro</b>	Postcode: <b>5581</b>

Is the licence conditional on completion of building work:  Yes  No, and if "Yes", state details:  
**Maehel EJ collan**  
**45/cert/1080/2014 EXP 7/4/26.**

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

Full legal name: <b>John Stephen Connolly</b>		
Number of manager's certificate: <b>45/cert/1078/2014</b>	Expiry Date: <b>7/04/26</b>	
Full legal name: <b>Brent Allen Spence</b>		
Number of manager's certificate: <b>45/cert/1079/2014</b>	Expiry Date: <b>7/4/26</b>	

**12. Club Details**

State authority under which the club is incorporated:

Membership: total membership.....**19**....., number of members under 18 years of age.....**1**.....

Contact details of club secretary - Name: **Dave Porter**

Address: Number/PO Box <b>10</b>	Street: <b>Hospital St Road</b>	
Suburb:	City: <b>Waikanae</b>	Postcode: <b>5036</b>

Telephone:	Mobile: <b>0211542632</b>	Fax:
Email: <b>021 154 2632</b>	Website:	Preferred mode of contact:

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.  
**Volunteer Fire Fighting.**

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 - 4pm - 10pm  
 Tuesday 4pm - 10pm  
 Wednesday 4pm - 10pm  
 Thursday 4pm - 10pm  
 Friday 4pm 12 midnight  
 Sat 2pm ~~4pm~~ 12 midnight  
 Sunday 2pm - 10pm

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  
#.....

✓ club for forty years.  
How long has licence being held for.

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

Yes / No  
#.....

✓  
sausages  
pizzas  
steaks

...Conditions contd.	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>0% Beer            coke  <del>Lemnade</del> Lemonade            Bottle water            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>Heiken light Beer            Heimaker</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 Bottled water            Stored in <del>fr</del> Fridge.</p>	<p>Yes / No ✓            #.....</p>

...Conditions contd.	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>Silver Shuttle Otagi Phone No displayed.</p>	<p>Yes / No <input checked="" type="checkbox"/></p> <p>#.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>guest Book for visitors. check ID for minors.</p>	<p>Yes / No <input checked="" type="checkbox"/></p> <p>#.....</p>
<p><input checked="" type="checkbox"/> Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p><del>*</del> Barstaff actively monitor the customers and will refuse service to anyone who appears intoxicated.</p>	<p>Yes / No</p> <p>#.....</p>



...Conditions contd-	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 to actively promote safe drinking practices in accordance with the Act.</p> <p>Only authorised bar staff are allowed to serve drinks</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>✓ ✱ The applicant actively engages with the wider local community to ensure compliance and goodwill.</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: <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 style="text-align: center;">N/A</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>

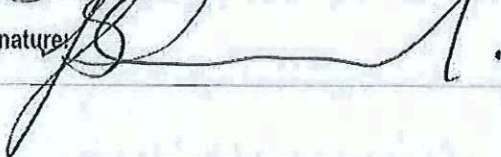
14. Attachments • When including attachments please number the hard copies, and in the first column circle 'Yes' box and write the document number on '#.....'	Doc attached? Number.
A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of 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:  Otaki Fire Brigade	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> NO CHANGES: EXPLICIT SIGNAGE (SEE PHOTO)	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: John Connolly

Date: 10/09/2024

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**

**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 Gabe \_\_\_\_\_ Date: 10/9/24

# 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:	TE. HORO RURAL FIRE
Applicants name: (Individual or Company)	
Premises address:	58 School Road TE. HORO.
Contact phone:	Home: 063643205      Mobile: 0272641718
Contact email:	

## 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-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.

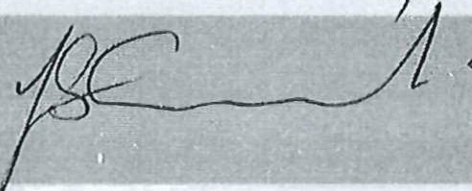
### NOTE:

*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:

J. Connolly.

Signature:



Date:

10/9/2024.

## 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

**Te Horo Rural Fire Force  
58 School Road  
Te Horo 5581**

## **BAR FOOD MENU**

**SAUSAGE ROLLS \$1.50 ea**

**PIZZAS \$10 each**

**SAUSAGES & CHIPS \$15**

**FRESH SANDWICHES \$3.50**

**STEAK & CHIPS \$18**

**FISH & CHIPS \$14**