

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:45/CLUB/067/2021	<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 Boating 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 Yes – licence held is Club licence Sections 21 & 24, 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			
6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person			
Name: Kylie Morrell			
Telephone:	Mobile: 021730266	Fax:	
Email:exec-officer@kapitiboatingclub.co.nz	Website: www.kapitiboatingclub.co.nz	Preferred mode of contact: email	
7. Postal Address for Service			
Number/Street/PO Box: PO Box 1437		Suburb: Paraparaumu Beach	
City: Kapiti		Postcode: 5032	
8. Business Details			
<i>Describe principal business, any other businesses</i>			
This is a boating club for boat owners (members) and social members of the community.			
9. Criminal Convictions			
<i>Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.</i>			
10. Details of Premises			
Address: Number 2		Street: Marine Parade	
Suburb: Paraparaumu Beach		City: Kapiti	Postcode: 5032
Any name, trading name, or name of building: Kapiti Boating Club			
Trading Name: Kapiti Boating Club			
If not Owned by Applicant:			
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>			

Full legal name of owner:		
Address: Number	Street:	
Suburb:	City:	Postcode:
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", state details:		
11. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>		
Full legal name: John Regis Smith		
Number of manager's certificate: 45/CERT/863/2020	Expiry Date: 26/08/2024	
Full legal name: Katie Marie McLellan		
Number of manager's certificate: 45/CERT/1186/2024	Expiry Date: 24/04/2025	
Full legal name: Isabella Grace Shalders-Taylor		
Number of manager's certificate: 45/CERT/1207/2024	Expiry Date: 06/06/2025	
12. Club Details		
State authority under which the club is incorporated: Not for profit		
Membership: total membership 551 number of members under 18 years of age: None		
Contact details of club secretary - Name: Kylie Morrell		
Address: Number/PO Box	Street:	
Suburb:	City:	Postcode:
Telephone:	Mobile:	Fax:
Email:	Website:	Preferred mode of contact:
Is the sale of alcohol intended to be the principal purpose of the club? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "No", advise the intended principal purpose of the club. The principal purpose of the club is to support our local members who own boats with tractor services, meals and place to gather. The club supports members by offering Friday club nights throughout the year, and during the summer on Sundays.		
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 <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 – Thursday 5pm – midnight
 Friday 4pm – 12 midnight
 Saturday & public holidays 12noon – 12 midnight
 Sunday 12noon to 10pm

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

13. Conditions <ul style="list-style-type: none"> • Write answer below or attach relevant documents that demonstrate compliance. • When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....' 	Doc attached? Number.
Describe experience and training of applicant: Kapiti Boating Club has held a licence for over five years and John the commodore and duty manager has held his licence for approx. six years. Katie McLellan has been with the club for over a year & Isabella Shalders-Taylor has recently obtained her duty managers licence and have been with the club for a year. The club has been holding events for the past two years with special licences without incident. We rotate the duty managers with each event and often have both Katie and Isabella onsite. Kylie Morrell is the event manager and administrator and has extensive history with events and offers support with the set up of the event and on site assistance if required.	Yes / No #.....
Describe the type and range of food intended to be available for purchase: The club has a kitchen which offers a menu when serving alcohol. Copy attached. Nuts and Chippies are also available for purchase at the bar.	Yes #Menu

...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>Full range of coke/lemonade/diet selection of softdrinks Full range of Bundaberg softdrinks Soda/Tonic Pals 0% RTD Heineken 0% Fruit jucies Tap water is always available for people to help themselves</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Steinlager lite 2.5% Export Citrus 2% Sauvignon blanc Edenvale – 0% Sparkling wine Edenvale – 0%</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>Water is always available at the bar by way of water station. This is regularly topped up.</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>Taxi number is listed on the bar and in the foyer. The staff are all aware of the taxi and super shuttle numbers.</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>ID will be checked for anyone that looks under 25yrs of age</p> <p>Bar staff and Duty Manager/s will monitor anyone who is drinking excessively and act accordingly by limiting access to alcohol and providing water.</p> <p>If anyone is showing signs of intoxication steps will be taken to remove them from the premises.</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>Signs are at the bar to encourage responsible drinking, water and non-alcoholic drinks will be readily available.</p> <p>Bar staff do regular checks by walking around the room and talking to them and checking on them.</p> <p>Toilets and other areas around the venue are regularly checked for anyone who may be intoxicated.</p>	<p>Yes / No #.....</p>
<p>...Conditions contd- Doc attached? Number.</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>Staff have access to the intoxication assessment guidelines and preform regular checks on guests.</p> <p>Regular training and meetings with staff are had to discuss any issues that may arise when serving alcohol and review of previous events is taken to learn from them.</p> <p>Pre briefing on the event is held 2-3 days prior to event for all staff working.</p> <p>Check ID thru passport or drivers licence for anyone under 25yrs.</p>	<p>Yes #assessment tool</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>Guests will be advised not to congregate in the carpark outside following the event and the duty manager on site will ensure this doesn't happen.</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>Yes / No #.....</p>

<p>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></p>	<p>No #.....</p>
<p>Please attach a map showing the location of the premises. <i>Not required for renewal.</i></p>	<p>No #.....</p>
<p>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.</p>	
<p>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></p>	<p>No #.....</p>
<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>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>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: Kylie Morrell

Date: 26 July 2024

Signature: 

Dated at location: Kapiti Boating 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:

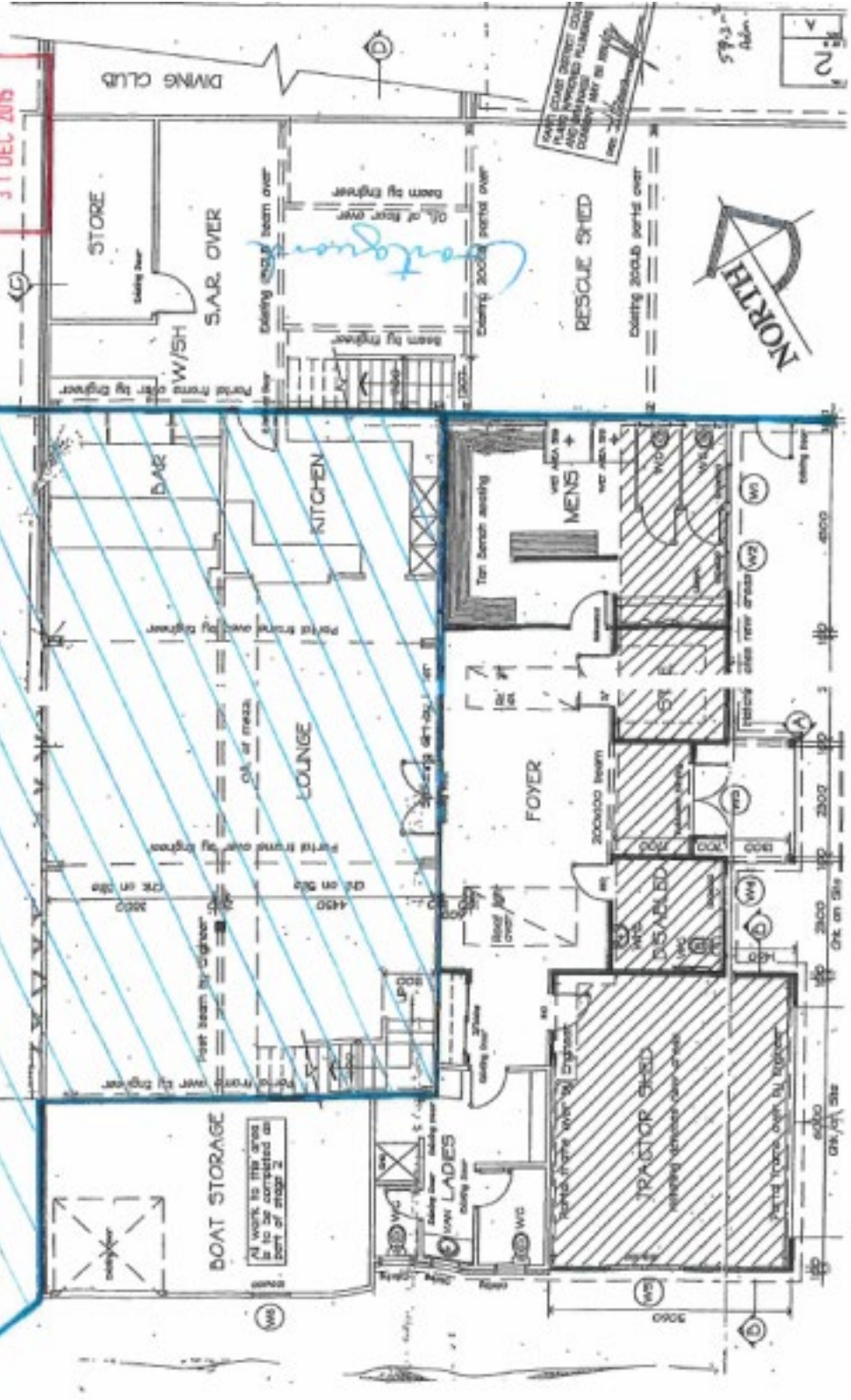
- Applicant has met with a Licensing Inspector, and fee has been calculated (as per above).
- Fee has been paid
- Attachments checked?
 - CSO has checked that all identified (Yes/No Ref #) attachments are attached OR
 - CSO has NOT checked that all identified documents are attached

Signature of CSO _____ Date: _____

Licensed Area

APPROVED
31 DEC 2015

See outside area on
map attached.



Contractor

DO NOT EXCEED EXISTING FLOOR AND FINISHES. CONSULT FOR ALL WORK.



2



The KBC



P.O.A

DISH OF THE DAY

Please see board for the Dish of the Day

\$20

BBQ BEEF AND BACON BURGER

BBQ Beef and Bacon Burger with Lettuce, Onion, Tomato, Beetroot and Sauce on a Ben's Buns Burger Bun. Served with Fries

\$20

THAI PRAWN OR SALT AND PEPPER SQUID SALAD

Garlic Butter Prawns or Salt and Pepper Squid on a Asian Salad with Crispy Shallots, Thai Dressing and Sweet Chilli Sauce

\$18

BEEF OR VEGE NACHOS WITH FRESH GUACAMOLE

Nacho Chips, Beef Mince or Vege Sauce, Beans, Sour Cream, Salsa, Cheese and Guacamole

\$21

SEAFOOD PLATTER

Range of Deep Fried Seafood and Chips with Tartare, Aioli, Guacamole and Sweet Chilli Sauce plus fresh lemon slices

\$21

ANTIPASTO PLATTER FOR 2

Selection of Cheese, Crackers, Pickles, Grapes, Seleni
Large Antipasto (4-5 people) \$40

SALT AND PEPPER SQUID

Salt and Pepper Squid served with Tartare Sauce, Sweet Chilli Sauce and Fresh Lemon Slices
Add Chips for an extra \$3

\$14

\$14

LOADED WEDGES

Seasoned Wedges with Cheese, Bacon, Sour Cream and Sweet Chilli Sauce

\$7

HOT CHIPS

KIDS MEALS

Hot Dog, 4 Chicken Nuggets or 4 Fish bites and Chips, Mac and Cheese,
Free with any Main Meal Fridays Only or \$10 individually

KIDS SUNDAE

Scoop of Icecream with Chocolate, Caramel or Strawberry Sauce, Sprinkles and Cream

\$4

Intoxication assessment tool

Intoxication definition

INTOXICATED means observably affected by alcohol, other drugs or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident: (a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.



Indicators may include but are not limited to:

	Sober	Influenced	Intoxicated
Speech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
Coordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand unaided or sit straight.
Appearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
Behaviour	Behaving sensibly but may be more relaxed.	Overly friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
	Monitor & serve responsibly	Intervene	Deny & remove

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

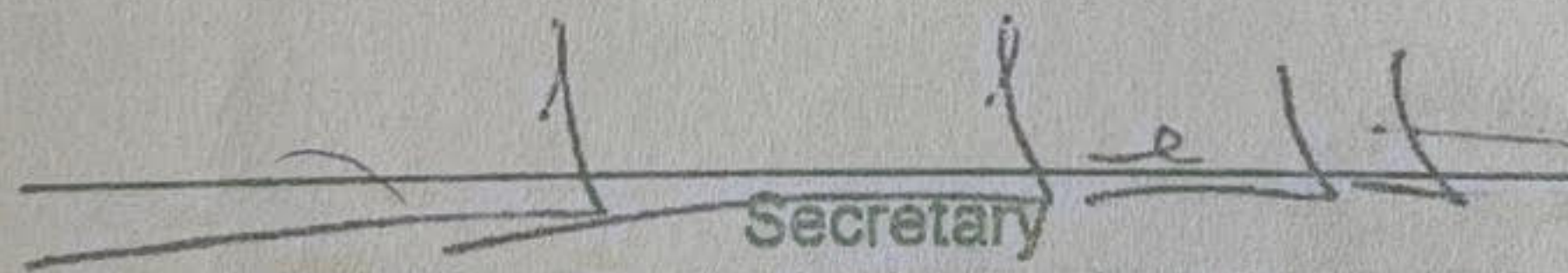
Section 226, Sale and Supply of Alcohol Act 2012

JOHN REGIS SMITH

Your manager's certificate **45/CERT/863/2020** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **26 August 2024** unless again renewed.

Dated at Paraparaumu on 5 October 2021


Secretary
Kapiti Coast District Licensing Committee



Note: This certificate replaces the original certificate number 45/CERT/863/2020 issued on 26 August 2020 at Paraparaumu by the Kapiti Coast District Licensing Committee

MANAGER'S CERTIFICATE

Section 217, Sale and Supply of Alcohol Act 2012

ISABELLA GRACE SHALDERS-TAYLOR

Your manager's certificate **45/CERT/1207/2024**

Pursuant to the Sale and Supply of Alcohol Act 2012, ISABELLA GRACE SHALDERS-TAYLOR is authorised to manage any licensed premises in respect of which a licence is in force.

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate continues in force:

- a) until the close of the period of 12 months after the day it was issued; but
- b) if an application for the renewal of the certificate is duly made before the certificate would otherwise expire, until the close of the period of 4 years after the day it was issued.

Dated at Paraparaumu on 6 June 2024.



Secretary
Kapiti Coast District Licensing Committee

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, the certificate expires on:

06 June 2025

29 April 2024

Katie Marie McLellan
20 Grand Poppa Way
Otaihanga
Paraparaumu 5036

Dear Katie Marie McLellan

Granting of Manager's Certificate
Sale and Supply of Alcohol Act 2012 (the Act)

District Licensing Committee Reference: MC1186

The Kāpiti Coast District Licensing Committee (DLC) is pleased to advise that your application for a Manager's Certificate has been granted, and your certificate (number: 45/CERT/1186/2024) is enclosed.

In granting this certificate, the DLC draws your attention to the following:

Section 285 of the Act: Suspension or cancellation of manager's certificates

- (1) Any constable or any inspector may at any time apply in accordance with this section for an order by the licensing authority—
 - (a) suspending a manager's certificate; or
 - (b) cancelling a manager's certificate.
- (3) The grounds on which an application for an order under this section may be made are as follows:
 - (a) that the manager has failed to conduct any licensed premises in a proper manner;
 - (b) that the conduct of the manager is such as to show that he or she is not a suitable person to hold the certificate

Please note that the District Alcohol Harm Prevention Unit at New Zealand Police and the Alcohol Regulatory Licensing Authority in Wellington are interested in any Manager's Certificates granted, and therefore copies of your Certificate and where required, the decision report and your original application have been copied to them for their records.

If you require assistance or information please visit www.kapiticoast.govt.nz/alcohol-licences or contact the Alcohol Licensing Team at the Kāpiti Coast District Council on 04 296 4700 or toll free 0800 486 486.

Yours sincerely


pp.

The Secretary
Kāpiti Coast District Licensing Committee

encl: Manager's Certificate
Reports received on the application
Decision Report

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 BEATING CLUB

Applicants name:

(Individual or Company)

KAPITI BEATING CLUB

Premises address:

1 MARINE PARADE
PARAPARAUMU BEACH.

Contact phone:

Home:

Mobile: 0274 955674

Contact email:

stevelogan127@gmail.com.

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.

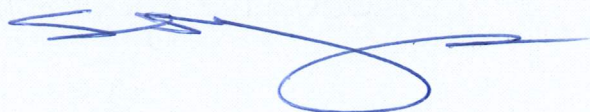
NOTE:

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:

STEVE LOGAN (VICE COMMANDER)

Signature:



Date:

30/7/2024

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