

APPLICATION FOR CLUB LICENCE OR RENEWAL OF CLUB LICENCE



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

Received by
Kāpiti Coast District Council
at Paraparaumu

17 FEB 2025

By Jessica Time 2:44
Will pay invoice

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: <u>45/club/044/2022</u>	<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: <u>Waikanae United Bowling Club Inc</u>		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence <u>Club on Licence</u>		
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: Bryan John Scown			
Telephone: 04-9052337	Mobile: 0276803757	Fax:	
Email: Waikanebowling@xtra.co.nz	Website:	Preferred mode of contact: mobile	
7. Postal Address for Service			
Number/Street/PO Box: 75	Suburb: Waikanae		
City: Kapiti Coast	Postcode: 5036		
8. Business Details			
Describe principal business, any other businesses			
A Bowling Club			
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 checked="" 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 354-356	Street: Te Moana Road		
Suburb: Waikanae	City: Kapiti Coast	Postcode: 5036	
Any name, trading name, or name of building: Waikane United Bowling Club Inc			
Trading Name: Waikane United Bowling Club Inc			
If not Owned by Applicant:			
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 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: <u>Bryan John Scown</u>			
Number of manager's certificate: <u>45/cert/1237/2024</u>		Expiry Date: <u>15/10/2025</u>	
Full legal name: <u>David Craig Andrews</u>			
Number of manager's certificate: <u>45/cert/586/2017</u>		Expiry Date: <u>18/5/2027</u>	
12. Club Details			
State authority under which the club is incorporated: <u>New Zealand Incorporated Societies Act</u>			
Membership: total membership..... <u>500</u>, number of members under 18 years of age..... <u>200 (Junior Football)</u>			
Contact details of club secretary - Name: <u>Heather Holme</u>			
Address: Number/PO Box <u>4</u>		Street: <u>Nicholas Place</u>	
Suburb: <u>Waikanae Beach</u>		City: <u>Kapiti Coast</u>	Postcode: <u>5036</u>
Telephone:	Mobile: <u>027 450 8879</u>	Fax:	
Email: <u>waikanaebowling@xtra.co.nz</u>	Website:	Preferred mode of contact: <u>mobile</u>	
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. <u>Principal purpose is as a Bowling Club</u>			
Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol, non-alcoholic refreshments and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and non-alcoholic refreshments, and food: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", advise the nature of other goods or services. This is to assess whether other goods and services provided are compatible with the sale of alcohol.			

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

7 days a week
Between hours of 8.00am to 10.00pm

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:

Applicant has been volunteering behind bar for 20 years at Waikanae United Bowling Club Inc.

Yes / No
#.....

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

A range of pies and small pizzas, chippies and peanuts are stocked on the premises

Yes / No
#.....

Describe the type and range of non-alcoholic beverages intended to be available for purchase:

Free of charge water is available adjacent to the bar as well as a large range of Non Alcoholic Soft Drinks for sale

Yes / No
#.....

Describe the type and range of low-alcohol beverages intended to be available for purchase:

Low alcohol beer (Speights Mid Ale) is available on tap as well as a number of different low alcohol and zero alcohol beers and low alcohol wines

Yes / No
#.....

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):

A mains connected water cooler is in place next to the bar serverry

Yes / No
#.....

...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>Relevant taxi and bus details are available on posters beside the bar. Bar persons are available to assist patrons organise and book suitable transport</p>	<p><input checked="" type="checkbox"/> Yes / No #.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <ul style="list-style-type: none"> - Use of SCAB assessment to identify potential issues - Requesting valid ID's where the age of a patron may be uncertain. 	<p><input checked="" type="checkbox"/> Yes / No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <ul style="list-style-type: none"> - Monitoring patron consumption - One filling one single glass per patron - Offering low and non alcoholic drinks - Ensuring food and free water is readily available 	<p><input checked="" type="checkbox"/> Yes / No #.....</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> <ul style="list-style-type: none"> - Briefing of staff prior to shifts - Ensure all on duty staff understand the SCAB assessment tool as well as their responsibilities 	<p>Yes / No #.....</p>
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"> • reduced, by more than a minimal extent, by granting the licence; or • increased, by more than a minimal extent, by the refusal to renew the licence. <p><i>This includes issues such as noise (including amplified music, people in outdoor areas or arriving or leaving premises), the effects on sensitive users within locality such as pre-schools, schools and medical centres:</i></p> <ul style="list-style-type: none"> - Bowling club functions rarely involve any amplified music - Surrounding area has significant tree cover - most activities occur during daylight hours 	<p>Yes / No #.....</p>
<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</p> <p style="text-align: center; font-size: 1.2em;">No changes requested</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	Doc attached? Number.
<ul style="list-style-type: none"> When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....' 	
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> Not required as no change	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> Not required as no change	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> Not required as no change	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> Not required as no change	Yes / No #.....
Names of other clubs with which club has reciprocal visiting rights for members: Bowling Clubs registered with Bowls N2 Football Clubs registered with N2 Football Financial members of clubs registered with Club N2 Inc	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> Not required as no major change undertaken	Yes / No #.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i> Not required for renewal	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> Not required as not changed	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> Not required as no changes	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> Not required as premises owned	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: Bryan John Scown

Date: 17-2-75

Signature: 

Dated at location: WAIKANAE

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

High

Low

Very High

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

Premises name: Waikanae United Bowling Club Inc

Applicants name:
(Individual or Company) Waikanae United Bowling Club Inc

Premises address: 354-356 Te Moana Road
Waikanae

Contact phone: Home: 04-9052337 Mobile: 0276803757

Contact email: waikanaebowling@xtra.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-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:

Bryan John Scown

Signature:



Date:

20/2/25

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

Bowls Waikanae - Bar Prices

DRAUGHT BEERS

STANDARD TAP BEERS

Half Pint \$4.00
Pint \$6.00
Jug \$13.00

EXPORT BEER

Half Pint \$5.00
Pint \$7.00
Jug \$15.00

TUATARA/CRAFT TAP

Half Pint \$7.00
Pint \$10.00
Jug \$22.00

WINE

Bottled (Glass) \$6.50
Full Bottle \$30.00
Lindauer 200 ml \$10.00

SPIRITS/PORT/SHERRY

ALL \$3.00

RTDs

ALL RTDs \$6.00

BEERS (BOTTLED)

All Bottles \$5.00
Corona \$6.00

SOFT DRINKS

Orange (Small) \$3.00
Orange (Jug) \$6.50
Can Soft Drink \$2.50
Bottles Soft Drink \$4.00

MISCELLANEOUS

Chippies \$3.00
Peanuts \$4.00

Updated September 2024



Waikanae Bowling Club



FOOD MENU

Pies:

Mrs Mac's

Beef/Cheese/Bacon \$5.00

Big Ben

Steak and Cheese \$5.00

Watties Snack Meals:

Butter Chicken \$7.50

Cheese and Bacon Pasta \$7.50

Beef Lasagne \$7.50

Smoked Fish Pie \$7.50


Items located on top shelf of kitchen freezer

Heating instructions on reverse of this menu



Legend

Parcel

 Licensed Area

APPROVED
24 JUN 2016

Attachment 1: Plan of licensed area

