

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/050/2021	<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 GOLF 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 CLUB LICENCE		
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			
INCORPORATED SOCIETIES			
6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person			
Name: NIGEL MOONEY			
Telephone: 04 298 6151	Mobile:	Fax:	
Email: KAPITIGOLFCLUB@GMAIL.COM	Website:	Preferred mode of contact: EMAIL	
7. Postal Address for Service			
Number/Street/PO Box: PO BOX 243		Suburb:	
City: PARAPARAUMU		Postcode: 5254	
8. Business Details			
<i>Describe principal business, any other businesses</i>			
GOLF CLUB			
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 104		Street: VALLEY ROAD	
Suburb: PARAPARAUMU		City:	Postcode: 5032
Any name, trading name, or name of building:			
Trading Name: KAPITI GOLF CLUB			
If not Owned by Applicant: N/A			
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 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: NIGEL JOHN MOONEY		
Number of manager's certificate: 45/CERT/815/2021	Expiry Date: 28 APRIL 2025	
Full legal name: PAUL WARREN MINNOCH		
Number of manager's certificate: 45/CERT/551/2017	Expiry Date: 2 FEBRUARY 2027	
12. Club Details		
State authority under which the club is incorporated: INCORPORATED SOCIETIES		
Membership: total membership = 392 , number of members under 18 years of age = 10		
Contact details of club secretary - Name: WARREN HERLIHY (ACTING) – NEW SECRETARY TO BE APPOINTED AT NEXT AGM		
Address: Number/PO Box PO BOX 243	Street:	
Suburb: PARAPARAUMU	City:	Postcode: 5254
Telephone: 04 298 6151	Mobile:	Fax:
Email: KAPITIGOLFCLUB@GMAIL.COM	Website:	Preferred mode of contact: EMAIL
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. PLAYING GOLF		
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):

Monday to Thursday **9am to 9:30pm**
Friday, Saturday & Public Holidays **9am to 11pm**
Sunday **9am 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.
<p>Describe experience and training of applicant:</p> <p>Kapiti Golf Club has been operating since 1971 at the same site, providing golfing facilities to members and green fee players.</p> <p>The club has operated within all regulatory requirements, this includes the Club Licence for sale and supply of alcohol (as well as Council's requirements for Food Control and Building Warrant of Fitness).</p> <p>The club has two managers who hold current Manager Certificates and staff are appropriately trained and supervised, with the majority of staff having completed Host Responsibility training.</p>	<p>No</p>
<p>Describe the type and range of food intended to be available for purchase:</p> <p>The following is available:</p> <ul style="list-style-type: none"> Cake / Slice Filled Rolls Pies / Sausage Rolls Sandwiches (Toasted & Plain) Sausages Savouries Muffins / Scones Hot Fries Toppas <p>BBQ facilities are also available for all patrons and local takeaways (pizza, fish and chips etc) will be provided as required.</p>	<p>No</p>

...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>Water Tea & Coffee Softdrinks & Fruit Juice No alcohol beers Heineken 0; Bavaria 0</p>	<p>No</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Low alcohol beers - Speights Midale; Heineken Light, Fugazi</p>	<p>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 freely available from the kitchen and bar counter in jugs and glasses. A water cooler is also available in the reception area. Patrons are also able to fill their own water bottles for consumption on the course etc.</p>	<p>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>Telephone located in the bar area with the number of the local taxi company. And staff have been trained to identify persons requiring assistance and helping accordingly - calling a friend, family member, taxi etc.</p>	<p>No</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Adhering to licence conditions restricting sales and supply of alcohol to members / reciprocal members and their guests.</p> <p>Signage in bar area regarding no sale and supply of alcohol to minors and intoxicated persons.</p> <p>Staff training and awareness on not serving prohibited people (minors and intoxicated people) and ensuring ID is requested if a person looks under 25.</p>	<p>No</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>We have a host responsibility policy in place promoting the safe and responsible consumption of alcohol. This includes the monitoring of patrons and the provision of low or non alcoholic beverages and food.</p> <p>Risk assessments are performed on the day-to-day operation of the bar and any group events / functions to ensure responsible consumption of alcohol. When functions are planned the regulatory requirements (eg special licence) are discussed with the organiser, including the number of attendees (limited to 100), provision of food, low / non-alcoholic drinks, travel arrangements and an assessment of attendees etc.</p> <p>There is also continuous communication (including training) between bar staff and committee members on any changes required and any issues that may have occurred.</p>	<p>No</p>

...Conditions <i>contd-</i>	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>Continuous communication (including training) between bar staff on any changes required and any issues that may have occurred.</p> <p>Staff either have a background of working in licensed premises or have attended host responsibility training / safe server ./ or on the job training</p>	No
<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>The club is a low risk operation and no change is foreseen to the good order and amenity of the locality. Licence hours are strictly adhered to and any functions held are well within the regulatory restrictions and limits set.</p> <p>The club is normally the busiest at weekends and functions (if any) are held at the weekends with no effect on any schools and pre-schools.</p> <p>To date there have been no issues with local neighbours and community.</p>	No
<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 style="text-align: center;">NOT APPLICABLE</p> <p>Terms of condition at present:</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>	N/A

14. Attachments <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 '#.....') 	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.	Page 12
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>	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>	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>	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>	No
Names of other clubs with which club has reciprocal visiting rights for members: <p style="text-align: center;">ALL Golf Clubs affiliated to Golf NZ</p>	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>	No
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	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
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>	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>	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: **NIGEL MOONEY (CLUB MANAGER)**

Date: 7 MAY 2024

Signature:



Dated at location: **104 VALLEY ROAD PARAPARAUMU**

Privacy Statement

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publically available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

Notes

- 1 This form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

ONCE YOUR APPLICATION IS COMPLETE, MAKE AN APPOINTMENT FOR A PRE-LODGE­MENT MEETING WITH THE LICENSING INSPECTOR.

PLEASE TELEPHONE (04) 296 4700 OR TOLL FREE: 0800 486 486.

Before lodging Application

Once this application is complete then ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application form cannot be accepted by the DLC over the counter until it has been signed off as complete by the Inspector and a fee category has been calculated.

After your Application is Lodged

Public Notices:

You are responsible for giving notice in the Kapiti Observer or Kapiti News within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal). Unless notified otherwise by a Licensing Inspector, the notice must be published once. The notice must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.

For Office Use: Application Fee Risk Categories

- 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.

Applicant details

Premises name: Kapiti Golf Club

Applicants name: Kapiti Golf Club
(Individual or Company)

Premises address: 104 Valley Road
Paraparaumu
5032

Contact phone: Home: 04 298 6151 Mobile:

Contact email: kapitigolfclub@gmail.com

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:

Nigel Mooney (Club Manager)

Signature:



Date:

7 May 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

Public Notice of Application

For Club Licence

Section 101, Sale and Supply of Alcohol Act 2012

Kapiti Golf Club Incorporated has made application to the Kapiti Coast District Licensing Committee for the renewal of a Club Licence in respect of the premises located at 104 Valley Road, Paraparaumu, known as Kapiti Golf Club. The general nature of the business conducted under the licence is a sporting club (golf).

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:

Monday to Thursday - 9am to 9.30pm

Friday, Saturday & Public Holidays - 9am to 11pm

Sunday - 9am to 10pm

The application may be inspected during ordinary office hours at the office of the Kapiti Coast District Licensing Committee at 175 Rimu Road, Paraparaumu 5032.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at:

The Secretary
Kapiti Coast District Licensing Committee
Private Bag 60601
Paraparaumu 5254

No objection to the issue of a renewal licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

This is the only publication of the notice.

Kapiti Coast Dist Cl

-1,000.50

DATE
Tue 07 May

TIME
11:13

FROM

Non Profit Org A/C
02-0733-0056781-000

TO

Kapiti Coast Dist Cl
03-0732-0306101-000

YOUR STATEMENT DETAILS

Particulars

LiquorLic

Code

Renewal

Reference

PAYMENT TYPE

Bill Payment

KGC CATERING PRICE LIST
1 Feb 2023

Pies	\$5.00
Filled Roll	\$5.00
Sandwiches	\$4.00
Toppers	\$4.00
Mini Pies	\$4.00
Chips	\$4.00
Sausage Rolls	\$3.00
Scone	\$3.00
Cake / Slice	\$3.00
Savouries	\$2.00

KGC BAR PRICES

1 Feb 2023

Tap Beer	Tui Export Export 33 Monteiths Black Fugazzi (2.2%)	\$7.00
Bottles	Panhead (\$8) Heineken Steinlager Corona	\$6.00
Low Alcohol	Speights Midale Heineken Light	\$5.00
Zero Alcohol	Heineken 0% Bavaria 0%	\$4.00
RTD	Jim Beam Coruba G & T Smirnoff Ice Canadian Club	\$7.00
Wine / Bubbles	Sauvignon Blanc Chardonnay Pinot Gris Merlot Pinot Noir Shiraz Rose Bubbles (\$7)	\$6.50
Spirits	Bourbon Whiskey Brandy Gin Vodka	\$3.00
Soft Drinks	Ginger Beer (\$4) Lem & Lime (\$4) Coke Coke Zero Sprite Zero Orange Juice	\$3.50
Mixers	Ginger Ale Tonic Water Soda Water	\$3.50
Other	Tea / Coffee (self serve)	\$1.00