

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

Received by
Kāpiti Coast-District Council
at Paraparaumu

15 JUL 2022

By

Inte

Time

2:30

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

☐ New Club Licence

☒ Renewal of Club Licence **CL713**

☐ Renewal of Club Licence with variation of conditions

Licence number: **45/CLUB**

Licence number:

2. Details of Applicant

Full legal name or names to be on licence:

PARAPARAUMU RUGBY FOOTBALL CLUB INC.

Whether licence already held for premises concerned: ☒ Yes ☐ No, and if 'Yes', state kind of licence

3. Applicant Status by reference to section 28 of Sale and Supply of Alcohol Act 2012

☐ Natural person(s)

☐ Private Company

☐ Body Corporate

☐ Public Company

☐ Partnership

☐ Incorporated Society

☐ 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: COLIN CUFF			
Telephone:	Mobile: 021 475 187	Fax:	
Email: COLINCUFF2@GMAIL.COM	Website:	Preferred mode of contact: MOBILE	
7. Postal Address for Service			
Number/Street/PO Box: Treasurer @ PARAPARAUMU RUGBY.CO.NZ		Suburb:	
City:		Postcode:	
8. Business Details			
Describe principal business, any other businesses RUGBY 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 THE DOMAIN		Street: AORANGI ROAD	
Suburb: PARAPARAUMU	City:	Postcode: 5032	
Any name, trading name, or name of building:			
Trading Name:			
If not Owned by Applicant:			
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)			
Full legal name of owner: PARAPARAUMU RUGBY FOOTBALL CLUB INC.			

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) If more than two certified managers please attach details separately			
Full legal name: TONY JOHN BAILEY			
Number of manager's certificate: MC 848		Expiry Date: 17 JUNE 2024	
Full legal name:			
Number of manager's certificate:		Expiry Date:	
12. Club Details			
State authority under which the club is incorporated: INCORPORATED SOCIETIES ACT 1908			
Membership: total membership... 140 approx ..., number of members under 18 years of age..... NIL			
Contact details of club secretary - Name: COLIN CUFF			
Address: Number/ PO Box 56		Street: MACLEAN STREET	
Suburb: PARAPARAUMU BEACH		City: —	Postcode: 5032
Telephone: P	Mobile: 021475187	Fax: —	
Email: COLINCUFF2@GMAIL.COM	Website: —	Preferred mode of contact: MOBILE	
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. TO PROVIDE AMBY CLUBROOMS AND CHANGING FACILITIES FOR OUR PLAYERS, VISITING PLAYERS, OUR MEMBERS, VISITING MEMBERS FROM OTHER CLUBS.			
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 : 6pm — 10pm

FRIDAY : 6pm — MIDNIGHT

SATURDAY, SUNDAY, PUBLIC HOLIDAYS: 12NOON — 12 MIDNIGHT

NOTE: WHILST THESE ARE CURRENT HOURS OF OUR LICENCE, OUR ACTUAL HOURS ARE MUCH LESS. PLEASE REFER TO ATTACHED NOTE RE OUR TRADING HOURS # 2

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:

PLEASE REFER TO OUR "HOST RESPONSIBILITY" DOCUMENT.

FOR GUIDELINES WE ALSO USE BOOKLETS PUBLISHED BY THE HEALTH PROMOTION AGENCY, AS FOLLOWS:

1. CREATING A RESPONSIBLE DRINKING ENVIRONMENT
2. THE BAR CODE
3. THE MANAGERS GUIDE

Yes ☒ No ☐
#..... 1

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

IN ADDITION TO PROVIDING A FREE MEAL TO VISITING PLAYERS, WE ALSO HAVE FOOD AVAILABLE FOR PURCHASE FROM THE KITCHEN. THE FOOD SELECTION AND COST MAY VARY FROM YEAR TO YEAR. SEE PAGE 4. OF OUR HOST RESPONSIBILITY DOCUMENT.

Yes ☒ No ☐
#..... 1

...Conditions contd-	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <ul style="list-style-type: none"> • BOTTLED WATER • CANS OF COKE, SPRITE etc • POWERADE • ZERO ALCOHOL BEER 	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>2½% HEINEKEN BEER 0% PERONI</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> <ul style="list-style-type: none"> • A JUG (OR CONTAINER) OF WATER AND GLASSES ARE POSITIONED AT THE END OF THE BAR. FREE TO ANYBODY • BOTTLED WATER IS AVAILABLE FOR PURCHASE FROM THE KITCHEN. 	<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>A TAXI SIGN IS POSITIONED ON THE LEFT SIDE OF THE BAR (ON WALL). BAR STAFF AND COMMITTEE MEMBERS ARE ALSO FAMILIAR WITH TAXI COMPANIES AND CAN RING ON BEHALF OF MEMBERS OR VISITORS IF REQUESTED</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>PLEASE REFER TO OUR HOST RESPONSIBILITY DOCUMENT PAGE 1. "<u>MINORS</u>."</p>	<p><input checked="" type="radio"/> Yes / <input type="radio"/> No #.....1</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>PLEASE REFER TO HOST RESPONSIBILITY DOCUMENT, PAGES 2, 3, 4 AND THE HP AGENCY BOOKLETS MENTIONED IN Q13.</p> <p>ALSO HANZ PUBLICATION "HOST RESPONSIBILITY TOOLS", WHICH FOCUSES ON ASSESSING LEVELS OF INTOXICATION AND INTERVENTION METHODS.</p>	<p><input checked="" type="radio"/> Yes / <input type="radio"/> No #.....1</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>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> <p>THE ONLY BUILDINGS/HOUSES IN CLOSE PROXIMITY TO OUR CLUBROOMS ARE 3/4 HOUSES ON THE HILL ABOVE OUR CLUBROOMS ON AORANGI ROAD. OUR CLUBROOMS NORMALLY CLOSE AT 6.30/7.00pm ON SATURDAYS, OUR MAIN "TRADING DAY."</p>	<p>Yes / No #.....</p>
<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</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>	<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. Refer to Declaration form on page 11.	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 <u>scale</u> 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: OTHER RUGBY CLUBS WHO HAVE RECIPROCAL VISITING RIGHTS: FOXTON, SHANNON, ATHLETIC (LEVIN) WANDERS (LEVIN), COLLEGE OLD BOYS (LEVIN) RAHUI (OTAKI) WAIKANA E	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>	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: COLIN CUFF FOR PARAPARAUMU RUGBY FOOTBALL CLUB INC.

Date: 11 JULY 2022

Signature:

CH Cuff

Dated at location: 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-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: _____

DECLARATION OF EVACUATION SCHEME

To be used with applications for New, or Renewal of, On, Off and Club Alcohol
Licences

(Sale and Supply of Alcohol Act 2012 sections 100 & 127)

Licence number:	CL713
For premises known as:	PARAPARAUMU RUGBY FOOTBALL CLUB
Located at:	THE DOMAIN, AORANGI ROAD, PARAPARAUMU

I, (applicant) PARAPARAUMU RUGBY FOOTBALL CLUB (please print)
INC.

Herewith state that: *(Please delete whichever does not apply)*

(i) ~~The building in which the premises is situated has an evacuation
scheme for public safety which meets the requirements of section 21(b)
of the Fire Service Act 1975.~~

OR

(ii) Because of the buildings current use, the owner is not required to
provide and maintain such a scheme.

OR

(iii) Because of the nature of the building, its owner is exempt from the
requirement to provide such a scheme.

Signed: CRAN H (applicant)

Date: 11 July 2022

Please include this declaration with your application for forwarding to NZ Fire Service.

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Signed:

Name: (please print)

Date:

PARAPARAUMU RUGBY FOOTBALL CLUB INC

HOST RESPONSIBILITY IMPLEMENTATION PLAN STAFF GUIDELINES.

1. MINORS.

Section 155 of the Sale Of Liquor Act states that it is an offence to sell or supply liquor, on or from the licensed premises to any person who is under the age of 18 years.

Our license is undesignated – This means that minors are able to be on the premises but may not consume liquor unless purchased by a parent or court appointed guardian.

The law is very clear – the sale or supply of alcohol to minors is illegal. The fines for you doing so can be severe, and the penalties imposed on the Rugby Club can be even more significant.

A FINE of up to \$2000.00 for the server

- A fine of up to \$10000.00 for the Manager
- A fine of up to \$10000.00 for the Club and/or suspension of our license for up to 7 days.

Our club needs your assurance that you will not sell liquor to minors.

ALL CUSTOMERS wanting to purchase liquor who appear under the age of 25 years old must be asked for ID.

Acceptable ID for proof of age:

- NZ or Overseas Passport
- NZ Drivers License
- HANZ 18 + card

If the customer is unable to provide you with the required identification then alcohol **WILL NOT BE SOLD OR SUPPLIED TO THEM.**

2. INTOXICATION

Section 166 of the Sale of Liquor Act. Sale or Supply of liquor to intoxicated person. States that it is an offence if the Licensee or Manager of any licensed premises, sells or supplies liquor to any other person who is intoxicated.

Section 167 of the Sale of Liquor Act. Allowing a person to become intoxicated. States that it is an offence if the Licensee or Manager of any licensed premises, allows any person to become intoxicated on the licensed premises.

Section 168 of the Sale of Liquor Act. Allowing drunkenness or disorderly conduct on licensed premises. States that it is an offence if the Licensee or Manager of any licensed premises.

- Allows in intoxicated person to be or remain on the licensed premises or
- Allows any violent, quarrelsome, insulting or disorderly conduct to take place on the licensed premises.

Like dealing with Minors, the law is very clear on intoxication. No intoxicated person is allowed to enter our premises. Nor is a person allowed, to become intoxicated while on our premises.

The fines for serving an intoxicated person are:

- A fine of up to \$2000 for the server.
- A fine of up to \$10000 for the Manager
- A fine of up to \$10000 and/or suspension of license for up to 7 days for the club.

Intoxication is best described as a state "where someone is noticeably affected by alcohol or drugs to the extent that speech, balance, coordination or behavior is clearly impaired".

If you believe that a customer has become intoxicated make it known to all staff that he/she is not to be served and then notify the Duty Manager immediately. They will then begin the process of removing the customer from the premises.

If confronted by an intoxicated person, remain civil, polite and do not raise your voice. Explain to them that it is best if they talk to the Duty Manager if they have a problem, and then excuse yourself to find the Duty Manager.

The best solution to the problem of intoxication is not to allow it to happen in the first place. Remain vigilant when on duty and be aware of what is happening around you.

If you see a situation arising notify the Duty Manager immediately.

The following information will assist you in making the call early:

3. RECOGNISING THE SIGNS

There are various stages on the road to intoxication, which you need to be able to recognise.

(i) Getting Started

The customer is alert, orders clearly, stands normally and looks at you directly. Don't assume new customers are at this level – they may have already been drinking elsewhere.

(ii) In the comfort zone

The customer is happy and cheerful, but more easily distracted, with eyes that may wonder a little. They are not talking or ordering as clearly, and may be more extrovert than before. Try and keep your customers in the comfort zone.

(iii) On the edge

The customer is noisy and losing focus. Their reactions are slowing, but they're drinking faster and maybe complaining. They may be very happy and friendly in exaggerated way, or withdrawn. Put the brakes on and slow their drinking down.

Take the initiative. Suggest they take time out with something non-alcoholic, or food.

- Play for time. Wait for a glass/bottle to be empty before refilling. Don't offer refills – wait till they ask. Be busy serving other customers.
- Serve their next drink with water on the side.
- Get talking to the customer.
- Alert other staff.
- You may be able to use the customer's friends to rein in their drinking.
- Remember, it is easier to step in now rather than later when you're having problems and the customer is less rational.

(iv) Out of line

The customer is talking loudly but having trouble getting words out clearly. They are flushed, glazed, and can't focus. They may be less coordinated, knocking things over, droopy-headed and stropic. Call a halt. By law you must stop serving the customer alcohol and remove them from the premises, arranging safe transport for them is necessary.

4. FOOD.

Section 14 of the Sale of Liquor Act states that there should be provision of food for consumption at all times when the premises are trading under a liquor license.

Examples of food from the kitchen that are available during opening hours are:

- Hot Pies
- Hot Chips
- Chippies
- Hot Dogs

5. LOW & NON-ALCOHOLIC BEVERAGES.

Section 14 of the Sale of Liquor Act states that there should be available for consumption on the premises a reasonable range of Low and Non Alcoholic beverages.

These beverages are available from the cooler in the kitchen and from the bar.

- The cooler has cans of sprite, coke, bottled water etc.
- The bar stocks low alcohol and zero alcohol beer and tap water.

6. CLUB MEMBERS.

A club license allows you to sell liquor to club members, accompanied guests and members of clubs with reciprocal visiting clubs. I.e. visiting teams and supporters.

You will know the visiting clubs by their dress and if you are not sure you should ask the duty manager. All members of our club should have their membership card available if you ask for it. Guests should be identified to you by their host.

7. SAFE TRANSPORT.

We encourage the use of safe transport and display the local Taxi telephone numbers. We will ring on behalf of a customer if requested. You can also find a friend of the person requesting assistance and ask for his help in getting them home.

Any incident that occurs while you are assisting in the bar or kitchen must be recorded in the INCIDENT BOOK, which can be found behind the Bar.

The understanding and implementation of our host responsibility policy is crucial for the on going success of our Rugby Club.

Background notes to Paraparaumu RFC Renewal of Club Licence Application.**Licence Hours.**

The Horowhenua-Kapiti rugby season runs on average for 16 weeks between 1 April and 30 July. Games are played on Saturdays. Normally no rugby is played on the weekends of Easter, Anzac day and Queen's Birthday. Our licenced premises operates only on Saturdays during this period unless for some reason a game is scheduled on a Sunday. This is rare. Between 1 August and 30 September, the bar may open three or four times on Sunday afternoon for "golden oldies" rugby games.

In an average year the bar is open on only about 16 days, i.e. it opens only when our teams are playing at home on the Paraparaumu Domain. The bar normally opens at 2pm and closes at 6.30 to 7.30pm. On one or two occasions during the rugby season the bar may stay open on a Saturday night until midnight for a special function, for example, end of season Prize Giving.

7 July 2022

15 July 2022

Antoinette Bliss
Alcohol Licensing Inspector
Kapiti Coast District Council