

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
Email: licence.application@kapiticoast.govt.nz
Telephone (04) 296 4700 Toll Free: 0800 486 486

For Council use

File #

Once this application is complete you may 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.

This application is made in accordance with the particulars set out below:

1. Application Type

If you are not filing this renewal application, including paying the fee, at least 20 working days before the licence expires, provide a reason for the late filing as an attachment.		
☐ New Club Licence	☒ Renewal of Club Licence Licence number:	☐ Renewal of Club Licence with variation of conditions Licence number:

2. Details of Applicant

Full legal name or names to be on licence:

Whiti Te Ra Otaki Sports Club 2012 Incorporated

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: Te Umu Jerome maraenui Miratana		
Any aliases (and/or maiden name):		
Usual residential address: Number 5	Street: Robert McKeen Street	
Suburb: Ōtaki Beach	City: Ōtaki	Postcode: 5512
Sex: Male	Occupation: Sales Manager/Estimator	
Date of birth: 07/06/1989	Place of birth: Wellington	
Telephone:	Mobile: 0272754668	
Email: teumu@allareascaffolding.co.nz		
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:	Designation/Position:	
Telephone:	Mobile:	
Email:		
7. Postal Address for Service		
Number/Street/PO Box:	Suburb:	
City:	Postcode:	
8. Business Details		
Describe principal business, any other businesses - Masters Rugby League, Premier Men Rugby League Club/Netball Club as well as Junior Rugby League		
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). ☐ Yes ☒ No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.		

10. Details of Premises		
Address: Number	Street: Jim Spiers Lane	
Suburb: Ōtaki	City:	Postcode: 5512
Any name of building:		
Club Name: Whiti Te Ra Otaki Sports Club 2012 Inc		
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: ☐ Yes ☐ 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: Natasha Mills		
Number of manager's certificate: 45/Cert/244/2023		Expiry Date: 25/11/28
Full legal name: Te Umu Miratana		
Number of manager's certificate: 45/CERT/1083/2023		Expiry Date: 25/5/24 (In Process)
12. Club Details		
State authority under which the club is incorporated: Incorporated Societies Act 2022		
Membership: total number of members 160 how many are under 18 years of age 50		
Contact details of club secretary - Name: Dulcie Kingi		
Address: Number/PO Box 1/22-26	Street: Kirk Street	
Suburb: Ōtaki	City:	Postcode: 5512
Telephone:	Mobile:	
Email: dulcie.kingi@twor.ac.nz	Preferred mode of contact: email	
Is the sale of alcohol intended to be the principal purpose of the club? ☐ Yes ☒ No, and if "No", advise the intended principal purpose of the club. Encourage kids through to adults to play Netball & Rugby League and lead good lifestyles.		

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol, non-alcoholic refreshments and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and non-alcoholic refreshments, and food: ☐ Yes ☒ No, and if "Yes", advise the nature of other goods or services. *This is to assess whether other goods and services provided are compatible with the sale of alcohol.*

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

Sunday to Thursday 11.00am - 10.00pm

Friday to Saturday 11.00am - 12.00am (Midnight)

Do you have, or require, a Trading in Public Place licence to permit consumption of alcohol on footpath: ☐ Yes ☒ No If 'Yes', please attach and number #.....

13. Conditions

- 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' and write the document number on '#.....'

**Doc
attached?
Number.**

Describe experience and training of applicant (*the applicant is the Club*)

We have been operating since 2021 - My experience started here under the guidance of Natasha Mills who has a background in hospitality and works hours at the local pub, the Railway. I have trained a couple people, one being my mother and the other being Kelly-Anne. Both with servewise.

Yes / No
#.....

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

Sausage Sizzle, Hot chips, pizza, pies, potato chips - We generally only sell on aftermatches or game days so we provide kai for our visitors every time.

Yes / No
#1

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Describe the type and range of non-alcoholic beverages intended to be available for purchase: Coke, sprite, water, fanta, Heineken 0%	Yes / No #1
Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase: Steinlager Light, Export Citrus	Yes / No #1
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): Drinking water available on tap, on the tables for after match, in the jug by the kitchen.	Yes / No #.....
Describe the steps intended to be taken to provide help with and information about transport options from the premises: Signs available showing taxi number and cellphone available to call the taxi. Sober drivers available at the club or make contact with Duane from the local pub.	Yes / No #.....

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: Trained staff in identifying prohibited people, asking for ID for people who look under 25, signage posted regarding minors not being served and visible at bar.	Yes / No #.....
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (<i>for instance host responsibility practices</i>): Having food available at all times, sale of low alcohol and non alcohol beverages. Monitoring people in the clubrooms. Taxi option available. Clear signages showing the host responsibilities.	Yes / No #.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: Training staff in checking id, recognising signs of intoxication, host responsibilities. Duty manager in place overseeing compliance and procedures. Incident and refusal registers maintained.	Yes / No #.....
Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be: - 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. <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>	Yes / No #.....

A scale floor plan showing the licensed area and, if applicable, each area to be designated as a supervised area or restricted area, and the principal entrance. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i>	Yes / No #2
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:	Yes / No #3
Please attach a photograph or artist's impression of the exterior of the 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.	Yes / No #4
Please attach a copy of a sample food menu.	Yes / No #1
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 a licence for the proposed premises. <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: Te Umu Miratana

Date: 20/6/26

Signature:



Dated at location: 49 Riverbank Rd, ŌTAKI

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 publicly 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.

Method of payment (must be made at time of application)

- ☐ I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.
- ☒ I have paid by electronic transfer (Council Bank Account Number: 03-0732-0306101-00) and quoted my name and "alcohol" in the reference fields; and
- ☐ I have included proof of electronic payment with this application.

How I would like to receive my alcohol licence (please select one only)

- ☐ I will collect the alcohol licence – please contact me when it is ready by ☐ Phone or ☐ Email
- OR
- ☒ Please email the alcohol licence to me.

Next Step: Once your application is complete, if you would like to make an appointment for an optional pre-lodgement meeting with the Licensing Inspector then please Telephone (04) 296 4700 or Toll Free: 0800 486 486.

Public Notices

You are responsible for giving notice within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal) and the Council will send you a template to approve. The notice and application will be made available on the Public Notices page of Council's website for a period of 25 working days. A copy of this notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for the period of public notification.



AFFILIATED CLUBS

Rāhui Sports Club

Ōtaki Sports Club

Victoria Hunters

Wainuiomata Lions

Porirua Vikings

Randwick Kingfishers

Petone Panthers

Te Aroha Eels

St George Dragons

Toa Rugby League Club

Upper Hutt Tigers

DRINKS MENU

BEER & RTD's - \$7.00 EACH

WINE - \$7.00 EACH

EXPORT CITRUS 2% - \$5

STEINLAGER LIGHT 2.5% - \$5

SPECIALS

BEER & RTD's - 3 FOR \$20.00

NON ALCOHOLIC

HEINEKEN 0% - \$5.00

FIZZY DRINKS - \$2.00

TAP WATER AVAILABLE - FREE

FOOD MENU

PIES - \$4.00

PIZZA SLICE - \$4.00

HOT CHIPS - \$4.00

POTATO CHIPS - \$2.00

SAUSAGE SIZZLE - \$2.00

TAKEAWAYS CAN BE BROUGHT IN TO THE CLUB AS WELL

LOCAL TAKEAWAYS

Domino's - 06 222 5444 (11am - 10pm)

Sunlong Takeaways - 06 364 6678 (11am - 9.30pm)

The Nest - 06 364 5547 (11am - 9pm)

Asia Takeaways - 06 364 5359

Ōtaki Seafoods - 06 364 0984 (11am - 8.30pm)

Whiti Te Rā Ōtaki Sports Club 2012 Inc.

Host Responsibility Policy



The management and staff of Whiti Te Rā Ōtaki Sports Club 2012. Inc have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Because of this, we have implemented the following Host Responsibility policy.

- We provide and actively promote a range of food available for sale at all times;
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including fruit juices, soft drinks, tea and coffee;
- Water is available free of charge at all times;
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a current photo driver's licence, an 18+ Evidence of Age card or a current passport;
- Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options;
- Our policy is zero tolerance for aggressive, coercive or violent behaviour;
- We encourage people to have a designated driver. If required, we will find you a safe ride home as part of our commitment to the wellbeing of our guests.

We hope you enjoy your time in our facilities and take advantage of the services we offer.

Nā

Kelly-Anne Ngatai

Kelly-Anne Ngatai, Chairperson

on behalf of Whiti Te Rā Ōtaki Sports Club 2012 Inc.

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:	Whiti Te Rā Clubrooms	
Applicants name: (Individual or Company)	Te Umu Miratana	
Premises address:	Jim Spiers Lane, Ōtaki	
Contact phone:	Home:	Mobile: 027 275 4668
Contact email:	teumu@allareascaffolding.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:

Te Umu Miratana

Signature:



Date:

26/6/26

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

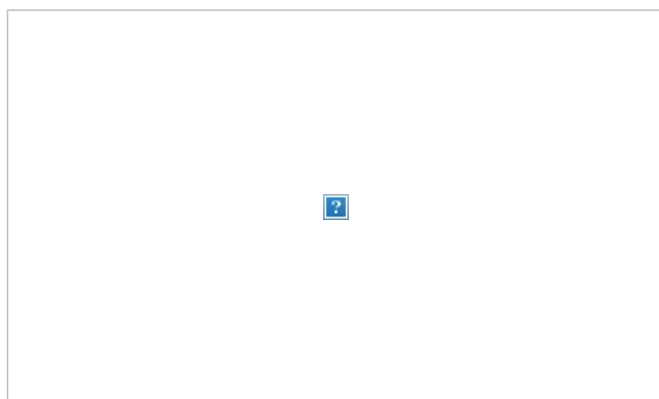
From: [Te Umu Miratana](#)
To: [Mailbox - Licence Application](#)
Cc: [Antoinette Bliss](#)
Subject: Re: Alcohol Licence Due for Renewal - CL806 - Whiti Te Ra Otaki Sports Club
Date: Friday, 26 June 2026 10:10:35 am
Attachments: [image003.png](#)
[image004.png](#)
[image002.png](#)
[dlc-065-fire-evacuation-statement.pdf](#)

Kia ora Donna,

Unfortunately when my laptop broke i lost a lot of my old info that was on it.
So i had to go searching through a lot of emails, old emails just to try and find any info that we had discussed.

Secondly, im a father of 5, business owner, taxi driver for my kids sports, 2 autistic twins, coach the premier league team, member of my marae committee
and i honestly found it hard to try and get it done. And it was even harder with searching for the info i needed.

Apologies for not getting it done on time.



We would appreciate your feedback, feel free to leave us a review - <https://g.page/r/CVbIAAnIK8-2AEAI/review>

On Fri, Jun 26, 2026 at 9:51 AM Mailbox - Licence Application <licence.application@kapiticoast.govt.nz> wrote:

Kia ora,

We have received your application to renew the Club licence for Whiti Te Ra Otaki Sports Club.

This application was not filed 20 working days before the expiry date of the licence as required under section 127(2)(b) of the Sale and Supply of Alcohol Act 2012 (the Act).

Please respond to this email with a reason for the late filing of the application which will be forwarded to the District Licensing Committee for their consideration.

You will be advised if the Committee grants a waiver under section 208 of the Act for the late filing, and we will begin processing your application.

In addition, please provide the following which is required before your application can be processed: - link to the form <https://www.kapiticoast.govt.nz/media/vh3laso2/dlc-065-fire-evacuation-statement.pdf>

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. *The Declaration of Evacuation Scheme template is available on the Council website.*

Yes / **No**
#.....

Nga Mihi

Donna Want

Regulatory Services Support Officer
Te Kai Maangai Whakaanga Kiritaki
04 296 4700
Kapiti Coast District Council

From: Te Umu Miratana <teumu@allareascaffolding.co.nz>
Sent: Thursday, 25 June 2026 4:00 pm
To: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Subject: Re: Alcohol Licence Due for Renewal - CL806 - Whiti Te Ra Otaki Sports Club

Kia ora Donna,

Please see the attachments.

Ngā mihi,



Te Umu Miratana
Estimator
All Area Scaffolding Ltd

+64272754668
teumu@allareascaffolding.co.nz
www.allareascaffolding.co.nz



We would appreciate your feedback, feel free to leave us a review - <https://g.page/r/CVbIAAnIK8-2AEAI/review>

On Mon, Jun 8, 2026 at 9:41 AM Mailbox - Licence Application <licence.application@kapiticoast.govt.nz> wrote:

Kia ora,

As per the email below, this is a further reminder regarding the renewal of your alcohol licence.

The licence will expire on 13 July 2026 and, in accordance with Sale and Supply of Alcohol Act 2012 (the Act), your renewal application must be:

- filed with The Secretary of the District Licensing Committee no later than 20 working days before the expiry of the licence.
- made in the form and manner prescribed in Sale and Supply of Alcohol Regulations 2013; and
- accompanied by the prescribed fee

You can download and complete the renewal application form available on the KCDC [website](#).

20 working days filing requirement

If you do not file the application at least 20 working days prior to the licence expiry date, you must include a reason for the late filing with your completed application form. Please note that both the completed application form and payment of the application fee are required.

The District Licensing Committee (DLC) Chairperson will consider your explanation and advise if they are satisfied that the failure to file the application on time was not wilful and that the application will be accepted. Alternatively, the DLC may decline the waiver request and reject the application.

Once a licence has expired it cannot be renewed – no waiver can be granted

Section 122(2) of the Act

If no application to renew a licence has been made before the end of its currency, it expires at the end of its currency.

Nga Mihi

Donna Want

Regulatory Services Support Officer
Te Kai Maangai Whakaanga Kiritaki
04 296 4700
Kapiti Coast District Council

From: Mailbox - Licence Application
Sent: Monday, 11 May 2026 1:33 pm
To: 'teumu@allareasc scaffolding.co.nz' <teumu@allareasc scaffolding.co.nz>

Subject: Alcohol Licence Due for Renewal & Annual Fee Due - CL806 - Whiti Te Ra Otaki Sports Club

Kia ora,

Please see Invoices attached for your Alcohol licence fees. The Licence will expire on **13 July 2026**, and you must apply to renew it **no later than 20 working days before** this date. Once a licence has expired it cannot be renewed.

In accordance with the *Sale and Supply of Alcohol Act 2012* your renewal application must be:

- filed with The Secretary of the District Licensing Committee no later than 20 working days before the expiry of the licence.
- made in the form and manner prescribed in Sale and Supply of Alcohol Regulations 2013; and
- accompanied by the prescribed fee (see invoice attached)

You can download and complete the renewal application form available on the KCDC [website](#). The deadline for lodging your application with the required supporting documents and paying the application fee is **15 June 2026**.

In addition, the Licence **annual fee** for your business is due on the anniversary date of when the licence was issued. Please note that the annual fee must be paid within 30 days of your anniversary date each year. If the fee is not paid in full within the 30 days, your alcohol licence is automatically suspended, and you will not be able to sell alcohol until such time that the fee has been paid in full.

Please read the attached invoices carefully to ensure you pay by the due date.

If you have any questions in relation to this email, please contact the Alcohol Licensing Team by responding to this email (referencing the name of your business) or by phoning 04 296 4700 or 0800 486 486.

Nga Mihi

Donna Want

Regulatory Services Support Officer
Te Kai Maangai Whakaanga Kiritaki
04 296 4700



www.kapiticoast.govt.nz

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THE MATTER

of the Sale and Supply of Alcohol Act 2012

AND

IN THE MATTER

of an application for a waiver by **Whiti Te Ra Otaki Sports Club 2012 Incorporated** pursuant to section 208 of the Sale and Supply of Alcohol Act 2012 (the Act) for the **renewal of Club Licence** in respect of premises situated at **Jim Spiers Lane, Otaki** known as “**Whiti Te Ra Otaki Sports Club**”.

BEFORE THE KAPITI COAST DISTRICT LICENSING COMMITTEE

DECISION

Introduction

1. I have before me an application by Whiti Te Ra Otaki Sports Club 2012 Incorporated for the renewal of an on licence in respect of premises known as Whiti Te Ra Otaki Sports Club, Otaki.
2. The applicant requests the filing be accepted notwithstanding that it was filed late. This decision addresses that procedural question. The substantive renewal is reserved for separate consideration.

The Statutory Framework

3. s127(2)(b) requires that an application for the renewal of a licence be filed no later than 20 working days before the expiry of the licence, *or by such later date (not being later than the date of the expiry of the licence) as the licensing committee may allow* (my emphasis). That the committee may allow something denotes an exercisable discretion.
4. The applicant's licence is due to expire on 13 July 2026. The application was filed on 25 June 2026, eight working days after the statutory deadline, but prior to the licence expiry.
3. The Act does not prescribe a test for exercising the discretion. In *Sara v Johns*, Heath J identified relevant factors when assessing the exercise of such a discretion to include the delay, the seriousness of the neglect or omission, the consequences of exercising the discretion, any prejudice that might be caused to third parties, and any relevant public interest factors.¹ Although *Sara v Johns* concerned a different statutory discretion, the

¹ *Sara v Johns* HC AK CIV 2008-404-7746, 13 February 2009, at [34]

considerations identified by Heath J are of general assistance when determining whether late filing should be excused.

Decision

5. The applicant acknowledges that they were on notice of the deadline and offers two explanations in mitigation. First, they had technical issues that left them unable to find and compile relevant information in good time. Second, they are busy with family, work, and social commitments.
6. The application was filed eight working days late, which is sufficiently substantial to require satisfactory explanation. The excuse of being busy does not hold weight. I accept that the technical issues were outside the applicant's control, and that they genuinely caused the late filing. The seriousness of the neglect is limited accordingly. While late, the underlying obligation to seek renewal was met. No prejudice to third parties has been identified, and public notice can still be given within the regulatory timeframes. Declining the renewal would require a fresh licence application, with the fuller process that entails, and that consequence weighs against refusal on a purely procedural ground. The public interest is better served by testing any substantive matters through the renewal process rather than by licence cancellation for lateness alone.
7. The discretionary factors support allowing the late filed application to be considered. I allow the application to be filed on 25 June 2026 under s127(2)(b).
8. The findings in this decision are limited to the question of late filing. Any matters bearing on the licence renewal are reserved for the substantive renewal process.

Caution

9. The obligation to file within time is not merely administrative. It exists so that the agencies can report as the Act requires, and so that the committee can examine the matter properly, as part of the licence application process. Where an application arrives late, those safeguards can be compressed. The object of the Act is not served by lateness.
10. I note this is the second late filed renewal application for this licence, and that the applicant was on notice of the deadline. While I have accepted that the present delay was caused by matters outside the applicant's control, that does not remove the responsibility on a licence holder to allow sufficient time for filing so that unexpected difficulties do not result in a late application. A second late filing indicates administrative failings that should be addressed.
11. I caution the applicant that repeated lateness may lead the committee to exercise its discretion differently in future.

Dated at Raumati on 8 July 2026.

A handwritten signature in blue ink, consisting of a stylized 'B' followed by a long horizontal stroke.

Cr Bede Laracy
Chairperson
Kapiti Coast District Licensing Committee



