

APPLICATION FOR ON-LICENCE OR RENEWAL OF ON-LICENCE



Form 3, 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. **Instructions on how to complete this application are included at the end of the form.**

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.		
<input type="checkbox"/> New On-Licence	<input checked="" type="checkbox"/> Renewal of On-Licence Licence number:	<input type="checkbox"/> Renewal of On-Licence with variation of conditions Licence number:
2. Endorsements		
Tick the appropriate box if you want to add an endorsement to the licence		
<input type="checkbox"/> Allow BYO	<input type="checkbox"/> On-Licence <u>plus</u> Caterer's On-Licence	<input type="checkbox"/> Caterer's On-Licence <u>only</u> (no restaurant)
<input type="checkbox"/> BYO Licence <u>only</u>		
3. Details of Applicant		
Full legal name or names to be on licence (if a company, must be company name): Otaki-Maori Racing Club Limited		
Whether licence already held for premises or conveyance concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No , and if 'Yes' state kind of licence On-Licence		
4. Applicant Status: by reference to section 28 of Sale and Supply of Alcohol Act 2012		
<input type="checkbox"/> Natural person(s)	<input checked="" type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (please specify).....	

5. 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:

Email:

6. For Applicant that is a Body Corporate, Authority under which Incorporated**7. For Applicant that is Not a Natural Person(s), Details of Contact Person**

Name: Ben Jamison

Designation/Position: General Manager

Telephone:

Mobile: 027 666 8558

Email: ben@otakimaoriracing.co.nz

8. Postal Address for Service

Number/Street/PO Box: O Bo 13

Suburb:

City: Otaki

Postcode: 5542

9. Business Details*Describe principal business, any other businesses* Racecourse, sporting venue, function centre.**10. 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.***11. For a Company whether Incorporated under the Companies Act 1993 or Equivalent Foreign Legislation**

Full Legal Names of Directors:

Norman Graham Ngarimu Taratoa, Stephen John Moffatt

12. For a Private Company Incorporated under the Companies Act 1993

Authorised capital:	Paid up capital:
Name:	Address: Street number
Street:	Suburb:
City:	Postcode:
Date of birth:	Place of birth:
Designation:	Face value of shares held:

13. For a Partnership

Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:
Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

14. Details of Premises (if not a Conveyance)

Address: Number 47	Street: Te Roto Road	
Suburb:	City: Otaki	Postcode: 5512

Trading Name: Ōtaki Racecourse

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: Yes No, and if "Yes", state details:**15. Details of Conveyance**Kind: *(eg, ship, railway carriage, bus, etc)* Racecourse, sporting venue, function centre.Tenure: *(state whether owned by applicant, or to be operated under charter, lease, or licence)*

Premises is owned by parent company, Otaki-Maori Racing Club Incorporated

If not Owned by Applicant:Full legal name of owner: **Otaki-Maori Racing Club Incorporated**Address: Number **47**Street: **Te Roto Road**

Suburb:

City: **Otaki**Postcode: **5512**

Any registration number:

Any home base address:

Any name used or proposed for conveyance:

Is the licence conditional on completion of construction work: **Yes** **No**, and if "Yes", state details:**16. Details of Duty Manager(s)/Proposed Manager(s) *If more than two certified managers please attach details separately***Full legal name: **Benjamin Thomas Jamison**Number of manager's certificate: **45/CERT/991/2022**Expiry Date: **15/2/26**Full legal name: **Melina Winifred Martin**Number of manager's certificate: **45/CERT/1315/2025**Expiry Date: **12/2/26****17. Business Details**State the general nature of the business to be conducted by applicant in the premises if licence granted: *(for example, hotel, tavern, restaurant, entertainment/nightclub)***Racecourse, sporting venue, function centre.**Is the sale of alcohol intended to be the principal purpose of business: **Yes** **No** and advise the intended principal purpose of business *(for example: sale of food; entertainment; accommodation)*.**Sporting income, racing income, lease income, rental income, other.**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.***Sporting income, racing income, lease income, rental income, other.**

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

Monday to Sunday 8am to 12 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 #.....

18. Conditions

- Write answer below or attach relevant documents that demonstrate compliance.
- When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'

**Doc attached?
Number.**

Describe experience and training of applicant:

We have had our onlicence for three years already without issue

Yes / No
#.....

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

Cafe-style food, fast-food, food trucks on occasions

Yes / No
#.....1..

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

Coffee and tea, soft drinks, water, juices on occasions

Yes No
#.....

Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):

Steinlager light, Heineken Zero

Yes No
#.....

Describe to what extent, and where, drinking water is intended to be freely available to patrons (if no access to mains water supply, also advise the potability of water intended to be available):

Free water will be available to patrons behind each bar, in bottles, carafes or urns.

Yes No
#.....

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Always ask for ID from patrons that look under 25 Continue to monitor all patrons and encourage water to those that need it Communicate with Duty Manager, Event Manager and Security Staff as required</p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>Only serve open alcoholic beverages Limited sales to 4 beverages per person, drop to 2 if needed</p>	<p>Yes / <input checked="" type="radio"/> No #.....</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>Training to be undertaken by third-party service provider Age ID guide/calculator on all tills</p>	<p>Yes / <input checked="" type="radio"/> 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>Security to be present at all race meetings Talking and working with all patrons as required</p>	<p>Yes / <input checked="" type="radio"/> 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>None to be varied or cancelled.</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>Yes / <input checked="" type="radio"/> No #..... #..... #..... #.....</p>

Full reasons for variation or cancellation:		
19. Attachments (if Not a Conveyance)		Doc attached? Number.
<ul style="list-style-type: none"> When including attachments please number the documents, circle 'Yes' 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. <i>The Declaration of Evacuation Scheme template is available on the Council website.</i>	<input checked="" type="checkbox"/> Yes / No #...2....	
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 certificate to show that the proposed premises meet 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 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>	<input checked="" type="checkbox"/> Yes / No #...3....	
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>	Yes / No #.....	
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy, and if 'No' complete a CPTED checklist (<i>see HPA and the Ministry of Justice websites for more information</i>).	<input checked="" type="checkbox"/> Yes / No #...4....	
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.	<input checked="" type="checkbox"/> Yes / No #...5....	
Please attach a copy of a sample food menu.	<input checked="" type="checkbox"/> Yes / No #...1....	
If the 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 #.....	

20. Attachments (Conveyance)		Doc attached? Number.
<ul style="list-style-type: none"> When including attachments please number the documents, circle 'Yes' and write the document number on '#.....' 		
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.		Yes / No #.....
For body corporate applicant, copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>		Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the conveyance. <i>Not required for renewal unless major changes have been undertaken since the last issue or 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.		<input checked="" type="checkbox"/> Yes / No #...5.....
Please attach a copy of a sample food menu.		<input checked="" type="checkbox"/> Yes / No #...1.....
If the conveyance is 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 conveyance. <i>Not required for a renewal unless the previous lease has expired.</i>		Yes / No #.....
21. Further details when Applicant is a Company		
<i>Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.</i>		
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
Are additional sheets attached? Yes / No - Doc number #.....		

22. Further details when Applicant is a Partnership

Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:

Are additional sheets attached? Yes / No - Doc number #.....

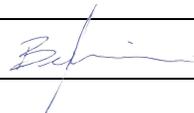
23. Signature of Applicant (this must be signed by applicant not their agent)

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: Ben amin Thomas Jamison

Date: 15/12/2025

Signature:



Dated at location: Otaki Racecourse

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.

Please invoice to
accounts@otakimaoriracing.co.nz

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. Please email to ben@otakimaoriracing.co.nz

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.

After your application is lodged

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.



Ōtaki-Māori Racing Club Race Day Food Menu:

Pies
Sausage Rolls
Assorted Triangle Sandwiches
Hot Dogs
Fizzy Drinks
Tea and Coffee
Hot Fries
Assorted Savouries
Assorted Filled Wraps
Assorted Sweets/Cakes and Slices
Ice Cream
Confectionery: Chippies, Lollies, Cheese Crackers



DECLARATION OF EVACUATION SCHEME

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

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

Licence number:	45/ON/013/2023
For premises known as:	Otaki Racecourse
Located at:	47 Te Roto Road, Otaki

I, (applicant) Benjamin Thomas Jamison..... (please print)

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

(i) 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

~~(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: ..... (applicant)

Date: 15/12/2025.....

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

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

Signed:

Name: Property Brokers Compliance (3rd-party Contractor)..... (please print)

Date:

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:

Ben Jamison

Signature:



Date:

15/12/25

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

Outdoor Bar

3

#3

Public Bar

2

Members Bar

1

Outdoor Bar

3



CPTED checklist for licensed premises

		Yes	No	N/A
Bar Area	Bar staff have good visibility of entire premises	✓		
	Area behind the bar is raised to improve visibility	✓		
	Bar area is open with no obstructions affecting monitoring of premises	✓		
	Cash registers are front facing If cash registers are not front facing, mirrors are installed for monitoring customers	✓		
	Safe is out of public view	✓		
Internal layout	Premises is laid out so staff can monitor all patrons at all times	✓		
	There are no obstructions within the bar causing blind spots	✓		
	Where there may be blind spots, mirrors or CCTV are installed		✓	
	Bar is easily approached by customers	✓		
	Sufficient seating is provided	✓		
	Customers cannot climb on structures or fittings	✓		
	A ventilation system is installed			✓
Crowding	Premises are maintained at a suitable temperature	✓		
	The premises are not overcrowded	✓		
Lighting	The maximum number of patrons for the premises is displayed and complied with			✓
	Internal lighting is suitable	✓		
	Lighting allows door staff to check IDs etc.	✓		
	Lighting allows staff to monitor patrons inside the premises	✓		
	No areas are too dark inside the premises	✓		
	Internal lighting can be raised in an emergency or incident and at closing time			✓
	External lighting is suitable	✓		
	External security lighting is installed	✓		

CPTED checklist for licensed premises continued...

		Yes	No	N/A
Outdoor drinking areas	The premises are maintained at a suitable temperature	✓		
	Outdoor drinking areas are monitored by bar and/or security staff	✓		
	Lighting allows staff to monitor patrons	✓		
	Customers can move easily around the outdoor drinking areas	✓		
	Outdoor drinking areas are well defined from surrounding external environment	✓		
	Pavement creep is not evident	✓		
	Outdoor drinking areas are not overcrowded	✓		
	A street trading licence or equivalent is held and is current			✓
CCTV	CCTV is installed		✓	
	CCTV is positioned to monitor vulnerable areas			✓
	Patrons are aware of the CCTV system			✓
	Staff understand its operation			✓
Entrances and exits	Entrances and exits are visible from behind the bar area	✓		
	CCTV is installed to monitor blind entrances and exits	✓		
	Door staff monitor entrances and exits	✓		
	Where queuing occurs outside the premises, there is sufficient space	✓		
Toilets	Toilet facility entrances are visible from the bar area	✓		
	Toilets are inspected regularly	✓		
Staff	There are sufficient numbers of staff to ensure control of the premises	✓		
	Staff are visible to patrons	✓		
	Staff monitor the premises for conflict and crime	✓		
	Security staff are properly trained and certified	✓		



ŌTAKI-MĀORI RACING CLUB

HOST RESPONSIBILITY

- Any minors or intoxicated person/s will not be served alcohol.
- **If you look under 30, we will ask for ID**
- Acceptable forms of ID include:
 - HANZ 18+ Cards
 - New Zealand Driver's Licenses
 - New Zealand and International Passports

Other forms of ID will not be accepted

- Low alcohol & non-alcoholic beverages are available from the bar at all times.
- Water is also readily available to all customers free of charge.
- If you need alternative transport, let our staff know. We will be happy to call a taxi or another form of transport for you
- Aggression and violent behaviour will not be tolerated and any patron displaying such behaviours will be removed
- Ōtaki-Māori Racing Club reserves the right to legally refuse any patron

We aim to promote and create an enjoyable, safe environment. Our staff have been trained to be responsible and welcoming hosts. If you feel any of our staff has breached this, feel free to let us know.