

### TAX INVOICE

GST No. 51 - 860 - 608

175 Rimu Road, Private Bag 60601,  
Paraparaumu 5254  
Phone: (04) 296 4700  
Freephone: 0800 486 486  
Website: [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)  
Email: [accounts@kapiticoast.govt.nz](mailto:accounts@kapiticoast.govt.nz)

Jace and Stef Limited  
The Surfers Mistress  
44 Ihakara Street  
Paraparaumu 5032

Account Number ON804  
Invoice Date 2/09/25  
Invoice Number 206934

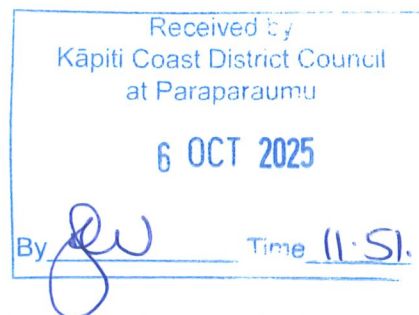
Lic No.: ON804 The Surfers Mistress

Your licence renewal application is due 20 working days prior to the expiry date.  
Application fee payment is required before the renewal  
application can be processed

Quantity	Description	Rate	Amount	
	Off/On/Club Application Fee - Low Risk		\$804.50	*

(\* Incl GST \$104.93)

Total \$804.50



Payment can be made by direct credit to Bank account # 03-0732-0306101-00. Please display your Account Number (as above) on your remittance. Email remittances to: [accounts@kapiticoast.govt.nz](mailto:accounts@kapiticoast.govt.nz). Any costs to recover this debt will be on-charged.

ACCOUNT NAME  
Jace and Stef Limited

ACCOUNT NUMBER  
ON804

AMOUNT  
\$804.50

DUE DATE  
06 OCT 25

Payable at KCDC



ON804 DR



\$804.50

Payable at New Zealand Post - Easy and Convenient



KCCAC 0000687944000080450

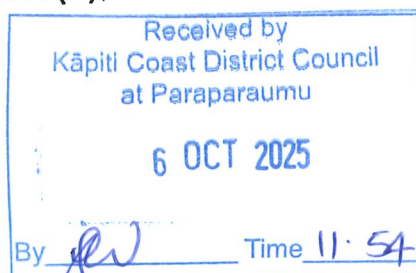
# APPLICATION FOR ON-LICENCE OR RENEWAL OF ON-LICENCE



## 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](mailto: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.

☐ New On-Licence

☒ Renewal of On-Licence

☐ Renewal of On-Licence with variation of conditions

Licence number: 45/04/084/2022

Licence number:

### 2. Endorsements

Tick the appropriate box if you want to add an endorsement to the licence

☐ Allow BYO

☐ On-Licence plus Caterer's On-Licence

☐ BYO Licence only

☐ Caterer's On-Licence only (no restaurant)

### 3. Details of Applicant

Full legal name or names to be on licence (if a company, must be company name):

JACE AND STEF LIMITED

Whether licence already held for premises or conveyance concerned: ☒ Yes ☐ 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

☐ Natural person(s)

☒ Private Company

☐ Body Corporate

☐ Public Company

☐ Partnership

☐ 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: JASON HYDE

Designation/Position: DIRECTOR

Telephone: 04 2987873

Mobile: 021 0368566

Email: THESURFERSMISTRESS@GMAIL.COM

**8. Postal Address for Service**

Number/Street/PO Box: 44 IHAKARA STREET

Suburb:

City: PARAPARAUMU

Postcode: 5032

**9. Business Details**

Describe principal business, any other businesses

RESTAURANT

**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:

JASON HYDE  
STEFANO RATTI

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

Authorised capital: \$ 100-	Paid up capital: \$ 100-
Name: JASON AYDS	Address: Street number 44
Street: 1 HAKARA STREET	Suburb:
City: PARAPARAUMU	Postcode: 5032
Date of birth: 02/11/68	Place of birth: NAPIER
Designation: SHAREHOLDER	Face value of shares held: \$ 1-

**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 10	Street: SEAVIEW ROAD	
Suburb: PARAPARAUMU BEACH	City: PARAPARAUMU	Postcode: 5032
Trading Name: THE SURFER'S MISTRESS		

**If not Owned by Applicant:**

Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence) LEASEHOLD

Full legal name of owner: TONY, HEI YUK, ALLAN, PAULIP, LINDA SETO

Address: Number 10	Street: SEAVIEW ROAD	
Suburb: PARAPARAUMU BEACH	City: PARAPARAUMU	Postcode: 5032

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)

Tenure: (state whether owned by applicant, or to be operated under charter, lease, or licence)

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

Authorised capital: <i>\$ 100-</i>	Paid up capital: <i>\$ 100-</i>
Name: <i>STEFANO RATTI</i>	Address: Street number <i>44</i>
Street: <i>IAKARI STREET</i>	Suburb:
City: <i>PARAPARUMU</i>	Postcode: <i>5032</i>
Date of birth: <i>01/01/71</i>	Place of birth: <i>LECCO, ITALY</i>
Designation: <i>SHAREHOLDER</i>	Face value of shares held: <i>\$ 1-</i>

**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	Street:	
Suburb:	City:	Postcode:

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:

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)

Tenure: (state whether owned by applicant, or to be operated under charter, lease, or licence)

**If not Owned by Applicant:**

Full legal name of owner:

Address: Number

Street:

Suburb:

City:

Postcode:

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: JASON AYDE

Number of manager's certificate: 45/CER/679/2018

Expiry Date: 01/11/25

Full legal name: STEFANO RATTI

Number of manager's certificate: 45/CER/680/2018

Expiry Date: 01/11/25

**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)

RESTAURANT

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).

SALE OF FOOD

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):

MONDAY TO SUNDAY 11 AM TO 11 PM

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

Doc attached?  
Number.

- 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 '#.....'

Describe experience and training of applicant:

THE RESTAURANT HAS BEEN OPERATING SINCE 15/11/18

Yes ☒ No  
#.....

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

ITALIAN FOOD, FRESHLY MADE PASTA, PIZZA, SMALL PLATES, SALADS, DESSERTS, MEAT AND FISH DISHES

Yes ☒ No  
#.....

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

SOFT DRINKS (COKE, COKE ZERO, LLB, GINGER BEER, LIMONATA, ARANCATA), JUICES, TEA, COFFEE AND BOTTLED WATER

Yes ☒ No  
#.....

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

LOW ALCOHOL BEER: GARAGE PROJECT FUGAZI (2.2%)

ZERO ALCOHOL BEER: PERONI 0

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):

CALLED BOTTLES OF WATER ON TABLES, FREE WATER AVAILABLE AT ALL TIMES

Yes ☒ No  
#.....

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>PLEASE SEE HOST RESPONSIBILITY POLICY ATTACHED. APPROPRIATE SIGNS PROMINENTLY DISPLAYED AND ID CHECK OF ANYONE THAT LOOKS 25% AND UNDER. WILL PREVENT SALE OF ALCOHOL TO MINORS AND INTOXICATED PEOPLE</p>	<p>Yes / No #...2</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>PLEASE SEE HOST RESPONSIBILITY POLICY ATTACHED. WILL ACTIVELY PROMOTE CONSUMPTION OF FOOD, MENU AVAILABLE AT ALL TIMES, WILL PROMOTE A RANGE OF NON-ALCOHOLIC OPTIONS</p>	<p>Yes / No #...2</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>DUTY MANAGER RESPONSIBLE TO TRAIN STAFF IN RELATION TO THE PROVISIONS OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012. COMPLETION OF HOST RESPONSIBILITY COURSE THROUGH SERVICIS FOR STAFF</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"> <li>reduced, by more than a minimal extent, by granting the licence; or</li> <li>increased, by more than a minimal extent, by the refusal to renew the licence.</li> </ul> <p>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:</p> <p>RESTAURANT PREMISES ARE CONSTANTLY MONITORED BY STAFF, MUSIC IS ONLY PLAYED ON PREMISES AS BACKGROUND MUSIC, LAYOUT OF THE PREMISES IS DESIGNED AND ARRANGED NOT TO ACCOMMODATE LARGE GROUPS AND GATHERINGS</p>	<p>Yes / No #.....</p>
<p><b>For Licence Renewal Only:</b> 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>NO VARIATION</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 / No #..... #..... #..... #.....</p>

Full reasons for variation or cancellation:	
<b>19. Attachments (if Not a Conveyance)</b>	
<ul style="list-style-type: none"> <li>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</li> </ul>	<b>Doc attached? Number.</b>
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="radio"/> Yes / No #.....3.....
<del>Copy of planning consent: Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. Not required for renewal unless the business activity or type has changed since the last version.</del>	Yes / No #.....
<del>Copies of all relevant building certificates consents: Please attach certificate to show that the proposed premises meet the requirements of Building Code 2004. Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</del>	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="radio"/> Yes / No #.....4.....
<del>For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). Not required for renewal unless changes have occurred since the last issue or renewal.</del>	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if 'Yes' attach a copy, and if 'No' complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).	<input checked="" type="radio"/> Yes / No #.....5.....
<del>Please attach a photograph or artist's impression of the exterior of the proposed premises. Not required for renewal unless major changes have been undertaken since the last issue or renewal.</del>	Yes / No #.....
<del>Please attach a map showing the location of the premises. Not required for renewal.</del>	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="radio"/> Yes / No #.....2.....
Please attach a copy of a sample food menu.	<input checked="" type="radio"/> Yes / No #.....1.....
<del>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. Not required for a renewal unless the lease or ownership arrangements have changed.</del>	Yes / No #.....

20. Attachments (Conveyance)		Doc attached? Number.
<p>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</p>		
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 #.....
<del>For body corporate applicant, copy of certificate of incorporation (or equivalent document). Not required for renewal unless changes have occurred since the last issue or renewal.</del>		Yes / No #.....
<del>Please attach a photograph or artist's impression of the exterior of the conveyance. Not required for renewal unless major changes have been undertaken since the last issue or renewal.</del>		Yes / No #.....
<p>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.</p>		
Please attach a copy of your Host Responsibility Policy.		Yes / No #.....
Please attach a copy of a sample food menu.		Yes / No #.....
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. Not required for a renewal unless the previous lease has expired.		Yes / No #.....
<p><b>21. Further details when Applicant is a Company</b></p> <p>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.</p>		
Name: JASON HYDE	Address: 131 MAIN HIGHWAY	
Suburb:	City: OTAKI	
Postcode: 5512	Date of birth: 02/11/68	
Place of birth: NAPIER	Designation: DIRECTOR	
Name: STEFANO RATTI	Address: 131 MAIN HIGHWAY	
Suburb:	City: OTAKI	
Postcode: 5512	Date of birth: 01/01/71	
Place of birth: LECCO, ITALY	Designation: DIRECTOR	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
<p>Are additional sheets attached? Yes / No - Doc number #.....</p>		

**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: JASON HYDS STEFANO RATTI  
Date: 3/10/25 Signature: [Signature] [Signature]  
Dated at location: 10 SEAVIEW ROAD, PARAPARAUMU BEACH

**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.

### 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.

## Guidance for Completing On-Licence Application Form

### Background

The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.

### Before lodging application

If your application for a NEW licence is regarding 'premises - not a conveyance', you must also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council. A 'conveyance' means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people.

### Completing your application

### Who should complete which fields

1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if seeking an endorsement for BYO or Caterer. This is for restaurants who only allow BYO and caterers who also have a restaurant or only cater.
3	Details of Applicant	All applicants to complete. If a company receives profits then apply in company name.
4	Applicant Status	All applicants to complete.
5	For Applicant that is Natural Person(s)	Only complete if applicant is a natural person. A natural person is an individual. Complete all sections.
6	For Applicant that is Body Corporate	Only complete if applicant is a body corporate.
7	For Applicant that is <u>not</u> a Natural Person(s)	Only complete if applicant is a body corporate, partnership, private company or public company. Complete all sections.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example restaurant, entertainment centre, sale of alcohol (ie tavern).
10	Criminal Convictions	Convictions of applicant directors or shareholders. All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises (if not a conveyance)	<p>All applicants must complete either 14 or 15.</p> <p>A 'conveyance' is <i>premises</i> which are used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle.</p> <p>A 'premises - not a conveyance', are any other type of premises (building) for which you are seeking a licence.</p>
15	Details of Conveyance	
16	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than 2 please attach details separately.
17	Business Details	All applicants to complete.

18	Conditions	All applicants to complete.
19	Attachments (if not a conveyance)	All applicants must complete either 19 or 20 (see 14/15).
20	Attachments (conveyance)	
21	Further Details where Applicant is a Company	Only complete if private or public company.
22	Further Details where Applicant is a Partnership	Only complete if a partnership.
23	Signature of Applicant	All applicants to complete.

# /

# THE SURFER'S MISTRESS ITALIAN RESTAURANT

## STARTERS

ARANCINO (v) 15  
CAPRESE SALAD (v) 19  
BRUSCHETTA (v) 16  
BRESAOLA 21  
POLPETTA / Venice meatball 15

## PASTA

PRAWN 31  
ITALIAN SAUSAGE 29  
ALLA NERANO (v) 29  
SALMON 30  
RAGU' ALLA BOLOGNESE 29  
PUTTANESCA (v) 29

## PIZZA

MARGHERITA (v) 22  
SALAMI 25  
CAPRICCIOSA 26  
SPQR 29

## CARNE (MEAT)

TAGLIATA/ Sliced Scotch fillet steak 40

## PESCE (FISH)

PESCE CON PANNA 38  
PESCA ALLA CAPRESE 38

## DESSERT

ITALIAN GELATO 7  
AFFOGATO 12  
PANNA COTTA 16  
SGROPPINO 19  
PINEAPPLE 15  
TIRAMISU' 16

**KID'S MENU AVAILABLE / (under 12's)**

Proprietors: Stefano Ratti & Jason Hyde

10 Seaview Road - Paraparaumu Beach Tel 04 298 7873

Email [thesurfersmistress@gmail.com](mailto:thesurfersmistress@gmail.com)

[www.thesurfersmistress.com](http://www.thesurfersmistress.com)

## Host Responsibility Policy

### “The Surfers Mistress”

The management and staff of The Surfers Mistress believe that we have a responsibility to provide an environment that is not only comfortable and welcoming but where alcohol is served responsibly. Because of this, we have implemented the following Host Responsibility Policy.

#### WE WILL PREVENT THE SALE OF ALCOHOL TO MINORS

It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Anyone appearing to be under 25 years of age will be asked to produce identification before being served alcohol. Acceptable forms of proof of age are a NZ photo driver's licence, and 18+ Evidence of Age card or a current passport.

#### WE WILL PREVENT THE SALE OF ALCOHOL TO INTOXICATED PEOPLE

Signage will be displayed appropriately behind the bar stating that intoxicated persons will not be served.

Any persons displaying signs that their speech, coordination, appearance or behaviour is affected will not be served any further alcohol.

We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (low-alcohol beer, fruit juices, soft drinks, tea and coffee). Iced water is available free of charge at all times. We also have infused water available free of charge (e.g. mint, lemon, cucumber, fruit etc.).

#### FOOD

A good range of food is always available. Menus are visible at all times and staff will actively promote the consumption of food.

#### WE WILL ADVISE SAFE TRANSPORT OPTIONS

We promote a range of transport options to get you home safely. Taxi numbers will be displayed and promoted as a safe transport option and we will ensure that information on public transport options is also available. We can call a taxi upon request.

We encourage people to have a designated driver. We will make the driver's job more attractive by providing an interesting range of low-alcohol and alcohol-free drinks.

All of these services are well promoted along with signage required under the Sale and Supply of Alcohol Act 2012.

### WE WILL PROVIDE A SAFE ENVIRONMENT

Disorderly or offensive behaviour will not be tolerated on the premises.

We will ensure that the clearing of glassware and bottles are kept on top of and will maintain regular checks on toilet facilities.

### NOISE

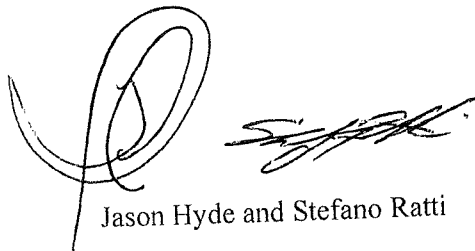
Staff will be always mindful of the need to manage noise as to not disturb our guests and neighbours.

Customers using external areas will be reminded of the need to be considerate of neighbours.

### OTHER

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.

Two handwritten signatures are shown. The first signature is a large, stylized 'J' followed by 'Hyde'. The second signature is a more complex, cursive signature followed by 'Ratti'.

Jason Hyde and Stefano Ratti

*The Surfers Mistress*

# 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:

THE SURFER'S MISTRESS

Applicants name:  
(Individual or Company)

JACO AND STEF LIMITED

Premises address:

10 SEAVIEW ROAD  
PARAPARAUMU BEACH

Contact phone:

Home: 04 298 7873 Mobile: 021 0368566

Contact email:

THE SURFER'S MISTRESS @ GMAIL . COM

## 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](http://www.fireandemergency.nz) or Contact Fire and Emergency New Zealand, [wellingtondistrict-rteams@fireandemergency.nz](mailto: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:

JASON AYE

Signature:



Date:

3/10/25

**Submitting applications**

Email completed forms to: [licence.application@kapiticoast.govt.nz](mailto: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

# The Surgeon's Mistress



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## 6. CPTED checklist for licensees and duty managers

*Licensees and duty managers can use the checklist below to regularly assess whether CPTED measures are in place.*

CPTED checklist for on- and club-licensed premises	Yes	No	N/A
<b>Bar area</b>			
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			
<b>Internal layout</b>			
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	✓		
Customers can easily move around the premises	✓		
Sufficient seating is provided	✓		
Customers cannot climb on structures or fittings	✓		
<b>Crowding</b>			
The premises are not overcrowded	✓		
The maximum number of patrons for the premises is displayed and complied with	✓		
<b>Lighting</b>			
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	✓		
<b>Ventilation</b>			
A ventilation system is installed	✓		(KITCHEN)
The premises are maintained at a suitable temperature	✓		

CPTED checklist for on- and club-licensed premises (continued)	Yes	No	N/A
<b>Outdoor drinking areas</b>			
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			✓
<b>CCTV</b>			
CCTV is installed	✓		
CCTV is positioned to monitor vulnerable areas			✓
Patrons are aware of the CCTV system	✓		
Staff understand its operation	✓		
<b>Entrances and exits</b>			
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			✓
<b>Toilets</b>			
Toilet facility entrances are visible from the bar area	✓		
Toilets are inspected regularly	✓		
<b>Staff</b>			
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			✓