

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@kapiti.coast.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/ON/CC/2024 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):

RAILWAY HOTEL LIMITED

Whether licence already held for premises or conveyance concerned: ☐ Yes ☒ No, and if 'Yes' state kind of 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: **LINDSAY GRANT WOODS**

Any aliases (and/or maiden name):

Usual residential address: Number **6**

Street: **ARTHUR ST**

Suburb: **OTAKI**

City: **OTAKI**

Postcode: **5512**

Sex: **M**

Occupation: **PUBLICAN**

Date of birth: **13/11/1958**

Place of birth: **PACEMERSTON NORTH**

Telephone: **06 3647165**

Mobile: **0274458522**

Email: **Hotel/airway@yahoo.co.nz**

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:

Designation/Position:

Telephone:

Mobile:

Email:

8. Postal Address for Service

Number/Street/PO Box: **15044**

Suburb: **OTAKI**

City: **OTAKI**

Postcode: **5512**

9. Business Details

Describe principal business, any other businesses

HOTEL

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:

LINDSAY GRANT WOODS

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

Authorised capital: \$200-00	Paid up capital: \$200.00
Name: RAILWAY HOTEL LTD	Address: Street number 6
Street: ARTHUR ST	Suburb: OTAKI
City: OTAKI	Postcode: 5512
Date of birth: 13/11/1958	Place of birth: PARMERSTON NORTH
Designation: DIRECTOR	Face value of shares held: \$200-00

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 6	Street: ARTHUR ST	
Suburb: OTAKI	City: OTAKI	Postcode: 5512
Trading Name: RAILWAY HOTEL		
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: 3 SONS HOLDING LTD		
Address: Number 80 VISTA RD	Street: VISTA RD	
Suburb: OTAKI OHAU	City: OTAKI LEVIN	Postcode: 5570
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: RAILWAY HOTEL LIMITED

Number of manager's certificate: 45/CH24/071/2014

Expiry Date: 23/03/26

Full legal name: CHARLEE Amy Lisa GRAY

Number of manager's certificate: 45/CH24/718/2018

Expiry Date: 19/12/28

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)

HOTEL

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).

ALCOHOL / FOOD / ACCOMMODATION / FUNCTIONS

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 SATURDAY 8-30AM TO 2AM THE
FOLLOWING DAY

SUNDAY 8-30AM TO 10PM

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:

IN EXCESS OF 40 YEARS WITHIN THE
HOSPITALITY INDUSTRY INCLUDING OWNING
+ MANAGING IN EXCESS OF 7 HOTELS/TAVERNS

Yes / No
#.....

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

- ALL DAY SNACK MENU
- FULL RESTAURANT SERVICE THUR + SAT
- SNACK FOODS

Yes / No
#.....

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

FULL RANGE OF SOFT DRINKS
WATER DRINKING AVAILABLE
NON ALCOHOLIC BEERS STEINWACER / COCONA

Yes / No
#.....

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

SPRIGITS MID ALK ON TAP
STEINWACER LIGHT

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):

BOTTLED WATER AVAILABLE
WATER COOLER AVAILABLE

Yes / No
#.....

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: - CHECKING ID'S FOR PERSONS LOOKING UNDER 25 - TRAINING STAFF TO RECOGNISE INTOXICATION - CLEAR SIGNAGE OUTLINING CUSTOMER RESPONSIBILITIES - HOST RESPONSIBILITY POLICY	Yes / No #.....
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): - RESPONSIBLE SERVICE PRACTICES - WIDE RANGE OF NON + LOW ALCOHOLIC OPTIONS - FOOD AVAILABILITY AT ALL TIMES - SAFE TRANSPORT OPTIONS	Yes / No #.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: IN CONJUNCTION WITH HOST RESP POLICY REGULAR STAFF TRAINING + REFRESHERS	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. 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: - LIMITED USE OF LIVE BANDS - LITTLE OR NO RESIDENTIAL PROPERTIES SURROUND THE LARWAY HTL - LITTLE OR NO PRE-SCHOOLS / SCHOOLS + MEDICAL CENTRES	Yes / No #.....
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 Terms of condition at present: N/A CONDITIONS TO CHANGE Action sought: ☐ Variation ☐ Cancellation. If Variation, in what respect does the applicant seek to vary the condition?	Yes / No #..... #..... #..... #.....

Full reasons for variation or cancellation:	
	
19. Attachments (if Not a Conveyance) • When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'	Doc attached? Number.
A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. <i>The Declaration of Evacuation Scheme template is available on the Council website.</i>	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 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>	Yes / No #.....
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. ☒ Yes ☐ 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).	Yes / No #.....
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 #.....
Please attach a copy of a sample food menu.	Yes / No #.....
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.
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.		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. <i>Not required for a renewal unless the previous lease has expired.</i>		Yes / No #.....
21. Further details when Applicant is a Company 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.		
Name: <u>LINDSEY NAOBS</u>	Address: <u>6 ARTHUR ST</u>	
Suburb: <u>OTAHI</u>	City:	
Postcode: <u>5512</u>	Date of birth: <u>13/11/1958</u>	
Place of birth: <u>PALMERSTON NORTH</u>	Designation: <u>DIRECTOR</u>	
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 #.....		

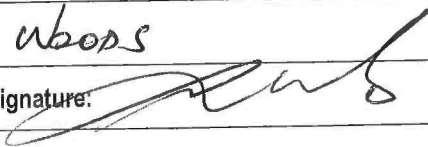
22. Further details when Applicant is a Partnership

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:	LINDSAY GRANT WOODS	
Date:	07/04/20	Signature: 
Dated at location:	OTAKI	

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)	All applicants must complete either 14 or 15. A 'conveyance' is premises which are used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle. A 'premises - not a conveyance', are any other type of premises (building) for which you are seeking a licence.
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.

Railway Hotel Snack Menu

- Sausage, Egg & Fries
\$12.00
- Eggs And Fries \$10.00
- Mini Pizza & Fries \$8.00
- Chicken Cordon Bleu &
Fries \$8.00

Sizzling Saturday Menu

5.30 – 8.00pm

Scotch Fillet Steak \$35.00

(Served With Salad & Fries)

Eye Fillet \$37.00

(Served with Salad & Fries)

Sirloin Steak Works \$33.00

(Served with Salad & Fries Egg/Tomato & Onion Rings)

T Bone Steak \$45.00

(Served with Salad & Fries)

Lamb Shanks Slow Cooked \$38.00

(Served with Gravy, Mash & Peas)

Crumbed Tarakihi \$33.00

(Served with Salad & Fries, Tartare Sce & Lemon Wedge)

Crumbed Beef Schnitzel Works \$30.00

(With Hollandaise & Lemon, Grilled Tomato, Onion Rings Eggs & Fries)

Chicken Tenderloins, Salad & Fries \$24.00

Sauces: Gravy, Mushroom, Pepper, or Garlic Butter

Complimentary Garlic Bread

STEAK NIGHT AT THE RAILWAY



Eye Fillet

\$35.00

Topped with spinach & demi-glace, accompanied by potato mash together with seasonal vegetables

Sirloin Steak

\$30.00

Served with fries & salad

Scotch Fillet

\$33.00

Served with fries & salad

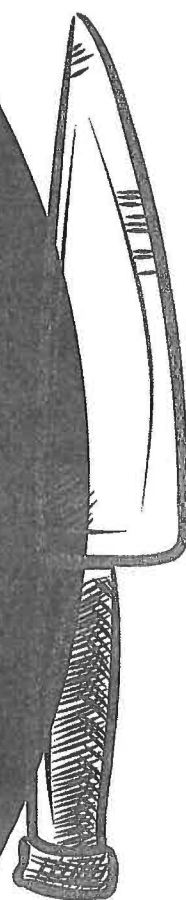
T-Bone 500g

\$45.00

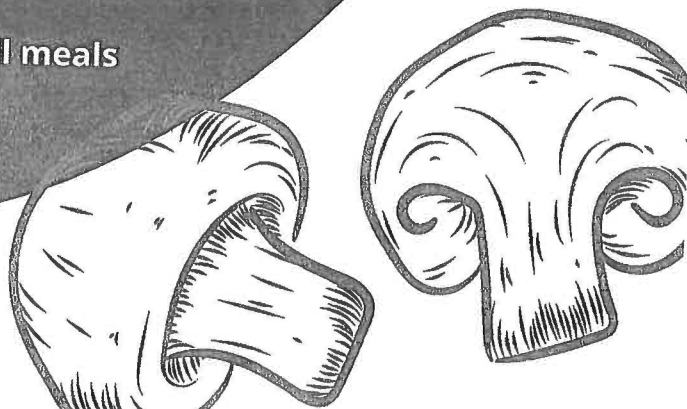
Served with fries & salad

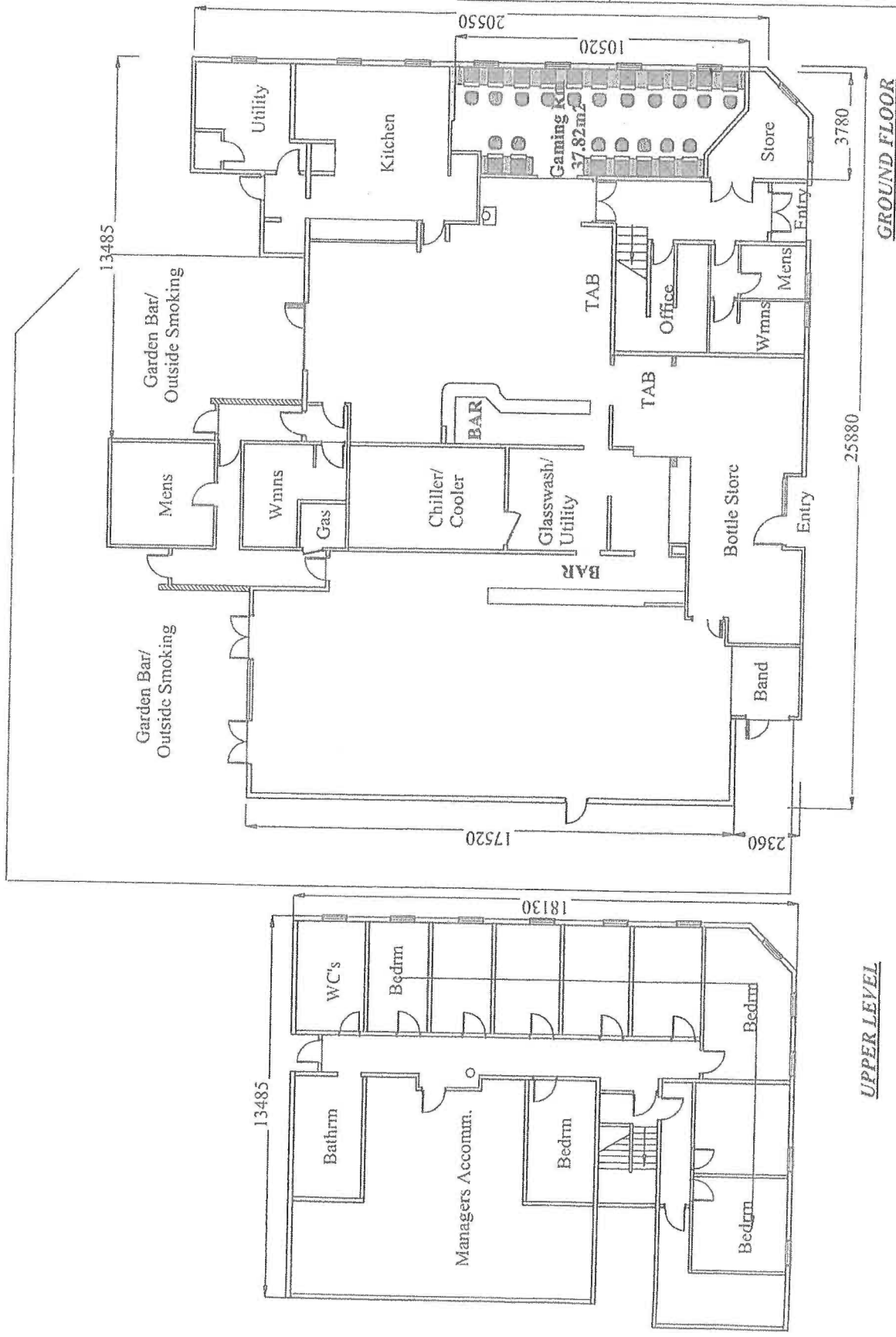
Sauces

Mushroom, Pepper or Garlic Butter



Complimentary garlic bread with all meals





VENUE AREAS for VENUE PAYMENT				
VENUE NAME: The Railway Hotel				
LOCATION: 6 Arthur Street Otaki.				
Venue Measurements:	Length	Breadth	Sq. Metres	
			526.20	
			230.02	
Ground Floor				
Upper Level				
	Total Venue A		756.22	
Gaming Room:			37.82	
	Gaming Room B		37.82	
Percentage Floor Space			B % of A	5.00%

ARTHUR STREET

I CERTIFY, TO THE BEST OF MY KNOWLEDGE AND ABILITY, THAT THIS IS A TRUE, ACCURATE AND UP-TO-DATE REFLECTION OF THE VENUE.

Venue Operator or Manager _____
 NZCT Representative _____
 Date: _____

Vintage Holdings
 P.O. Box 25-048
 Ngaho
 Wellington 6443.
 N.Z.
 Phone: (04) 479 2557
 Fax: (02) 479 954

Floor Plan
THE RAILWAY HOTEL
6 ARTHUR STREET
OTAKI.

These Plans are 'Copyright' and may not be re-produced without permission of the Owners.

Drawn By: S.L.B.
 Nov. 2009

Job. No. _____

Scale: 1 : 200

OTAKI RAILWAY HOTEL

HOST RESPONSIBILITY POLICY

The management and staff of the Otaki Railway Hotel acknowledge that they have a responsibility to sell alcohol safely.

- The staff at the Otaki Railway Hotel are required to insist on identification for anyone they suspect is a minor (or a person appears to be 25 years or younger). It is their right to refuse service to anyone who cannot produce suitable ID.
- All of our staff is required to ask for evidence of age. The following are the only forms of ID accepted by the Otaki Railway Hotel :

- ✧ A NZ Photo driver's licence
- ✧ A NZ or overseas passport
- ✧ A HANZ 18+ card

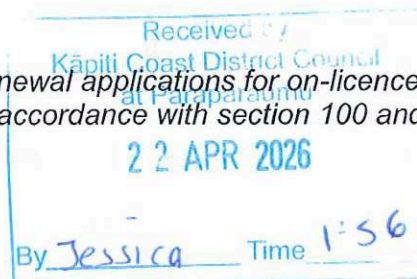
- Intoxicated persons may not enter the premises
- The Otaki Railway Hotel will provide a range of low-alcoholic drinks, which include low-alcohol beers and wine coolers.
- Non-alcoholic drinks will also be available and highly visible. These will include mineral water, fruit juices, iced water, coffee and tea.
- Patrons who are visibly intoxicated will not be served alcohol. They will be encouraged to eat or take advantage of the non-alcoholic drinks available. A taxi will be arranged if necessary.
- We have a great selection of light snacks and meals which are available at all times when the bar is open.
- Please do not drive if you are nearing or over the limit.

- ✧ Free phones are available
- ✧ We are happy to call a friend for you.
- ✧ We are happy to call you a cab.

- The Otaki Railway Hotel will encourage parties to include a non-drinking driver.
- The Otaki Railway Hotel will not engage in any in-house promotions of alcohol or happy hours. This encourages people to drink more alcohol and is of little benefit to the establishment or the customer.
- Patrons behaving in a disorderly manner will be asked to leave.

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:

RAILWAY HOTEL LTD

Applicants name:
(Individual or Company)

LINDSAY WOODS

Premises address:

6 ARTHUR ST OTAKI

Contact phone:

Home: 06 3647165

Mobile: 0274 458522

Contact email:

hotel/railway@yahoo.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-rrteams@fireandemergency.nz.

Statement

I hereby state that (tick one):

☒ the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017;

OR

☐ because of the building's current use, its owner is not required to provide and maintain such a scheme;

OR

☐ because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

NOTE:

If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand.

Name:

LINDSAY WOODS

Signature:



Date:

15/09/26

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