

# APPLICATION FOR CLUB LICENCE OR RENEWAL OF CLUB LICENCE



## Form 5, Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

**Send or deliver your application to:**

The Secretary  
District Licensing Committee  
Kāpiti Coast District Council  
Private Bag 60601, Paraparaumu 5254  
175 Rimu Road, Paraparaumu 5032  
Telephone (04) 296 4700 Toll Free: 0800 486 486

<b>For Council use</b>
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:		
<b>1. Application Type</b>		
<input type="checkbox"/> New Club Licence	<input checked="" type="checkbox"/> Renewal of Club Licence Licence number: 45/CLUB/807/2025	<input type="checkbox"/> Renewal of Club Licence with variation of conditions Licence number:
<b>2. Details of Applicant</b>		
Full legal name or names to be on licence: KAPITI UNDERWATER CLUB INC		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> , and if 'Yes', state kind of licence As above - Club Licence		
<b>3. Applicant Status by reference to section 28 of Sale and Supply of Alcohol Act 2012</b>		
<input type="checkbox"/> Natural person(s)	<input type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Incorporated Society	
<input type="checkbox"/> Other (please specify).....		
<b>4. For Applicant that is a Natural Person(s)</b>		
Full legal name:		
Any aliases (and/or maiden name):		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

Sex:		Occupation:	
Date of birth:		Place of birth:	
Telephone:	Mobile:	Fax:	
Email:	Website:	Preferred mode of contact:	
<b>5. For Applicant that is a Body Corporate, Authority under which Incorporated</b>			
<b>6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person</b>			
Name: Josh Masson			
Telephone:	Mobile: (021) 295 3520	Fax:	
Email: kapitiunderwaterclub@outlook.com	Website:	Preferred mode of contact: Phone	
<b>7. Postal Address for Service</b>			
Number/Street/PO Box: 60 Matatua Road		Suburb: Raumati Beach	
City: Paraparaumu		Postcode: 5032	
<b>8. Business Details</b>			
<i>Describe principal business, any other businesses</i>			
<b>9. Criminal Convictions</b>			
<i>Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.</i>			
<b>10. Details of Premises</b>			
Address: Maclean Park		Street: Manly Street	
Suburb: Paraparaumu		City:	Postcode:5032
Any name, trading name, or name of building: Kapiti Underwater Club			
Trading Name:			
<b>If not Owned by Applicant:</b>			
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i> Leasehold			

Full legal name of owner: Kapiti Coast District Council		
Address: 175	Street: Rimu Road	
Suburb: Paraparaumu	City:	Postcode:5032
Is the licence conditional on completion of building work: No		
<b>11. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i></b>		
Full legal name: Sasha Lee Uren (see renewal letter)		
Number of manager's certificate:45/CERT/024/2023	Expiry Date:16/11/2027	
Full legal name: Geoffrey Patrick McDonnell		
Number of manager's certificate: 45/CERT/1276/2025	Expiry Date:6 May 2026 (renewal underway)	
<b>12. Club Details</b>		
State authority under which the club is incorporated: KUC is incorporated under the Incorporated Societies Act 1908. KUC was incorporated on 2 August 1967 and was reregistered to become a society under the Incorporated Societies Act 2022 on 21st day of January 2026		
Membership: total membership 120 , including family memberships		
<b>Contact details of club secretary</b> - Name: Jeff Dawson		
Address: 86	Street:The Drive	
Suburb:	City: Paraparaumu	Postcode:5032
Telephone:	Mobile:021910710	Fax:
Email:Jeff.Dawson@tlogic.co.nz	Website:	Preferred mode of contact:
Is the sale of alcohol intended to be the principal purpose of the club? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "No", advise the intended principal purpose of the club. In accordance with our club constitution the purposes of the club are to: 3.1 Purpose: The purposes of the KUC are to: (a) Provide fellowship (whanaungatanga) among members, the wider Kāpiti community, and affiliated organisations, upholding values of partnership, respect, and connection. (b) Support and promote all forms of water activities, whether for sport, work, education, or water safety, through training, shared knowledge, and community involvement. (c) Foster a safe, inclusive, and well-organised environment that encourages the enjoyment of all water-based activities in the Kāpiti region and New Zealand. (d) Embrace a spirit of inclusivity and openness that welcomes diversity, values cultural understanding, and fosters a sense of belonging for all who engage with the KUC. 4.1 The tikanga or culture of the KUC is as follows:		

(a) To afford support and assistance to other organisations,

(b) Appropriate use of the KUC assets to contribute charitably to the community. and this Constitution shall be interpreted having regard to that tikanga, kawa, culture or practice and in particular these concepts:

Ako: mutual learning, where knowledge is shared and received with humility.

Kotahitanga: unity of purpose and collective strength in working together.

Te au mārire: the pursuit of harmony, balance, and peace in our relationships with each other and the natural world.

Manaakitanga: generosity, support, and hospitality extended to all.

Kaitiakitanga: guardianship and deep care for the marine and coastal environment.

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.*

YES The club occasionally sells club related merchandise (Jumpers, Tees, hats etc)

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

We propose the licence cover:

- Tuesday to Thursday for club business 1500 to 2130hrs
- Friday to Sunday for social gathering 1200 to 2330hrs
- Public Holidays for social gathering 1200 to 2330hrs

Do you have an encroachment licence to consume alcohol on footpath:  **Yes**  **No** If 'Yes', please attach and number #.....

<b>13. Conditions</b> <ul style="list-style-type: none"> <li>• Write answer below or attach relevant documents that demonstrate compliance.</li> <li>• When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....'</li> </ul>	<b>Doc attached? Number.</b>
Describe experience and training of applicant: We have two duty managers and a number people who have undertaken the Servewise course. Current duty managers are consistent with our first year of operation under a club licence. We have also been using Special licences for a number of years and are well versed in operating under those conditions.	<b>No</b> #.....
Describe the type and range of food intended to be available for purchase:  Our menu is attached for review.  Food includes Pie, Nachoes, Chicken Nibbles and Pizza.	<b>Yes</b> #..1.....

...Conditions <i>contd-</i>	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Soft drink, bottled water and non-alcoholic beer and wine</p>	<p>No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Low alcohol beer and wine</p>	<p>No #.....</p>
<p>Describe to what extent, and where, drinking water is intended to be freely available to members (if no access to mains water supply, also advise the potability of water intended to be available):</p> <p>Drinking water is available from cooled containers at the bar during events, and / or directly from the kitchen</p>	<p>No #.....</p>
<p>Describe the steps intended to be taken to provide help with and information about transport options from the premises:</p> <p>Signage behind the bar for local taxi company</p>	<p>No</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>For larger events a duty manager will be on site. Smaller club business, if alcohol is to be sold trained Servewise personnel will be behind bar. Duty manager will be available on call at all times.</p>	<p>No</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol</p> <p>Our Host responsibility Policy is attached, which sets out the behaviours and culture we expect in our club of both our customers / club members and our staff. This includes adhering to the Sale and Supply of Alcohol Act 2012.</p>	<p>Yes # 2</p>
...Conditions <i>contd-</i>	Doc attached? Number.

<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>As stated as appropriate Duty manager and / or servewise trained bar staff only will be attending the bar. A Committee member will be present at each function to manage the event. This includes ensuring compliance will all rules of the club and adherence to all conditions of the licence and compliance with legal requirements.</p>	<p>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><i>This includes issues such as noise (including amplified music, people in outdoor areas or arriving or leaving premises), the effects on sensitive users within locality such as pre-schools, schools and medical centres:</i></p> <p>The clubrooms are located in the central business district of Paraparaumu Beach. We are near to a number of licenced venues including the Kāpiti Boat Club which sits beside us. We are located on the beach, and in a large parking area a distance of at least 50meters from any residential buildings (the nearest house is a club member!). We have been located on that site many years and have had no noise complaints over this period.</p> <p>The building has modern double glazing and the doors face towards the coast ensuring any noise is directed away from any other buildings.</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: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>NOT APPLICABLE</p> <p>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> <b>Variation</b>      <input type="checkbox"/> <b>Cancellation.</b> If Variation, in what respect does the applicant seek to vary the condition?</p> <p>Full reasons for variation or cancellation:</p>	<p>Yes / No #..... #..... #..... #.....</p>
<p><b>14. Attachments</b></p> <ul style="list-style-type: none"> <li><i>When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....'</i></li> </ul>	<p><b>Doc attached? Number.</b></p>
<p>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></p>	<p>Yes 01 Declaration 01A Procedures</p>

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>	No
Copies of all relevant building certificates consents. Please attach certificate to show that the proposed premises meets the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i>	BC 150552 BWoF TO COME
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 03 Floor Plan
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 04
Names of other clubs with which club has reciprocal visiting rights for members: Mana Cruising Club, Plimmerton Boating Club, Waikanae Boating Club.	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>	No
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	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 08 Host
Please attach a copy of a sample food menu.	Yes 09 Menu
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>	No

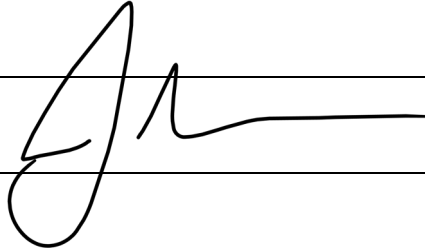
**15. Signature of Applicant (this must be signed by applicant not their agent)**

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: Josh Masson

Date: 20 / 3 / 2026

Signature:



Dated at location:

**Privacy Statement**

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publically available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

**Notes**

- 1 This form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

**ONCE YOUR APPLICATION IS COMPLETE, MAKE AN APPOINTMENT FOR A PRE-LODGE-MENT MEETING WITH THE LICENSING INSPECTOR.**

**PLEASE TELEPHONE (04) 296 4700 OR TOLL FREE: 0800 486 486.**

**Before lodging Application**

Once this application is complete then ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application form cannot be accepted by the DLC over the counter until it has been signed off as complete by the Inspector and a fee category has been calculated.

**After your Application is Lodged**

**Public Notices:**

You are responsible for giving notice in the Kapiti Observer or Kapiti News within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal). Unless notified otherwise by a Licensing Inspector, the notice must be published once. The notice must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.

**For Office Use: Application Fee Risk Categories**

- Very Low
- Low
- Medium
- High
- Very High

Application Fee Payable: \$ \_\_\_\_\_ Signature of Licensing Inspector \_\_\_\_\_

Name of Licensing Inspector \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use: Customer Service Desk Checklist:**

- Applicant has met with a Licensing Inspector, and fee has been calculated (as per above).
  - Fee has been paid
- Attachments checked?
- CSO has checked that all identified (Yes/No Ref # ..... ) attachments are attached OR
  - CSO has NOT checked that all identified documents are attached

Signature of CSO \_\_\_\_\_ Date: \_\_\_\_\_





## Host Responsibility Policy

The Kapiti Underwater Club give our undertaking to provide club members and their guests with a safe and comfortable environment, where alcohol is served in a responsible manner.

### Customers

We will ensure that only club members and their guests will be served, unless for specified events where the general public are invited to the clubrooms

We will only sell and supply alcohol in accordance with relevant legislation which includes:

- The refusal to serve intoxicated persons
- The refusal to serve persons under the age of 18
- The request of identification for any person who appears to be under 25 years of age

Club members are to be respectful of bar staff and their responsibilities.

Club members should act consistently with our constitution and are responsible for the behaviour of their guests.

### Bar Staff

The bar will only be staffed by members who have undertaken ServeWise training. A bar manager will be on call for all gatherings and will be present for all formal events.

Bar staff will be responsible for hosting club members and their guests in accordance with the Host Responsibility Policy and consistent with the Sale and Supply of Alcohol Act 2012.

### Food and Drink

Food and non alcoholic beverages are available for purchase whenever alcohol is being served. These options will be clearly displayed behind the bar.

Water is freely available on request

### Our Culture

We will not tolerate disorderly or offensive behaviour

We ask that members dispose of empty bottles and rubbish, and return any glassware or serving equipment to keep our clubrooms and surrounding exterior in good order.


Any intoxicated persons will looked after and safe alternate transport offered.

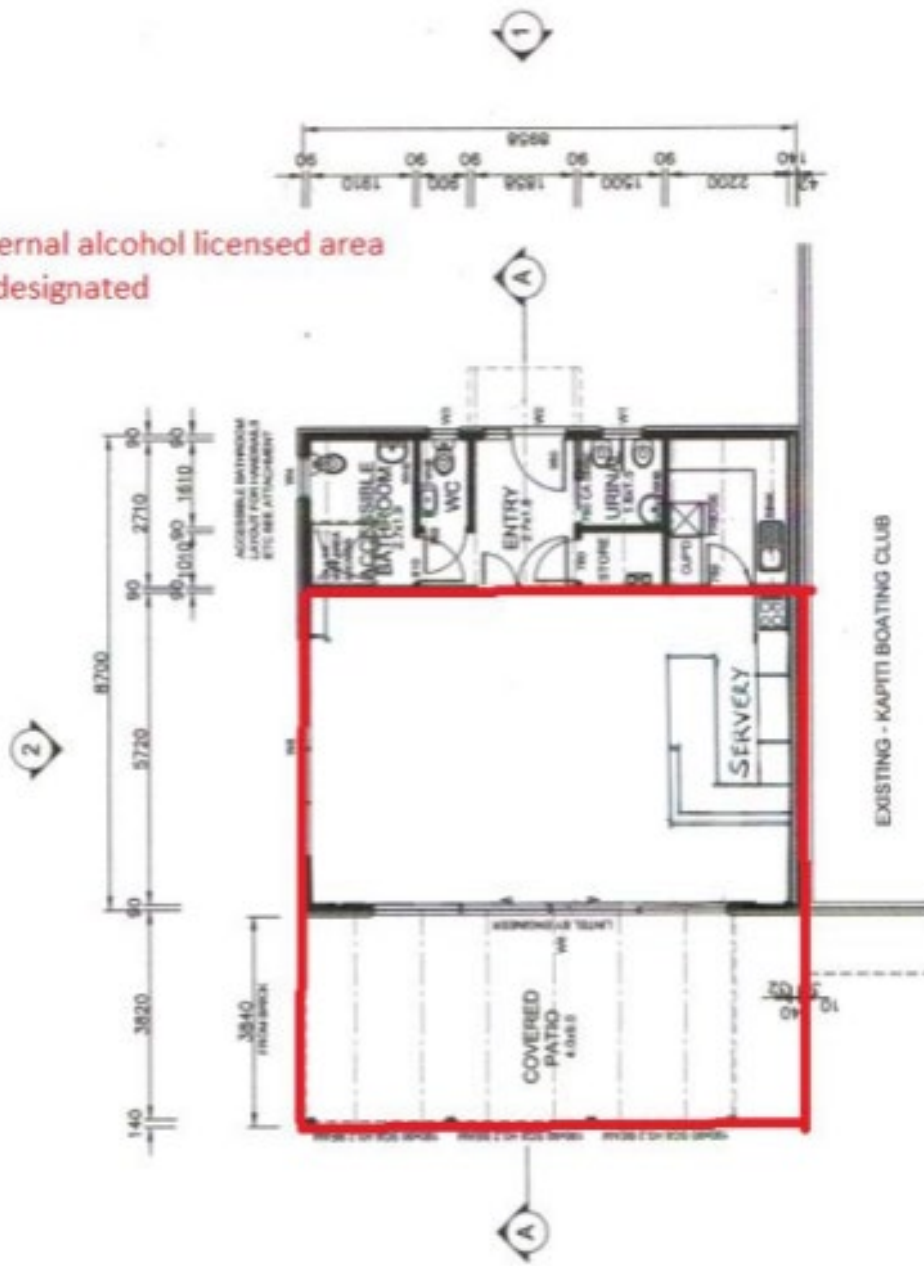
Bar staff can arrange taxis on request, and local transport options will be displayed in signage beside the bar.

We will be considerate of our neighbours.



Licensed Area - INSIDE

 Internal alcohol licensed area  
undesignated



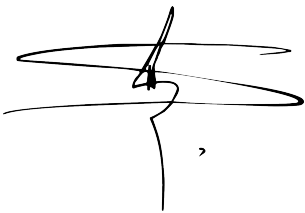
## Certificate of Incorporation

**KAPITI UNDERWATER CLUB INCORPORATED**

**217002**

**NZBN: 9429042651895**

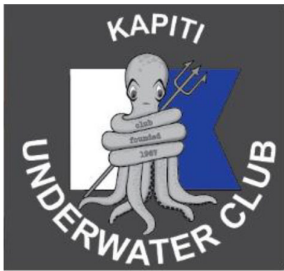
This is to certify that KAPITI UNDERWATER CLUB INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 2nd day of August 1967 and was reregistered to become a society under the Incorporated Societies Act 2022 on 21st day of January 2026



Registrar of Incorporated Societies  
20th day of March 2026



To check the validity of this certificate visit  
<https://app.businessregisters.govt.nz/sber-businesses/verify/9429042651895/IncorporatedSociety-89985162.html>



## **KAPITI UNDERWATER CLUB 2024/25 Bar menu**

**Ben's Buns Steak and Cheese Pie** **\$7.50**

**Baked Bean Nachos with Cheese and bacon bits** **\$10.00**

**Louisiana Style Chicken Nibbles  
with sweet chilli** **\$15.00**

**Sourdough Pizza - Meat lovers**  
**\$15.00**

# 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:** *Kapiti Underwater Club*

**Applicants name:**  
(Individual or Company) *Kapiti Underwater Club Incorporated*

**Premises address:**  
*Maclean Park  
Manly Street  
Paraparaumu 5032*

**Contact phone:**  
Club President: Geoff McDonnell 0274844496  
Applicant: Josh Masson 021 2953520

**Contact email:** *Kapitiunderwaterclub@outlook.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-rrteams@fireandemergency.nz](mailto: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: Josh Masson

Signature:



Date: 6 April 2026

## 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