

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



## Form 4, 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 attached 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 Off-Licence	<input checked="" type="checkbox"/> Renewal of Off-Licence Licence number: 45/OFF/017/2023	<input checked="" type="checkbox"/> Renewal of Off-Licence with variation of conditions Licence number: 45/OFF/017/2023
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**2. Endorsements**

Tick the appropriate box if you want an endorsed licence only

Auctioneer                       Remote Sales

**3. Details of Applicant**

Full legal name or names to be on licence (if a company, must be company name):  
 KAPITI CLUB INC t/a CLUB VISTA

Whether licence already held for premises 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**

<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"/> Other (please specify) <u>Incorporated Society</u>

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: **Sue Edser**

Designation/Position: **CLUB MANAGER**

Telephone: **04 298 4031**

Mobile: **027 595 0446**

Email:

8. Postal Address for Service

Number/Street/PO Box: **1495**

Suburb: **PARAPARAUMU BEACH**

City: **PARAPARAUMU**

Postcode: **5032**

9. Business Details

Describe principal business, any other businesses  
**Members Club including bar, restaurant, gaming, draws entertainment.**

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.

**Applicant KAPITI CLUB INC t/a CLUB VISTA**

11. For a Company whether incorporated under the Companies Act 1993 or Equivalent Foreign Legislation

Full Legal Names of Directors:

**Guy Weaver  
 Ross Jordan  
 Geoff Knighton**

**DAVE McCrae  
 Philip Simpson  
 Peter Elliott**

**HANITA Mulholland**

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

Address: Number 32	Street: MARINE PARADE	
Suburb: PARAPARAUMU BEACH	City: PARAPARAUMU	Postcode: 5032

Trading Name: CLUB VISTA

If not Owned by Applicant:

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

Full legal name of owner: KAPITI CLUB inc t/a Club VISTA

Address: Number 32	Street: marine Parade	
Suburb: PARAPARAUMU Beach	City: Paraparaumu	Postcode: 5032

Type: state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other

Members Club

Is the licence conditional on completion of building work:  Yes  No, and if "Yes", state details:

15. Details of Duty Manager(s)/Proposed Manager(s) *If more than two certified managers please attach details separately*

Full legal name: Himanshu ANIL PRABHudesai	
Number of manager's certificate: 45/CERT/1027/2022	Expiry Date: 21/07/2022
Full legal name: Jeannette Mougret ADAM	
Number of manager's certificate: 45/CERT/224/2018	Expiry Date: 09/09/2028

16. Business Details

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).

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 → Sunday, 9am → 10pm

17. 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:

Business has been in operation since 09/05/1967  
 Club manager has 38 years experience at the venue. Most Bar staff hold a current GM license

Yes / No #.....

<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):</p> <p>Bottle beer: Export Citrus, Speights mid, Steinlager light</p>	<p>Yes / No #.....</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>Patrons must present membership card of the Club, or affiliated club card, or be an authorised guest. Intoxicated persons will be refused service. Persons appearing to be under 25 must produce NZ drivers license, NZ passport or Kiwi Access card for proof of age.</p>	<p>Yes / No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>Clear signage of non-service to intoxicated or underage patrons. Food available signage. Full restaurant menu available 6 days a week, lunch &amp; dinner.</p>	<p>Yes / 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> <ul style="list-style-type: none"> <li>- Duty manager sign prominently displayed behind bar.</li> <li>- All staff to complete LCA training course within 6 months of employment.</li> <li>- Copies of GM certificates available on premise.</li> <li>- Licensed manager on duty from 4pm to close Friday, Saturday &amp; Public holidays</li> </ul>	<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> <ul style="list-style-type: none"> <li>- Ensure sale &amp; supply of alcohol is undertaken responsibly.</li> <li>- Provide &amp; promote range of substantial food, low &amp; non-alcoholic beverage</li> <li>- Prohibit sale of alcohol to intoxicated persons &amp; minors</li> <li>- Avoid allowing disorderly conduct on the premises</li> <li>- managing noise &amp; nuisance. Keep windows closed</li> <li>- Current Building Work</li> </ul>	<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>Terms of condition at present:</p> <p>Action sought: <input checked="" 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:  <i>To provide for extra downstairs area being new snoker room for which patrons may consume alcohol.</i></p>	<p>Yes / No  #.....  #.....  #.....  #.....</p>
<p>18. Attachments <span style="float: right;">Doc attached? Number.</span></p> <p>• <i>When including attachments please number the documents, circle "Yes" and write the document number on "#....."</i></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 / <del>No</del>  #.....</p>
<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></p>	<p>Yes / No  #.....</p>
<p>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></p>	<p>Yes / No  #.....</p>
<p>Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013. <i>The template to be used is available on the Council website.</i></p>	<p>Yes / No  #.....</p>
<p>Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i></p>	<p>Yes / No  #.....</p>
<p>Where the premises are a bottle store or tavern, a scale floor plan must be provided showing designations and the principal entrance. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i></p>	<p>Yes / No  #.....</p>
<p>Please attach a copy of your Host Responsibility Policy.</p>	<p>Yes / No  #.....</p>
<p>For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless there have been changes since the last issue or renewal.</i></p>	<p>Yes / No  #.....</p>
<p>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. If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).</p>	<p>Yes / No  #.....</p>
<p>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></p>	<p>Yes / No  #.....</p>

**19. Further Details where 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:	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 #.....

**20. Further Details where 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 #.....

21. 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: SUSAN Edser

Date:

Signature: *S Edser*

Dated at location: 32 marine Parade, Paraparumu Beach 5032

### 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

*Please email invoice*

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 my alcohol licence – please contact me when it is ready by  Phone or  Email

OR *email*  
Please ~~post~~ my 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.

# 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:

Club VISTA

Applicants name:  
(Individual or Company)

Club VISTA

Premises address:

32 Marine Parade  
Poroporo Beach

Contact phone:

Home: 04 298 4031 Mobile: 027 595 0446

Contact email:

sue@clubvista.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](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:

SUSAN EDGER

Signature:

Susan Edger

Date:

15-1-2026

## 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



# EVACUATION REPORT

Send the completed report to the Fire Information Unit, by email [evacuation@fireandemergency.nz](mailto:evacuation@fireandemergency.nz) or post to Fire Information Unit, Fire and Emergency New Zealand, PO Box 68042, Wellesley Street, Auckland 1141.

Part A		Building description	
Building name	Club Vista.	Scheme reference	EV-66098-3
Address	32 Marine Parade, Paraparaumu Beach 5252.		

Part B		Contact person details	
Contact person's name	Phil Sedcole – Wormald / Johnson Controls.		
Phone number	06 356 5230	Mobile number	027 499 5636
Email address	philip.sedcole@jci.com		

Part C		Evacuation details	
Date of evacuation	Friday 19 <sup>th</sup> December 2025.	Time of evacuation	9:30 am am/pm
Time taken to evacuate	3 minutes	36 seconds	

Part D		Assessment outcomes		
		Yes	No	N/A
1	Did any injuries occur during this trial evacuation? If yes, detail the injuries that occurred during the trial evacuation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Was the evacuation alarm/method of alerting occupants clearly heard in all areas of the building? If no, detail issue and action taken to remedy it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Were all exit ways clear? If no, detail issue and action taken to remedy it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Continued on next page

**Part D, continued**

**Assessment outcomes**

		Yes	No	N/A
4	<p>Were 'FIRE ACTION NOTICES' in place? If no, detail issue and action taken to remedy it</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	<p>Were systems in place to assist anyone who could not self-evacuate and if so, did the systems function? If no, detail issue and action taken to remedy it</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	<p>Did any equipment to assist with the evacuation work as intended? If no, detail issue and action taken to remedy it</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p>Occupants accounted for or building determined to be clear in accordance with the evacuation scheme? If no, detail issue and action taken to remedy it</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	<p>When was the last training session for permanent occupants held?</p>	3 <sup>rd</sup> March 2025.q		

**Part E**

**Additional comments**

Evacuation carried out in a safe, prompt and efficient manner.

**Contact person signature**

Phil Sedcole – Wormald / Johnson Controls.

**Follow up**

Tick this box if you would like to speak to someone about this trial.



## **CLUB VISTA**

32 Marine Parade Paraparaumu Beach

info@clubvista.co.nz

www.clubvista.co.nz

Ph 04 298 4031



# **HOST RESPONSIBILITY CLUB POLICY**

The Board, President and Management want you to have an enjoyable visit while in the club. We aim to provide an environment that is welcoming comfortable and safe, and where alcohol is served responsibly. Therefore we have implemented the following Host Responsibility Policy.

We provide low-alcohol and non-alcoholic drinks, including : low-alcohol beer and wine, fruit juices, soft drinks, tea and coffee. Iced water is available at all times free of charge. A range of food is available.

We will not serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a photo driver's licence, an 18+ Evidence of Age card or a current passport.

We provide a subsidised Taxi Fare Scheme for members to enable them to get to the Club and home safely .

Customers deemed to be intoxicated will not be served alcohol and will be asked to leave the premises. We will encourage them to use a safe transport option.

Aggressive, coercive or violent behaviour will not be tolerated and any person judged to be displaying this behaviour will be asked to leave the club. If that person is a member, disciplinary action is likely to follow.

We provide training for staff to give them the skills and support they need to do their job responsibly.

Please enjoy your visit with us and take advantage of the activities and services we offer.

Ref: PB0075

8 January 2026

Susan Edser  
PO Box 1495  
Paraparaumu Beach  
5252

Dear Susan

**Request for Building Certificate under Sale and Supply of Alcohol Act 2012**

**Business Name:** Club Vista  
**Site Address:** 32 Marine Pde Paraparaumu Beach  
**Legal Description:** Lot 1 DP 23873 & Part Lot 65-66 DP 4828  
**Consent Description:** Building Certificate

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012.

This letter is **not** a Code Compliance Certificate, Certificate of Acceptance or Compliance Schedule under Sections 91 to 107 of the Building Act 2004.

The Council has been advised by the applicant that the use of this building will be changed and/or alterations made to accommodate the use outlined in building consent application BC250668. Building Consent number BC250668 has been issued for the building work required as a result of this building alteration.

The proposed use of the premises as a club meets the requirements of the New Zealand Building Code, to the extent required by the Building Act 2004 and subject to the issue of a Code Compliance Certificate for Building Consent number: BC250668.

The Council's records show that the building containing the proposed licensed premises is required to have a building warrant of fitness. The building warrant of fitness is current.

Please contact me on 04 296 4700 or 0800 486 486 if you would like to discuss any matters raised in this letter.

Yours sincerely,



Steve Cody  
Building Team Manager