

# 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  
 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. Instructions on how to complete this application are attached at the back of the form.

This application is made in accordance with the particular set out below:		
<b>1. Application Type</b>		
<input type="checkbox"/> New On-Licence	<input checked="" type="checkbox"/> Renewal of On-Licence Licence number: <b>45/ON/021/2021</b>	<input type="checkbox"/> Renewal of On-Licence with variation of conditions Licence number:
<b>2. Endorsements</b>		
Tick the appropriate box if you want an endorsed licence only		
<input type="checkbox"/> Allow BYO	<input checked="" type="checkbox"/> On-Licence plus Caterer's On-Licence	
<input type="checkbox"/> BYO Licence only	<input type="checkbox"/> Caterer's On-Licence only (no restaurant)	
<b>3. Details of Applicant</b>		
Full legal name or names to be on licence (if a company, must be company name): <b>Te Raukura ki Kāpiti / Kāpiti College School Board</b>		
Whether licence already held for premises or conveyance concerned: <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> , and if 'Yes' state kind of licence <b>ON-LICENCE 45/ON/021/2021</b>		
<b>4. 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 checked="" type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other (please specify).....	

**5. For Applicant that is a Natural Person(s):**Full legal name: **Sonia Marie Hardie**

Any aliases (and/or maiden name):

Usual residential address: Number **5**Street: **Totara Place**

Suburb:

City: **Otaki**Postcode: **5512**Sex: **Female**Occupation: **Venue Manager**Date of birth: **13/10/1982**Place of birth: **Lower Hutt, NZ**Telephone: **04) 974 0537 (work)**Mobile: **021 0228 6790**Email: [sonia@teraukura.nz](mailto:sonia@teraukura.nz)Preferred mode of contact: **email****6. For Applicant that is a Body Corporate, Authority under which Incorporated:****Kāpiti College School Board – Te Raukura ki Kāpiti****7. For Applicant that is Not a Natural Person(s), Details of Contact Person:**

Name:

Designation/Position:

Telephone:

Email:

Mobile:

Preferred mode of contact:

**8. Postal Address for Service:****PO Box 2003**Suburb: **Raumati Beach**City: **Paraparaumu**Postcode: **5255****9. Business Details:***Describe principal business, any other businesses***Te Raukura ki Kāpiti - entertainment venue for performing arts & events, including live performance, music.****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:**

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

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

**13. For a Partnership:**

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

**14. Details of Premises (if not a Conveyance)**

Address: Number <b>34a</b>	Street: <b>Raumati Road</b>	
Suburb: <b>Raumati Beach</b>	City: <b>Paraparaumu</b>	Postcode: <b>5032</b>

Trading Name: **Te Raukura ki Kāpiti****If not Owned by Applicant:**Tenure: *(state whether to be held as leasehold, or under tenancy agreement or licence)* **Licence**Full legal name of owner: **Ministry of Education, c/o Kāpiti College School Board**

Address: Number	Street: <b>Margaret Road</b>	
Suburb: <b>Raumati Beach</b>	City: <b>Paraparaumu</b>	Postcode: <b>5032</b>

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)*

<b>If not Owned by Applicant:</b>		
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: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:		
<b>16. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i></b>		
Full legal name: <b>Sonia Marie Hardie</b>		
Number of manager's certificate: <b>45/CERT/896/2020</b>	Expiry Date: <b>14 December 2027</b>	
Full legal name:		
Number of manager's certificate:	Expiry Date:	
<b>17. Business Details</b>		
State the general nature of the business to be conducted by applicant in the premises if licence granted: <i>(for example, hotel, tavern, restaurant, entertainment/nightclub)</i>		
<b>Te Raukura is a performing arts centre / an entertainment services venue for hire providing events, shows, conferences, community events.</b>		
Is the sale of alcohol intended to be the principal purpose of business: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and advise the intended principal purpose of business <i>(for example: sale of alcohol, sale of food; entertainment; accommodation).</i>		
<b>Providing food &amp; beverage services (including the sale of alcohol) is a supplementary service to the principal purpose of business of events including shows, live performance &amp; community events. Service includes pre-show, show-break catering, non-alcoholic options. Sale of Alcohol will only be permitted for events within the licenced hours.</b>		
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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		
<b>As above - the principal purpose of business of events including shows, live performance &amp; community events.</b>		
State the days and hours proposed for sale of alcohol (this is your current licensed hours not trading hours):		
<b><u>During Kāpiti College Term dates:</u> Monday to Friday 5pm until 10pm / Saturday to Sunday 12midday until 10pm</b>		
<b><u>Outside of Kāpiti College Term dates:</u> Monday to Sunday 12midday until 10pm</b>		
<b>Excluding Good Friday, Easter Sunday, Christmas Day, before 1pm ANZAC Day – all CLOSED.</b>		

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


<b>18. 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: <b>Letter of experience attached for Sonia Hardie</b>	Yes / No # 1
Describe the type and range of food intended to be available for purchase: <b>Menu selection attached.</b>	Yes / No # 2
Describe the type and range of non-alcoholic beverages intended to be available for purchase: <b>A selection of single serve soft drinks &amp; juices available for all events. Full hot beverage range available, including barista-made – all available pre-show &amp; at event intermissions. Both free &amp; charged bottled water available at all times.</b>  <b>Beverage list attached.</b>	Yes / No # 3
Describe the type and range of low-alcohol beverages intended to be available for purchase: <b>Beer selection has 0% - 2.5% low-alcohol option available.</b> <b>Wine selection has 9% lighter alcohol option available.</b>  <b>Beverage list attached.</b>	Yes / No # 3
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 portability of water intended to be available):  <b>2 x Large dispensers are filled (&amp; kept topped up) with fresh, cool drinking water &amp; clean glassware at main service area for patrons to help themselves to free drinking water.</b>	Yes / No

...Conditions contd-	...Conditions contd-
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p><b>All staff are required to request ID from any person appearing under the age of 25 years old with the policy of NO ID NO SERVICE. Signage is clearly displayed.</b>  <b>Events classified as 18+ will have security relevant to the nature of the event &amp; will be undertaken by a licenced security officer.</b></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><b>Venue operates a pre-show &amp; intermission service for shows/events. Pre-show up to 1-hour prior to show start, intermissions are usually limited to 20-minutes.</b>  <b>We do not offer beverage promotions or buy-deals.</b>  <b>All events/shifts where bar service is in operation has a Duty Manager rostered in charge of service operations.</b></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> <p><b>All staff receive comprehensive training, either by Sonia Hardie, or by Te Raukura ki Kāpiti Front of House Manager experienced Duty Managers, or minimum LCQ holders.</b>  <b>All events/shifts where bar service is in operation has a Duty Manager rostered in charge of service operations.</b>  <b>We have robust staff support in place, including induction/training, start-of-shift briefings relevant to events, experienced staff overseeing training &amp; operations.</b></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><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><b>The purpose of facility is an arts/entertainment/event venue designed to ensure there is little to no negative impact on the local community. The venue operates well within the resource consent hours – with all events scheduled to be complete no later than 10pm.</b>  <b>External glass &amp; waste removal is not conducted after 10:30pm to minimise noise impact.</b>  <b>Clients contractually agree to present within operating hours, &amp; security is scheduled for music events attracting a younger demographic, to ensure patrons depart at the completion of the event.</b></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><b><u>We do not seek any variation or cancellation of conditions.</u></b></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>Yes / No</p>

Full reasons for variation or cancellation:		
<b>19. Attachments (if Not a Conveyance)</b>		<b>Doc attached? Number.</b>
<ul style="list-style-type: none"> <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>		
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>Refer to Declaration form on Page 10.</i>		Yes / <del>No</del> (attached below)
Copy of planning consent: Please attach certificate that 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 certificates that show the 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 each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and the principal entrance. <i>Not required for renewal unless changes have been made since the last issue or renewal.</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. <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).		Yes / <del>No</del> # 5
Please attach a photograph or artist's impression of the exterior of the premises or 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. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>		Yes / No
Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.</i>		Yes / <del>No</del> # 2
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 licence to this premise. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>		Yes / No

20. Attachments (Conveyance)		Doc attached? Number.
<ul style="list-style-type: none"> <li>When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....')</li> <li>For renewal applications you only need to attach copies if there have been changes from the last version you provided to the DLC</li> </ul>		
Floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area. <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>		N/A
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>		N/A
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>		N/A
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. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>		N/A
Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.</i>		N/A
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>		N/A
<b>21. Further Details where Applicant is a Company</b>		
<i>Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.</i>		
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
Are additional sheets attached? Yes / No - Doc number #.....		
<b>22. Further Details where Applicant is a Partnership</b>		
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Are additional sheets attached? Yes / No - Doc number #.....		
<b>23. Signature of Applicant (this must be signed by applicant not their agent):</b>		
<b>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.</b>		



Name: Sonia Hardie	
Date: 16 December 2024	Signature: 

Dated at location: 34a Raumati Road, Raumati Beach, Paraparaumu

**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.

**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.

I have enclosed a cheque with this form.

**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

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.

- 1 This form must be accompanied by the prescribed fee.
- 2 This form must be accompanied by the required attachments (refer Points 19 or 20).
- 3 Within 20 working days after filing your application with the District Licensing Committee (or 10 working days if it is an application for renewal), the application must be publically notified. The public notice template will be provided on receipt of your application by the Alcohol Licensing Team.

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

Very Low  High

Low  Very High

Medium

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

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

## Guidance for Completing On-Licence Application Form

Background		
<p>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.</p> <p>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.</p>		
Before lodging application		
<p>Once this application is complete then you must 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.</p> <p>If your application is regarding a 'premise - not a conveyance', you should 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.</p>		
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 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	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 a <i>premise</i> which is used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle.</p> <p>A 'premise - not a conveyance', is any other type of premise 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	<b>Business Details</b>	<b>All applicants to complete.</b>
18	<b>Conditions</b>	<b>All applicants to complete.</b>
19	<b>Attachments (if not a conveyance)</b>	<b>All applicants must complete either 19 or 20 (see 14/15).</b>
20	<b>Attachments (conveyance)</b>	
21	<b>Further Details where Applicant is a Company</b>	<b>Only complete if private or public company.</b>
22	<b>Further Details where Applicant is a Partnership</b>	<b>Only complete if a partnership.</b>
23	<b>Signature of Applicant</b>	<b>All applicants to complete.</b>

### **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) and the Council will send you a template to complete this, along with further information. Unless notified otherwise by a Licensing Inspector, the notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. The notices 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.



## **MENU SELECTION**

A selection of food items suitable to the nature of event either afternoon or evening event.

### **SWEET SELECTION**

- Iced Ring Donut** (individual portion 80g, refrigerated)
- Chocolate Brownie** (individual portion 60g, refrigerated)

### **SAVOURY SELECTION**

- BBQ Pork (or Chicken) Bun** (individual portion 100g, steam cooked on request)
- Southern Chicken Topper** (individual portion 120, cooked on request)

### **CONFECTIONARY SELECTION**

- Crisps – Pringles
- Single Serve Ice-cream tub
- Whitakers Chocolate bar
- Lollie bag
- Candy Floss

*Full catering option available for hosted events requiring catering.  
Professional (external) caterers only approved.*



**TE RAUKURA**  
ki Kāpiti

## Non Alcoholic options

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### Barista coffee (regular size)

Flat White, Latte, Cappuccino, long black, short black, Moccachino, Hot Chocolate  
Milk: dairy blue, dairy trim, oat, soy

### Tea

English Breakfast, Earl Grey, Green, Lemon & Ginger, Blood Orange

### Soft Drink Can

### Juice

Water bottled (still & sparkling)

Water dispenser (free)

## Wine

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Sauvignon Blanc, Chardonnay, Rose, Pinot Gris, Merlot

Pinot Noir

Lindauer Brut 200ml

Lighter-alcohol wine option: Sauvignon Blanc Light 9%

## Beer

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Heineken, Corona

Duncan's Pilsner

Low-alcohol beer option: Export Citrus 2.5%

Zero-alcohol beer option: Heineken 0.0

## Cider

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Rochdale

## Cocktail (RTD)

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### The Bond Store Cocktail Collusion

VODKA, BREWED GINGER, LEMON, LIME, GINGER ALE Mr Kāpiti Mule

VODKA, ORANGECELLO, RHUBARB, RASPBERRY, ROSEHIP, TONIC Ms Cosmo

KAWAKAWA GIN, KOAKOA LIMONCELLO, BLACKCURRANT, LIME, TONIC The Magician

KAWAKAWA GIN, KOAKOA ORANGECELLO, BLOOD ORANGE, LIME, LEMONADE Ms Sunset



## CPTED checklist for licensed premises SELF ASSESSEMENT 2024

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

### OVERVIEW

- 1) Kiosk-style bar & food service area in main foyer.
- 2) On occasion temporary "pop-up" bars may be added in other areas within multi-level site.
- 3) Due to nature of multi-level site, not all areas are visible to bar staff, however there is always a Front of House Manager & Ushers on duty roaming all public areas, specifically to manage patron safety.
- 4) CCTV is in operation in all areas of the venue.
- 5) For event efficiency, there is minimal seating available in the main foyer. This is specifically to move patrons through into the performances space/s for the event; but enough seating to accommodate elderly patrons & patrons with accessible requirements.
- 6) Service focus is generally specific to pre-event & intermission.



Continued...

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



# Sonia Hardie

Centre Manager Te Raukura ki Kāpiti  
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e. [sonia@teraukura.nz](mailto:sonia@teraukura.nz) | w. [www.teraukura.nz](http://www.teraukura.nz)

## Work experience overview relating to hospitality & people/public management

### **December 2020-current Te Raukura ki Kāpiti, Centre Manager**

#### **Gained & held Manager's Certificate.**

Hospitality / Administrative / Managements duties:

Ran the full operation of food & hospitality services at Te Raukura including bar & Front of House service on all events from prep to opening through to closing, staff training & management, stock management, financial management, cleaning, Health & Safety general plus Covid-19 specific regulations, Licence renewals & accompanying policies.

### **November 2019-Jan 2021 Te Raukura ki Kāpiti, Centre Manager**

Hospitality duties:

Working closely with Coast Bar services with the objective to gain a full understanding of the hospitality services and requirements of Te Raukura ki Kāpiti, including: working on initial & subsequent liquor licence applications, drafting alcohol policies, obtaining Manager's Certificate, bar & catering work on events, Front of House services on all events.

Practical, operational experience around the undertaking of catering services and liquor licencing compliance requirements. Including: Shadowing Duty Managers on events from prep, to opening, through to closing. Learning about host responsibility. Solely running a "candy bar" service (without alcohol service) duties preparation, staffing, training, service, stock handling, financial management, cleaning, lock up. Front of House Management on Te Raukura events, responsibilities include running safe and smooth events for the safety of the audience, taking the lead operational responsibility for the safety and security of the building & ensuring all systems and procedures for security are followed at all times, coordinating show start, dealing with any illness or injury with audience members, training & supervising other FOH staff (ie. Ushers, Box Office, casual "candy bar" staff).

Worked with Coast Bar Services to design a long-term platform for all Hospitality aspects moving forward for the Centre.

Gained Licence Controller Qualification (LCQ)

### **2003-2019 Live Performance**

Stage Management

Technical Operator

Tour Management

Production Management

Front of House Management

Event Management

Producer & Associate Producer

Health & Safety Officer

### **2002-2003 Te Kura o Toi Whakaari : NZ Drama School**

Diploma in Entertainment Technology

### **2001-2004 General Manager's Certificate held**

Working over a number of hospitality entities including bottle stores.

Casual work on weddings & events for Front of House services.

# 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:** Te Raukura ki Kāpiti

**Applicants name:**  
(Individual or Company) Sonia Hardie on behalf of Kāpiti College School Board

**Premises address:**  
34a Raumati Road  
Raumati Beach  
Paraparaumu

**Contact phone:** Home: Mobile: 022 453 0057

**Contact email:** sonia@teraukura.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:

Sonia Hardie

Signature:



Date:

20 December 2024

## 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