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



Form 3, sections 100 and 127(2), Sale and Supply of Kāpiti Coast District Council

Alcohol Act 2012

Send or deliver your application to:

The Secretary **District Licensing Committee** Kāpiti Coast District Council

Private Bag 60601, Paraparaumu 5254

Email: licence.application@kapiticoast.govt.nz/ 1e3sic9
Telephone (04) 296 4700 Toll Free: 0800 486 486

Me Huri Whakamuri, Ka Titiro Whakamua

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.

at Paraparaumu

2 8 OCT 2025

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

	accordance with the particulars set out be	elow:
1. Application Type		
	If you are not filing this renewal a before the licence expires, provi	application, including paying the fee, at least 20 working days de a reason for the late filing as an attachment.
New On-Licence	☐ Renewal of On-Licence Licence number:	☐ Renewal of On-Licence with variation of conditions Licence number:
2. Endorsements		
Tick the appropriate box is	f you want to add an endorsement to t	the licence
☐ Allow BYO	□ On-Li	cence plus Caterer's On-Licence
☐ BYO Licence only	□ Cate	rer's On-Licence only (no restaurant)
3. Details of Applicant		
	be on licence (if a company, must be co	
Whether licence already hel		d:
Whether licence already hel		d: Yes No, and if 'Yes' state kind of licence
	d for premises or conveyance concerned	d: Yes No, and if 'Yes' state kind of licence
4. Applicant Status: by re	d for premises or conveyance concerned	d: Yes No, and if 'Yes' state kind of licence
4. Applicant Status: by re Natural person(s)	d for premises or conveyance concerned eference to section 28 of Sale and Supp Private Company	d: Yes No, and if 'Yes' state kind of licence

5. For Applicant that is a Natural Person(s)		
Full legal name: Stephanie J	one Lewis	
Any aliases (and/or maiden name):		
Usual residential address: Number	Street:	14 .58 No.13918
Suburb:	City:	Postcode:
Sex:	Occupation:	
Date of birth:	Place of birth:	
Telephone:	Mobile:	
Email:	1	
6. For Applicant that is a Body Corporate, Authorit	y under which Incorporated	
7. For Applicant that is Not a Natural Person(s), De	tails of Contact Person	
Name: Stephanie Lewis	Designation/Position: Admin / Accord	unts.
Telephone: 0\$00 783264	Mobile: 0278470188	
Email: admin @ Steamin		
8. Postal Address for Service		
Number/Street/PO Box: PO box 4	Suburb: Paekakaviki	
city: Kapiti Coast	Postcode: 5034	
9. Business Details		
Describe principal business, any other businesses	en de la companya de	
Her Hage train showcas	sing New Zealand.	
0. Criminal Convictions		
loes the applicant(s) have any criminal convictions (other of contained in Part 6, and offences to which the Crimin ease provide pature of the offeres details.	nal Records (Clean State) Act 2004 applies) 🗆 🗸	Land Transport Act 1998
ease provide nature of the offence, details of conviction	n, and penalty imposed.	rec, and it rec , then
. For a Company whether Incorporated under the Co	omnanias Act 1003 or Equivalent Foreign Logislation	
Il Legal Names of Directors:	ompanios Not 1999 or Equivalent Foreign Legislation	
Kirk Mckenna		
100 DIC-		

12. For a Private Company Incorporated un	der the Com	panies Act 1993	
Authorised capital:		Paid up capital:	
Name:		Address: Street number	Authorite Gental
Street:		Suburb:	12.0
City:	·	Postcode:	er in mai paper pa
Date of birth:		Place of birth:	90000 to 20 00000 to 00
Designation:		Face value of shares held:	
13. For a Partnership			K SAME AND
Full legal name of partner:			
Usual residential address: Number	Str	eet:	,
Suburb:	City	<i>/</i> :	Postcode:
Full legal name of partner:		onanie Jane Lewis	ATZ management
Usual residential address: Number	Str	eet:	c a suggester to make the
Suburb:	City	/:	Postcode:
14. Details of Premises (if not a Conveyance))	er this Armstrope contract	Section 2
Address: Number	Stre	eet:	
Suburb:	City	y:	Postcode:
Trading Name:			
If not Owned by Applicant:			
Tenure: (state whether to be held as leasehold, o	or under tena	ncy agreement or licence)	
Full legal name of owner:	odk, mi	Contains course quarter of of a con-	was independent of all
Address: Number	Str	eet:	Hardage
Suburb:	City	y:	Postcode:
Is the licence conditional on completion of buildin	g work: 🗆 Y	'es □ No , and if "Yes", state_details:	hayagay san inga astral o hashagayaga ni ni sa sani da aliffa naw sa sani
15. Details of Conveyance			ta aibertare la
Kind: (eg, ship, railway carriage, bus, etc)	terita	ge Train	
Tenure: (state whether owned by applicant, or to			

If not Owned by Applicant:			
Full legal name of owner:			
Address: Number	Street:		
Suburb:	City:	F	Postcode:
Any registration number:		-	
Any home base address:	he report		
Any name used or proposed for conveyance:	v 10 mars 100 m ³		
Is the licence conditional on completion of construction w	vork: u Yes u No , and if "Yes", si	ate details:	
16. Details of Duty Manager(s)/Proposed Manager(s) If more than two certified manage	ers please attach details se	parately
Full legal name: Stephanie Jane	Lewis		
Number of manager's certificate: 451CERT	1895/2020	Expiry Date: 26 No	ov 2026
Full legal name: Tack Ross Do			70.1242
Number of manager's certificate: 45 / CERT /	1285/2025	Expiry Date: 04 Ju	ne 2026
17. Business Details		E * 10 7 PK	
State the general nature of the business to be conducted restaurant, entertainment/nightclub) Train travel	by applicant in the premises if licer	nce granted: (for example,	hotel, tavern,
Is the sale of alcohol intended to be the principal purpose business (for example: sale of food; entertainment; accounting the sale of alcohol intended to be the principal purpose business (for example: sale of food; entertainment; accounting the sale of alcohol intended to be the principal purpose business (for example: sale of food; entertainment; accounting the sale of alcohol intended to be the principal purpose business (for example: sale of food; entertainment; accounting the sale of food; enter	mmodation).	advise the intended princip	al purpose of
Is the applicant engaged, or intending to be engaged, in food, or in the provision of any services other than those food: Yes No - and if "Yes", advise the nature of provided are compatible with the sale of alcohol.	directly related to the sale or supply	y of alcohol and non-alcoho	olic refreshments, and

State the days and hours proposed for sale of alcohol (this is licensed hours not trading hours):	
7 days	
9am - 9pm	
-only on excursion days o	
Do you have, or require, a Trading in Public Place licence to permit consumption of alcohol on footpath: Yes attach and number #	No If 'Yes', please
18. Conditions	Doc attached?
Write answer below or attach relevant documents that demonstrate compliance.	Number.
 When including attachments please number the documents, circle 'Yes' and write the document number on '#' 	
Describe experience and training of applicant:	Yes / No
BOTH JOCK + Steph is a previous DM of resturants BOTH JOCK + Steph have compacted servence and OUT	#
Describe the type and range of food intended to be available for purchase:	Yes / No
Hot Icold Sandwiches Hot Fir Fried Good eg. Chips Inuggets / bites	#
HOTPIES	
muffins Islices 11ghter snocks.	
Describe the type and range of non-alcoholic beverages intended to be available for purchase:	Yes / No
Free water Hot tealcoffee	#
Soft drinks Hot choccies	
Juice	
Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the	Yes / No
Heinelsen light 25% or Export light Citrus	#
fratavaratetako 21.	
Heneken O1.	
Describe to what extent, and where, drinking water is intended to be freely available to patrons (if no access to	Yes / No
mains water supply, also advise the potability of water intended to be available):	#
Bottled water avilable in each carriage	
and from caleting carriage. Also displayed	
on caterna carriage counter	

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: Check of ID for allwho look under 25 us	Yes / No #
Appropriate signage in each carriage	
-Use of SCAB tool	
	1
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):	Yes / No #
Hand out water	
Offer law or 01. options	
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:	Yes / No #
Train Manager - NRS trained to supervise & manage the safe operation of the train	#
Corridge host Monaging each carriage	
Excursion managers.	
Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:	Yes / No
 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:	
we are traveling via Rail. Only stopping for boarding > 2 min at main stations.	
no Alcohol to leave the train or be consulted	
oldtside on the open viewing Platforms,	
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:	Yes / No #
Terms of condition at present.	# #
NIA	#
Action sought: Cancellation. If Variation, in what respect does the applicant seek to vary the condition?	

Full reasons for variation or cancellation:	
NA	
9. Attachments (if Not a Conveyance)	Doc attached? Number.
When including attachments please number the documents, circle 'Yes' and write the document number on '#'	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. The Declaration of Evacuation Scheme template is available on the Council website.	Yes / No #
Copy of planning consent: Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. Not required for renewal unless the business activity or type has changed since the last version.	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. Not required for renewal unless structural changes have been undertaken since the last issue or renewal.	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. If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.	Yes / No #
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). Not required for renewal unless changes have occurred since the last issue or renewal.	Yes / No #
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any mprovements 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. Not required for renewal unless major changes have been undertaken since the last issue or renewal.	Yes / No #
Please attach a map showing the location of the premises. Not required for renewal.	Yes / No #
For the following documents, if they are already attached in response to a previous section you do not need to provide Just circle the 'Yes' and repeat the document number you have given it.	e twice.
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. *Not required for a renewal unless the lease or ownership arrangements have changed.*

Yes / No #.....

20. Attachments (Conveyance) When including attachments please number document number on '#'	r the documents, circle 'Yes' and write the	Doc attached? Number.
A scale floor plan showing the licensed area and, if aprestricted area, and the principal entrance.	oplicable, each area to be designated as a supervised area or	Yes No
For body corporate applicant, copy of certificate of inc renewal unless changes have occurred since the last		Yes / No
Please attach a photograph or artist's impression of the unless major changes have been undertaken since the	e exterior of the conveyance. Not required for renewal e last issue or renewal.	Yes / No #2
For the following documents, if they are already attack Just circle the 'Yes' and repeat the document number	ned in response to a previous section you do not need to provide you have given it.	twice.
Please attach a copy of your Host Responsibility Police	y.	Yes / No #CO3
Please attach a copy of a sample food menu.		Yes No
	attach an owner's statement or copy of lease to show there is this conveyance. Not required for a renewal unless the	Yes / No #
	nore 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 n	umber #	

22. Further details when Applicant is a Partnership			
Name:	Address:		
Suburb:	City:		
Postcode:	Date of birth:	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 :	#	24,460 2003,4	
22 Signature of Applicant (this must be signed by applicant	t not their agent)		
23. Signature of Applicant (this must be signed by applican	t not their agent)		
I authorise New Zealand Police to disclose any pers Medical Officer of Health and/or the Licensing Inspe			
Name: Stephanie Lewis	S		
Date: 16/10/25. Dated at location: Packakarilei	Signature:	luis	
Dated at location: Packakarilei			
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.

Met	hod 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.
Hov	v I would like to receive my alcohol licence (please select <u>one</u> only)
	I will collect the alcohol licence – please contact me when it is ready by $\ \square$ Phone or $\ \square$ Email
,	OR
\checkmark	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.

Con	npleting 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. Thi is for restaurants who only allow BYO and caterers who also have 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.			
15	Details of Conveyance	A 'premises - not a conveyance', are any other type of premises (building) for which you are seeking a licence.			
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.			

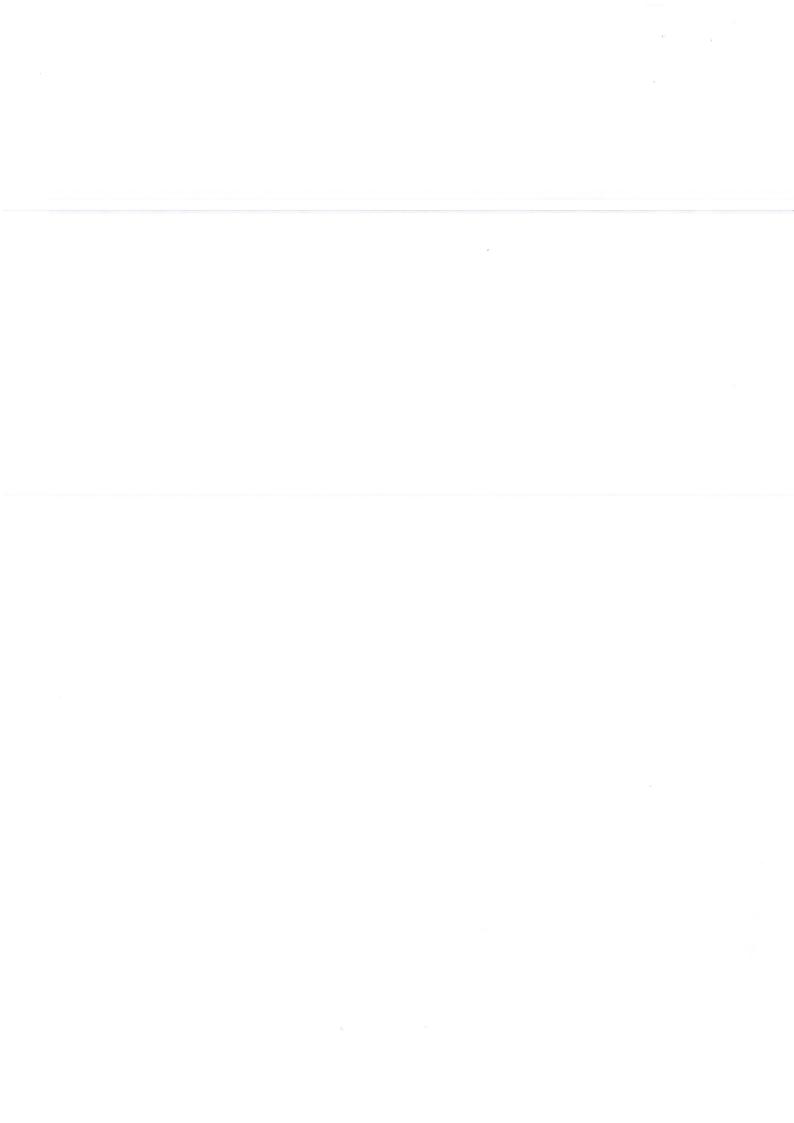
18	Conditions	All applicants to complete.	
19	Attachments (if not a conveyance)	All applicants must complete either 10 or 70 (see 14/15)	
20	Attachments (conveyance)	All applicants must complete either 19 or 20 (see 14/15).	
21	Further Details where Applicant is a Company	Only complete if private or public company.	
22	Further Details where Applicant is a Partnership	Only complete if a partnership.	
23	Signature of Applicant	All applicants to complete.	

Vestibule Storage (g.) 9 Car A - AL1917 76. . М. 9а. . 96

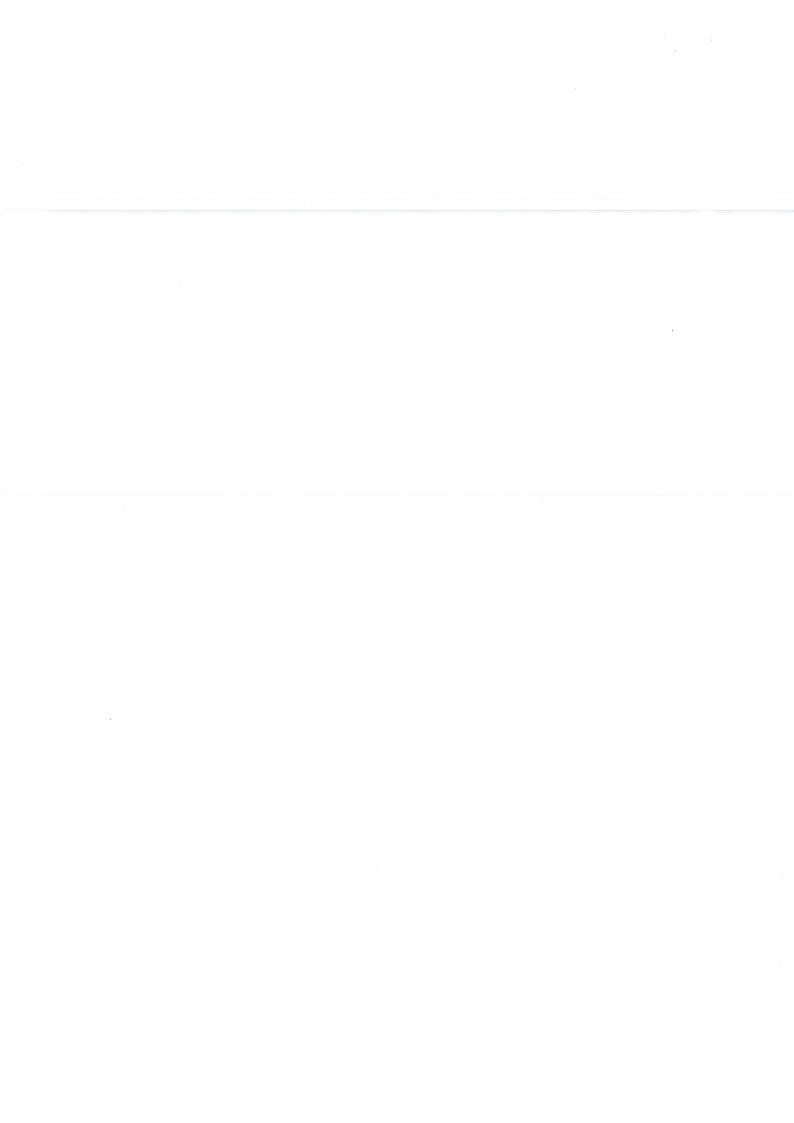
Vestibule

Crew Area





Vestibule Car B - A1989



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A19		
Car C - A1953		
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	12d 12c	12b - 12a
	14d 14c	14b - 14a
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Vestibule

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Car D - A1902

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13a

Table

Table

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Vestibule 2a -Store Table 3a -3c -. 4a -4c -Table 5a -6a -Table Car E - A1975 7a -8a -Table 9c -9a -10a Table 12c 12a -Table 13a -13c

Vestibule

1004

Vestibule . 3d 38 · 4d -5а. . , S . 6d 6a -Car F - A1962 (B) /в. . - - -. Bg. 96 - P6 9a -<u>e</u> . PO I 12c 120 13d 139 Res

Vestibule

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Vestibule Car I - AA1769 Res .



Vestibule

Store

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Car J - AA1757



























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Car K - AA1265

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Car L - AA1071

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Car M - AA1030

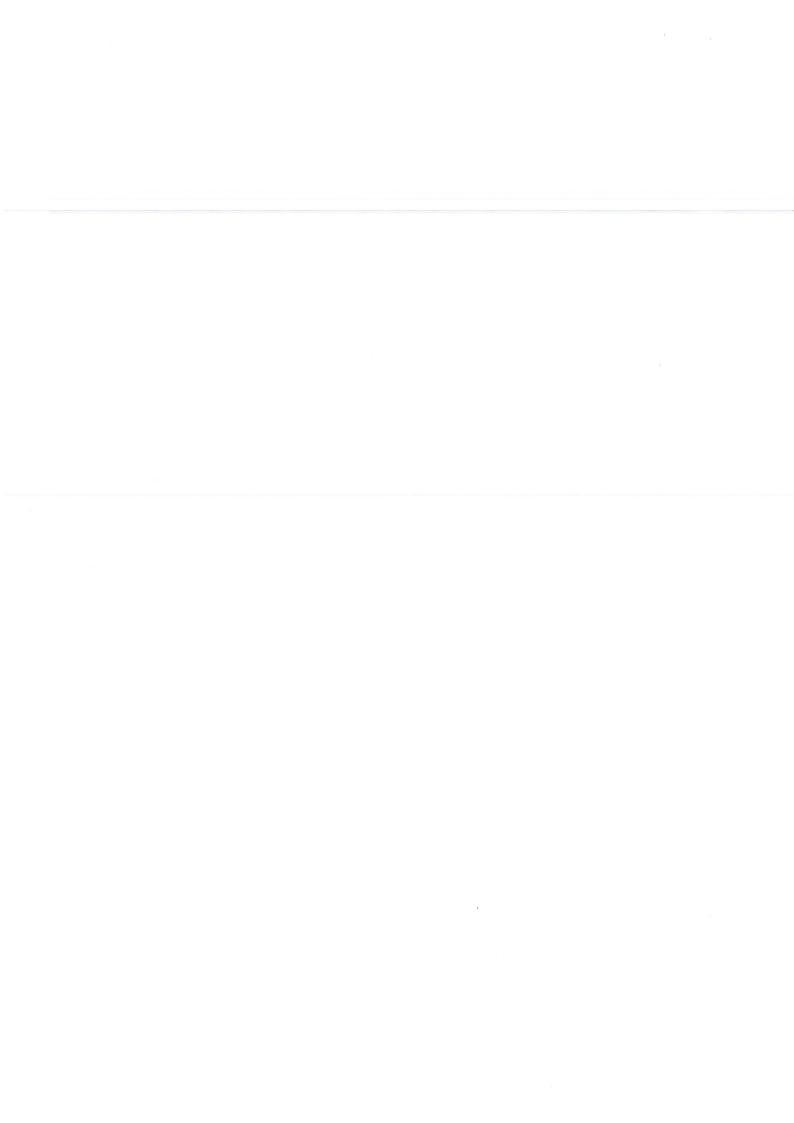
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Car N - AA1073

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12a 12b

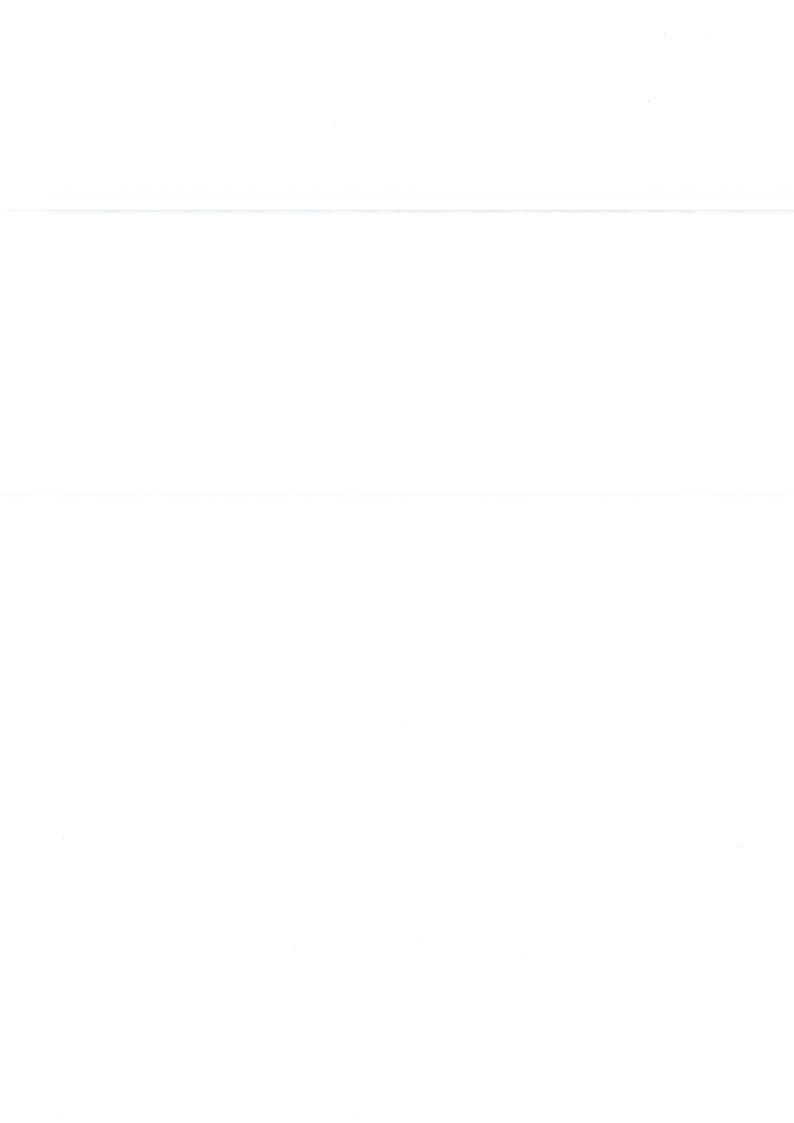
13a 13b

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Car 0 - AA1267

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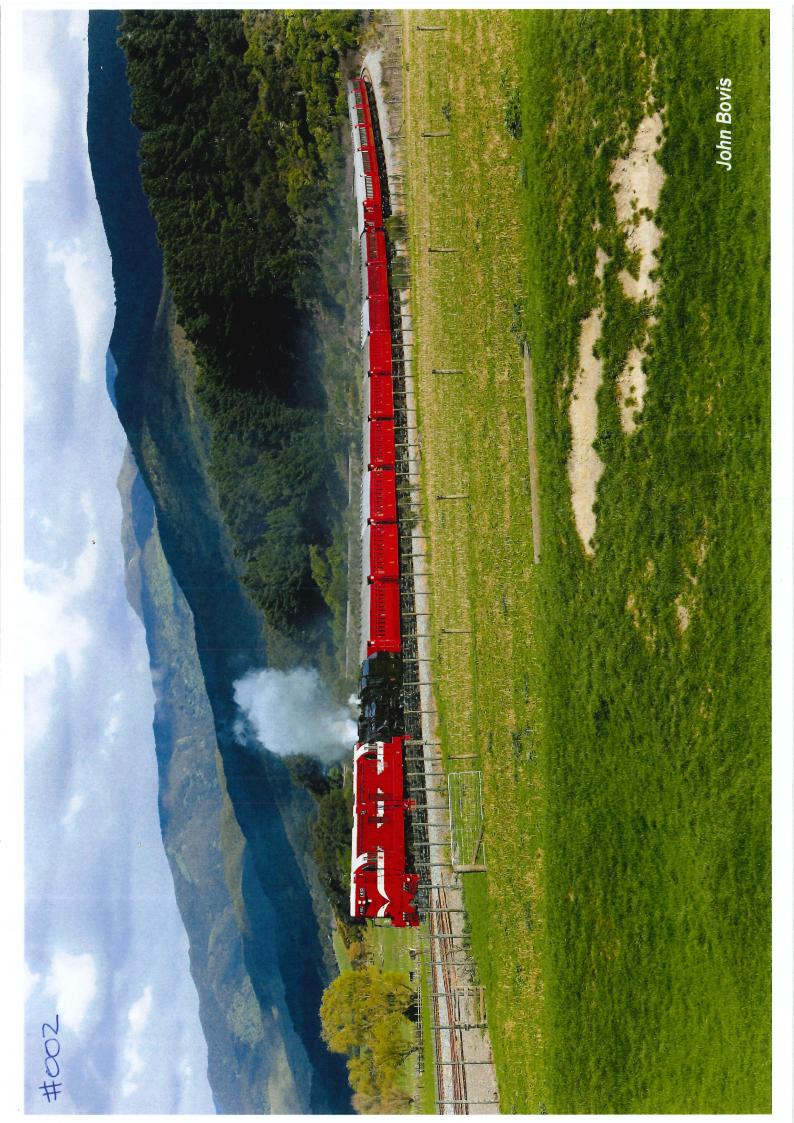
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Vestibule 2a 2b 2c 2d 1a 1b 1c 1d 2= 24 2= 24 Car P - AA1783 Lounge Car (a) (b) B (A 4 6 6 8 ₽ ₽ 4 P_B (E) Pg (eg Kitchen/Bar and a





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Host Responsibility Policy

Steam Incorporated is dedicated to providing a safe, enjoyable, and responsible experience for all passengers and guests aboard our heritage rail services and during associated events. This Host Responsibility Policy outlines how we manage the service of alcohol, ensure the wellbeing of passengers, and uphold our duty of care while celebrating New Zealand's rail heritage.

1. Preventing Intoxication

- We actively encourage the consumption of food, water, and low- or non-alcoholic beverages alongside any alcohol service.
- Service of alcohol will be slowed or ceased for passengers showing signs of intoxication or approaching intoxication.
- Duty Managers and trained staff/volunteers will monitor passenger behaviour throughout the train, intervening as necessary.
- The Duty Manager is responsible for attending to intoxicated individuals to ensure their safety and the comfort of others on board.

2. Alcohol and Minors

- All staff will be trained in procedures for identifying and managing situations where minors attempt to obtain alcohol.
- The only acceptable forms of identification include:
 - o A valid passport
 - o A New Zealand driver licence
 - o A Kiwi Access Card
 - o An HNZ 18+ card
- If a minor attempts to purchase or consume alcohol, the staff will refer the matter to the Duty Manager for appropriate action, which may include asking the individual to leave the event or notifying guardians if applicable.

3. Promoting Low and Non-Alcoholic Options

- A range of low and non-alcoholic beverages will be clearly displayed on menus and available at service points on board.
- All staff will be familiar with and promote these options as part of responsible service.

4. Offering Substantial Food

- Menus featuring substantial meal options will be prominently available during rail excursions where alcohol is served.
- Staff will be kept up to date on available food offerings to support responsible alcohol consumption.

5. Responsible Management and Conduct

- A certified Duty Manager will be present at all times during the sale, supply, or consumption of alcohol.
- We will manage onboard activity to ensure noise and conduct do not disturb local communities.
- We do not tolerate disorderly, offensive, or unsafe behaviour. Such behaviour will be addressed by staff and the Duty Manager, and may result in the individual being asked to leave the train.
- Train carriages and facilities, including toilets, will be regularly checked to maintain cleanliness, safety, and prevent misuse.

6. Safe Transport and Patron Care

- On board passengers will have access to information to arrange safe transportation if needed, via a designated staff member.
- Staff will be trained on local transport options and will assist guests in making arrangements where required.

Our Commitment

Steam Incorporated is proud to preserve, restore and share the opportunity of exploring and enjoying New Zealand's railways. Part of that, includes providing a respectful, safe, and enjoyable experience for all. We thank our staff, volunteers and passengers for supporting a culture of care and responsibility.

H001

MENU

FOOD

Famous Bacon and Egg Muffin \$6
Fresh Sandwich/Wrap POA \$5
Hot Chips \$6
Chicken Nuggets\$8
Toasted Sandwiches\$6
Pies\$5
Fresh Scones\$5
Home-Made Slices\$5
Chocolate Bars\$4
Chippies \$4
Cookies \$4
Lollies/LollipopsPOA
<u>ALCOHOLIC</u>
Wine\$9
Beer\$9
RTD's\$9
Cider \$9
0% and 2% beer is also available ID will be required if you look under 25yrs No Alcohol outside

NON-ALCOHOLIC

Fizzy's\$4
Juice\$4
Bottled Water\$Free
Cup of Tea\$3
Cup of Coffee (instant) \$3

FOOD & BEVERAGE?



SCAN THIS QR CODE TO GET IT DELIVERED TO YOUR SEAT!





www.steaminc.org.nz

0800 783 264

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