

# 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  
Email: [licence.application@kapiticoast.govt.nz](mailto: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.

This application is made in accordance with the particulars set out below:

### 1. Application Type

If you are not filing this renewal application, including paying the fee, at least 20 working days before the licence expires, provide a reason for the late filing as an attachment.

☐ New Club Licence

☒ Renewal of Club Licence

☐ Renewal of Club Licence with variation of conditions

Licence number: 45/2016/071/2022

Licence number:

### 2. Details of Applicant

Full legal name or names to be on licence:

Kapiti Old Boys Cricket Club Incorporated

Whether licence already held for premises concerned: ☒ Yes ☐ No, and if 'Yes', state kind of licence

### 3. Applicant Status by reference to section 28 of Sale and Supply of Alcohol Act 2012

☐ Natural person(s)

☐ Private Company

☐ Body Corporate

☐ Public Company

☐ Partnership

☒ Incorporated Society

☐ Other (please specify).....

### 4. 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:		
5. For Applicant that is a Body Corporate, Authority under which Incorporated		
6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person		
Name: <i>Mark Williamson</i>	Designation/Position: <i>Bar Manager/Secretary</i>	
Telephone: <i>021 239 2986</i>	Mobile: <i>021 239 2986</i>	
Email:		
7. Postal Address for Service		
Number/Street/PO Box: <i>24A Moana Road</i>	Suburb: <i>Pirapirau</i>	
City: <i>Rapiti Coast</i>	Postcode: <i>5032</i>	
8. Business Details		
Describe principal business, any other businesses <i>Sporting Club</i>		
9. 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). <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.		
10. Details of Premises		



Address: Number <i>Paraparamu Domain</i>		Street: <i>Asangi Road</i>	
Suburb: <i>Paraparamu</i>		City: <i>Kapiti Coast</i>	Postcode: <i>5032</i>
Any name of building: <i>Clubrooms</i>			
Club Name: <i>Kapiti Old Boys Cricket Club (formerly Asangi Sports Club)</i>			
<b>If not Owned by Applicant:</b>			
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)			
Full legal name of owner:			
Address: Number		Street:	
Suburb:		City:	Postcode:
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:			
<b>11. Details of Duty Manager(s)/Proposed Manager(s) If more than two certified managers please attach details separately</b>			
Full legal name: <i>Mark Williamson</i>			
Number of manager's certificate: <i>45/CERT/177/2014</i>			Expiry Date: <i>25 Sept 2026</i>
Full legal name:			
Number of manager's certificate:			Expiry Date:
<b>12. Club Details</b>			
State authority under which the club is incorporated: <i>Incorporated Societies Act 1908/2012</i>			
Membership: total number of members... <i>35 Adults approx</i> ... how many are under 18 years of age... <i>45 approx</i> ...			
Contact details of club secretary - Name: <i>Mark Williamson</i>			
Address: Number/PO Box <i>24A</i>		Street: <i>Moana Road</i>	
Suburb: <i>Paraparamu</i>		City: <i>Kapiti Coast</i>	Postcode: <i>5032</i>
Telephone:		Mobile: <i>021 239 2986</i>	
Email: <i>kapitioldboyscricket@gmail.com</i>		Preferred mode of contact: <i>email</i>	
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. <i>Sporting Club</i>			
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):

Mondays 4pm to 10pm  
to Thursdays  
Fridays 4pm to 12am

Saturdays 12 midday to 12 midnight  
Sunday and public holidays 12 midday to 10pm

Do you have, or require, a Trading in Public Place licence to permit consumption of alcohol on footpath: ☐ Yes ☒ No If 'Yes', please attach and number #.....

### 13. Conditions

Doc  
attached?  
Number.

- Write answer below or attach relevant documents that demonstrate compliance.
- When including attachments please number the hard copies, and in the first column circle 'Yes' and write the document number on '#.....'

Describe experience and training of applicant (the applicant is the Club)

Bar Manager Mark Williamson completed LCR required  
Managing Licensed premises certificate 2 Aug 2016

Yes / No  
#.....

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

Chips/Fries  
Burgers  
Pizza  
Hot Dogs  
Coleslaw sandwiches

Yes / No  
#.....

<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Soft drinks Bottled Water Juice Sports drinks Tea/Coffee</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase:</p> <p>Speight's Mid Strength Ale/Heineken Light/Steinlager Light Heineken 0.0/Steinlager Alcohol free/Speight's Summit Alcohol Free</p>	<p>Yes / 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>Tap water available on request and water vessel and cups next to bar</p>	<p>Yes / No #.....</p>
<p>Describe the steps intended to be taken to provide help with and information about transport options from the premises:</p> <p>Taxi sign prominently displayed on wall Staff available to call taxi service if required Also encourage people to have a designated driver</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>Duty Manager and any staff are required to ask for authorised IDs</p> <p>Signs for reminders to members that minors will not be served alcohol are prominently displayed</p> <p>Signs for reminders to people about intoxicated or aggressive people are also displayed</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>The club has a host responsibility policy and abides by that</p> <p>Bar staff are reminded to follow procedures for responsible consumption and be aware of signs of intoxication of members and guests</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>Duty Manager reminds staff of requirements under Act and licence at start of season</p> <p>Booklets and guidance posters are kept in bar for staff to access</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>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:</p> <p>Our sporting activities are generally quiet</p> <p>For any club events, there are self-contained within the clubrooms, and we aim to keep noise to a minimum and do not allow festivities to flow outside of the clubrooms environment.</p> <p>Events are never allowed to get out of hand</p>	<p>Yes / No #.....</p>





Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	Yes / No #.....
For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the 'Yes' and repeat the document number you have given it.	
Please attach a copy of your Host Responsibility Policy.	Yes / No #.....
Please attach a copy of a sample food menu.	Yes / No #.....
If premises are owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of a licence for the proposed premises. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	Yes / No #.....

**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: *Mark Williamson*

Date: *02/07/2025*

Signature: *MW*

Dated at location: *Home*

**Privacy Statement**

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

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



**Method of payment (must be made at time of application)**

- ☐ I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.
- ☒ I have paid by electronic transfer (Council Bank Account Number: 03-0732-0306101-00) and quoted my name and "alcohol" in the reference fields; and
- ☒ I have included proof of electronic payment with this application.

**How I would like to receive my alcohol licence (please select one only)**

- ☐ I will collect the alcohol licence – please contact me when it is ready by ☐ Phone or ☐ Email
- OR
- ☒ Please email the alcohol licence to me.

**Next Step:** Once your application is complete, if you would like to make an appointment for an optional pre-lodgement meeting with the Licensing Inspector then please Telephone (04) 296 4700 or Toll Free: 0800 486 486.

**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:

Clubsrooms

Applicants name:  
(Individual or Company)

Add: Kapiti Old Boys Cricket Club Inc

Premises address:

Add: Paraparaumu Domain

Contact phone:

Home: Add

Mobile: 021 239 2986 (Secretary)

Contact email:

Add: kapitioldboyscricket@gmail.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-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:

Mark Williamson (Bar Manager/Secretary)

Signature:

Adm Wd

Date:

10/02/2025

## 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



# Host Responsibility Policy for Kapiti Old Boys Cricket Club Incorporated

The committee and bar staff of Kapiti Old Boys Cricket Club Inc believe that we have a responsibility to provide a safe, comfortable and welcoming environment for its members and guests, and where alcohol is served, it will be provided responsibly. Because of this the following Host Responsibility Policy has been implemented.

## Drinking and food options

Our policy is to promote the responsible consumption of alcohol.

We encourage water as the first drink post-game and have a water vessel and cups freely available next to the bar. You can also request water from our bar staff.

We provide and actively promote a good range of substantial food that is available for sale at all times. Menus are visible at all times on the wall next to the bar and kitchen, and copies may be requested from our staff.

We provide and actively promote a range of low-alcohol and non-alcoholic drinks at all times, including:

- low-alcohol and zero-alcohol beer
- fruit juice
- soft drinks
- sports drinks
- tea and coffee (including milk if required)
- bottled water.

## Prohibited persons

### Intoxicated persons

It is prohibited to serve alcohol to intoxicated persons. Members and their guests who are showing signs of visible intoxication will not be served alcohol and will be asked to leave the premises. We encourage persons removed to take advantage of safe transport options.

### Minors

It is against the law to 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 current passport
- NZ driver's licence
- Kiwi Access card
- Hospitality NZ 18+ card.

## Aggressive persons

Our policy is to show zero tolerance for aggressive, coercive or violent behaviour. Our policy is to actively remove persons who engage in this behaviour, and if necessary, we will request police intervention.

## Restrictions on serving alcohol

Alcohol will not be consumed in any area other than the designated area defined in our licence. Alcohol cannot be consumed outside the clubroom.

Only alcohol purchased from the bar may be consumed on the premises. No BYO is to be consumed anywhere on this property.

## Transport options

We promote a range of transport options to get you home safely. A sign for the local taxi service is prominently displayed. You may also ask our staff to call you one.

We encourage people to have a designated driver. We will make the driver's job more attractive by providing a range of alcohol-free drinks free of charge.

## Staff training

We maintain a training and management policy to give our bar staff the skills and support they need to do their job responsibly, including intoxication assessment awareness guidance and de-escalation techniques.

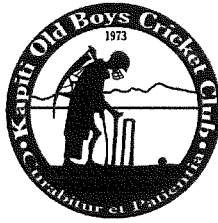
Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.

President .....

Bar manager .....

Secretary .....

Date .....



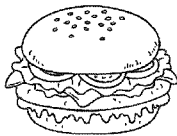
# Kapiti Old Boys Cricket Club Incorporated

## Kitchen Menu 2024/2025



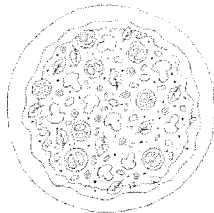
**Hot Chips/Fries**

**\$5.00**



**Burger**

**\$6.00**



**Pizza**

**\$15.00**



**Hot Dog in a Bun**

**\$5.00**



**Coleslaw Sandwich**

**\$4.00**



KAPITI OLD BOYS CRICKET CLUB CLUBROOMS FLOOR PLAN

