

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
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

Licence number: **CLB1**

☐ Renewal of Club Licence with variation of conditions

Licence number:

2. Details of Applicant

Full legal name or names to be on licence:

Paraparaumu Beach Golf Club Inc

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 Not a Natural Person(s), Details of Contact Person**Name: Scott McCuffee Designation/Position: Administration ManagerTelephone: 04 9028209 Mobile: 027 941 5922Email: office@pbgc.co.nz**7. Postal Address for Service**Number/Street/PO Box: PO Box 1544 Suburb:

City: Postcode:

8. Business Details

Describe principal business, any other businesses

Sporting Club**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). ☐ Yes ☒ No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.

10. Details of Premises			
Address: Number 376		Street: Kapiti Road	
Suburb: Paraparaumu Bch		City: Wellington	Postcode:
Any name of building:			
Club Name: Parapara Beach Golf Club			
If not Owned by Applicant:			
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:			
11. Details of Duty Manager(s)/Proposed Manager(s) If more than two certified managers please attach details separately			
Full legal name: Haley Odessa Beverly Carter			
Number of manager's certificate: 45/CERT/1219/2024		Expiry Date: 19 July 25	
Full legal name: Matthew DAVID Goring			
Number of manager's certificate: 45/CERT/700/2018		Expiry Date: 8 OCT 2025	
12. Club Details			
State authority under which the club is incorporated: Golf NZ			
Membership: total number of members..... how many are under 18 years of age.....			
Contact details of club secretary - Name:			
Address: Number/PO Box PO Box 1544		Street: 376 KAPITI RD	
Suburb: Paraparaumu Beach		City: Wellington	Postcode: 5252
Telephone: 04902 8209		Mobile:	
Email: office@pbgc.co.nz		Preferred mode of contact: email	
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. TO PLAY GOLF SPORTING CLUB			

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):

~~NO~~ MONDAY TO FRIDAY AND SUNDAY - 10AM TO 12 MIDNIGHT
 SATURDAY - 10AM TO 1AM THE FOLLOWING DAY

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

- 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 '#.....'

Doc
attached?
Number.

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

~~NO~~ ALL STAFF TRAINED IN ID CHECKS
 INTOXICATION ASSESSMENT PLUS
 MOST HAVE DONE HOST RESPONSABILITY
 AND OR LCQ. AND MANAGER LICENSES

Yes / No
#.....

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

~~NO~~ WE HAVE A CHILLED CABINET WITH
 A WIDE RANGE OF SANDWICH & PREPARED
 HEAT & EAT ITEM COMBINED COULD
 EASY CONSTITUTE A MEAL AND A FULL
 KITCHEN MENU SEE INCLUDED

Yes / No
#.....

<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>GINGER BEER, LEMON LIME BITTERS ORANGE JUICE APPLE JUICE PEACH/PINEAPPLE JUICE, POST MIX 7 FLAVOURS. CANNED SPRITE AND COKE ZERO TEA, COFFEE AND 4 NON ALCOHOLIC BEERS/CIDER</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>BRO LIGHT 2.5% PERONI 0%, ASAHI 0%, WATCHDOG 0% SPEIGHTS MID ALE 2.5% GARAGE PROJECTS FUGAZI FUGAZI 2.2% ZEPHER APPLE CIDER 0%</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>THERE ARE TWO LARGE WATER STATION EITHER SIDE OF BAR. WELL STOCK WITH GLASSES A WATER STATION ON OUR LATER ENTERANCE AND WATER BOTTLE AVAILABLE TO TAKE TO TABLES</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 SIGNAGE EITHER SIDE OF THE BAR. STAFF TRAIN TO ADVISE ON TRANSPORT OPTION & TO ORGANIZE OPTION FOR PATRONS</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>ALL STAFF ARE THOROUGHLY TRAINED ON TO ASSES BEHAVIOURS LOOK FOR SIGNS OF POSSIBLE INTOX & TO BE VIGILANT IN THIS AND HAVE STRONG COMMUNICATION TO ALL MEMBER OF STAFF ON DUTY AND STAFF MANNGER, WHILE BACK EACH OTHER UP AND CROSS CHECKING ASSESMENTS</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>WATER ALWAYS AVAILABLE PAGE OF SERVICE TO ASSES THOROUGHLY FOOD IS ALWAYS AVAILABLE WATER BOTTLE CAN BE TAKEN TO TABLES FREE FOOD PROVIDED IF NESSARY</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>HOST RESPONSIBILITY COURCES. LCCQ/MANAGERS CERTIFICATE UNITY AND COMMUNICATION ON ALL PATRON AN DOUBT IS A NO SAY ON TRACK WITH THE ACT STAY CALM. BE FIRM. NEVER BACK TRACK</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"> 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. <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>WE ARE ACTIVELY EDEAVOURING TO REDUCE LATE NIGHT OPERATING HOURS. SOUND LEVEL ACTIVELY MONITORED DOOR & WINDOWS KEEP CLOSED TO REDUCE IMPACT OF NEIGHBORS. INCREASE OPTIONS IN BOTY NON ALCOHOLIC BEVERAGE BY 2. 0% ZERO OPTIONS TO 4 & INCREASED OPTIONS IN MODERATE TO MID STRENGHT AND PRICE ALL ABOVE BELOW STANDARD DRINK PRICE TO INCENTIVISE SENSIBLE CHOICES</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: *Matthew David Goring*

Date: *1/7/25*

Signature: *Matthew Goring*

Dated at location:

Privacy Statement

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

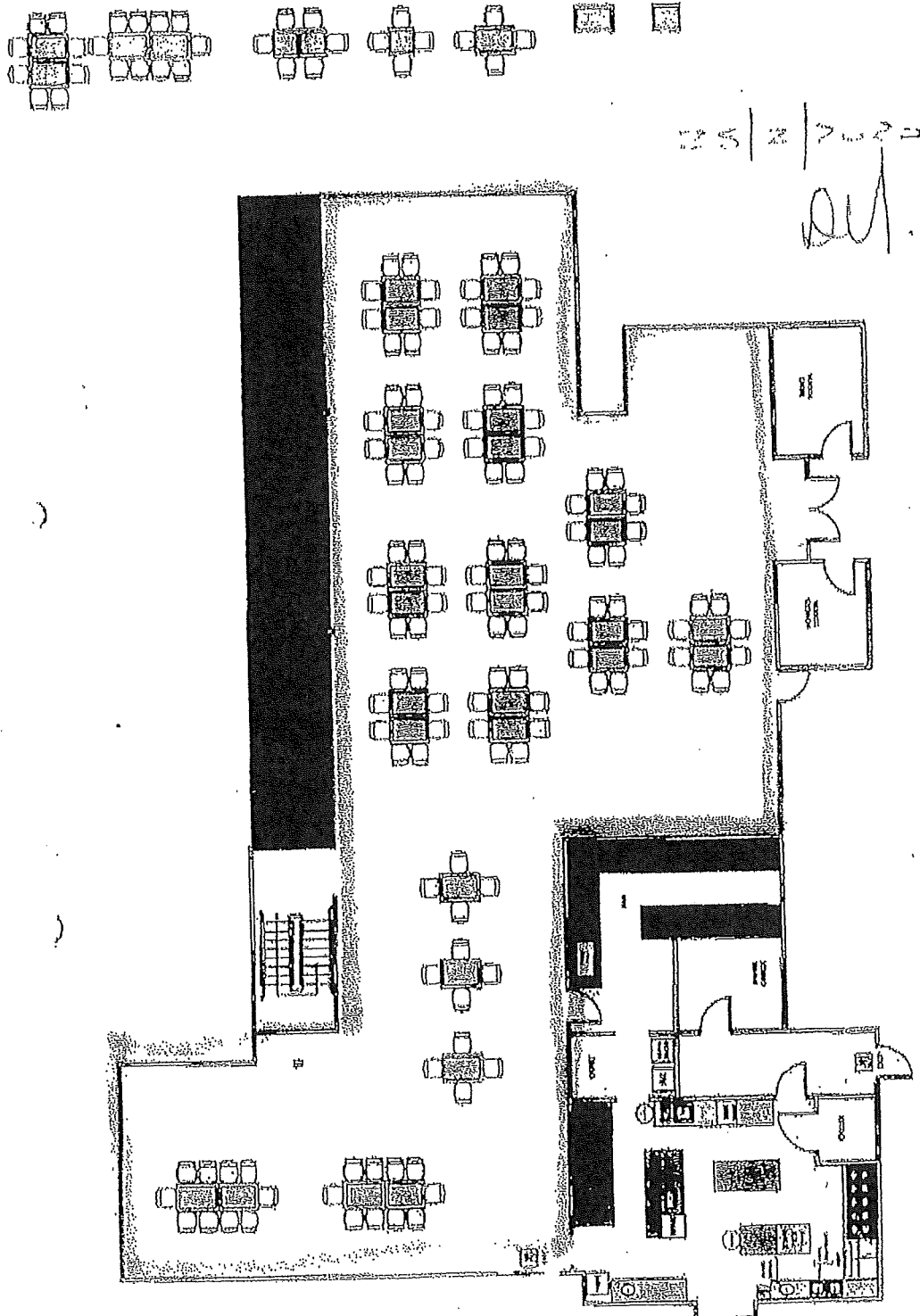
- ☐ I will collect the alcohol licence – please contact me when it is ready by ☐ Phone or ☐ Email
- OR
- ☒ Please email the alcohol licence to me.

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.

Attachment 1: Plan of licensed area



Bar Snacks

12PM - LATE

WEDGES \$9
-LOADED WITH BACON & CHEESE + \$5

FRIES \$8.50

DIM SIM'S \$10

TOASTED SAMMIES FROM \$7

-HAM & CHEESE

-CHEESE & TOMATO

-BACON & EGG

-HAM, CHEESE, ONION

Breakfast

10 AM - 12 PM

EGGS BENE \$18

-POACHED EGGS & BACON ON ENGLISH
MUFFIN W/ HOLLANDAISE SAUCE

FULL BREAKFAST \$25

-SCRAMBLED EGGS, BACON, KRANSKY,
HASH BROWN & TOMATO W/ TOAST

CHEESE OMELETTE \$18

ADD TWO FILLINGS

-HAM

-TOMATO

-ONION

-MUSHROOM

Pizza

12 P M - 6 P M

THE ROCKET \$22

-PRAWN, SWEET CHILI & ROCKET

BIRDIE \$22

-CHICKEN, BRIE & CRANBERRY

BERNIE \$22

-STEAK, ONION & BERNAISE SAUCE

PEPPERONI \$20

MARGHERITA \$20

lunch

12 P M - 3 P M

BEEF BURGER W/ CHEESE \$18

CRISPY CHICKEN BURGER \$18

CRISPY CHICKEN SALAD OR WRAP \$18

FISH AND CHIPS \$18

QUESADILLA \$15

SIDES \$5

SALAD

ONION RINGS

FRIES

PBGC Host Responsibility policy

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.

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 photo driver's licence, an 18+ Evidence of Age card or a current passport.

Our policy is zero tolerance for aggressive, coercive or violent behaviour.

A good range of food is always available. Menus are visible at all times.

We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (insert your own choices eg, low-alcohol beer, fruit juices, soft drinks, tea and coffee). Iced water is available free of charge at all times.

We promote a range of transport options to get you home safely.

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

All of these services are well promoted, along with signage required under the Sale and Supply of Alcohol Act 2012.

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

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

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:

Paraparaumu Beach Golf Club

Applicants name:
(Individual or Company)

Paraparaumu Beach Golf Club Inc

Premises address:

376 Kapiti Rd, Paraparaumu Beach

Contact phone:

Home:

Mobile: 027 941 5922

Contact email:

office@pbgc.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** or Contact Fire and Emergency New Zealand, 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:

Scott M Cuffie

Signature:



Date:

1.7.2025

Submitting applications

Email completed forms to: 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