

APPLICATION FOR VARIATION OR CANCELLATION OF CONDITIONS OF LICENCE



Form 14, Section 180, 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

For Council use
File #

Once this application is complete you must 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 for the variation or cancellation of the conditions of a licence is made in accordance with the details set out below.			
Details of Licensee			
Full legal name: WAIKANAE BOATING CLUB INC			
Postal Address: Street Number/PO Box 97A		Street: TUTERE STREET	
Suburb: WAIKANAE BEACH		City:	Postcode: 5036
Telephone:	Mobile: 021 14 602 15	Fax:	
Email: admin@wbclub.org.nz	Website:	Preferred mode of contact:	
Details of Licence (please tick one)			
☐ On-licence		☐ Off-licence	
		☒ Club Licence	
Licence Number: 45/CWB/801/2025			
Details of Premises (to be included only where the licence applies to any premises that are NOT a conveyance)			
Address: Number		Street 97A TUTERE STREET	
Suburb WAIKANAE BEACH		City	Postcode 5036
Trading or other name (if any):			
Details of Conveyance (to be included only where the licence applies to any conveyance)			
Type: (eg, ship, railway carriage, bus, etc)			
Address of home base: Number		Street	
Suburb		City	Postcode
Trading or other name (if any):			

Conditions (to be filled in for each condition to which this application relates)		Doc attached? Number.
State terms of condition at present:		Yes / No #.....
Action sought (tick appropriate box): ☒ Variation ☐ Cancellation		
If variation, in what respect does the applicant seek to vary the condition (i.e. state the conditions you propose)?		Yes / No #.....
Full reasons for variation or cancellation: New building - extended. move outdoor area to right side.		Yes / No #.....
Signature of Applicant (this must be signed by the 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: Evie McNamara EVIE MCNAMARA		
Date: 14/8/25	Signature: Evie McNamara.	
Dated at location: 15 BRAZIER GROVE, 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.		

Notes

- 1 This application must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee, the applicant must give public notice of the application in Form 7 (available at www.kapiticoast.govt.nz). The notice must be given in compliance with regulation 37 or 38 of the Sale and Supply Alcohol Regulations 2013 as if this application for variation were an application for the renewal of a licence.
- 3 Within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of the application in Form 7 is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the Kāpiti Coast District Licensing Committee agrees that it is impracticable or unreasonable to do so).

For Office Use: Customer Service Desk Checklist:

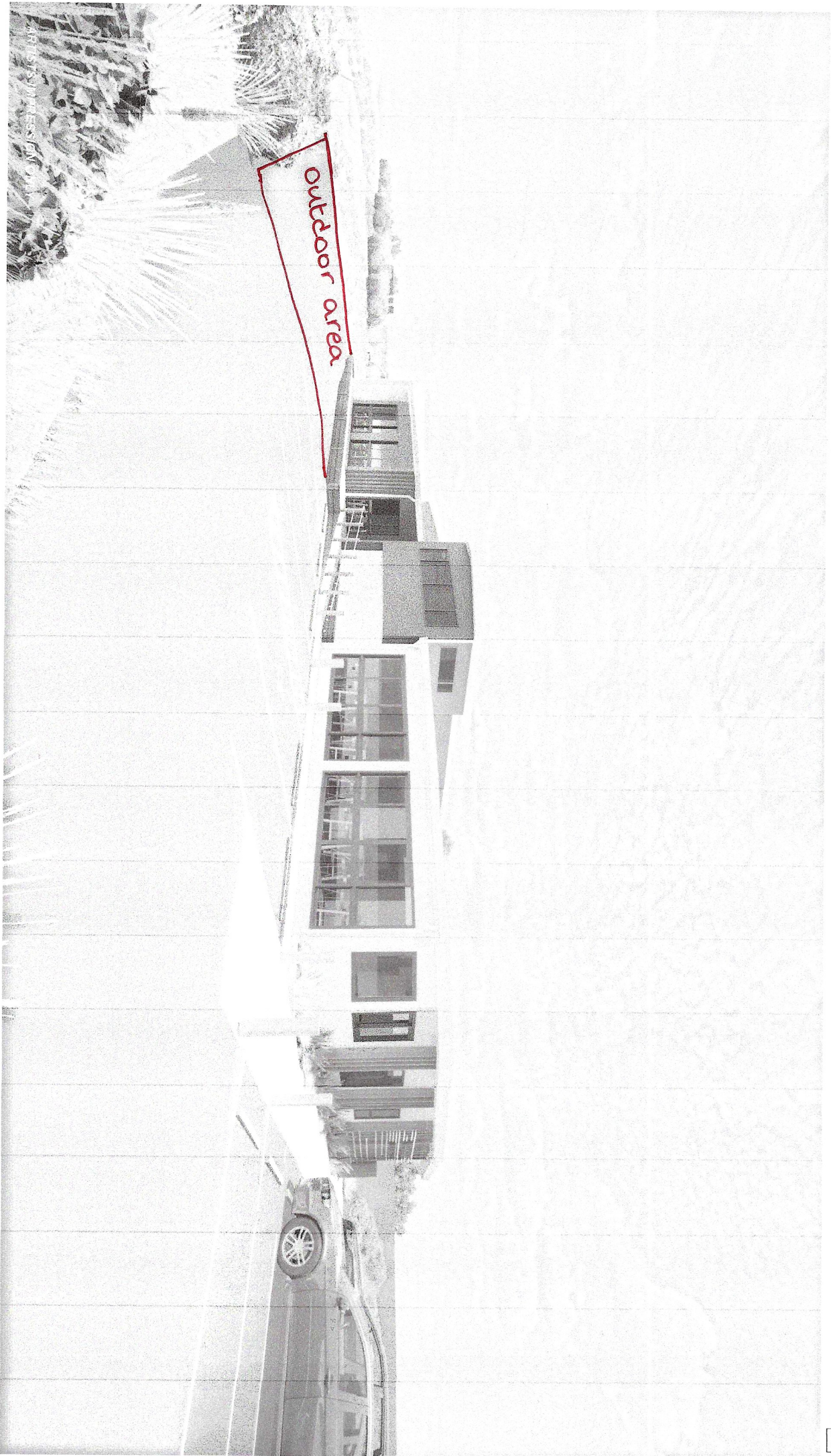
- ☐ Applicant has met with a Licensing Inspector, and Applicant Risk Fee has been calculated (where appropriate).
- ☐ Fee has been paid

Attachments checked?

- ☐ CSO has checked that all identified (Yes/No Ref#) attachments are attached OR
- ☐ CSO has NOT checked that all identified documents are attached

Signature of CSO _____ Date: _____



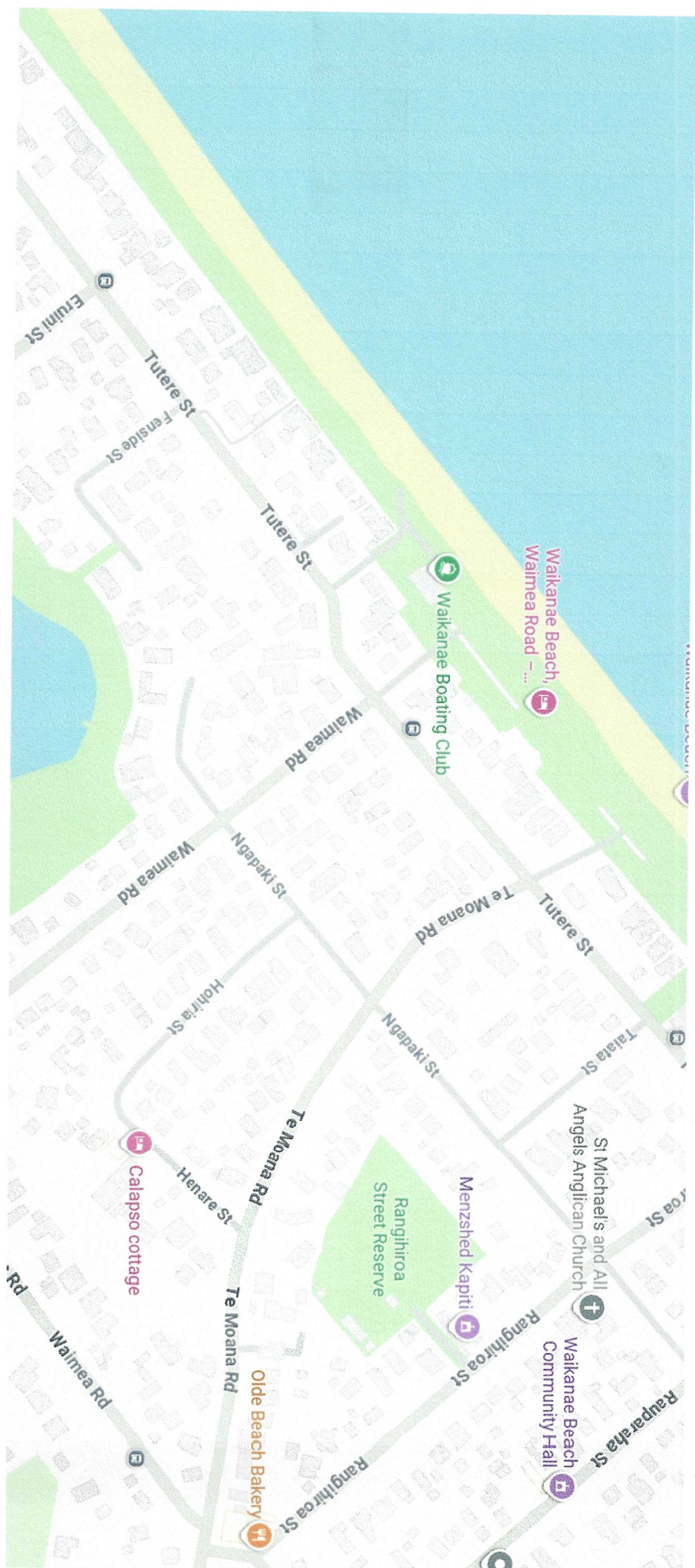


BC230701
Received by
Kapiti Coast District Council
16/10/2023

MADD
ARCHITECTURE
4A Presentation Way, Poraporaumu, NZ
pcu@madd.net.nz Mobile: 0274792842

ALL WORK TO COMPLY WITH THE NZ BUILDING ACT
NZ BUILDING STANDARDS & TERRITORIAL AUTHORITY
BYLAWS. ALL DIMENSIONS TO BE CHECKED ON-SITE
BEFORE COMMENCING WORK. REPORT ANY
DISCREPANCIES TO DESIGNER.
THESE DRAWINGS ARE COPYRIGHT & REMAIN
THE PROPERTY OF MADD.

Drawing: Beach 3D Render		Project: 37A Tuiere Street, Waiheke Boating Club	PROJECT NO. 201901	SHEET NO. B2b
SCALE:	DATE: 26/09/2023	Client: Waiheke Boating Club Incorporated	STAGE B/C	REVISION



From: [Antoinette Bliss](#)
To: [Antoinette Bliss](#)
Subject: FW: Licence Variation & Planning Application – Supporting Documents Attached
Date: Thursday, 4 September 2025 2:05:31 pm

From: Clare Baker
Sent: Wednesday, 3 September 2025 9:48 am
To: Antoinette Bliss
Cc: Kelvin Irvine
Subject: RE: Licence Variation & Planning Application – Supporting Documents Attached

Hi Antoinette

Kelvin and I went to site and met with members of the Waikanae Boating Club to discuss their application for a new alcohol licence covering the move of their bar from the old part of their clubrooms to the newly upgraded area and to include the yet to be built outdoor decking and land up to the boundary to the sand dunes. The outdoor area will be grassed from the decking to the edge of the sand dunes. The Club have confirmed that the outdoor area will be cordoned off with a permanent bollard and rope type fence on both sides.

On this basis Property as Council's landlord, approve the Waikanae Boating Club's application for an alcohol licence for their premises and outdoor area.

Regards

Clare Baker
Officer Property Leasing and Contracts
Kapiti Coast District Council

From: [Antoinette Bliss](#)
To: [Antoinette Bliss](#)
Subject: FW: Licence Variation & Planning Application – Supporting Documents Attached
Date: Thursday, 4 September 2025 2:07:59 pm
Attachments: [image001.png](#)

From: Evie McNamara - Admin WBC <admin@wbclub.org.nz>
Sent: Monday, 1 September 2025 4:56 pm
To: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Cc: Mark Wilson - Rear Commodore WBC <rear.commodore@wbclub.org.nz>; Evie McNamara - Admin WBC <admin@wbclub.org.nz>
Subject: Re: Licence Variation & Planning Application – Supporting Documents Attached

Hello Antoinette,

We had a good meeting with Clare and Kelvin this morning and they indicated they were happy with our proposed area and would be reporting back to you. We are waiting for an updated drawing from our architect which I will supply to you once received.

- How often is this to be used and what is its purpose.
 - This would be the smokers area on a normal Thursday to Sunday, and may have larger gatherings a few times a year if there is a fishing comp or event on
- How will this be fenced off.
 - Rope and pole with controlled access
- Will there be any furniture in this area.
 - At this stage there is no furniture planned for the grassed area, the deck will have a few leaners.
 - We advised Clare & Kelvin that the grassed area is being build up to deck level now so that there will be no drop or need for balustrade along the deck.

The proposed deck area will be enclosed with a balustrade, as outlined in notes 1 to 5 on the attached plan. These notes also detail the small outdoor section adjacent to the deck.

Access to and from the area will be via the clubrooms, with exits available through the beach-side ramp or the Tutere Street door.

Importantly, the deck and outdoor area are in full line of sight from the bar, allowing bar staff to monitor activity at all times. Additionally, there will be no live or amplified music permitted in these areas.

Please let me know if there is any further information you require in order to get this

application moving.

Many Thanks as always for all your assistance, the build is really starting to take shape now. You won't know it when you next visit.

Regards,

Evie McNamara
Club Administrator
021 1460215



From: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Sent: Thursday, 14 August 2025 2:33 pm
To: Evie McNamara - Admin WBC <admin@wbclub.org.nz>
Cc: Mark Wilson - Rear Commodore WBC <rear.commodore@wbclub.org.nz>
Subject: RE: Licence Variation & Planning Application – Supporting Documents Attached

Hi, can you please provide information in relation to licensing the concrete area out the front of the boating club:

- How often is this to be used and what is its purpose.
- How will this be fenced off.
- Will there be any furniture in this area.

I will present to property to see what is allowable for this outdoor area as your lease agreement only covers the building and what action needs to happen, this will need to occur prior to the application being notified to allow the public to see the entire licensed areas.

Antoinette Bliss
Alcohol Licensing Inspector
Te Kaitirotiro Raihana Waipiro
04 296 4695
027 555 5695
Kapiti Coast District Council

From: Evie McNamara - Admin WBC <admin@wbclub.org.nz>

Sent: Thursday, 14 August 2025 2:08 pm

To: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>

Cc: Mark Wilson - Rear Commodore WBC <rear.commodore@wbclub.org.nz>; Evie McNamara - Admin WBC <admin@wbclub.org.nz>

Subject: Licence Variation & Planning Application – Supporting Documents Attached

Hi Antoinette,

Please find attached the following documents for your review:

- Application for variation of licence
- Application for planning and building
- Supporting documents including plans, maps, and notes

The proposed deck area will be enclosed with a balustrade, as outlined in notes 1 to 5 on the attached plan. These notes also detail the small outdoor section adjacent to the deck.

Access to and from the area will be via the clubrooms, with exits available through the beach-side ramp or the Tutere Street door.

Importantly, the deck and outdoor area are in full line of sight from the bar, allowing bar staff to monitor activity at all times. Additionally, there will be no live or amplified music permitted in these areas.

Rear Commodore Mark Wilson, is the other contact person from the Committee working with me on this application, if he could please be included in all correspondence.

I would appreciate your guidance now on when the application payments need to be made. Could you please outline these for me?

Warm regards,

Evie McNamara

Club Administrator

021 1460215



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Ref: PB 0066

12 September 2025

Ms. Evie McNamara
97A Tutere St
Waikanae Beach
Waikanae

Dear Evie

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

Business Name:	Waikanae Boating Club
Site Address:	97A Tutere St Waikanae Beach
Legal Description:	Lot 30 DP 27250
Consent Description:	Building Certificate

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

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

The Council has been advised by the applicant that the use of this building will be changed and/or alterations made to accommodate the use outlined in building consent application BC230791D. Building Consent number BC230701D has been issued for the building work required as a result of this change of use and/or building alteration.

The proposed use of the premises as a sports club/club meets the requirements of the New Zealand Building Code, to the extent required by the Building Act 2004 and subject to the issue of a Code Compliance Certificate for Building Consent number: BC230701

The Council's records show that the building containing the proposed licensed premises is required to have a building warrant of fitness. The building warrant of fitness is supplemented by a Certificate of Public Use (CPU) while building work is underway.

It is the building owner/s responsibility under the Building Act 2004 to ensure the specified systems covered by the warrant of fitness and CPU must be always maintained and remain operational.

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

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Steve Cody', with a stylized flourish at the end.

Steve Cody
Building Team Manager

19 July 2022

Waikanae Boating Club Incorporated
C/- Landlink Limited
PO Box 370
Waikanae 5250

By email to: marie@landlink.co.nz and gyoliver8@gmail.com

Dear Waikanae Boating Club Incorporated

RM220038: Construct community facilities (public toilets and coastguard building) within the Natural Open Spaces Zone and construct additions and alterations to the Waikanae Boating Club that will not comply with the standards for vehicle movements, car parking, signs, fencing and lighting, coverage, building area and include a commercial activity (office)

We are pleased to enclose the decision on your Resource Consent application.

As you will see from the decision, there are a number of conditions that need to be complied with.

If you do not agree with the conditions of your consent you may lodge an objection with the Council in accordance with Section 357 of the Resource Management Act 1991. The objection would be heard by Hearing Commissioners. Please note that, if you do wish to object, you must advise the Resource Consents Manager no later than 15 working days from the date of receiving this consent.

If you have any concerns regarding the conditions please contact Council prior to lodging an objection to discuss on (04) 2964 700 as it may be possible to make minor amendments or corrections outside of the objection process.

If the deposit paid at the time of lodging your resource consent application has not been sufficient to cover the Council's costs of considering your application you will receive an invoice in the next few weeks.

Please note that this consent will lapse within 5 years of the date of issue of this decision unless it is given effect to within that time. You may apply for an extension of the consent before the consent lapses. Please contact the Council to find out more if you wish to do this.

The Resource Consents Team is continually working to improve the service we provide and would appreciate your feedback. We would be grateful if you could please take the time to complete an online survey.

Yours sincerely



Marnie Rydon
Consultant Planner

21 November 2025

Waikanae Boating Club Incorporated
C/- Landlink
By email to: victoria@landlink.co.nz

Dear Victoria,

Acceptance of Resource Consent application

Application number:	220038A
Applicant:	Waikanae Boating Club Incorporated
Location:	97A Tutere Street, Waikanae Beach
Proposed activity(s):	S127 application for change of consent condition 1 of RM220038 to include a small paved outdoor area

Thank you for your resource consent application received on 18 November 2025. We have made an initial check of the documents you provided and decided the application is complete.

Next steps

We will be to make a more detailed assessment of your application. Sometimes we will need additional information or details to be clarified, even where applications are broadly complete when they are lodged. We will call or write to you as soon as possible if this is the case.

We will also be visiting the site in the next few days. If it has any locked gates, unsecured dogs, or other obstacles that I should be aware of, please contact me to arrange access or to discuss a suitable time to visit.

The Resource Management Act 1991 (RMA) requires us to decide whether applications should be notified. Notification is usually mandatory when specific people and the wider environment are affected by your proposal. If this is the case, we will contact you to discuss what this means, how notification works, and how to proceed with your application.

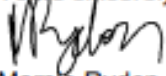
If your application is not notified, you should receive our decision within 20 working days of the date we received it, although this can take longer if further information is needed.

Fees

Please note that the fee you have paid is a deposit towards the total cost of our work on your application. If your deposit does not cover the total cost of processing your application, we will advise you of this and provide a separate invoice.

If you have any queries, please contact me on 027 326 5344 or marnie.rydon@kapiticoast.govt.nz.

Yours sincerely



Marnie Rydon
Consultant Planner