

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
Telephone (04) 296 4700 Toll Free: 0800 486 486

For Council use
File #

Once this application is complete it is recommended that you 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 particulars set out below:		
1. Application Type		
<input checked="" type="checkbox"/> New Club Licence	<input type="checkbox"/> Renewal of Club Licence Licence number:	<input type="checkbox"/> Renewal of Club Licence with variation of conditions Licence number:
2. Details of Applicant		
Full legal name or names to be on licence: KAPITI UNDERWATER CLUB INC		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if 'Yes', state kind of licence		
3. Applicant Status by reference to section 28 of Sale and Supply of Alcohol Act 2012		
<input type="checkbox"/> Natural person(s)	<input type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Incorporated Society	
<input type="checkbox"/> 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:	Fax:	
Email:	Website:	Preferred mode of contact:	
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: Josh Masson			
Telephone:	Mobile: (021) 682 087	Fax:	
Email: kapitiunderwaterclub@outlook.com	Website:	Preferred mode of contact: Phone	
7. Postal Address for Service			
Number/Street/PO Box: 60 Matatua Road		Suburb: Raumati Beach	
City: Paraparaumu		Postcode: 5032	
8. Business Details			
<i>Describe principal business, any other businesses</i>			
9. Criminal Convictions			
<p><i>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.</i></p>			
10. Details of Premises			
Address: Maclean Park		Street: Manly Street	
Suburb: Paraparaumu		City:	Postcode:5032
Any name, trading name, or name of building: Kapiti Underwater Club			
Trading Name:			
If not Owned by Applicant:			
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i> Leasehold			

Full legal name of owner: Kapiti Coast District Council		
Address: 175	Street: Rimu Road	
Suburb: Paraparaumu	City:	Postcode:5032
Is the licence conditional on completion of building work: :NO		
11. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>		
Full legal name: Sasha Lee Uren (see renewal letter)		
Number of manager's certificate:45/CERT/024/2023	Expiry Date:21/11/2024	
Full legal name:		
Number of manager's certificate:	Expiry Date:	
12. Club Details		
State authority under which the club is incorporated: KUC is incorporated under <i>the Incorporated Societies Act 1908</i> . KUC was incorporated on 2 August 1967		
Membership: total membership 126 , including family memberships		
Contact details of club secretary - Name: Jeff Dawson		
Address: 86	Street:The Drive	
Suburb:	City: Paraparaumu	Postcode:5032
Telephone:	Mobile:021910710	Fax:
Email:Jeff.Dawson@tlogic.co.nz	Website:	Preferred mode of contact:
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.		
In accordance with our club constitution the purposes of the club are to:		
<ul style="list-style-type: none"> To provide a well organised and structures environment that primarily supports and encourages the safe and enjoyable practice of recreational underwater swimming by its members. To promote all types of underwater swimming for sport, work, study and water safety. To promote fellowship amongst all underwater swimmers and affiliated organisations. To encourage and support the safe use of underwater equipment by all members and to ensure that all members engaged in underwater activities are suitably qualified, have a proficient working knowledge of their equipment and the established best practice for diver related emergencies. To afford support and assistance to other organisations where specialised underwater knowledge may be of benefit to them or the community. Where appropriate, use the assets of the club to contribute charitably to the community. 		

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.** YES The club occasionally sells club related merchandise (Jumpers, Tees, hats etc)

State the days and hours proposed for sale of alcohol (this is your current licensed hours not trading hours):

We propose the licence cover:

- Tuesday to Thursday for club business 1500 to 2130hrs
- Friday to Sunday for social gathering 1200 to 2330hrs
- Public Holidays for social gathering 1200 to 2330hrs

Do you have an encroachment licence to consume 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 box and write the document number on '#.....'

**Doc attached?
Number.**

Describe experience and training of applicant:

The club has been running social events for a long time. We are well versed in the requirements of the special licence. Under the club licence we are looking at training of additional duty managers and for bar staff to have completed Servewise training.

Yes / No
#.....

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

Our menu is attached for review.

Food includes Pie, Nachoes, Chicken Nibbles and Pizza.

Yes / No
#.....

...Conditions <i>contd-</i>	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Soft drink, bottled water and non-alcoholic beer and wine</p>	<p>No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Low alcohol beer and wine</p>	<p>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>Drinking water is available from cooled containers at the bar during events, and / or directly from the kitchen</p>	<p>No #.....</p>
...Conditions <i>contd-</i>	Doc attached? Number.
<p>Describe the steps intended to be taken to provide help with and information about transport options from the premises:</p> <p>Signage behind the bar for local taxi company</p>	<p>No</p>
<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>For larger events a duty manager will be on site. Smaller club business, if alcohol is to be sold trained Servewise personnel will be behind bar.</p>	<p>No</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol</p> <p>Our Host responsibility Policy is attached, which sets out the behaviours and culture we expect in our club of both our customers / club members and our staff. This includes adhering to the Sale and Supply of Alcohol Act 2012.</p>	<p>Yes</p>

...Conditions contd-	Doc attached? Number.
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>As stated as appropriate Duty manager and / or servewise trained bar staff only will be attending the bar. A Committee member will be present at each function to manage the event. This includes ensuring compliance will all rules of the club and adherence to all conditions of the licence and compliance with legal requirements.</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><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>The clubrooms are located in the central business district of Paraparaumu Beach. We are near to a number of licenced venues including the Kāpiti Boat Club which sits beside us. We are located on the beach, and in a large parking area a distance of at least 50meters from any residential buildings (the nearest house is a club member!). We have been located on that site many years and have had no noise complaints over this period.</p> <p>The building has modern double glazing and the doors face towards the coast ensuring any noise is directed away from any other buildings.</p>	<p>Yes / No #.....</p>
<p>For Licence Renewal Only: 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>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition?</p> <p>Full reasons for variation or cancellation:</p>	<p>Yes / No #..... #..... #..... #.....</p>
<p>14. Attachments</p> <ul style="list-style-type: none"> When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....' 	<p>Doc attached? Number.</p>
<p>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. A copy of the Evacuation of Declaration Scheme is available on the website.</p>	<p>Yes 01 Declaration 01A Procedures</p>

Copy of planning consent – Please attach certificate to show that the 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 02 Planning Certificate
Copies of all relevant building certificates consents: Please attach certificates to show that the premise meets the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i>	BC 150552 BWoF TO COME
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 04 Floor Plan
Copy of any certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>	Yes / No #.....05.....
Names of other clubs with which club has reciprocal visiting rights for members:	Yes / No #.....
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 #.....06.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	Yes 07 Licenced area
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 08 Host
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 09 Menu
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 licence to this premise. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	Yes 10 landlord approval

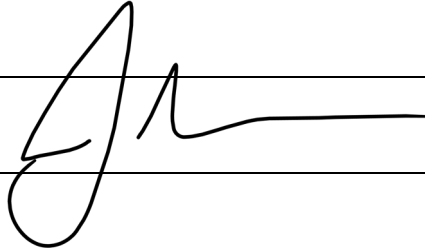
15. Signature of Applicant (this must be signed by applicant not their agent)

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: Josh Masson

Date: 06/12/2024

Signature:



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 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 form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

ONCE YOUR APPLICATION IS COMPLETE, MAKE AN APPOINTMENT FOR A PRE-LODGE MENT MEETING WITH THE LICENSING INSPECTOR.

PLEASE TELEPHONE (04) 296 4700 OR TOLL FREE: 0800 486 486.

Before lodging Application

Once this application is complete then 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.

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). Unless notified otherwise by a Licensing Inspector, the notice must be published once. The notice 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.

For Office Use: Application Fee Risk Categories

- Very Low
- Low
- Medium
- High
- Very High

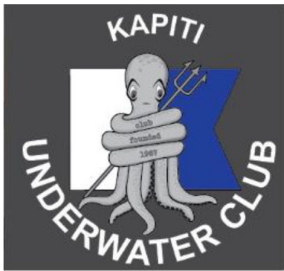
Application Fee Payable: \$ _____ Signature of Licensing Inspector _____

Name of Licensing Inspector _____ Date: _____

For Office Use: Customer Service Desk Checklist:

- Applicant has met with a Licensing Inspector, and fee has been calculated (as per above).
 - 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: _____



KAPITI UNDERWATER CLUB 2024/25 Bar menu

Ben's Buns Steak and Cheese Pie **\$7.50**

Baked Bean Nachos with Cheese and bacon bits **\$10.00**

**Louisiana Style Chicken Nibbles
with sweet chilli** **\$15.00**

Sourdough Pizza - Meat lovers
\$15.00

17 October 2024

The President
Kāpiti Underwater Club Inc
McLean Park
Paraparaumu Beach

by email: kapitiunderwaterclub@outlook.com

Dear Geoff

APPROVAL OF AN ON ALCOHOL LICENCE

Your application for an alcohol licence for your Club's premises has been referred to me by our Liquor Licensing team for consideration and approval.

I confirm that the Property Team, as Council's landlord, has no objection to the issuing of an On Alcohol Licence at the above premises in Paraparaumu Beach.

Please note that once your licence has been issued your Club's rental will be changed from a club without a liquor licence to one with a liquor licence and a shortfall invoice for the difference will be raised at that time.

Yours sincerely



Clare Baker
Advisor Leases and Licences
Kapiti Coast District Council

clare.baker@kapiticoast.govt.nz

027-2089-181

Revisions:
AUGUST 2015 rev A

Project
**PROPOSED
REBUILD**

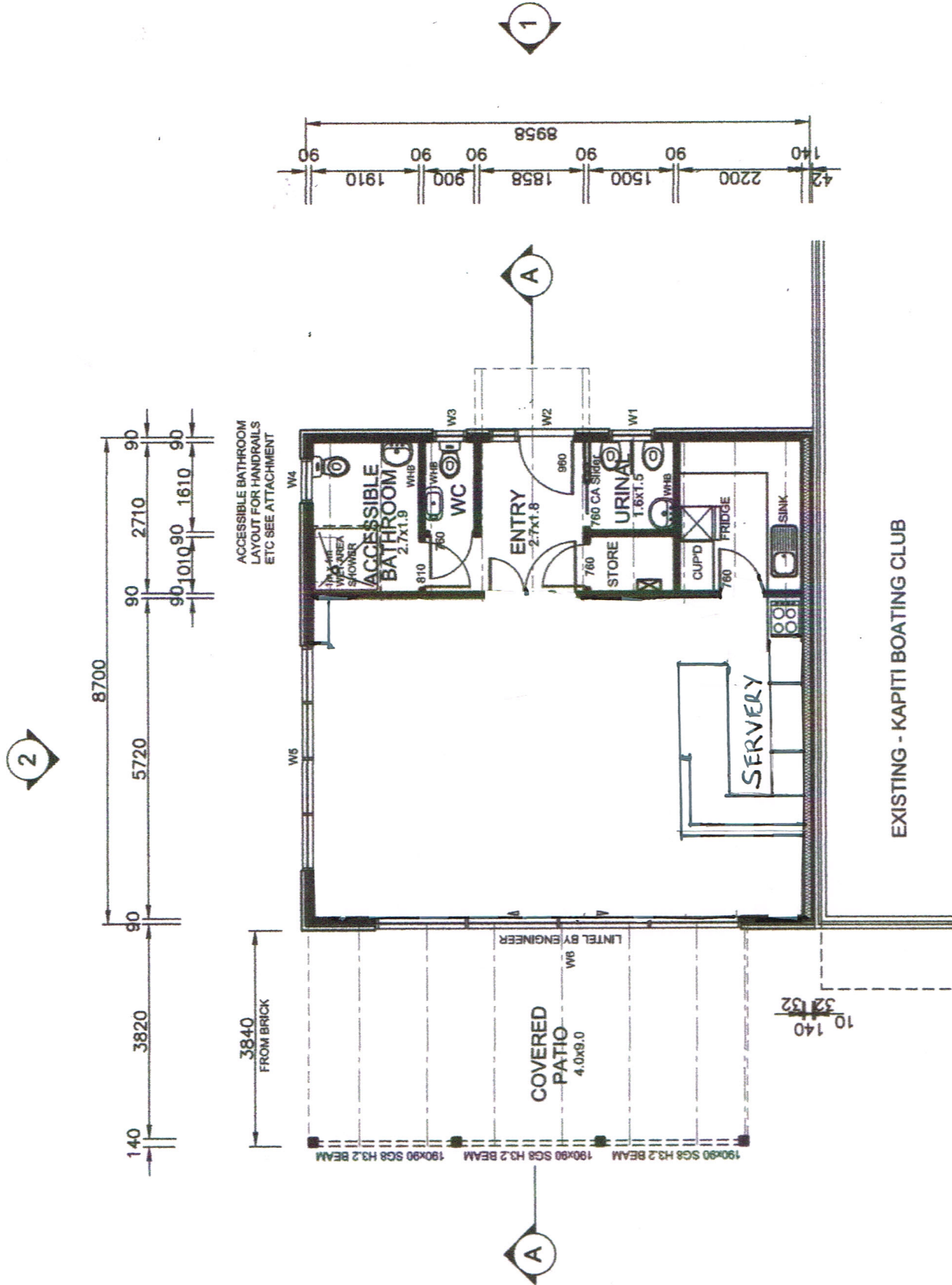
Client
KAPITI
UNDERWATER
CLUB

Drawing Title:
FLOOR PLAN

Designer
COASTA
ARCHITECTURE LT

11 Kodes Place
Paraparaumu
New Zealand
Tel: 04 296 1248
e-mail : billfrancis@paradise.net.nz

Design: Bill Francis
Drawn: bf
Scale: as shown



EXISTING - KAPITI BOATING CLUB



Parcel

Legend

SCALE 1: 304

@M4



Date Printed: 24-January-2017

Kapiti Underwater Club - Licensed Area



Kapiti Coast District Council accepts no responsibility for incomplete or inaccurate information published on this map. Use of this website is subject to and constitutes acceptance of the conditions set out in our disclaimer. This publication is copyright reserved by the Kapiti Coast District Council, Coastal and Transport Services Department. All rights reserved. © Crown Copyright. All Rights Reserved.

Att 1





Host Responsibility Policy

The Kapiti Underwater Club give our undertaking to provide club members and their guests with a safe and comfortable environment, where alcohol is served in a responsible manner.

Customers

We will ensure that only club members and their guests will be served, unless for specified events where the general public are invited to the clubrooms

We will only sell and supply alcohol in accordance with relevant legislation which includes:

- The refusal to serve intoxicated persons
- The refusal to serve persons under the age of 18
- The request of identification for any person who appears to be under 25 years of age

Club members are to be respectful of bar staff and their responsibilities.

Club members should act consistently with our constitution and are responsible for the behaviour of their guests.

Bar Staff

The bar will only be staffed by members who have undertaken ServeWise training. A bar manager will be on call for all gatherings and will be present for all formal events.

Bar staff will be responsible for hosting club members and their guests in accordance with the Host Responsibility Policy and consistent with the Sale and Supply of Alcohol Act 2012.

Food and Drink

Food and non alcoholic beverages are available for purchase whenever alcohol is being served. These options will be clearly displayed behind the bar.

Water is freely available on request

Our Culture

We will not tolerate disorderly or offensive behaviour

We ask that members dispose of empty bottles and rubbish, and return any glassware or serving equipment to keep our clubrooms and surrounding exterior in good order.

Any intoxicated persons will looked after and safe alternate transport offered.

Bar staff can arrange taxis on request, and local transport options will be displayed in signage beside the bar.

We will be considerate of our neighbours.



Fire Emergency Procedures

You must know and understand what to do if a fire occurs. Your first concern is the immediate safety of all people present Next call emergency services Contain the fire but only if it is safe to do so If help is available

Checklist

1. Raise the alarm
2. Evacuate people from the area
3. If a small fire, use your fire extinguisher – contain and extinguish the fire if it is safe to do so.
4. Call emergency services (dial 111)
5. If a large fire, do not attempt to extinguish the fire – retreat to a safe distance
6. Notify Club Committee

Precautions

1. Do not endanger yourself
2. Make sure you have an escape route
3. Do not use water on petroleum or electrical fires
4. Do not leave the site unattended if there is a risk of further outbreak
5. Notify Club Committee

Using a fire extinguisher

1. Make sure the extinguisher is of the correct type
2. Make the extinguisher ready for use by breaking the seal/removing the safety pin
3. Carry the extinguisher to the fire Keep yourself low to reduce the effect of heat and smoke
4. When in position, aim the extinguisher at the base of the flames
5. Discharge the extinguisher in a sweeping motion across the base of the flames
6. Keep going until you have completely extinguished the fire If the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately
7. Always keep between the fire and your escape route

ADDRESS: MACLEAN PARK, MANLY STREET PARAPARAUMU

FIRE EXTINGUISHER: KITCHEN

ASSESEMBLY POINT: CARPARK (Assemble by wooden bollards to north of building)

CLUB PRESIDENT: GEOFF McDONNELL 0212405086

FIRE ACTION NOTICE

ON DISCOVERING A FIRE

- WARN OTHER BUILDING OCCUPANTS
- YELL “FIRE” - OPERATE FIRE ALARM
DIAL: 111 – ASK FOR FIRE (FROM A SAFE PHONE)
- ADDRESS: **MACLEAN PARK, MANLY STREET**
- ONLY ATTEMPT TO EXTINGUISH THE FIRE IF IT IS SAFE TO DO SO.
- CLOSEST EXTINGUISHER: **KITCHEN**

WHEN WARNED OF FIRE IN THIS BUILDING

- AT THE SIREN SOUND: LEAVE THE BUILDING
IMMEDIATELY USE THE NEAREST EXIT VIA THE FRONT
DOOR TO THE CARPARK
- YOUR ALTERNATIVE EXIT IS AT THROUGH THE SLIDING
DOORS OUT TO THE LAWN
- ASK FOR AST
- ASSEMBLE: **CARPARK**
- STAY AT THE ASSEMBLY POINT UNTIL THE “ALL CLEAR”
IS GIVEN.

**DO NOT RE ENTER BUILDING AFTER YOU HAVE
EVACUATED**

CONTACT: CLUB PRESIDENT 02

Ref: PB0058

20 November 2024

**Jeffrey Dawson
86 The Drive
Paraparaumu 5032**

Dear Jeffrey Dawson

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

Business Name:	Kapiti Underwater Club
Site Address:	Manly Street, Paraparaumu
Legal Description:	Part Section 2 SO 322370
Zone:	Open Space Zone
Consent Description:	Planning Certificate
Proposal:	Application is for a new Club Licence

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012 that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Operative Kapiti Coast District Plan (2021)

Category of Activity:

- **Permitted Activity** Yes
- **Existing Use** Yes
- **Resource Consent Required** N/A
- **Resource Consents Granted:** RMs 940159, 990095, 990342, 990471, & 040048

Conclusion

This application is for a new Club Licence in order to accommodate the existing activity at the above premises.

The Club is incorporated within a separate part of a leasehold building occupied by the Kapiti Boating Club, situated on land zoned Open Space/Recreation Reserve.

The Club has been operating since the 1960's and the clubrooms were rebuilt in 2016/2017 under Building Consent (BC 150552) following extensive fire damage.

Historically, the Club has relied upon Special Licences for several previous Club events, however, the Applicant now proposes to apply for a Club licence which is a more viable option in the long term.

The general nature of the business is that of a sporting club, the principal business being the participation and promotion of sport/diving/fishing.

The Applicant currently leases the premises from Kapiti Coast District Council who have given their approval/permission (via a letter signed by Clare Baker (Advisor Leases and Licences) on behalf of Kapiti Coast District Council (dated 17.10.2024) and submitted with the application, for the Applicant to occupy and hold a liquor licence on the premises.

As noted above, the subject premises is located within land zoned Open Space as identified under the Operative Kapiti Coast District Plan 2021. The immediate and surrounding environment is diverse incorporating land zoned Open Space, Natural Open Space, High Density Residential, and Town Centre.

Neighbouring activities and uses within the immediate vicinity include shops, restaurants, takeaways, Taverns, commercial businesses, residential dwellings and recreational facilities.

The District Plan provisions that relate to the land apply. Resource Consent is not required for the land use as it is classified as a permitted activity under the Operative Kapiti Coast District Plan 2021. Please note that the resource consents listed above relate to previous owner/occupiers of the Kapiti Boat Club and are not relevant to this specific proposal.

The Applicant is advised however, that should the scale and intensity of the existing activity increase, a resource consent application may be required.

Approved hours of operation are as follows:

3.00pm to 9.30pm (Tuesday to Thursday inclusive)

12.00pm midday to 11.30pm (Friday, Saturday, Sunday and Public Holidays)

Decision: Approved

Dated: 20 November 2024



Janice Lee
AUTHORISED OFFICER



Beth Robertson
AUTHORISED OFFICER

Ref: PB0058

20 November 2024

Jeffery Dawson
86 The Drive
Paraparaumu
5032

Dear Jeffery,

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

Business Name:	Kapiti Underwater Club
Site Address:	2 Marine Parade Paraparaumu. (Boating Clubroom)
Legal Description:	Part Section 2 Survey office Plan 322370
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.

This is an existing building that the applicant has declared (see declaration attached to the Building Certificate application form) will not require a change of use or any building work for it to be operated for the use outlined in the declaration. Accordingly, no building consent is required under the Building Act 2004. The applicant is reminded that the building is required to meet the requirements of the New Zealand Building Code to the extent required by the Building Act 2004.

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 not current.

It is the building owner/s responsibility under the Building Act 2004 to ensure that the building warrant of fitness is current. If you are not the building owner please remind them of this.

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

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:	Kapiti Underwater Club
Applicants name: (Individual or Company)	Kapiti Underwater Club Incorporated
Premises address:	Macleans Park Manly Street Paraparaumu 5032
Contact phone:	Club President: Geoff McDonnell 0274844496 Applicant: Josh Masson 02P
Contact email:	kapitiunderwaterclub@outlook.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 or Contact Fire and Emergency New Zealand, wellingtondistrict-rrteams@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:

Josh Masson

Signature:

Add



Date:

29/11/2024

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