

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



## Form 3, 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. **Instructions on how to complete this application are included at the end of the form.**

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 On-Licence

☒ Renewal of On-Licence

☐ Renewal of On-Licence with variation of conditions

Licence number: 45/ON/013/2022

Licence number:

### 2. Endorsements

**Tick the appropriate box if you want to add an endorsement to the licence**

☐ Allow BYO

☐ On-Licence plus Caterer's On-Licence

☐ BYO Licence only

☐ Caterer's On-Licence only (no restaurant)

### 3. Details of Applicant

Full legal name or names to be on licence (if a company, must be company name):

Lucky Road Limited

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

On Licence

### 4. 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

☐ Other (please specify).....

5. 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:		
6. For Applicant that is a Body Corporate, Authority under which Incorporated		
7. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person		
Name: Jo Lewis or Sarah Thompson	Designation/Position: Director Agent	
Telephone:	Mobile: 0276600989 or 021903602	
Email jo@strikenz.co.nz and S.thompson@innovative.ac.nz		
8. Postal Address for Service		
Number/Street/PO Box: 173	Suburb: Greytown	
City: Greytown	Postcode: 5742	
9. Business Details		
Describe principal business, any other businesses		
The Black Stag Tavern in Kapiti		
10. 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.		
11. For a Company whether Incorporated under the Companies Act 1993 or Equivalent Foreign Legislation		
Full Legal Names of Directors:		
Joanne LEWIS		

**12. For a Private Company Incorporated under the Companies Act 1993**

Authorised capital:100	Paid up capital:
Name: Joanne Lewis	Address: Street number
Street: 105 Matatua Road,	Suburb:
City: Raumati Beach, Paraparaumu, 5032 , New Zealand	Postcode:
Date of birth: 21/04/1968	Place of birth:
Designation:Director/Shareholder	Face value of shares held:

**13. For a Partnership**

Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:
Full legal name of partner:		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

**14. Details of Premises (if not a Conveyance)**

Address: Number 8	Street: Kapiti Lights	
Suburb: Paraparamumu	City: Paraparamumu	Postcode:5032

Trading Name: The Black Stag

**If not Owned by Applicant:**Tenure: *(state whether to be held as leasehold, or under tenancy agreement or licence)*

Full legal name of owner: Joncol Limtied

Address: Number PO Box 5415	Street:	
Suburb: Mount Maunganui	City: Mount Maunganui	Postcode:3150

Is the licence conditional on completion of building work: ☐ Yes ☐ No, and if "Yes", state details:**15. Details of Conveyance**Kind: *(eg, ship, railway carriage, bus, etc)*Tenure: *(state whether owned by applicant, or to be operated under charter, lease, or licence)*

<b>If not Owned by Applicant:</b>		
Full legal name of owner:		
Address: Number	Street:	
Suburb:	City:	Postcode:
Any registration number:		
Any home base address:		
Any name used or proposed for conveyance:		
Is the licence conditional on completion of construction work: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> , and if "Yes", state details:		
<b>16. Details of Duty Manager(s)/Proposed Manager(s)</b> <i>If more than two certified managers please attach details separately</i>		
Full legal name: Attached (1)		
Number of manager's certificate:	Expiry Date:	
Full legal name:		
Number of manager's certificate:	Expiry Date:	
<b>17. Business Details</b>		
State the general nature of the business to be conducted by applicant in the premises if licence granted: <i>(for example, hotel, tavern, restaurant, entertainment/nightclub)</i>		
Tavern		
Is the sale of alcohol intended to be the principal purpose of business: <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> and advise the intended principal purpose of business <i>(for example: sale of food; entertainment; accommodation)</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: <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> - and if "Yes", advise the nature of other goods or services. <i>This is to assess whether other goods and services provided are compatible with the sale of alcohol.</i>		

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

8am to 1am Monday to Sunday

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 #.....

#### 18. Conditions

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

**Doc attached?  
Number.**

Describe experience and training of applicant:

Over 13 years operating licenced premises across wellington

Yes / No

#.....

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

Menu attached

**Yes / No**

#...2.....

Describe the type and range of non-alcoholic beverages intended to be available for purchase:

Drinks list attached

**Yes / No**

#....2.....

Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):

Drinks list attached

**Yes / No**

#.....2.....

Describe to what extent, and where, drinking water is intended to be freely available to patrons (if no access to mains water supply, also advise the potability of water intended to be available):

Yes / No

#.....

Free Water is provided to all tables and a self serve on the bar	
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<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>All staff are responsible for checking ID from anyone believed to be under the age of 25 years old. The four acceptable proofs of age Are: - HNZ 18 +, Kiwi Access Card New Zealand Drivers Licence &amp; current International or New Zealand Passport. NO ID NO SERVICE. Signage is displayed All staff including security are responsible for making sure none of the customers become intoxicated on the premise. If anyone is showing signs of intoxication, they will be refused entry onto the premise. If any customer is showing signs or becoming intoxicated, they will be offered alternatives such as free water, non-alcoholic drink, food. All staff will be informed to stop service and this will be written in the log book. Staff will also offer to arrange one of the transport options to help them get home safely.</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>Host Responsibility Policy:- Signage will be displayed. Host Responsibility Policy- throughout our premise Menu, Drinks list with our Low and Non Alcoholic drinks. NO ID NO Serve. Sign reminding staff how to check ID and the date to look for. Customers who are showing signs of Intoxication will not be served. Phone for staff to call either a Taxi or one of the other transport options. Food will be on offer at all times we are open for the sale and supply of alcohol. All staff with be instructed on this policy. Free Water: - Free tap water will be available at all times alcohol is being sold. This is placed on the bar for self service.</p>	<p>Yes / No #.....3.....</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>Promotions:- the Black Stag may offer 20% discount on food and beverage including alcoholic beverage for large pre-arranged group functions. The Black Stag management do not feel this encourages excessive consumption. The do not offer any games or challenges to encourage rapid or excessive drinking. All staff will attend training Based on the 'The Bar Code issued by Harm Promotions Agency'. This will cover, but not be limited to - Licence Conditions, Staff responsibility when serving and selling alcohol, Issues relating specifically to our premise, Incident Log Book, Duty Manager &amp; Licensee responsibility's. Emergency procedure, Drink Spiking, Host Responsibility. Staff will be required to read and sign that they understand the following points which are required by law under the Sale and Supply of Alcohol Act 2012.:</p>	<p>Yes / No #.....4.....</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>	<p>Yes / No</p>



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. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i>	<b>Yes / No</b> #....5.....
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>	Yes / No #.....
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. <input type="checkbox"/> Yes <input type="checkbox"/> 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).	<b>Yes / No</b> #....6.....
Please attach a photograph or artist's impression of the exterior of the proposed premises. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i>	Yes / No #.....
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.	<b>Yes / No</b> #.....3....
Please attach a copy of a sample food menu.	<b>Yes / No</b> #....2.....
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. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	Yes / No #.....



20. Attachments (Conveyance)		Doc attached? Number.
<ul style="list-style-type: none"> <li>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</li> </ul>		
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.		Yes / No #.....
For body corporate applicant, copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>		Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the conveyance. <i>Not required for renewal unless major changes have been undertaken since the last issue or 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 the conveyance is 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 conveyance. <i>Not required for a renewal unless the previous lease has expired.</i>		Yes / No #.....
<b>21. Further details when Applicant is a Company</b> <i>Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.</i>		
Name: Joanne Lewis	Address: 105 Matatua Road	
Suburb: , Raumati Beach	City: Paraparaumu	
Postcode: 5032 ,	Date of birth: 21/04/1968	
Place of birth: new Zealand	Designation: Director/Shareholder	
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 number #.....		

**22. Further details when Applicant is a Partnership**

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:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:

Are additional sheets attached? Yes / No - Doc number #.....

**23. 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: Joanne Lewis

Date: 6/01/2026

Signature:



Dated at location: 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 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 [jo@strikenz.co.nz](mailto:jo@strikenz.co.nz) and [S.thompson@innovative.ac.nz](mailto:S.thompson@innovative.ac.nz)

**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		
<p>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.</p> <p>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.</p>		
Before lodging application		
<p>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 '<i>conveyance</i>' means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people.</p>		
Completing 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. This is for restaurants who only allow BYO and caterers who also have a 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)	<p>All applicants must complete either 14 or 15.</p> <p>A '<i>conveyance</i>' is <i>premises</i> which are used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle.</p> <p>A 'premises - not a conveyance', are any other type of premises (building) for which you are seeking a licence.</p>
15	Details of Conveyance	
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.

# Duty Managers The Black Stag

[illegible]



## **DRINKS**

### **On Tap**

Bouncing Czech Pilsner

Carlsberg

Db Export 33

Tui

Wild Buck Ale

Wild Buck Gold

### **Big Bottles**

Db Draught 750ml

Lion Brown 750ml

Speights 750ml

Tui 750ml

Waikato 750ml

### **House Wine**

Sauvignon Blanc

Pinot Gris

Chardonnay

Merlot

### **Low Alcohol**

Amstel Light

Heineken Light

Matua Light Sav

### **Non Alcoholic**

A full list of soft drinks

And juices are available.



## FOOD

Menu's are available from:

**Noodle Canteen**

**Tavern Takeaway's  
Cafe Palms**

**Just ask one of the friendly team**



You are also welcome to order  
Uber Eats or Pizza directy from:

**Hell's  
Dominoes  
Pizza Hutt**

to be delivered to the Black Stag!



## Bar Snack Menu

Sausage Roll	\$3
Pies	\$4
Butter Chicken	\$6
Macaroni Cheese	\$6

Ask about our great local takeaway's that you  
can enjoy here at The Black Stag



# *HOST RESPONSIBILITY POLICY*

## *FOR*

3

## **The Black Stag**

*As responsible host we aim to :-*

*Prevent intoxication*

*Provide and actively promote low and non-alcoholic beverage alternatives.*

*Free water available at all times.*

*Serve alcohol responsibly or not at all.*

*Not serve alcohol to minors.*

*Provide and actively promote substantial food.*

*Arrange safe transport options.*

- *Now to ensure these we have trained our staff to serve liquor after verifying age by passport /NZ Driving licence/18+ Card/Kiwi Access Card.*
- *Staff have been trained about intoxication and prevent anyone becoming intoxicated in our premises, refuse service to anyone who is intoxicated and ensure intoxicated customers leave the premises*
- *We will not be running any liquor promotions.*
- *A reasonable amount of low and non alcoholic drinks are provided and we promote these drinks through staff recommendations. Free water is easily available.*
- *As a responsible host we provide a large variety of food that is available at all times .*
- *Transport options-As responsible host we make sure and talk to our customers to work out how they are getting home .Display of the taxi numbers on the premises.*
- *All the mandatory signage is displayed on the exterior at the entrance to be easily read.*

*By following above steps we create a safe environment and reduce the risk of liquor abuse*

# Staff Host Responsibility Declaration and Implementation Plan



Please initial at the bottom of each page and sign at the end where indicated.

**Employee Name:** \_\_\_\_\_

**Date:**

**Position Held:** \_\_\_\_\_

**Establishment:** The Lanes

I have attended the in-house staff training programme and acknowledge the following:

## **Sale and Supply to Minors (those persons under 18)**

I understand that the Black Stag is Supervised (minor must be accompanied by their parent or legal guardian), Restricted (minors are not permitted in this area) it is an offence under the Sale of Liquor Act to sell or supply alcohol to any persons under 18 years of age.

I understand that it is my responsibility to check the age of any person who I consider to be under 25 years old by asking for the appropriate identification.

I understand that there are only four forms of identification that are considered acceptable, being CURRENT versions of;

1. New Zealand or International Passport
2. New Zealand or International Drivers Licence
3. HANZ 18 + card
4. Kiwi Access Card

If in doubt of a person's age (being under 18) I agree to contact my Duty Manager, otherwise I will not sell or supply liquor.

I am aware that signs are displayed around the premises advising customers that alcohol will not be sold to minors and I can refer customers to these signs if necessary.

I fully understand that I am liable for a fine of up to \$2,000 for each person under 18, I sell or supply liquor to.

## **Sale and Supply to Intoxicated Persons**

I understand that it is an offence under the Sale of Liquor Act to sell or supply alcohol to a person who is intoxicated.

I know that slurred speech, loss of balance, spilling drinks, loss of train of thought, glassy eyes and stumbling can be some of the high-level signs of intoxication and I am able to use the "Traffic light system" to ascertain what level of intoxication a patron may be at.

I understand that I have several options available when dealing with people who are showing low level signs of intoxication.

1. Slow service
2. Offer alternatives to alcohol
3. Offer food
4. Speak to other members of the group regarding the matter
5. Inform my Duty Manager

I understand that if a guest is becoming moderately intoxicated while on our premises that it is my duty to:

1. Stop service
2. Inform my Duty Manager
3. Tell another member of staff of my decision

If a guest has become intoxicated, I understand that by law they cannot enter the premises, remain on the premises or consume any alcohol on the premises.

I am aware that signs are displayed around the premises advising that alcohol will not be served to intoxicated persons and I can refer customers to these signs if necessary.

I fully understand that I am liable for a fine of up to \$2,000 for each person who is intoxicated, that I sell or supply alcohol to.

## **Liquor Promotions**

I understand that this establishment does not enter into any cut price drinking promotions which will encourage rapid drinking and I will respect and abide by this rule.

## **Free Water & Low / Non Alcoholic Drinks**

I am aware that "The Black Stag has a range of low alcohol and non-alcoholic drinks available at a reasonable price. I will promote these by pointing out to guests where on the menu these low and non-alcoholic drinks are listed. I will also encourage guests who are showing signs of intoxication to try a non-alcoholic drink from our range, or offer them water.

## **Food**

I understand that food is part of our core business and that we have a wide range of meals and snacks available for guests. I will promote food by telling guests about our food specials. I will also encourage guests who are showing signs of intoxication to try something from the range of delicious and quick to prepare food options on our menu.

## **Alternative Transport Options**

I understand that it is my responsibility to evaluate a person's ability to drive safely after consuming alcohol at our premise.

I understand that I have a responsibility to encourage patrons to seek an alternative to driving after they have consumed alcohol, such as;

1. Leaving with somebody who has not consumed alcohol
2. Arranging a Taxi or Dial-a-driver
3. Calling a friend to pick them up

I understand that we have information on alternative transport readily available and that it is my responsibility to encourage our customers to make use of these services, such as using the phone which is freely available for guests who need to arrange alternative transport.

I will attend all team meetings and complete all training as required.



Employee signature:

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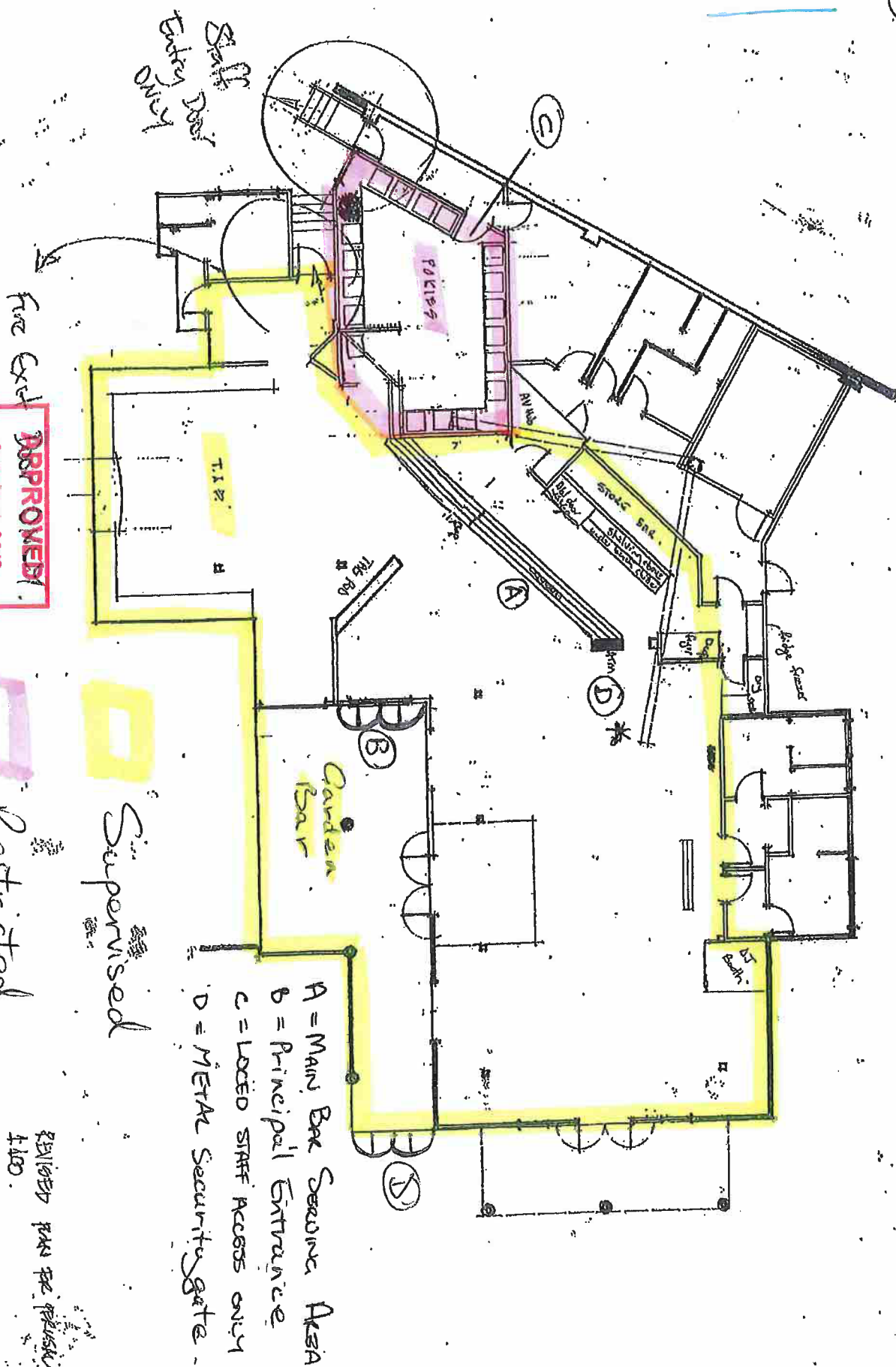
Witnessed by:

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Position:

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Att 1



2a Black Stars

Supervised

Restricted

Licensed Area

PAID FOR PERS. 4100.

APPROVED  
20-OCT-2016

# CPTED site assessment for a premises with an on-licence – checklist

## Bar area

Bar staff have good visibility of entire premises	Yes	No	N/A
Area behind the bar is raised to improve visibility	Yes	No	N/A
Bar area is open with no obstructions affecting monitoring of premises	Yes	No	N/A
Cash registers are front facing	Yes	No	N/A
If cash registers are not front facing mirrors are installed for monitoring customers	Yes	No	N/A
Safe is out of public view	Yes	No	N/A

## Internal layout

Premises is laid out so staff can monitor patrons at all times	Yes	No	N/A
There are no obstructions within the bar causing blind spots	Yes	No	N/A
Where there may be blind spots, mirrors or CCTV are installed	Yes	No	N/A
Bar is easily approached by customers	Yes	No	N/A
Customers can easily move around the premises	Yes	No	N/A
Sufficient seating is provided	Yes	No	N/A
Customers cannot climb on structures or fittings	Yes	No	N/A

## Crowding

The premises are not overcrowded	Yes	No	N/A
The maximum number of patrons for the premises is displayed and complied with	Yes	No	N/A

## Lighting

Internal lighting is suitable	Yes	No	N/A
Lighting allows door staff to check IDs etc	Yes	No	N/A
Lighting allows staff to monitor patrons inside the premises	Yes	No	N/A
No areas are too dark inside the premises	Yes	No	N/A
Internal lighting can be raised in an emergency or incident and at closing time	Yes	No	N/A
External lighting is suitable	Yes	No	N/A
External security lighting is installed	Yes	No	N/A

Ventilation			
A ventilation system is installed	Yes	No	N/A
The premises are maintained at a suitable temperature	Yes	No	N/A

Outdoor drinking areas			
Outdoor drinking areas are monitored by bar and/or security staff	Yes	No	N/A
Lighting allows staff to monitor patrons	Yes	No	N/A
Customers can move easily around the outdoor drinking areas	Yes	No	N/A
Outdoor drinking areas are well defined from surrounding external environment	Yes	No	N/A
Pavement creep is not evident	Yes	No	N/A
Outdoor drinking areas are not overcrowded	Yes	No	N/A
A street trading licence or equivalent is held and is current	Yes	No	N/A

CCTV			
CCTV is installed	Yes	No	N/A
CCTV is positioned to monitor vulnerable areas	Yes	No	N/A
Patrons are aware of the CCTV system	Yes	No	N/A
Staff understand its operation	Yes	No	N/A

Entrances and exits			
Entrances and exits are visible from behind the bar area	Yes	No	N/A
CCTV is installed to monitor blind entrances and exits	Yes	No	N/A
Door staff monitor entrances and exits	Yes	No	N/A
Where queuing occurs outside the premises, there is sufficient space	Yes	No	N/A

Toilets			
Toilet facility entrances are visible from the bar area	Yes	No	N/A
Toilets are inspected regularly	Yes	No	N/A

Staff			
There are sufficient numbers of staff to ensure control of the premises	Yes	No	N/A
Staff are visible to patrons	Yes	No	N/A
Staff monitor the premises for conflict and crime	Yes	No	N/A
Security staff are properly trained and certified	Yes	No	N/A

18	Conditions	All applicants to complete.
19	Attachments (if not a conveyance)	All applicants must complete either 19 or 20 (see 14/15).
20	Attachments (conveyance)	
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.



# 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:	The Black Stag		
Applicants name: (Individual or Company)	Lucky Road Limited		
Premises address:	8 Kapiti Lights Pararapaumu		
Contact phone:	Home:	Mobile:	0276600989
Contact email:	jo@strikenz.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](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:

Joanne Lewis

Signature:



Date:

21/01/2026

## 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