

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 type="checkbox"/> New Club Licence	<input checked="" type="checkbox"/> Renewal of Club Licence Licence number: <u>45/CLUB/009/2019</u>	<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: <u>WAIKANAE BOATING CLUB</u>		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence <u>Club Licence</u>		
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 type="checkbox"/> Incorporated Society	
<input checked="" type="checkbox"/> Other (please specify)... <u>CLUB</u>		
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:

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<input checked="" type="checkbox"/> Other (please specify) <u>CLUB</u>	

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: <i>Hannah Spicer</i>			
Telephone:	Mobile: <i>0224048660</i>	Fax:	
Email: <i>Secretary.waikanaebocating@gmail.com</i>	Website: <i>gmail.com</i>	Preferred mode of contact: <i>Mobile</i>	
7. Postal Address for Service			
Number/Street/PO Box: <i>251</i>		Suburb: <i>Waikanae</i>	
City:		Postcode: <i>5036</i>	
8. Business Details			
Describe principal business, any other businesses			
9. Criminal Convictions			
Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.			
10. Details of Premises			
Address: Number <i>97</i>		Street: <i>Tutere Street</i>	
Suburb: <i>Waikanae</i>		City:	Postcode: <i>5036</i>
Any name, trading name, or name of building:			
Trading Name:			
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: Hannah Spicer			
Number of manager's certificate: 45/CERT/292/2015		Expiry Date: 13.08.2022	
Full legal name: Renee Rosamond Tovey			
Number of manager's certificate: 45/CERT/990/2022		Expiry Date: 25.01.2023	
12. Club Details			
State authority under which the club is incorporated:			
Membership: total membership... 820 number of members under 18 years of age... NIL			
Contact details of club secretary - Name: Hannah Spicer			
Address: Number/PO Box 6		Street: TE HARAWIRA STREET	
Suburb: OTAKI		City:	Postcode: 5512
Telephone:	Mobile: 0224048660	Fax:	
Email: secretary.waikanae.boating@gmail.com	Website:	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 provide facilities at Waikanae Beach, Supporting activities for Surf Club & Coastguard, Boaters and launching of boats.			
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"/> Yes <input checked="" type="checkbox"/> 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 your current licensed hours not trading hours):

Sunday to Thursday - 12 noon to 11pm.

Friday, Saturday & public holidays - 12 noon to 12 midnight

Do you have an encroachment licence to consume alcohol on footpath: Yes No If 'Yes', please attach and number #.....

13. Conditions

Doc attached? Number.

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

Describe experience and training of applicant:

Yes / No #.....

- All Current staff are current Duty managers.

- All Committee members are familiar with the 'SCAB' principals and assist with monitoring of club members.

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

Yes / No #.....

'The Galley' provide the club with full substantial meals.

The Galley is open as soon as the bar opens in the afternoon.

If for any reason the galley is not available then Full sized meals from 'The pantry' Waikanae are kept frozen for purchase.

...Conditions contd-	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>wide range of soft drinks Filtered water cooler Tea / coffee Orange Juice</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Speights mid ale - 2.5% DB export citrus - 2% Heinekin 0% - 0% peroni mid - 3.5% peroni 0% - 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>water cooler located by kitchen Servery. Carafes filled with water^(daily) & available in glasses fridge -</p>	<p>Yes / No #.....</p>

...Conditions contd-	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>We Supply half price taxis for our members.</p> <p>We have Signage up and around the club.</p> <p>Landline phone available for members to use, otherwise Bar staff can help & call taxi</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>To ID check persons that look under 25.</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>We supply half price taxis.</p> <p>We promote Low & 0% Alcohol also water & soft drinks Food is always available</p> <p>We do not promote anything that will encourage drinking</p>	<p>Yes / No #.....</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>Incident / Daily diary is filled in daily by staff. Monthly meetings are held with staff and committee to go through any incidents.</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>Acoustics are installed throughout club ceiling to reduce noise to neighbouring properties. Committee on duty patrol building also to ensure all is well.</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 style="text-align: center;">No variation.</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>

14. Attachments

Doc attached?
Number.

- When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....')

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. Refer to Declaration form on page 11.	Yes / No #.....
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 / No #.....
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>	Yes / No #.....
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 / No #.....
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 #.....
Names of other clubs with which club has reciprocal visiting rights for members: Coastguard NZ Waikanae Surf Club Manawatu Marine Boating Club	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 #.....
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. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>	Yes / No #.....
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 / 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 licence to this premise. <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: *Hannah Spicer*

Date: *20.04.22*

Signature: *H. Spicer*

Dated at location: *97 Tutere Street*

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 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

DECLARATION OF EVACUATION SCHEME

To be used with applications for New, or Renewal of, On, Off and Club Alcohol Licences

(Sale and Supply of Alcohol Act 2012 sections 100 & 127)

Licence number:	
For premises known as:	Waikanae Boating Club
Located at:	97 Tutere Street

I, (applicant) Hannah Spicer (please print)

Herewith state that: (Please delete whichever does not apply)

(i) The building in which the premises is situated has an evacuation scheme for public safety which meets the requirements of section 21(b) of the Fire Service Act 1975.

OR

(ii) Because of the buildings current use, the owner is not required to provide and maintain such a scheme.

OR

(iii) Because of the nature of the building, its owner is exempt from the requirement to provide such a scheme.

Signed: [Signature] (applicant)

Date: 20.04.22

Please include this declaration with your application for forwarding to NZ Fire Service.

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Signed:

Name: (please print)

Date:



Bar Snacks & Entrees		Mains		
Fries with aioli	7	Seafood chowder ~ Fresh fish, mussels, prawns & vegies in a creamy veloute' with garlic toasted ciabata Venison burger ~ Wild venison pattie with streaky bacon , red onion, aioli, burger sauce & slaw in a melted cheddar cheese artisan bun & fries (gf bun available)	23	
Salt & pepper squid with aioli & sweet chilli sauce	13			
Prawn cutlets with sweet chilli sauce	13			
Garlic pizza bread with almond cream	14			23
Beer battered prawns with aioli & sweet chilli	16			
Paua fritters with aioli	16			
Beef & chilli bean nachos with (GF) corn chips, salsa & sour cream	20	Chicken & camembert salad ~ marinated strips of chicken tenderloins & crumbed camembert on seasonal greens with toasted cashews & our sweet chilli aioli dressing	25	
Galley's Pizza ~ Vegetarian – seasonal (of your choice) ~ Salami, jalapeno, olives & feta ~ Chicken, bacon, cranberry & brie ~ Prawn, bacon, capsicum & sweet chilli sauce Vegan cheese available - extra \$2	22			Paua fritters ~ twice minced paua from the wairarapa, with citrus aioli, fries & salad
Kids Meals \$12 (kids only)		Pork belly ~ Slow braised in a blueberry & Bbq jus' served on agria potato & kumara mash with beetroot & apple slaw	29	
Crumbed chicken tenders with chips & cob of corn				Sides 3 garlic prawns \$5 2 free range eggs \$5 Paua fritter \$8 Small fries \$5
Battered (or pan fried) fresh fish, chips & cob of corn				
Pizza ~ bacon & cheese				
Kids ice cream sundae \$3 (adult \$5)		*Desserts on specials board*		



Public Holiday Menu

Fries with aioli	6
Salt & pepper squid with aioli & sweet chilli sauce	12
8 Prawn cutlets with sweet chilli sauce	12
8 beer battered prawns with aioli & sweet chilli	15
Garlic pizza bread with almond cream	14
Beef & chilli bean nachos with (GF) corn chips, salsa & sour cream	18
Galley's Pizza	20
~ Vegetarian – seasonal (of your choice)	
~ Salami, jalapeno, olives & feta	
~ Chicken, mushroom, capsicum & bbq	
~ Prawn, bacon, capsicum & sweet chilli sauce	
Vegan cheese available - extra \$2	



HEAT AND EAT FROZEN MEALS

Net weight. 400 - 420 grams

Keep frozen below - 18°C until ready to use

DO NOT REFREEZE

28 MAR 2022

7 Omaha Street, Waikanae

MEAL SIZE

Beef

MEAL TYPE

IN THE OVEN

IN THE MICROWAVE

Pre-heat oven to 200°C

Place in centre of oven and heat for approximately 20 minutes until sufficiently heated.

Remove lid and serve.

1. Remove the lid completely and cover with a paper towel.
2. Place in centre of microwave and heat on high until sufficiently heated.
3. Stand for 2 minutes before serving.