

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 Horowhenua Coastal Football Club Incorporated. Te Kotahitanga Football Club Incorporated		
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: Alan Edwin Jones		
Any aliases (and/or maiden name):		
Usual residential address: Number 23	Street: Grand Poppa Way	
Suburb: Otaihangā	City: Wellington	Postcode: 5036

Sex: Male		Occupation: Semi Retired / Carer for grandchildren	
Date of birth: 13.02.1964		Place of birth: Birkenhead United Kingdom	
Telephone:	Mobile: 0275238482		Fax:
Email: alan@tkfootball.nz	Website:		Preferred mode of contact:

5. For Applicant that is a Body Corporate, Authority under which Incorporated

~~Horowhenua Coastal Football Club Incorporated~~ Te Kotahitanga Football Club Incorporated

6. For Applicant that is Not a Natural Person(s), Details of Contact Person

Name:		
Telephone:	Mobile:	Fax:
Email:	Website:	Preferred mode of contact:

7. Postal Address for Service

Number/Street/PO Box:	Suburb:
City:	Postcode:

8. Business Details

Describe principal business, any other businesses Football Club

9. Criminal Convictions

Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). ☐ Yes ☒ X No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.

10. Details of Premises

Address: Number 15		Street: Scaife Drive	
Suburb: Paraparaumu		City: Wellington	Postcode: 5032

Any name, trading name, or name of building: Mazengarb Reserve Sports Complex

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: Kapiti District Council

Address: Number 175		Rimu Road	
Suburb: Paraparaumu		City: Wellington	Postcode:5032
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input checked="" 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: Francis William Arthur Jenkins			
Number of manager's certificate: 45/CERT/953/2021		Expiry Date: 20 th October 2025	
Full legal name:			
Number of manager's certificate:		Expiry Date:	
12. Club Details			
State authority under which the club is incorporated			
Horowhenua Coastal Football Club Incorporated		Te Kotahitanga Football Club Incorporated	
Membership: total membership.....220 approx. number of members under 18 years of age...120...approx.....			
Contact details of club secretary - Name: Jo Baker			
Address: Number/PO Box		Street:	
Suburb:		City:	Postcode:
Telephone:	Mobile: 021454806	Fax:	
Email:secretary@tkfootball.nz	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.			
A football club were members and their guest can play or watch football games.			
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 hour

Club Hirers building on these days for Club licence application

Match Days - 12 midday to 6.30pm

Prize Giving - 6pm to 11pm

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:

All Duty managers have completed the LCQ.

Any new duty manager will have worked at the club under the direct support of a qualified and experienced Manager supporting and overseeing them during this induction period.

Any volunteer that are not qualified as duty Managers will work with a qualified manager for the first month so that they are aware and competent of their responsibilities under the Act and their Host Responsibility obligations.

A duty manager will always be available to support as and when needed.

Yes / No

#.....

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

There will be hot food available to purchase during game days, as there is a kitchen available at the sports complex, the club will be looking to provide hot chips, toasties, pies, sausage rolls, soups and sandwiches.

The club provides hot meals for those playing football following the completion of their games.

Yes / No

#.....

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...Conditions contd-	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Soft drinks such as Coke, Spirite alongside healthy option soft drinks such as sugar free. Also we will provide a variety of non alcohol beers and wines as part of the club drive to encourage health choices with eating and drinking.</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Low alcohol wine, low / non-alcohol bottle beers such as Heineken 0.0 and Corona Cero.</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>Free water will be supplied at the bar as well water being placed on tables as part of the after-match celebration. Duty manager / volunteer will be responsible for replenishing the jugs of water.</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>A sign offering support of the bar staff to book and order taxis will be place in view for all members to see . Signs will be placed in both bathrooms, around the bar area and in the clubrooms.</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>Ask for identity for anyone looking under 25 years of age, ensuring the identity matches the individual and is an acceptable form of Identification.</p> <p>An age chart will be placed behind the bar to ensure the client is of legal age to purchase and consume alcohol.</p> <p>Use the SCAB tool to assess the level of intoxication and reduce service if appropriate. Offer food and water as alternatives to anyone who is moving towards intoxication.</p> <p>We will refuse to serve anyone intoxicated and inform any of their group that we will be reducing service.</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>Free Water available at the bar and in the clubroom</p> <p>Food will be promoted and available to members and their guests</p> <p>Non and Low alcohol range of drinks available alongside a variety of soft drinks.</p> <p>Clear signage around the bar and clubroom on who will be refused service and the need for appropriate identification.</p> <p>Any person intoxicated will not be served and will be asked to leave the clubrooms and if required alternative transport arranged.</p>	<p>Yes / No #.....</p>
<p>...Conditions contd-</p>	<p>Doc attached? Number.</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>SCAB rule behind the bar for reference</p> <p>Running of the bar and any licencing compliance requirements will be discussed at the monthly committee meeting and will form part of an ongoing agenda item. All compliance requirements will be discussed and recorded as part of the meeting minutes.</p> <p>The club will identify a committee member who will liaise directly with the bar staff to ensure comprehensive communication between all.</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><i>For all functions the bar will be closed at 11pm with most members and their guest will have left the clubrooms by 11.30pm.</i></p> <p><i>We will ensure that bar staff have checked the surrounding area and will, if necessary, offer the support of ordering a taxi</i></p> <p><i>All external doors would be closed during any music activity reducing the noise to neighbours.</i></p> <p><i>Bar staff role will also be to ensure all rubbish is disposed of appropriately.</i></p>	<p>Yes / No #.....</p>

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: Alan Edwin Jones

Date:

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

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Very Low | <input type="checkbox"/> High |
| <input type="checkbox"/> Low | <input type="checkbox"/> Very High |
| <input type="checkbox"/> Medium | |

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

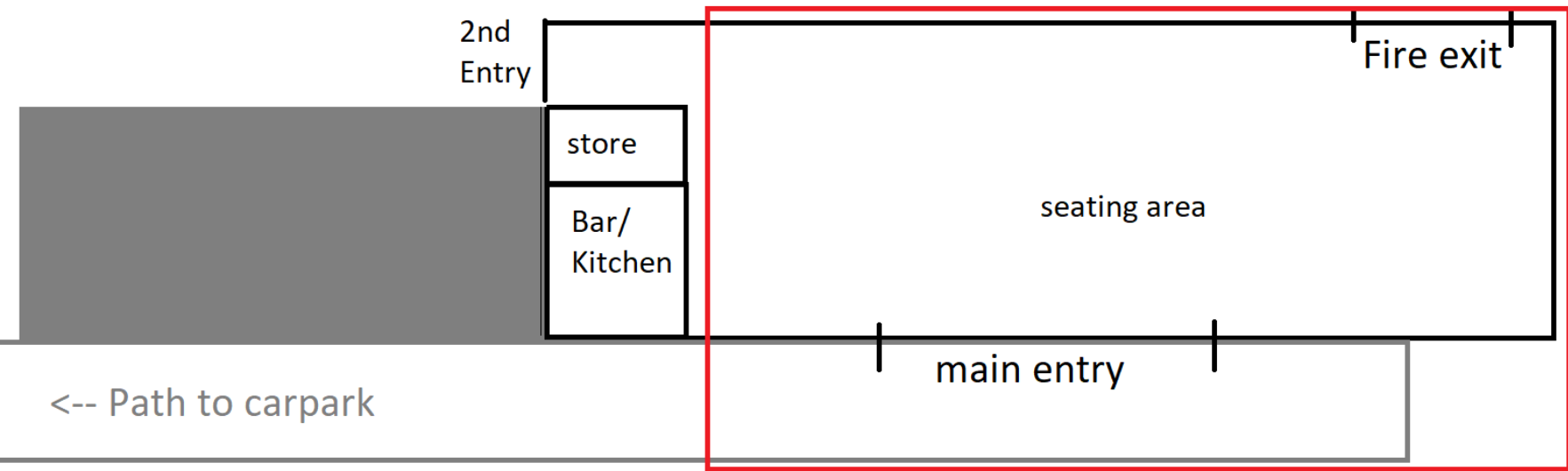
Attachments checked?

- ☐ 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: _____

Area of License application:

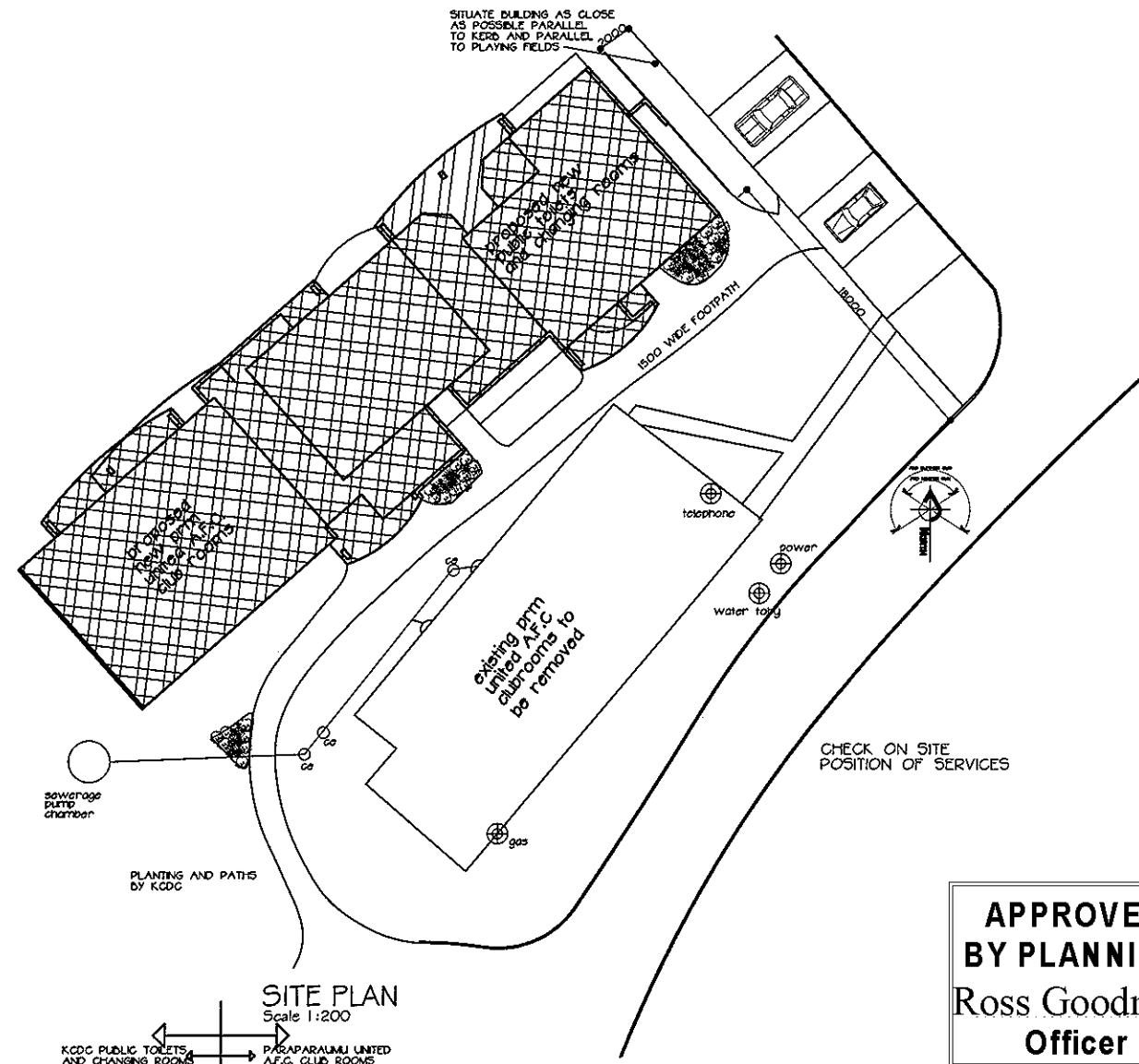
Main Seating area, and small fenced outdoor area adjacent to the main entry, for smoking/vaping.





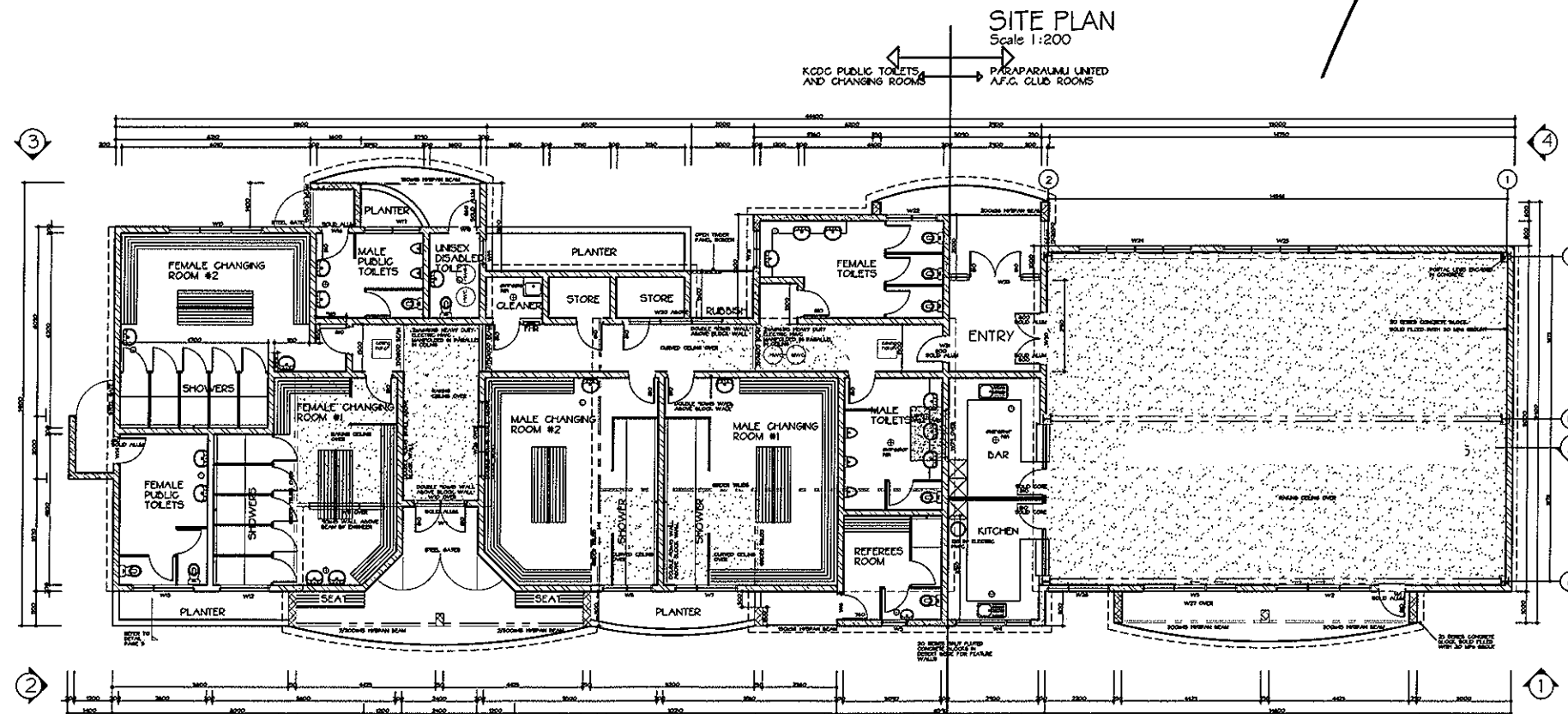
SITE PLAN
Approx. Scale 1:500

100mm stormwater drain to discharge to the watercourse.
at the outlet point ensure that erosion doesn't occur
by installing a concrete apron.



**APPROVED
BY P & D**
Simon Copp
Officer
6/9/2005

**APPROVED
BY PLANNING**
Ross Goodman
Officer
7/09/2005



OVERALL PLAN
Scale 1:100

K.C.D.C. PUBLIC TOILETS
AND CHANGING ROOMS
PARAPARAUMU UNITED
A.F.C. CLUB ROOMS

**APPROVED
BY BUILDING**
Peter Wilkinson
Officer
15/09/2005

PROJECT:	PROPOSED NEW SPORT FACILITY CENTRE MAZENGARB RECREATIONAL RESERVE	
	<div><div></div><div>DesignNetwork Kapiti</div></div>	
REVISIONS:		
301 Kapiti Road PO Box 1616 Paraparaumu Beach New Zealand Tel: 04 902 5505 Fax: 04 902 5504 Email: kapiti@designnet.co.nz		
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK. DO NOT SCALE DRAWINGS. THESE DRAWINGS ARE COPYRIGHT. DRAWINGS TO BE READ IN CONJUNCTION WITH STRUCTURAL ENGINEERS DRAWINGS.		
DATE:	AUGUST 2004	
DESIGNED:	M STEVENS	
DRAWN:	R GARDINER	
CAD REF:	2885	
SCALE:	AS SHOWN	
JOB/SHEET No:		
2865/1		
(A1 original) OF 11		

Mazengarb Sports Complex Evacuation Plan

FIRE ACTION NOTICE

IF YOU DISCOVER FIRE



ACTIVATE



EVACUATE



DIAL 111

- ACTIVATE THE NEAREST FIRE ALARM CALL POINT
- EVACUATE USING THE NEAREST SAFE EXIT
- CALL FENZ - DIAL 111 - GIVE BUILDING AND EMERGENCY DETAILS
- FIRE FIGHTING EQUIPMENT IS LOCATED IN THE KITCHEN AND BESIDE CHANGING ROOMS - USE ONLY IF SAFE TO DO SO

IF THE FIRE ALARM SOUNDS



EVACUATE

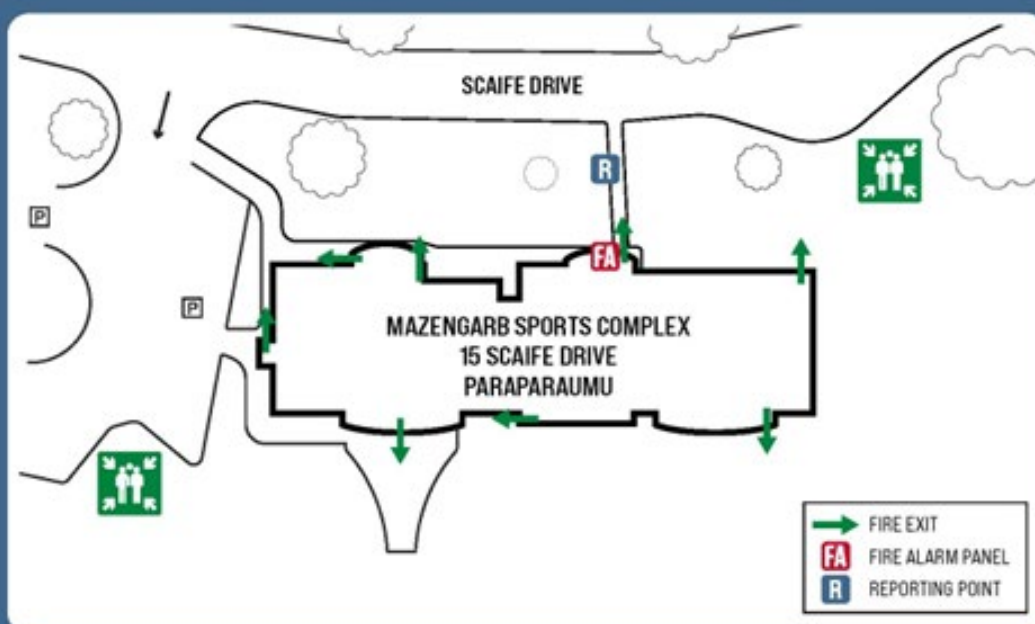


ASSIST



ASSEMBLE

- EVACUATE USING THE NEAREST SAFE EXIT
- IF YOU REQUIRE ASSISTANCE, FOLLOW YOUR PLAN OR LET STAFF KNOW YOU NEED HELP
- PROCEED TO THE ASSEMBLY AREA AS SHOWN BELOW



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:	Mazengarb Sports Complex
Applicants name: (Individual or Company)	Te Kotahitanga Football Club
Premises address:	15 Scaife Drive, Paraparaumu 5032
Contact phone:	Home: Add Mobile: 0275238482
Contact email:	alan@tkfootball.nz

2. Fire evacuation scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. www.fireandemergency.nz or Contact Fire and Emergency New Zealand, wellingtondistrict-rteams@fireandemergency.nz.*

Statement

I hereby state that (tick one):

☒ the **owner** of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017;

OR

☐ because of the building's current use, its owner is not required to provide and maintain such a scheme;

OR

☐ because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

NOTE:

If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand.

Name:

Alan Jones

Signature:

Alan Jones

Date:

14/2/2025.

Submitting applications

Email completed forms to: licence.application@kapiticoast.govt.nz

Post to:

Alcohol Licensing Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or deliver to:

Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

3 March 2025

The President
TK Football Club Inc
Mazengarb Park
Paraparaumu

by email: president@tkfootball.nz

Dear Alan

APPROVAL OF AN ON ALCOHOL LICENCE

Thank you for your request for approval of an alcohol licence for your Club at Mazengarb Park, Paraparaumu.

As discussed with you, I confirm that the Property Team, as Council's Landlord, has no objection to the issuing of an On Alcohol Licence at Mazengarb Hall, Mazengarb Park on the following days and times only:

Match Days – 12.00 – 6.30pm

April	6 th , 20 th and 27 th
May	4 th , 10 th , 25 th and 31 st
June	8 th , 14 th , 22 nd and 29 th
July	5 th and 20 th
August	10 th , 17 th and 24 th

Club Presentation Evening 13 September from 6.00 – 11.00pm.

Any further days and times will need to be applied for on a case by case basis.

Yours sincerely



Clare Baker
Advisor Leases and Licences
Kapiti Coast District Council
clare.baker@kapiticoast.govt.nz
027-2089-181



APPLICATION FOR PLANNING AND BUILDING CERTIFICATES FOR PURPOSES OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012

Options Required			Council Use Only:
<input type="checkbox"/> Planning Certificate	<input type="checkbox"/> Building Certificate	<input type="checkbox"/> Both	SR no:

Applicants Details			
<input checked="" type="radio"/> Mr / Mrs / Ms / Miss / Dr (circle which applies)			
First Name(s): <u>Alan</u>		Last Name: <u>Jones</u>	
Street Address: <u>23 Grand Popa Way, Otahanga, Wellington 5036</u>			
Postal Address:			
Phone Business:	Home:	Mobile: <u>0275238482</u>	
Email: <u>alan@tkfootball.nz</u>			

Received by Kāpiti Coast District Council
5 FEB 2025
By <u>JAKED</u> Time <u>10:05</u>

Premises Details	
Name of Building: <u>Mazengarb Sports Complex</u>	
Premises Location: Level of building	Position within that level:
Address of Proposed Licensed Premises: <u>15 Scaife Drive</u>	
Suburb: <u>Paraparaumu Wellington 5032</u>	
Proposed trading name for the premises: <u>Te Kōwhirianga Football Club</u>	
Maximum occupancy limit (if known):	

Please select one of the following	
The building in which the premises intended to be licensed under the Sale and Supply of Alcohol Act 2012 is	
A	<input type="checkbox"/> A new building – i.e. not built yet or, in the process of being completed and subject to Building Consent no:
B	<input type="checkbox"/> An existing building to which alterations are being made and/or the use is being changed and subject to Building Consent no:
C	<input type="checkbox"/> An existing building to which alterations are being made that do not require a building consent.
D	<input checked="" type="checkbox"/> An existing building – no change of use or alterations being made: If you selected D please complete the following declaration: I <u>Alan Jones</u> declare that the premises located at <u>Mazengarb Sports Complex</u> Kapiti, that has operated as a <u>Sports Complex</u> will continue to be operated as a <u>Sports Complex</u> during my tenure. I declare that I do not intend to make alterations to the premises. I understand that if, at a later date, I decide to undertake alterations to the premises I must apply to Kapiti Coast District Council for all appropriate consents.

Owner's Details

Is the applicant the owner of the proposed licensed premises? ☐ Yes ☒ No If No, please complete the following:

Owner's full name: Kapiti Coast District Council

Postal Address:

Suburb:

City:

Country:

Business Details: What Type of Alcohol Licence Do You Require? Please Tick

☐ On licence – Sale of alcohol for consumption on premises

☐ Off licence – Sale of alcohol for consumption off premises

☒ Club licence – Sale of alcohol for consumption by club members

What is the general nature of the business to be conducted by the applicant if the license is granted? Tick one of the following:

☐ Tavern/bar

☐ Entertainment Venue

☐ Mail Order

☐ Hotel

☒ Sports club/club

☐ Supermarket

☐ Restaurant/café

☐ Bottle store

☐ Grocery store

☐ Complimentary to other goods sold (i.e. florist, gift baskets)

Is the sale of alcohol intended to the principal purpose of this business?

☐ Yes ☒ No

If No, what is intended to be the principal purpose of the business? Sports Complex.

On which days and during which hours does the applicant intend to sell alcohol under the license? (i.e. Monday to Sunday, 7am-3am the following day) Monday to Sunday 1pm - 11pm.

Print name: Alon Jones

Signature: Alon Jones

Date: 31/1/2025.

Additional Information Required (This application must be accompanied by the following information)

☒ A plan which includes nearby streets showing the level of the building and precise location of the proposed licensed premises within that level

☒ The correct fee for applications can be found on the Council website www.kapiticoast.govt.nz, or phone 04 296 4700 or 0800 486 486. These fees cover the first hour of processing time for this application. If additional time is needed it will be charged at our advertised hourly rate. Paid by bank transfer.

☐ A written statement from the building's owner consenting to the applicant selling alcohol on the premises.

☒ A current copy of the relevant certificate of title. You can obtain this online from linz.govt.nz or by phoning LINZ on 0800 665 463. This certificate is required because it will demonstrate documented evidence of the ownership and legal description of the land the premises is sited on.

The details listed above must be included with your application for it to be accepted

Please note: You must obtain the planning and building certificates before applying for an alcohol licence.

The information provided in this form and any documents attached to the application will be used for the purposes relating to lodging and processing an application for a alcohol licence under the Sale and Supply of Alcohol 2012.

Please send this application to: Building Consents, Kapiti Coast District Council, Private Bag 60601, Paraparaumu, 5254



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**




R.W. Muir
Registrar-General
of Land

Identifier **WN29D/904**

Land Registration District **Wellington**

Date Issued 23 January 1987

Prior References

WN18B/905

Estate Fee Simple
Area 13.4746 hectares more or less
Legal Description Lot 1 Deposited Plan 59080

Registered Owners

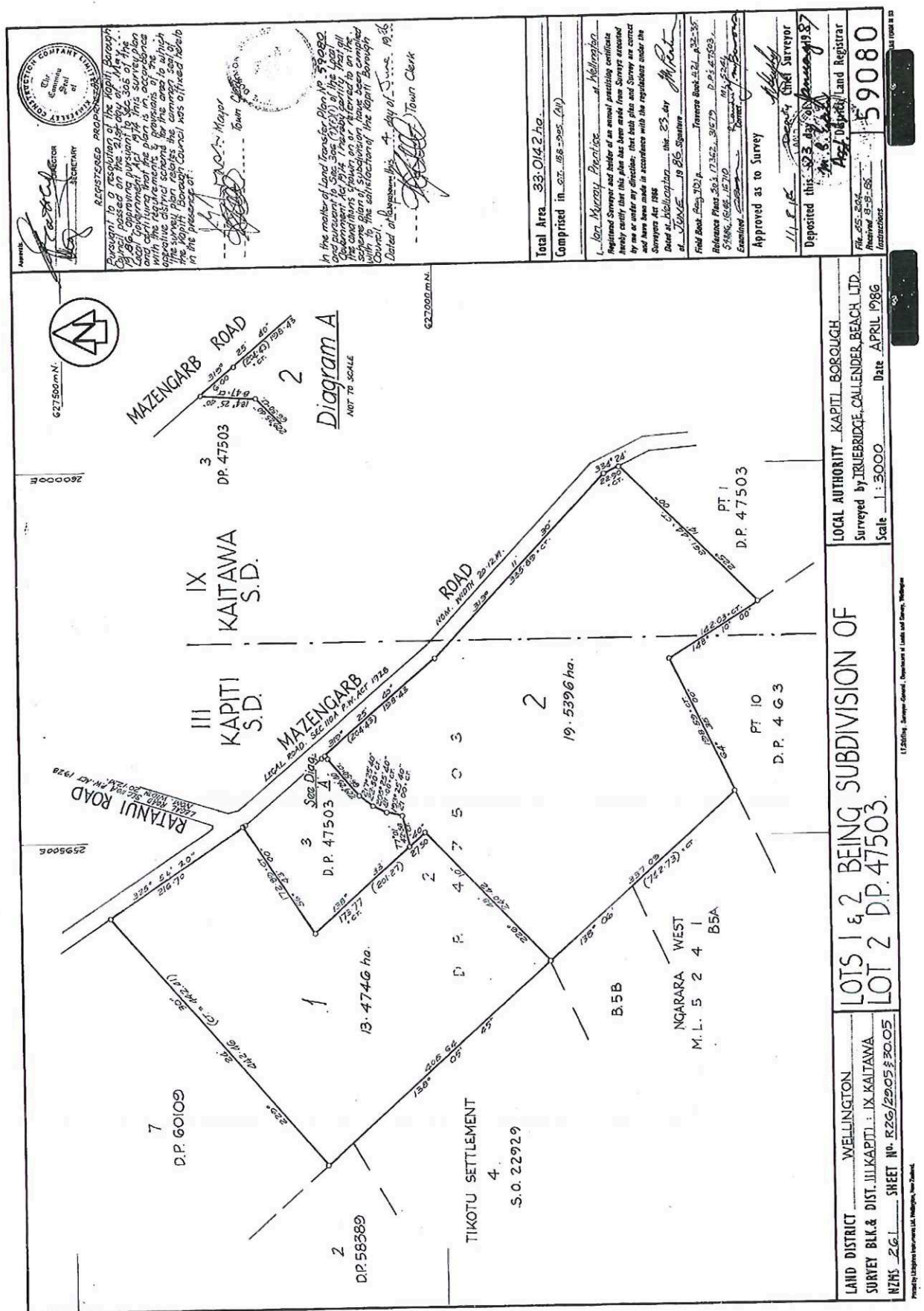
Kapiti Coast District Council

Interests

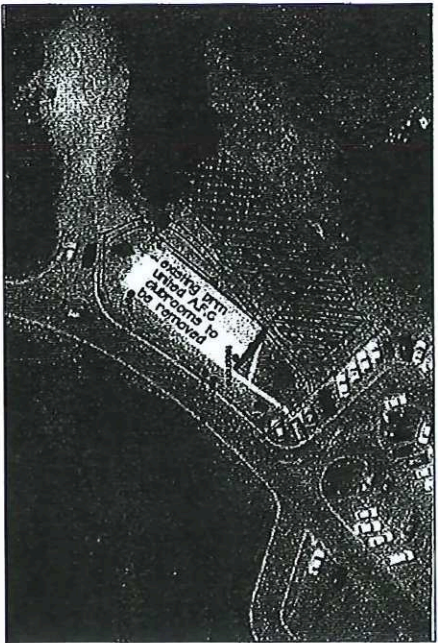
Subject to Section 59 Land Act 1948

5508 Proclamation defining the middle line of portion of the Wellington-Foxton Motorway

Fencing Agreement in Deed 5845009.2 - 18.12.2003 at 9:00 am

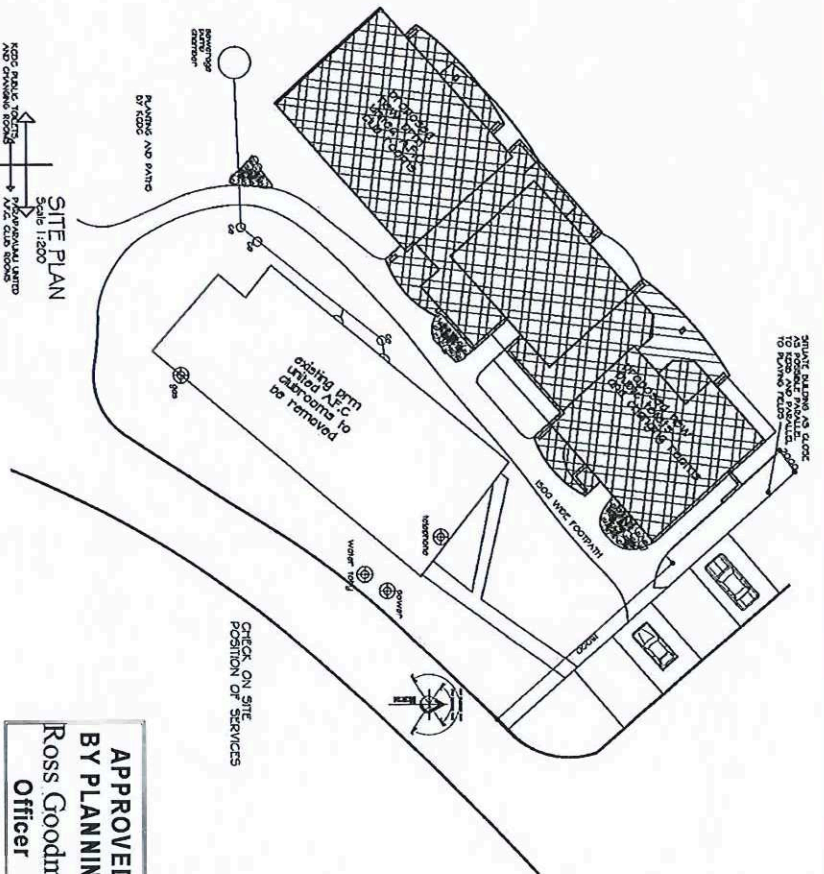






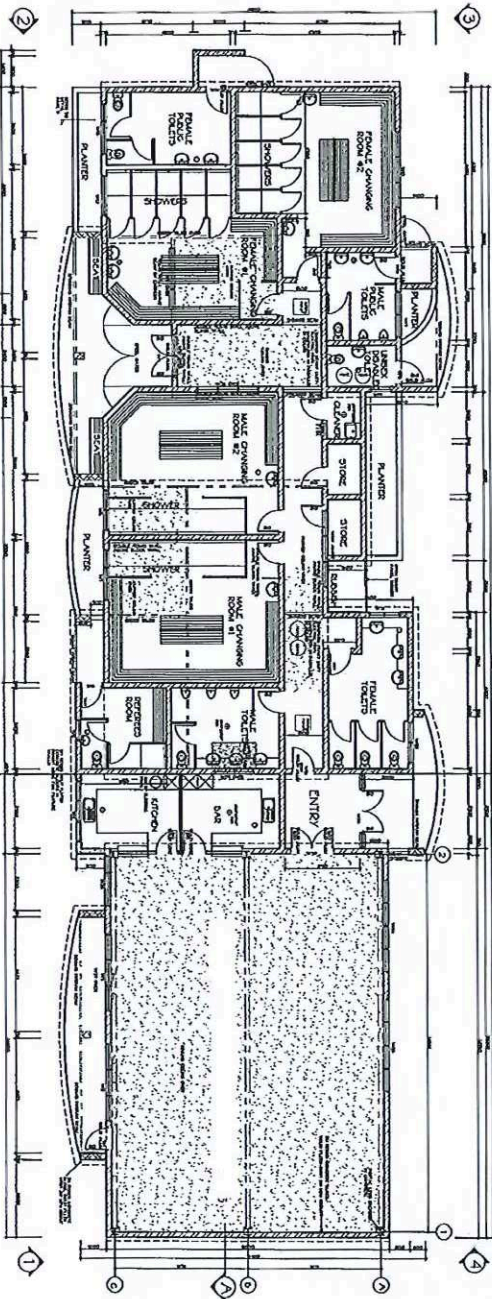
SITE PLAN
Approx. Scale 1:500

100mm stormwater drain to discharge to the watercourse.
at the outlet point ensure that erosion doesn't occur
by installing a concrete apron.



APPROVED
BY P & D
Simon Corp.
Officer
6/9/2005

APPROVED
BY PLANNING
Ross Goodman
Officer
7/09/2005



OVERALL PLAN
Scale 1:100

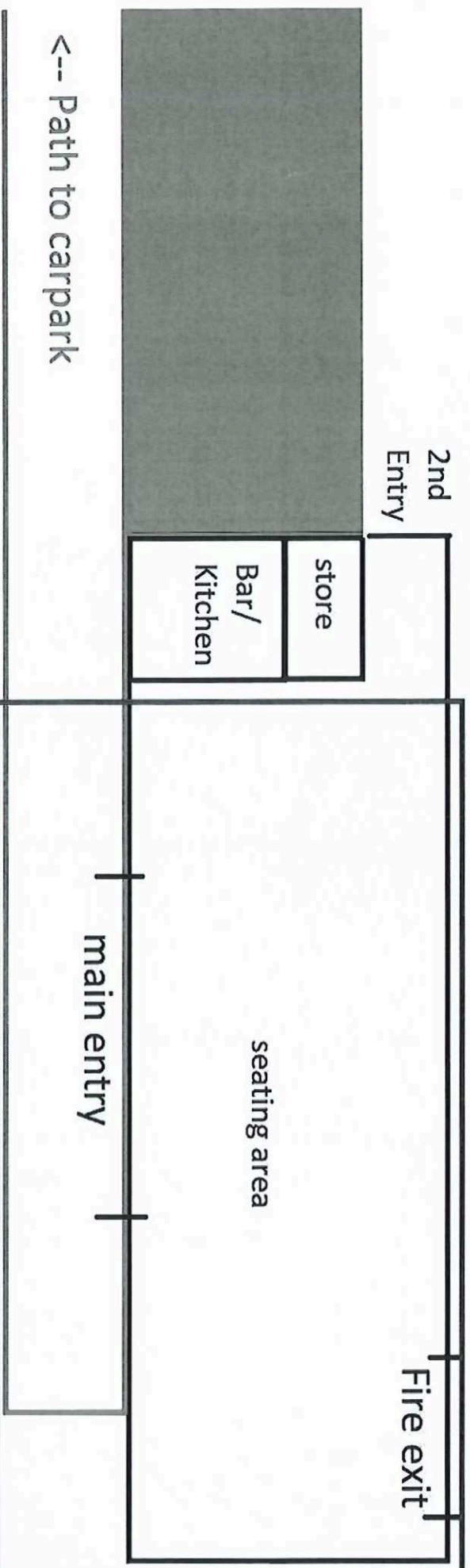
K.C.D.C. PUBLIC TOILETS
AND CHANGING ROOMS

PARAPARAUMU UNITED
A.F.C. CLUB ROOMS

APPROVED
BY BUILDING
Peter Wilkinson
Officer
15/09/2005

<p>PROJECT: PROPOSED NEW SPORT FACILITY CENTRE MAZENGARB RECREATIONAL RESERVE</p> <p>DESIGNER: DesignNetwork Kapiti</p> <p>DATE: 7/09/2005</p> <p>APPROVED BY: APPROVED BY PLANNING Ross Goodman Officer</p> <p>APPROVED BY: APPROVED BY BUILDING Peter Wilkinson Officer</p> <p>DATE: 15/09/2005</p> <p>2865/1</p>	<p>301 Lake Road Porirua New Zealand Tel: 04 455 5555 Fax: 04 455 5555 Email: info@designnetwork.co.nz</p> <p>DESIGNED TO THE NEW ZEALAND BUILDING CODE AND ALL APPLICABLE STANDARDS AND REGULATIONS.</p> <p>DATE: 15/09/2005</p> <p>DESIGNED BY: J. BROWN</p> <p>DRAWN BY: J. BROWN</p> <p>CHECKED BY: J. BROWN</p> <p>FOUL: J. BROWN</p> <p>JOBSHEET NO: 2865/1</p> <p>(44 of 44) OF 11</p>
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Area of License application:
Main Seating area, and small fenced outdoor area
adjacent to the main entry, for smoking/vaping.



Ref: PB0060

18 February 2025

Mr Alan Jones
23 Grand Poppa Way
Otaihanga
Wellington
5036

Dear Alan

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

Business Name:	Te Kotahitanga Football Club
Site Address:	15 Scaife Drive Paraparaumu
Legal Description:	Lot 1 DP 59080
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 current.

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 be 'Steve Cody', with a stylized, cursive script.

Steve Cody
Manager Building Consents

Donna Want

From: Alan Jones <alan@tkfootball.nz>
Sent: Monday, 17 February 2025 9:52 am
To: Mailbox - Licence Application
Subject: Re: Application received: PB0060 - Planning and Building Certificates - Te Kotahitanga Football Club
Attachments: mazengarb Building Consent Floor Plan (2).pdf; Floorplan.pdf; mazengarb Building Consent Floor Plan (2).pdf; TKFc fire evacuation plan signed.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Hi Jane

Please find attached

1. completed fire evacuation form,.
2. The bank holiday that we need to potentially cover our Good Friday, Easter Monday, Anzac Day and Kings Official birthday. Both our Ladies and Men's first team play in New Zealand's national cup and games are generally played on bank holiday but the use of these dates is reliant on our progress in the cup competition and getting a home fixture. (Just trying to cover all bases)
3. The clubs with reciprocal right are clubs that are affiliated to Capital Football and Central Football. We play across both federation in our league and cup games.
4. Have attached Building plan, floorplan and building plan.

We are still awaiting Kapiti Coast District Council confirmation as landlords to be able to sell alcohol which I will forward as soon as received. However, we did have a temporary license last season which would have involved landlords' agreement to sell alcohol and I am hoping this will still be on your system ?

We have paid the \$179.00 for the building certificate and the fee for our license application was processed on Friday 14th February..

Kind regards Alan.

From: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Date: Friday, 14 February 2025 at 12:35
To: Alan Jones <alan@tkfootball.nz>
Cc: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Subject: RE: Application received: PB0060 - Planning and Building Certificates - Te Kotahitanga Football Club

Good afternoon Alan, thank you for the additional information. Unfortunately, we are still not able to process your application. Please arrange to provide the following in support of your application:

- Completed Fire evacuation statement (this link will take you to the form which is required by Fire & Emergency NZ): <https://www.kapiticoast.govt.nz/media/vh3laso2/dlc-065-fire-evacuation-statement.pdf> **The form you have supplied is not sufficient to enable approval of the club's evacuation scheme.**
- Further information on what "bank holidays" you are applying for
- Names of other Clubs with reciprocal visiting rights for Members
- A photograph or artist's impression of the premises or proposed premises
- **Proof of payment of the application fee (\$485.00)**

With regard to your application for Building and Planning certificates, we also still require the following:

- A letter from the Landlord to confirm you are able to sell and supply alcohol from that premises.
- **Proof of payment of the required fee (\$358.00).**

Your applications will remain on hold until all information/documentation is received.

Kind regards

Donna Want
Regulatory Services Support Officer
Te Kai Maangai Whakaanga Kiritaki

Tel 04 296 4700

From: Alan Jones <alan@tkfootball.nz>

Sent: Friday, 14 February 2025 11:18 am

To: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>

Subject: Re: Application received: PB0060 - Planning and Building Certificates - Te Kotahitanga Football Club

Hi please find attached information requested to support our application for alcohol license

1. Signed application form including 2 bar managers details
2. Club responsibility policy.
3. food menu.
4. Bar menu.
5. Land search document.
6. Floor Plan.
7. Evacuation Plan.

Kind Regards Alan Jones

From: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>

Date: Monday, 10 February 2025 at 14:09

To: alan@tkfootball.nz <alan@tkfootball.nz>

Subject: Application received: PB0060 - Planning and Building Certificates - Te Kotahitanga Football Club

Good morning Alan,

Thank you for your recent application for a Planning and Building Certificate for: **Te Kotahitanga Football Club.**

Ref: PB0060

12 March 2025

**Alan Jones
23 Grand Poppa Way
Otaihanga
Paraparaumu 5036**

Dear Alan Jones

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

Business Name:	Te Kotahitanga Football Club
Site Address:	15 Scaife Drive, Paraparaumu
Legal Description:	LOT 1 DP 59080
Zone:	Open Space Zone (Recreation Reserve) (Precinct 33)
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 Kāpiti Coast District Plan (2021).

Category of Activity:

- **Permitted Activity** Yes
- **Existing Use** Yes
- **Resource Consent Required** N/A
- **Resource Consents Granted:** RMs940262, 960004, 980172, 010040, 050088, 060401, 110013, 130086, 140162, 160234, 170279, 190074, 190258, 230169, & 240185

Conclusion

This application is for a new Club Licence in order to accommodate the proposed activity at the above existing premises, which are currently owned and administered by Kapiti Coast District Council.

The existing clubrooms are predominantly utilised by members and their guests, with the general nature of the business being that of a recreational and sporting club facility, the principal business being the participation in, and promotion of sport (football).

The Applicant has provided a letter signed by Clare Baker (KCDC Advisor Leases and Licences), dated 3 March 2025, subsequently submitted to Council with the application, confirming that there was no objection to the proposed club licence/sale of alcohol on the premises.

As noted above, the premises are located within an Open Space Zone, incorporating Mazengarb Park (Recreation Reserve) as identified under the Operative Kapiti Coast District Plan (2021).

Both the immediate and surrounding environment is diverse comprising land which is zoned Open Space, General Residential, and Rural Lifestyle. Established Local Centre Zones are also located in Mazengarb Road, sited further to the north and south of the subject site. Paraparaumu College (Designation MEDU- 007) is located approximately 307 metres to the northwest.

The District Plan provisions that relate to the land apply. Resource Consent was not required for the land use as it is a permitted activity. The proposed activity is considered to be ancillary to the existing recreational activity onsite, and complies with the relevant District Plan Permitted Activity standards pertaining to the Open Space Zone.

However, as the subject site adjoins land which is zoned Residential, the following District Plan standards relating to noise from activities located within the Open Space Zone apply:

NOISE-R2	<p>Noise from activities (excluding <i>plantation forestry</i> activities that are regulated under the <i>NESPF</i>) located within the Rural <i>Zones</i>, <i>River Corridor</i>, Natural <i>Open Space Zone</i> and <i>Open Space Zone</i>.</p>
<p><i>Permitted Activity</i></p>	<p>Standards</p> <ol style="list-style-type: none"> 1. Excluding the activities provided for in Rules <i>NOISE-R8 to NOISE-R15</i>, <i>noise emission levels</i> must comply with the limits in <i>NOISE-Table 2</i>. 2. Compliance locations in Rural <i>Zones</i> shall be at the <i>notional boundary</i> of any <i>residential unit</i> (excluding <i>visitor accommodation</i> which is not <i>temporary residential rental accommodation</i>). 3. <i>Noise</i> measurements must be undertaken in accordance with the procedures set out in NZS6801:2008 Acoustics - Measurement of <i>Environmental Sound</i> and must be assessed in accordance with NZS6802:2008 Acoustics – <i>Environmental Noise</i>. 4. The following activities are exempt from standard 1 above: <ol style="list-style-type: none"> a. any <i>residential activity</i> (excluding <i>visitor accommodation</i> which is not <i>temporary residential rental accommodation</i>) including non-<i>commercial</i> private gatherings, spontaneous social activities and non-<i>commercial</i> children’s play; b. any warning device used by emergency services for emergency purposes; c. <i>noise</i> from <i>fixed plant</i> that is used solely for emergency purposes. Examples of such equipment are alarms, standby generator sets that are used to supply electricity only at times of electrical supply failure, or for plant used only during life threatening situations such as smoke fans or sprinkler pumps and is not used to generate power for the <i>national grid</i>; d. vehicles on public <i>roads</i> or trains on rail lines, including at railway yards, railway sidings or stations and level crossing warning devices; e. in Rural <i>Zones</i>, livestock <i>noise</i>, mobile sources associated with <i>primary production</i> activities and temporary activities required by normal agricultural and horticultural practice, such as cropping and harvesting; and f. in Rural <i>Zones</i>, <i>noise</i> from helicopter landing areas and landing <i>strips</i> for fixed wing aircraft that are associated with <i>primary production</i> activities and where a maximum of 10 flight movements take place in any calendar month, or where maximum <i>L_AF_{max}</i> sound levels at any rural dwelling or <i>Residential</i>

Zone site boundary does not exceed L_{AFmax} 90 dB for daytime L_{AFmax} 70 dB at night time.

<u>NOISE-</u> Table 2	<u>Noise</u> when measured at or within the <u>boundary</u> of a <u>subject site</u> within:	Daytime (7 am to 7 pm)	Evening (7pm to 10pm)	Night Time (10pm to 7 am)		
		$L_{Aeq(15min)}$	$L_{Aeq(15min)}$	$L_{Aeq(15min)}$	L_{AFmax}	
	<u>Residential Zones</u>	50 dB	45 dB	40 dB	70 dB	
	<u>Centres</u> or Hospital <u>Zones</u>	60 dB	55 dB	50 dB	85 dB	
	<u>General Industrial Zone</u>	60 dB	55 dB	50 dB	85 dB	
	Rural <u>Zones</u>	55 dB	50 dB	40 dB	75 dB	

Please note the historical Resource Consent applications listed above relate to various activities/aspects carried out within the reserve in its entirety, 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.

Decision: Approved

Dated: 12 March 2025



Janice Lee
AUTHORISED OFFICER



Beth Robertson
AUTHORISED OFFICER

Ref: PB0060

18 February 2025

Mr Alan Jones
23 Grand Poppa Way
Otaihanga
Wellington
5036

Dear Alan

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

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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 current.

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
Manager Building Consents

From: [Antoinette Bliss](#)
To: [Antoinette Bliss](#)
Subject: FW: Te Kotahitanga Football Club
Date: Wednesday, 2 April 2025 1:58:42 pm

From: Clare Baker <Clare.Baker@kapiticoast.govt.nz>
Sent: Wednesday, 2 April 2025 10:41 am
To: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>; Kelvin Irvine <Kelvin.Irvine@kapiticoast.govt.nz>
Subject: RE: Te Kotahitanga Football Club

Hi Antionette

Yes, we are happy with the wording you have proposed below.

Regards

Clare Baker
Officer Property Leasing and Contracts

Kāpiti Coast District Council
Tel 04 2964 700
Mobile 027 208 9181

www.kapiticoast.govt.nz

From: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Sent: Wednesday, 2 April 2025 10:18 am
To: Clare Baker <Clare.Baker@kapiticoast.govt.nz>; Kelvin Irvine <Kelvin.Irvine@kapiticoast.govt.nz>
Subject: RE: Te Kotahitanga Football Club

Good morning

I would like to get this public notified and wondered if you had considered the below wording please. thank you. ant

Antoinette Bliss
Alcohol Licensing Inspector
Te Kaitirotiro Raihana Waipiro

Kāpiti Coast District Council
Tel 04 296 4695
Mobile 027 555 5695

www.kapiticoast.govt.nz

From: Antoinette Bliss
Sent: Wednesday, 26 March 2025 9:03 am

To: Clare Baker <Clare.Baker@kapiticoast.govt.nz>; Kelvin Irvine
<Kelvin.Irvine@kapiticoast.govt.nz>

Subject: RE: Te Kotahitanga Football Club

Good morning

The Club is only able to apply for a series of 12 events on one application, given this is would be deemed suitable for them to also proceed with a Club Licence to future proof themselves.

Would you consider the following wording to allow the Club to sell and supply alcohol under a Club Licence. If there are any other match days/final dates or prize givings, where they hire the hall from Council, these days are already covered by the following wording on their Club licence.

- **Match Days - 12 midday to 6.30pm**
- **Prize Giving - 6pm to 11pm**

If they decide to do fundraising events they will need to apply for a special and any other changes to conditions would need approval from property prior to applying for any sort of variation on Club licence.

Thank you. ant

Antoinette Bliss
Alcohol Licensing Inspector
Te Kaitirotiro Raihana Waipiro

Kāpiti Coast District Council
Tel 04 296 4695
Mobile 027 555 5695

www.kapiticoast.govt.nz