

* Application : \$368.
 * Annual : \$161

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 (if a company, must be company name): <i>Whiti Te Ra Otaki Sports Club 2012 Inc</i>		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence		
3. Applicant Status by reference to section 28 of Sale and Supply of Alcohol Act 2012		
<input type="checkbox"/> Natural person(s)	<input type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Incorporated Society	
<input type="checkbox"/> Other (please specify).....		
4. For Applicant that is a Natural Person(s)		
Full legal name:		
Any aliases (and/or maiden name):		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

Sex:	Occupation:	
Date of birth:	Place of birth:	
Telephone:	Mobile:	
Email:	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: Teumu Miratana	Designation/Position: Club Member	
Telephone:	Email: teumu@allareascaffolding.co.nz	
Mobile: 027 275 4668	Preferred mode of contact: email	
7. Postal Address for Service		
Number/Street/PO Box: 5 Robert McKean	Suburb: Otaki Beach	
City: Otaki	Postcode: 5512	
8. Business Details		
Describe principal business, any other businesses	Sports 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). <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	Street: Mill Road, Otaki	
Suburb: Otaki	City:	Postcode: 5512
Trading Name:		
Name of any other club with which applicant shares premises:		
If not Owned by Applicant:		
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)		
Full legal name of owner: Whiti Te Ra Otaki Sports Club 2012 Inc		

Address: Number		Street: <u>Mill Road</u>	
Suburb: <u>Otaki</u>		City:	Postcode: <u>5512</u>
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: <u>Te Umu Jerome Marnenui Miratana</u>			
Number of manager's certificate: <u>Applying</u>		Expiry Date:	
Full legal name:			
Number of manager's certificate:		Expiry Date:	
12. Club Details			
State authority under which the club is incorporated:			
Membership: total membership..... <u>160</u>, number of members under 18 years of age..... <u>60</u>			
Contact details of club secretary - Name: <u>Miriona Johnson</u>			
Address: Number/PO Box <u>14</u>		Street: <u>Carlisle Street</u>	
Suburb: <u>Levin</u>		City:	Postcode: <u>5510</u>
Telephone:	Mobile: <u>027 433 1079</u>	Fax:	
Email: <u>mirionaj@rno.nz</u>	Website:	Preferred mode of contact: <u>email</u>	
Is the sale of alcohol intended to be the principal purpose of the club? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "No", advise the intended principal purpose of the club. <u>Playing Sport also</u>			
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):

Monday - Sunday 11:00 Am - ~~10:00 pm~~¹¹ 1.00 am

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:

Applying for training for managers cert
+ LCA qualification

Yes / No
#.....

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

Pies, Hot chips, Pizza, Hot dogs
Sausage rolls, Sausage sizzle
Potato chips, Peanuts

Yes / No
#.....

...Conditions contd.	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Coke, Sprite, Coke Zero Heineken 0%, Powerade</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>DB Export Citrus, Steininger Pure light Heineken light</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>At bar or kitchen</p>	<p>Yes / No #.....</p>

Describe the steps intended to be taken to provide help with and information about transport options from the premises:

Yes / No
#.....

Information provided for local taxi services,
signs displayed, use of managers
cellphone.

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:

Yes / No
#.....

Duty managers will undertake required
training. Club rules and responsibilities
will be followed accordingly under
managers + club leaders guidance.

Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):

Yes / No
#.....

Serving or having water readily available.
Providing food, as well as adhering to
host responsibilities

...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>Additional staff + volunteers of the club to be put through basic training to ensure the club can uphold + maintain host responsibilities. Including LCA + running bar</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>Most activities with higher expected level of noise will be on weekends. Kawa + Tikanga will be established + be the example for what^{how} the club maintains good order in the area and for our local kids.</p>	<p>Yes / No #.....</p>
<p>For Licence Renewal Only: Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition?</p> <p>Full reasons for variation or cancellation:</p>	<p>Yes / No #..... #..... #..... #.....</p>

14. Attachments	Doc attached? Number.
<p>When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....')</p> <p>A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. Refer to Declaration form on page 11.</p>	<p>Yes / No #.....1</p>
<p>Copy of planning consent – Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. Not required for renewal unless the business activity or type has changed since the last version.</p>	<p>Yes / No #.....</p>
<p>Copies of all relevant building certificates consents: Please attach certificates to show that the premise meets the requirements of Building Code 2004. Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</p>	<p>Yes / No #.....</p>
<p>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. Not required for renewal unless changes have been made since the last issue or renewal.</p>	<p>Yes / No #.....</p>
<p>Copy of any certificate of incorporation (or equivalent document). Not required for renewal unless changes have occurred since the last issue or renewal.</p>	<p>Yes / No #.....2</p>
<p>Names of other clubs with which club has reciprocal visiting rights for members:</p>	<p>Yes / No #.....3</p>
<p>Please attach a photograph or artist's impression of the exterior of the premises or proposed premises. Not required for renewal unless major changes have been undertaken since the last issue or renewal.</p>	<p>Yes / No #.....4</p>
<p>Please attach a map showing the location of the premises. Not required for renewal.</p>	<p>Yes / No #.....5</p>
<p>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.</p>	
<p>Please attach a copy of your Host Responsibility Policy. Not required for a renewal unless there have been significant changes since the last issue or renewal.</p>	<p>Yes / No #.....6</p>
<p>Please attach a copy of a sample menu. 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.</p>	<p>Yes / No #.....7</p>
<p>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. Not required for a renewal unless the lease or ownership arrangements have changed.</p>	<p>Yes / No #.....</p>

HPA Website
Health promotion agency

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

Name: <i>Te Umu Miratana</i>	
Date: <i>31.3.22</i>	Signature: <i>[Handwritten Signature]</i>
Dated at location:	

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-LODGEMENT MEETING WITH THE LICENSING INSPECTOR.
PLEASE TELEPHONE (04) 296 4700 OR TOLL FREE: 0800 486 486.

Before Lodging Application

Once this application is complete, ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application form cannot be accepted by the DLC over the counter until it has been signed off as complete by the Inspector and a fee category has been calculated.

After your Application is Lodged

Public Notices:

You are responsible for giving notice in the Kapiti Observer or Kapiti News within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal). Unless notified otherwise by a Licensing Inspector, the notice must be published once. The notice must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.

For Office Use: Application Fee Risk Categories

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

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

Name of Licensing Inspector _____ Date: _____

For Office Use: Customer Service Desk Checklist:

- Applicant has met with a Licensing Inspector, and fee has been calculated (as per above).
- Fee has been paid *\$368,00 receipt # 671022*
- 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 *[Signature]* Date: *30/3/22*



DECLARATION OF EVACUATION SCHEME

To be used for New or Renewal of On, Off and Club Alcohol Licenses

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

Licence number:	
For premises known as:	Otaki Rugby League Club
Located at:	Mill Rd, Otaki HAKUATAMU 14C

I, (applicant) Whiti Te Ra Otaki Sports Club 2012 Inc (please print)

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

(i) 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

(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: 31.3.22

MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER

Contact Details – Authorised Fire Safety Officer, Paraparaumu Fire Station, 22 Te Roto Drive Paraparaumu 5032

Signed:

Name: (please print)

Date:

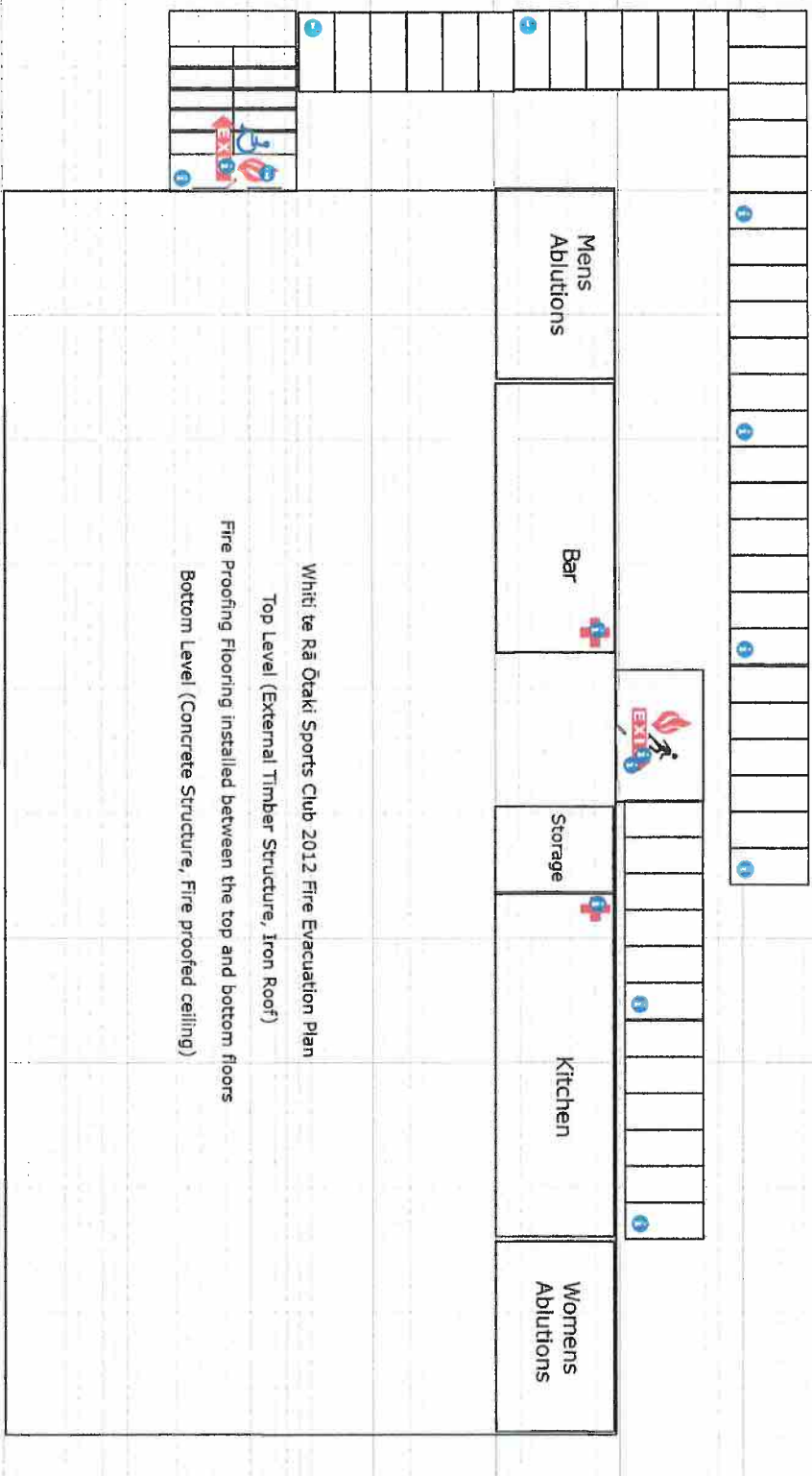
Whiti Te Rā Ōtaki Sports Club 2012 Inc.



Evacuation Map

In case of emergency:

1. please exit the building through the north facing disability access|exit, or through the east facing staircase.
2. Congregate at the designated emergency gathering space (By the Rāhui scoreboard on the east side of Jim Speirs Lane driveway).

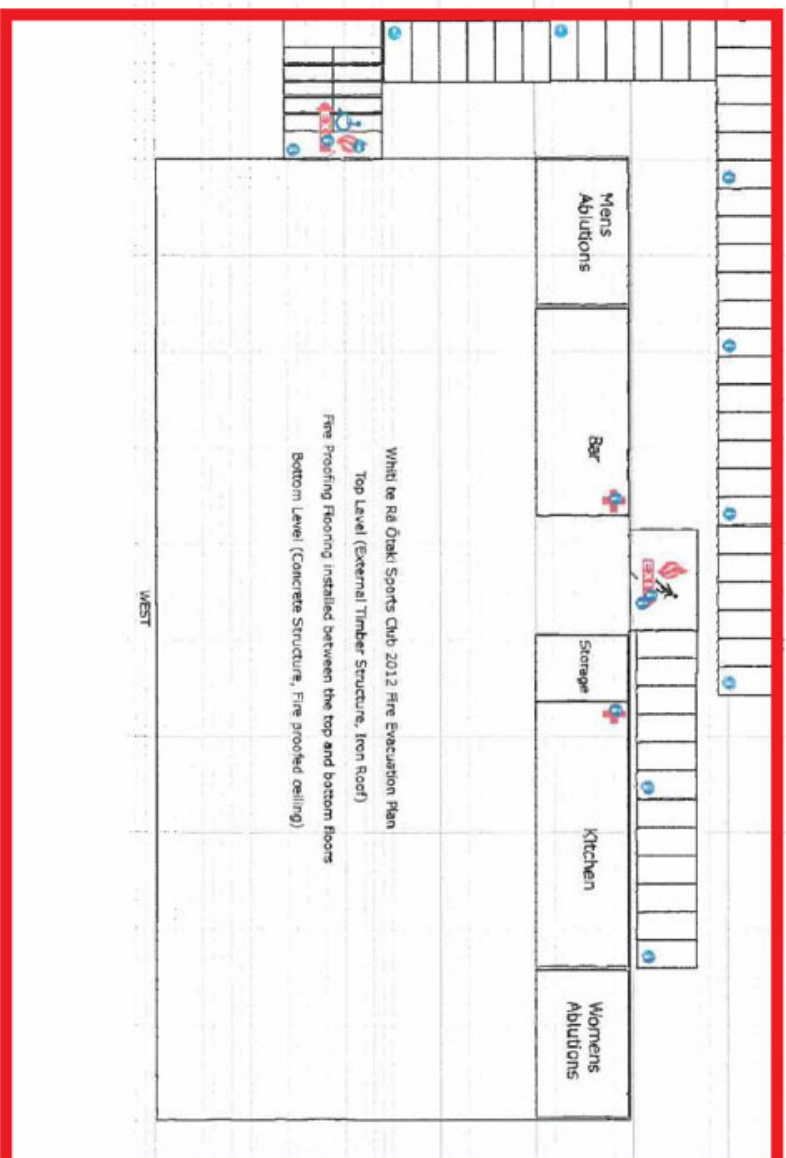


Whiti Te Rā Ōtaki Sports Club 2012 Inc. Evacuation Map



In case of emergency:

1. please exit the building through the north facing disability access/exit, or through the east facing staircase.
2. Congregate at the designated emergency gathering space (By the Rāhui scoreboard on the east side of Jim Speirs Lane driveway).



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 checked="" type="checkbox"/> Both	SR no:

Applicants Details			
Mr / Mrs / Ms / Miss / Dr (circle which applies)			
First Name(s):	Teumu	Last Name:	Mivatana
Street Address:	5 Robert McKeen St, Otaki		
Postal Address:	As above		
Phone Business:	Home:	Mobile:	027 275 4668
Email:	Teumu@allaveascaffolding.co.nz		

Premises Details	
Name of Building:	Otaki Rugby League Club
Premises Location: Level of building	- level 1
Position within that level:	N/A
Address of Proposed Licensed Premises:	Mill Rd
Suburb:	Otaki
Proposed trading name for the premises:	
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>Teumu Mivatana</u> declare that the premises located at <u>Mill Rd, Otaki,</u> Kapiti, that has operated as a <u>Sports Club</u> will continue to be operated as a <u>Sports Club</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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, please complete the following:		
Owner's full name: <i>Whiti Te Ra Otaki Sports Club 2012 Inc</i>		
Postal Address: <i>ct- Kelly-Anne Ngataki, 46 Aotaki St</i>		
Suburb: <i>Otaki</i>	City:	Country: <i>New Zealand</i>

Business Details: What Type of Alcohol Licence Do You Require? Please Tick		
<input checked="" type="checkbox"/> On licence – Sale of alcohol for consumption on premises		
<input type="checkbox"/> Off licence – Sale of alcohol for consumption off premises		
<input type="checkbox"/> 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 <u>one</u> of the following:		
<input type="checkbox"/> Tavern/bar	<input type="checkbox"/> Entertainment Venue	<input type="checkbox"/> Mail Order
<input type="checkbox"/> Hotel	<input checked="" type="checkbox"/> Sports club/club	<input type="checkbox"/> Supermarket
<input type="checkbox"/> Restaurant/café	<input type="checkbox"/> Bottle store	<input type="checkbox"/> Grocery store
<input type="checkbox"/> Complimentary to other goods sold (i.e. florist, gift baskets)		
Is the sale of alcohol intended to the principal purpose of this business?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, what is intended to be the principal purpose of the business?		
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) <i>Monday to Sunday, 11am - 1.00am</i>		
Print name: <i>Techno Minton</i>	Signature: <i>[Signature]</i>	Date: <i>31.3.22</i>

Additional Information Required (This application must be accompanied by the following information)
<input type="checkbox"/> A plan which includes nearby streets showing the level of the building and precise location of the proposed licensed premises within that level
<input type="checkbox"/> 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.
<input type="checkbox"/> A written statement from the building's owner consenting to the applicant selling alcohol on the premises.
<input type="checkbox"/> 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



**NEW ZEALAND
COMPANIES OFFICE**

CERTIFICATE OF INCORPORATION

**WHITI TE RA OTAKI SPORTS CLUB 2012 INCORPORATED
2573601**

This is to certify that WHITI TE RA OTAKI SPORTS CLUB 2012 INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 11th day of January 2013.

Registrar of Incorporated Societies
24th day of May 2018



For further details visit www.societies.govt.nz

Certificate printed 24 May 2018 09:27:23 NZT

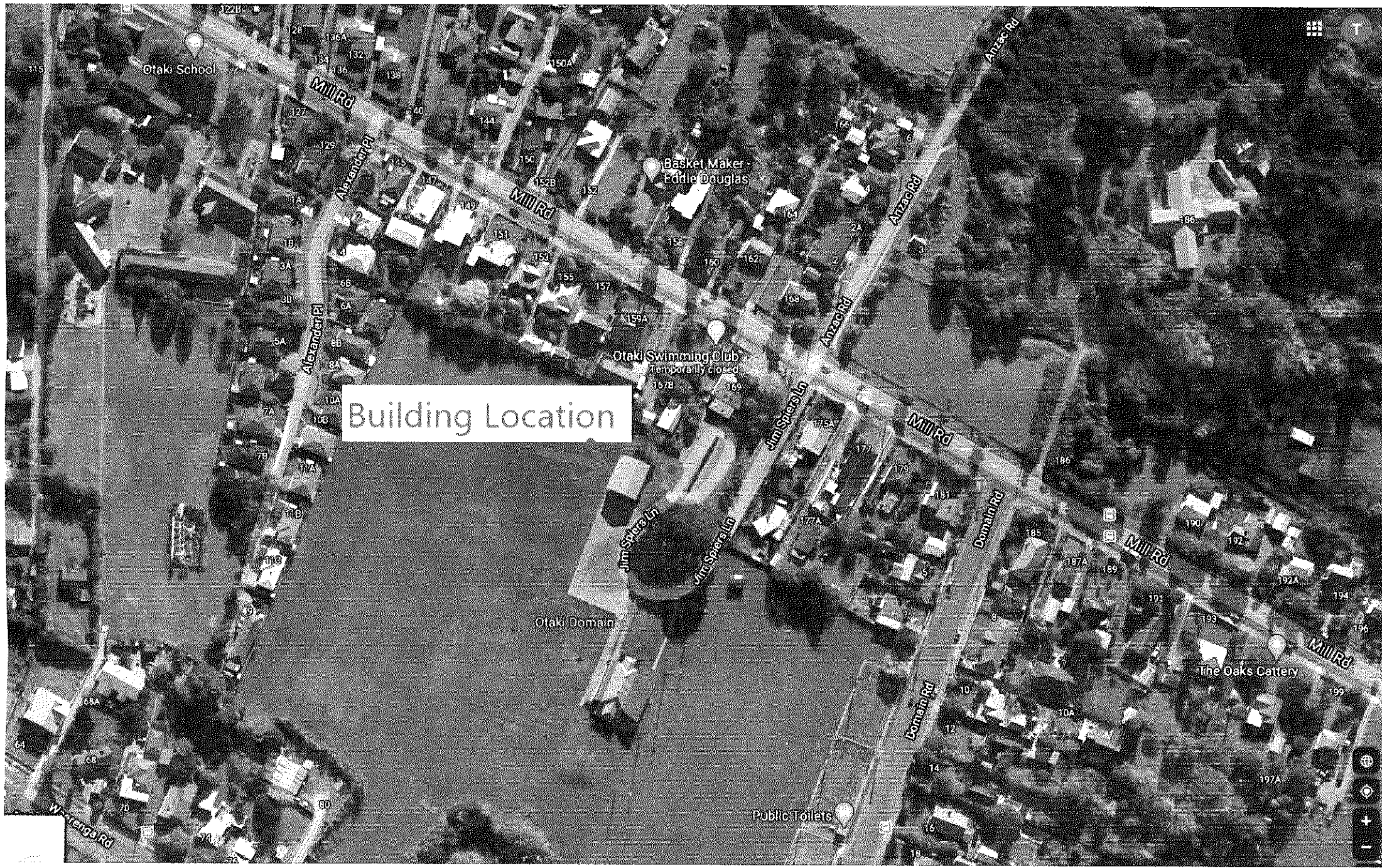
Names of other clubs with reciprocal visiting rights:

#3

Petone Panthers
Porirua Vikings
Randwick Kingfishers
St George Dragons
Te Aroha Eels
University Hunters
Upper Hutt Tigers
Wainuiomata Lions
Toa Rugby League
Trentham Titans
Titahi Bay Marlins
Rāhui Rugby Club

#4





Building Location

Otaki School

Basket Maker
Eddie Douglas

Otaki Swimming Club
temporarily closed

Otaki Domain

The Oaks Cattery

Public Toilets

Mill Rd

Alexander Pl

Mill Rd

Anzac Rd

Anzac Rd

Jim Spers Ln

Mill Rd

Jim Spers Ln

Jim Spers Ln

Domain Rd

Mill Rd

Domain Rd

Mill Rd

Whareroa Rd

Whiti Te Rā Ōtaki Sports Club 2012 Inc.

Host Responsibility Policy



The management and staff of Whiti Te Rā Ōtaki Sports Club 2012. Inc have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Because of this, we have implemented the following Host Responsibility policy.

- We provide and actively promote a range of food available for sale at all times;
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including fruit juices, soft drinks, tea and coffee;
- Water is available free of charge at all times;
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age are a current photo driver's licence, an 18+ Evidence of Age card or a current passport;
- Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options;
- Our policy is zero tolerance for aggressive, coercive or violent behaviour;
- We encourage people to have a designated driver. If required, we will find you a safe ride home as part of our commitment to the wellbeing of our guests.

We hope you enjoy your time in our facilities and take advantage of the services we offer.

Nā

Kelly-Anne Ngatai

Kelly-Anne Ngatai, Chairperson

on behalf of Whiti Te Rā Ōtaki Sports Club 2012 Inc.

Sample Menu:

#7

FOOD	
Hot Chips	\$3.00
Pizza Slice	\$3.00
Pies	\$4.00
Hot Dogs	\$3.00
Sausage Sizzle	\$2.50
Sausage Rolls	\$2.50
Potato Chips	\$2.50
Peanuts	\$3.50
DRINKS	
Coke	\$2.00
Coke Zero	\$2.00
Sprite	\$2.00
Powerade	\$5.00

COMBO	
Chips, Hot Dog + Coke	\$7.50
Chips, Pie + Coke	\$8.00
Sausage Sizzle + Coke	\$4.00

[Form 10 – Building (Forms) Regulations 2004]
Compliance Schedule Statement
Section 105, Building Act 2004

CS0505

Issued: 47/09/2020 **Expires:** 7/09/2021

The Building

Street address of building: Mill Road, Otaki

Legal Description of land where building is located: HARUATAI 14C

Building Name: Otaki Rugby League Club

Location of building within site/block number: Turn left at top of entranceway

Level/unit number: N/A

Current, lawfully established, use: Assembly Service - Sports Club

Year first constructed: 1990`s

Valuation Number: 1510136700

The Owner

Name of owner: Whiti Te Ra Otaki Sports Club 2012 Inc

Contact: Kelly-Anne Ngatai

Mailing Address: c/- Kelly-Anne Ngatai, 46 Aotaki St, Otaki 5512

Street Address/registered Office: Mill Road, Otaki

Phone Numbers:

Landline:-

Mobile: 0272567391

Daytime: -

After hours: -

Facsimile: -

Email address: kelly-anne.ngatai@twor-otaki.ac.nz

Website: -

Specified Systems

The following specified systems are covered by the compliance schedule for this building:

Automatic or manual emergency warning systems for fire or other dangers

Emergency lighting systems

Signs Relating to a System or Feature specified

Final Exits (as defined by clause A2 of the building code)

Fire separations (as so defined)

Signs for communicating information intended to facilitate evacuation

The compliance schedule is kept at: Otaki Rugby League Club, Mill Road, Otaki

Signature: _____



Date: 7/09/2020

Position: Building Compliance Officer
On behalf of Kapiti Coast District Council

This statement is valid for 12 months after the date stated above

7 September 2020

Whiti Te Ra Otaki Sports Club 2012 Inc
c/- Kelly-Anne Ngatai
46 Aotaki St
Otaki 5512

Dear Owner

BUILDING ACT 2004 – COMPLIANCE SCHEDULE: CS0505
Otaki Rugby League Club

Please find enclosed the Compliance Schedule which is issued in accordance with the requirements of the Building Act 2004.

The Compliance Schedule lists the features of your building and the associated inspection, maintenance and reporting procedures. Also included is a Compliance Schedule Statement, this Statement is valid for one year. Compliance Schedule Statements must be replaced by a Building Warrant of Fitness (BWOFF) within one year of the compliance schedule being issued.

The statement must be displayed in a publicly accessible position.

As the building owner you are responsible for having your building inspected by an Independent Qualified Person (IQP) in accordance with the inspection, maintenance and reporting procedures outlined in the Compliance Schedule. This is a requirement of the Building Act 2004. (A list of IQP's can be obtained from our offices at 175 Rimu Road, Paraparaumu.) Inspection records must be kept by building owners for two years. Building owners must also display within the building (in a publicly accessible position) a copy of the BWOFF and notification of where the inspection records are held.

To ensure that your systems are performing and continue to perform to standard, and that you have met your responsibilities, a copy of the BWOFF and all Form 12A certificates from the IQP must be provided to Council on or before the anniversary date. In addition Council inspectors will visit the building on a regular basis to confirm the details. The fines for non-compliance or false statements are very high.

If you require assistance or want further clarification I can be contacted on 04 296 4700, freephone 0800 486 486 or email buildingwof@kapiticoast.govt.nz

Yours sincerely,



Sharleen McCartney
Building Compliance Officer

Encl:

Compliance Schedule CS0505

Sections 100-105 Building Act 2004



Issued Date: 7/09/2020

Amended Date:
(If relevant)

The Building

Street address of building:	Mill Road, Otaki
Legal description of land where building is located:	HARUATAI 14C
Valuation Number:	1510136700
Building name:	Otaki Rugby League Club
Level/unit number:	N/A
Current, lawfully established use:	Assembly Service - Sports Club
Building Consent Number:	001579
Maximum occupant load:	Not Established

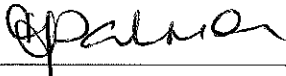
The Owner

Name of owner:	Whiti Te Ra Otaki Sports Club 2012 Inc
Contact person:	Kelly-Anne Ngatai
Mailing address:	c/- Kelly-Anne Ngatai, 46 Aotaki St, Otaki 5512
Street address/registered office:	Mill Road, Otaki
Landline:	-
Mobile:	0272567391
E-mail address:	kelly-anne.ngatai@twor-otaki.ac.nz
First point of contact for communication:	As above

Specified Systems

The following specified systems are covered by the Compliance Schedule for this building: Automatic or manual emergency warning systems for fire or other dangers Emergency lighting systems Signs Relating to a System or Feature specified Final Exits (as defined by clause A2 of the building code) Fire separations (as so defined) Signs for communicating information intended to facilitate evacuation
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The Compliance Schedule is kept at: Otaki Rugby League Club, Mill Road, Otaki Anniversary Date: 7 September annually

Building Officer:
Signature: 

The building owner is required to keep records of all inspections, maintenance and repair work carried out for the previous 24 months in relation to any of the above specified systems. Their records must include details of any maintenance, testing, faults and repair work, and must include dates, times and person(s) responsible.

Specified System Details	
Specified System:	SS2 Automatic or manual emergency warning system for fire or other dangers
System Type and Make (if known) and Location:	Make: Pertronic. Type 4 automatic fire alarm; level 1. Type 3 automatic fire alarm; Ground floor.
Performance/Installation Standard:	NZS 4512:2010
Inspections and Maintenance Standard:	NZS 4512:2010 Part 6
Maintenance:	Planned preventative and responsive maintenance required to ensure that the system will operate as required in the event of fire or other danger. Defects shall be remedied immediately that they become apparent.
Inspection frequency and responsibility:	All inspections shall be performed monthly and annually by appropriately qualified persons such as an Independent Qualified person (IQP).
Reporting:	<ul style="list-style-type: none"> • Inspection and maintenance records shall be maintained and kept on the premises including: <ol style="list-style-type: none"> 1. Date of inspection 2. Type of inspection 3. Any repairs or maintenance found to be required 4. Actions taken to repair and maintain the system 5. The system inspection complies with the requirements of the compliance schedule 6. Name of person undertaking the inspection 7. Two annual written reports • Records shall be maintained for a minimum of two years • A Form 12A provided by an IQP annually

Specified System Details	
Specified System:	SS4 Emergency lighting system
System Type and Make (if known) and Location:	Make: Ektor. Illuminated exit signs at final exit doors. Make: unknown. LED recessed emergency luminaires on means of escape.
Performance/Installation Standard:	AS 2293.1:2005
Inspections and Maintenance Standard:	AS/NZS 2293.2:1995
As a minimum these inspections and maintenance procedures will be carried out:	Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required.
Inspection frequency and responsibility:	All inspections shall be performed six-monthly and annually by appropriately qualified persons such as an Independent Qualified person (IQP).

Reporting:	<ul style="list-style-type: none"> • Inspection and maintenance records shall be maintained and kept on the premises including: <ol style="list-style-type: none"> 1. Date of inspection 2. Type of inspection 3. Any repairs or maintenance found to be required 4. Actions taken to repair and maintain the system 5. The system inspection complies with the requirements of the compliance schedule 6. Name of person undertaking the inspection 7. Two annual written reports • Records shall be maintained for a minimum of two years • A Form 12A provided by an IQP annually
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Specified System Details	
Specified System:	SS14.2 Signs for SS 1-13
System Type and Make (if known) and Location:	Dial 111; each manual call point - for SS2.
Performance/Installation Standard:	NZBC F8.3.1
Inspections and Maintenance Standard:	<p>Signs are to be checked to ensure they are:</p> <ul style="list-style-type: none"> • Of correct type • In correct location • Legible • Clean • Securely fixed • Undamaged
As a minimum these inspections and maintenance procedures will be carried out:	Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See below.
Inspection frequency and responsibility:	All inspections shall be performed monthly by owner, or IQP, and annually by appropriately qualified persons such as an Independent Qualified person (IQP).
Reporting:	<ul style="list-style-type: none"> • Inspection and maintenance records shall be maintained and kept on the premises including: <ol style="list-style-type: none"> 1. Date of inspection 2. Type of inspection 3. Any repairs or maintenance found to be required 4. Actions taken to repair and maintain the system 5. The system inspection complies with the requirements of the compliance schedule 6. Name of person undertaking the inspection 7. Two annual written reports • Records shall be maintained for a minimum of two years • A Form 12A provided by an IQP annually

Specified System Details

Specified System:	SS15.2 Final exits
System Type and Make (if known) and Location:	Final exit doors.
Performance/Installation Standard:	NZBC C4.5
Inspections and Maintenance Standard:	<ul style="list-style-type: none"> • Final exits should be inspected to ensure they can be opened and that they are not: <ul style="list-style-type: none"> – locked – barred – blocked • And that door-locking devices: <ul style="list-style-type: none"> – are clearly visible – are easily operated without a key or other security device and do not prevent or override the direct operation of panic bolts fitted to any door.
As a minimum these inspections and maintenance procedures will be carried out:	Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See below.
Inspection frequency and responsibility:	All inspections shall be performed daily by owner (visual, in areas accessible to the general public, when building is in use), monthly by owner or IQP (recorded check, all final exits), and annually by appropriately qualified persons such as an Independent Qualified person (IQP).
Reporting:	<ul style="list-style-type: none"> • Inspection and maintenance records shall be maintained and kept on the premises including: <ol style="list-style-type: none"> 1. Date of inspection 2. Type of inspection 3. Any repairs or maintenance found to be required 4. Actions taken to repair and maintain the system 5. The system inspection complies with the requirements of the compliance schedule 6. Name of person undertaking the inspection 7. Two annual written reports • Records shall be maintained for a minimum of two years • A Form 12A provided by an IQP annually

Specified System Details

Specified System:	SS15.4 Signs for communicating information intended to facilitate evacuation
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System Type and Make (if known) and Location:	Exit signs at each final exit.
Performance/Installation Standard:	NZBC F8.3.1, NZBC F8.3.3(a)
Inspections and Maintenance Standard:	<p>Signs are to be checked to ensure they are:</p> <ul style="list-style-type: none"> • Of correct type • In correct location • Legible • Clean • Securely fixed • Undamaged
As a minimum these inspections and maintenance procedures will be carried out:	Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See below.
Inspection frequency and responsibility:	All inspections shall be performed monthly by owner, or IQP, and annually by appropriately qualified persons such as an Independent Qualified person (IQP).
Reporting:	<ul style="list-style-type: none"> • Inspection and maintenance records shall be maintained and kept on the premises including: <ol style="list-style-type: none"> 1. Date of inspection 2. Type of inspection 3. Any repairs or maintenance found to be required 4. Actions taken to repair and maintain the system 5. The system inspection complies with the requirements of the compliance schedule 6. Name of person undertaking the inspection 7. Two annual written reports • Records shall be maintained for a minimum of two years • A Form 12A provided by an IQP annually

MANAGER'S CERTIFICATE

Absolutely
POSITIVELY
ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL Wellington

Certificate No: 49D/CERT/171/2022
SR No: 506223

PURSUANT to Section 217 of the Sale and Supply of Alcohol Act 2012,

Natasha Leigh Mills

is authorised to manage any licensed premises in respect of which a licence is in force.

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of manager's certificates, this certificate continues in force –

- (a) either –
- i. until the close of the period for which it was last renewed; or
 - ii. if it has never been renewed until the close of the period of 12 months after that day it was issued; but
- (b) if an application for the renewal of the licence is duly made before the licence would otherwise expire, either –
- i. until the close of the period of 3 years after the period for which it was last renewed; or
 - ii. if it has never been renewed, until the close of the period of 4 years after the day it was issued.

This certificate shall expire on **17 May 2023**, unless renewed in accordance with the Act provisions above.

Dated at Wellington, **17th day of May 2022**



M Patrick
Secretary District Licensing Committee
Wellington City Council



From: [Antoinette Bliss](#)
To: [Maria Cameron](#)
Subject: FW: Clare Baker shared "Signed lease Whiti Te Ra" with you.
Date: Friday, 27 May 2022 11:33:39 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)

Antoinette Bliss
Alcohol Licensing Officer
Te Āpiha Kaiwhiringa Waipiro

Kāpiti Coast District Council
Tel 04 296 4695
Mobile 027 5555 695

www.kapiticoast.govt.nz

From: Clare Baker <Clare.Baker@kapiticoast.govt.nz>
Sent: Tuesday, 19 April 2022 1:43 PM
To: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Subject: RE: Clare Baker shared "Signed lease Whiti Te Ra" with you.

Hi Ant

Yes I confirm that Council will allow them to operate a Club alcohol licence on the premises.

Regards

Clare Baker
Contractor to Kāpiti Coast District Council

Kāpiti Coast District Council
Mobile 027 2089 181

www.kapiticoast.govt.nz

From: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Sent: Tuesday, 19 April 2022 12:52 pm
To: Clare Baker <Clare.Baker@kapiticoast.govt.nz>
Subject: RE: Clare Baker shared "Signed lease Whiti Te Ra" with you.

Thank you Clare

Can you please confirm Council will allow them to operate a Club alcohol licences on the premises.

Kind regards. ant

Antoinette Bliss
Alcohol Licensing Officer
Te Āpiha Kaiwhiringa Waipiro

Kāpiti Coast District Council
Tel 04 296 4695
Mobile 027 5555 695

www.kapiticoast.govt.nz

From: Clare Baker <Clare.Baker@kapiticoast.govt.nz>
Sent: Tuesday, 19 April 2022 12:26 PM
To: Antoinette Bliss <Antoinette.Bliss@kapiticoast.govt.nz>
Subject: Clare Baker shared "Signed lease Whiti Te Ra" with you.



Clare Baker shared a file with you

Hi Ant

Copy of lease for Whiti Te Ra as requested. They are permitted to sell alcohol under their lease with us.

There has been no further progress on the Rahui Sports Club lease to date.



[Signed lease Whiti Te Ra](#)



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