

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
 Email: licence.application@kapiticoast.govt.nz
 Telephone (04) 296 4700 Toll Free: 0800 486 486

For Council use
File #

Once this application is complete you may make an appointment for a pre-lodgement meeting with a Licensing Inspector at the numbers given above.

Application forms cannot be accepted by the District Licensing Committee (DLC) over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated.

This application is made in accordance with the particulars set out below:		
1. Application Type		
If you are not filing this renewal application, including paying the fee, at least 20 working days before the licence expires, provide a reason for the late filing as an attachment.		
<input type="checkbox"/> New Club Licence	Renewal of Club Licence Licence number: 45/CLUB/043/2023	Renewal of Club Licence with variation of conditions Licence number:
2. Details of Applicant		
Full legal name or names to be on licence: Otaki Sports Club Incorporated		
Whether licence already held for premises concerned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence CLUB 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:		
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: Adam Shelton		Designation/Position: Bar Manager / Club committee member
Telephone:		Mobile: 027 286 9820
Email: otakisportsclub@gmail.com		
7. Postal Address for Service		
Number/Street/PO Box: 190 Mill Rd		Suburb:
City: Otaki		Postcode:
8. Business Details		
<i>Describe principal business, any other businesses</i>		
Sports Club		
9. Criminal Convictions		
<i>Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.</i>		
10. Details of Premises		
Address: Number 190		Street: Mill Rd

Suburb:	City: Otaki	Postcode:
Any name of building:		
Club Name: Otaki Sports Club Incorporated		
If not Owned by Applicant:		
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence) Licence</i>		
Full legal name of owner: Otaki Sports Club		
Address: Number 190	Street: Mill Rd	
Suburb:	City: Otaki	Postcode:
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) <i>If more than two certified managers please attach details separately</i>		
Full legal name: Adam Shelton		
Number of manager's certificate: 45/CERT/1208/2024	Expiry Date: 28/05/28	
Full legal name:		
Number of manager's certificate:	Expiry Date:	
12. Club Details		
State authority under which the club is incorporated: The Incorporated Societies Act 2022.		
Membership: total number of members.....305..... how many are under 18 years of age 120		
Contact details of club secretary – Name: Adam Shelton		
Address: Number/PO Box 190	Street: Mill Rd	
Suburb:	City: Otaki	Postcode:
Telephone:	Mobile: 0278 286 9820	
Email: otakisportsclub@gmail.com	Preferred mode of contact:	
Is the sale of alcohol intended to be the principal purpose of the club? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, and if "No", advise the intended principal purpose of the club. Principal purpose of the club: Provision of community and competitive tennis, football and squash		
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. <i>This is to assess whether other goods and services provided are compatible with the sale of alcohol.</i>		

<p>State the days and hours proposed for sale of alcohol (<i>this is licensed hours not trading hours</i>):</p> <p>As per current licence but with:</p> <p>--- a proposed extension of the closing hour of one hour per day. So to midnight Mon to Thurs, and 1am Fri to Sun</p> <p>--- and a proposed extension of the opening hour Mon-Friday to 3pm.</p>	
<p>Do you have, or require, a Trading in Public Place licence to permit consumption of alcohol on footpath: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'Yes', please attach and number #.....</p>	
<p>13. Conditions</p> <ul style="list-style-type: none"> • 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' and write the document number on '#.....' 	
<p>Describe experience and training of applicant (<i>the applicant is the Club</i>)</p> <p>Fully qualified and licenced bar manager</p>	<p>Doc attached? Number.</p> <p><input checked="" type="radio"/> Yes / No #.....1.....</p>
<p>Describe the type and range of food intended to be available for purchase:</p> <p><i>Chips, savouries, pizza, pies, chippies, nuts</i></p>	<p><input checked="" type="radio"/> Yes / No #.....2.....</p>

<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Non-alcoholic beer, soft drinks, juice, sparkling water</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase:</p> <p>Low alcohol beer (Steinlager or Heineken)</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>Freely available drinking water is in unlimited supply from our mains water supply in the kitchen next to the bar. We also provide in jugs on the bar.</p>	<p>Yes / No #.....</p>
<p>Describe the steps intended to be taken to provide help with and information about transport options from the premises:</p> <p>Information notices with contact numbers for transport providers are on the wall behind the bar and are easily visible to all patrons</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>Verifying age to prevent under-age drinkng</p> <p>Following the SCAB test to assess intoxication and prevent intocated people being sold alcohol</p> <p>Using a register to record banned people</p>	<p>Yes / No #.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (<i>for instance host responsibility practices</i>):</p> <p>We follow our host responsibility policy and all relevant bar licence legislation</p>	<p>Yes / No #.....3.....</p>
<p>Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:</p> <p>We encourage our casual/volunteer bar people to complete the online Serवेश course.</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>We ensure alcohol is consumed only inside the designated consumption area.</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>Alcohol may be sold only on the following days and during the following hours:</p> <p>Monday to Thursday – 5pm to 11pm</p> <p>Friday – 5pm to 12 midnight</p> <p>Saturday, Sunday and Public holidays – 9am to 12 midnight</p>	<p>Yes / No #..... #..... #..... #.....</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>The days and hours proposed for sale of alcohol:</p> <p>— a proposed extension of the closing hour of one hour per day. So to midnight Mon to Thurs, and 1am Fri to Sun</p> <p>— and a proposed extension of the opening hour on Mon Friday starting at 3pm.</p> <p>Full reasons for variation or cancellation:</p> <p>To provide more flexibility for events and functions that support the successful running of the club</p>	
<p>14. Attachments</p> <ul style="list-style-type: none"> When including attachments please number the documents, circle 'Yes' and write the document number on '#.....' 	<p>Doc attached? Number.</p>
<p>A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. <i>The Declaration of Evacuation Scheme template is available on the Council website.</i></p>	<p><input checked="" type="radio"/> Yes / No #.....4.....</p>
<p>Copy of planning consent. Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. <i>Not required for renewal unless the business activity or type has changed since the last version.</i></p>	<p>Yes / No #.....</p>
<p>Copies of all relevant building certificates consents. Please attach certificate to show that the proposed premises 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></p>	<p>Yes / No #.....</p>
<p>A scale floor plan showing the licensed area and, if applicable, each area to be designated as a supervised area or restricted area, and the principal entrance. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i></p>	<p><input checked="" type="radio"/> Yes / No #.....5.....</p>
<p>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></p>	<p><input checked="" type="radio"/> Yes / No #.....6.....</p>
<p>Names of other clubs with which club has reciprocal visiting rights for members:</p>	<p>Yes / No #.....</p>
<p>Please attach a photograph or artist's impression of the exterior of the proposed premises. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i></p>	<p>Yes / No #.....</p>
<p>Please attach a map showing the location of the premises. <i>Not required for renewal.</i></p>	<p>Yes / No #.....</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.</p>	<p><input checked="" type="radio"/> Yes / No #.....3.....</p>

Please attach a copy of a sample food menu.	Yes / No #.....2.....
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 a licence for the proposed premises. <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: Adam Shelton	
Date: 07/04/26	Signature:

Dated at location: Otaki

Privacy Statement

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

Method of payment (must be made at time of application)

I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.

I have paid by electronic transfer (Council Bank Account Number: 03-0732-0306101-00) and quoted my name and "alcohol" in the reference fields; and

I have included proof of electronic payment with this application.

How I would like to receive my alcohol licence (please select one only)

I will collect the alcohol licence – please contact me when it is ready by Phone or Email

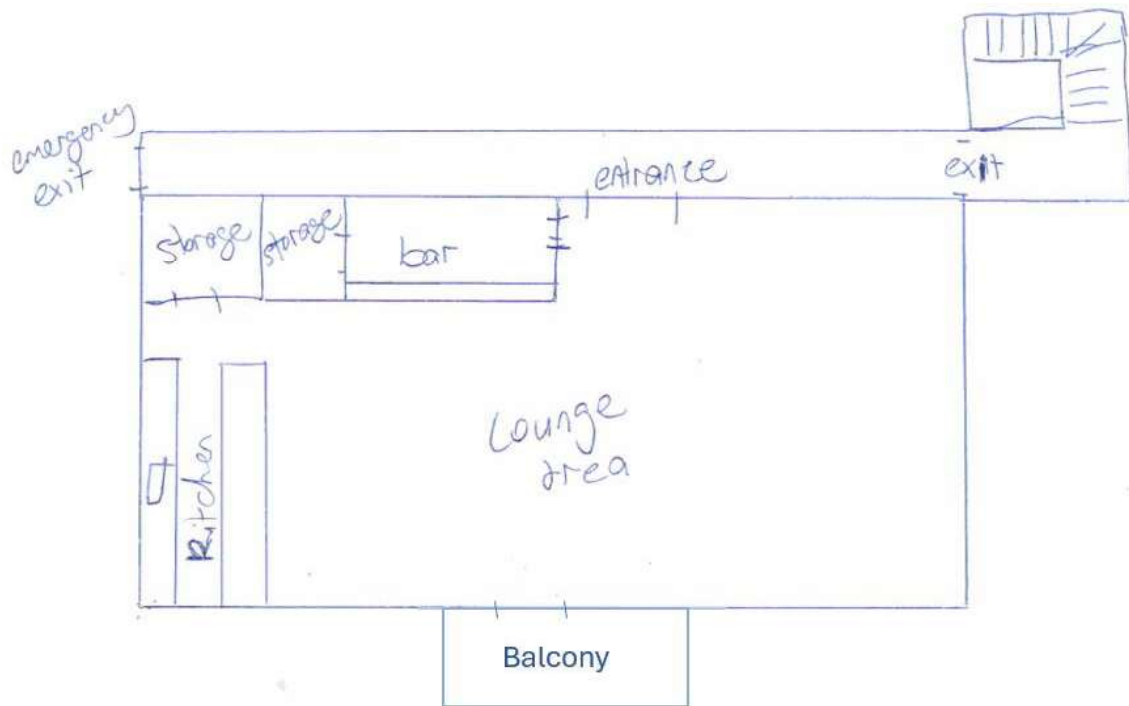
OR

Please email the alcohol licence to me.

Next Step: Once your application is complete, if you would like to make an appointment for an optional pre-lodgement meeting with the Licensing Inspector then please Telephone (04) 296 4700 or Toll Free: 0800 486 486.

Public Notices

You are responsible for giving notice within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal) and the Council will send you a template to approve. The notice and application will be made available on the Public Notices page of Council's website for a period of 25 working days. A copy of this notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for the period of public notification.



Lounge area and balcony for consuming alcohol
Bar for serving alcohol

DOC 5

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

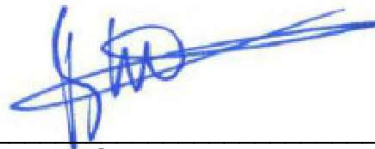
Section 226, Sale and Supply of Alcohol Act 2012

ADAM ALEXANDER SHELTON

Your manager's certificate **45/CERT/1208/2024** is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate expires on **28 May 2028** unless again renewed.

Dated at Paraparaumu on 01 July 2025



Secretary
Kapiti Coast District Licensing Committee

Note: This certificate replaces certificate number 45/CERT/1208/2024 issued on 28 May 2024 at Paraparaumu by the Kapiti Coast District Licensing Committee

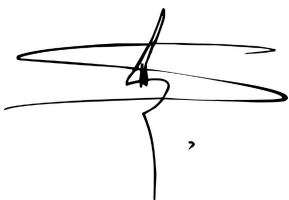
Certificate of Incorporation

THE OTAKI SPORTS CLUB INCORPORATED

215541

NZBN: 9429042851455

This is to certify that OTAKI LAWN TENNIS AND SQUASH CLUB INC was incorporated under the Incorporated Societies Act 1908 on the 21st day of November 1925 and changed its name to THE OTAKI SPORTS CLUB INCORPORATED on the 24th day of August 1992 and was reregistered to become a society under the Incorporated Societies Act 2022 on 6th day of January 2026



Registrar of Incorporated Societies
9th day of April 2026



To check the validity of this certificate visit
<https://app.businessregisters.govt.nz/sber-businesses/verify/9429042851455/IncorporatedSociety-65827004.html>

Ōtaki Sports Club

Host Responsibility Policy

The management and bar staff of Ōtaki Sports Club (the Host) believe that we have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served responsibly. Because of this, the following **Host Responsibility Policy** has been implemented.

- We provide and actively promote a good range of food available for sale at all times. Menus are visible at all times.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including low-alcohol beer, fruit juices, low-sugar drinks, soft drinks, tea and coffee.
- Iced water/water is available free of charge at all times.
- Members and guests 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.
- 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 New Zealand photo driver's licence, an 18+ Evidence of Age card, Kiwi Access card or a current passport (New Zealand or overseas).]
- Our policy is zero tolerance for aggressive, coercive or violent behaviour.
- Alcohol will not be consumed in any area other than the designated (signed) area.
- Only alcohol purchased from the bar may be consumed on the premises. No BYO is to be consumed anywhere on this property.

- We encourage water as the first drink post-game.
- We promote a range of transport options to get you home safely.
- We encourage people to have a designated driver.
- We assist our bar volunteers to do their job responsibly and correctly by conforming to our policy and relevant legislation.

Please be our guest and take advantage of the services we offer.
We pride ourselves on being responsible hosts.

President:

Bar manager:

Secretary:

Date:



Food

- Toasties **\$5**
 - Wedges / Chips **\$5**
 - Pies **\$4**
 - Pizza slices **\$4**
 - Savouries **\$2**
-
- Chippies **\$3**
 - Chippies mini **\$2**
 - Peanuts **\$3**
 - Cookies **\$2**
 - Chocolate bars **\$2**

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: *Otaki Sports Club*

Applicants name: *Otaki Sports Club*
(Individual or Company)

Premises address: *Haruatai Park, Otaki*

Contact phone: Home: *Add* Mobile: *027 286 9820*

Contact email: *otakisportsclub@gmail.com*

2. Fire evacuation scheme

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

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

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

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

Adam Shelton



Signature:

Date:

09/04/26

Submitting applications

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

From: [Antoinette Bliss](#)
To: [Mailbox - Licence Application](#)
Subject: FW: Club Renewal and Variation Application | CL701 Otaki Sports Club Inc
Date: Thursday, 9 April 2026 1:10:18 pm
Attachments: [image001.png](#)
[image002.png](#)

Hi, can you please strike through variation information and attach this email to application. ant

Antoinette Bliss
Alcohol Licensing Inspector
Te Kaitirotiro Raihana Waipiro
04 296 4695
027 555 5695
Kapiti Coast District Council

From: Otaki Sports Club INC
Sent: Thursday, 9 April 2026 1:04 pm
To: Antoinette Bliss <
Subject: Re: Club Renewal and Variation Application | CL701 Otaki Sports Club Inc

Hi Antoinette, cancel those change proposals please. I just saw the section on the form and filled it out.

Also in the section about what to do to stop prohibited people I forgot to include our signage.

As per the current licence we have signs adjacent to our sole point of sale detailing the statutory restrictions on supplying to minors and intoxicated people.

Adam