

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

Kapiti Coast District Council
 at Ōtaki
16 MAY 2025
 By Gill B Time 9.40am

For Council use
File #

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

Application forms cannot be accepted by the District Licensing Committee (DLC) over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated. Instructions on how to complete this application are attached at the back of the form.

This application is made in accordance with the particulars set out below:		
1. Application Type		
<input type="checkbox"/> New Club Licence	/ Renewal of Club Licence Licence number: 45/club/061/2022	/ <input type="checkbox"/> Renewal of Club Licence with variation of conditions Licence number: 45/club/061/2022
2. Details of Applicant		
Full legal name or names to be on licence: Otaki Bowling Club Incorporated		
Whether licence already held for premises concerned: <input 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 checked="" type="checkbox"/> Natural person(s)	<input type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Incorporated Society	
<input type="checkbox"/> Other (please specify).....		
4. For Applicant that is a Natural Person(s)		
Full legal name: Patricia Ann Bloxham		
Any aliases (and/or maiden name):		
Usual residential address: Number 64	OGST 51-860-608	
Suburb: Otaki	Received with thanks by 42/01 KAPITI COAST DISTRICT COUNCIL	
	16-05-25 9:41	*COPY COPY*710464

Received with thanks by 42/01
 KAPITI COAST DISTRICT COUNCIL
 16-05-25 9:41 *COPY COPY*710464
 DR CL717
 OTAKI BOWLING CLUB I -485.00
 Otaki Bowling Club Incorporated::64 Tas
 CQ EFT
 Otaki Bowling Club I 485.00

Sex: Female		Occupation: Retired	
Date of birth: 8/6/1950		Place of birth: England	
Telephone:	Mobile: 021 253 7067	Fax:	
Email: patbloxham65@gmail.com	Website:	Preferred mode of contact: 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:			
Telephone:	Mobile:	Fax:	
Email:	Website:	Preferred mode of contact:	
7. Postal Address for Service			
Number/Street/PO Box: 15 Waerenga Road		Suburb: Otaki	
City:		Postcode: 5512	
8. Business Details			
<i>Describe principal business, any other businesses</i>			
Bowling & Petanque 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 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 15		Street: Waerenga Road	
Suburb: Otaki		City: Kapiti Coast	Postcode: 5512
Any name, trading name, or name of building: Otaki Bowling Club			
Trading Name:			
If not Owned by Applicant:			
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>			
Full legal name of owner:			

Address: Number		Street:	
Suburb:		City:	Postcode:
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:			
11. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i>			
Full legal name: Geoffrey Thomas Curtis			
Number of manager's certificate: 45/cert/938/2021		Expiry Date: 7/7/2025	
Full legal name: Patricia Ann Bloxham			
Number of manager's certificate: 45/CERT/034/2023		Expiry Date: 27/6/27	
12. Club Details			
State authority under which the club is incorporated: NZBN: 9429042793588 dated 13 October 1911			
Membership: total membership.....86....., number of members under 18 years of age.....0.....			
Contact details of club secretary - Name: Roger Papps			
Address: Number 132		Street: Mangaone North Road	
Suburb: Te Horo		City: Kapiti Coast	Postcode:
Telephone:	Mobile: 027 555 5291	Fax:	
Email: rogerpapps@xtra.co.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 type="checkbox"/> No, and if "No", advise the intended principal purpose of the club. Playing Bowls and Petanque			
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 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. NO			

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

~~4am - 10pm~~

Monday to Sunday 8.30am to 8.30pm

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

13. Conditions

Doc attached?
Number.

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

Describe experience and training of applicant:

Yes / No
#.....

~~I have held a managers licence for approximately 40 years as I was the secretary/manager of the Otaki RSA until my retirement in 2015.~~

The Otaki Bowling Club was founded in 1908 and has held an alcohol license since at least 1995.

Otaki Pétanque was established as part of the Club in 2002.

~~I completed the Licence Control Qualification Bridging test on 29 January 2014.~~

In addition to bowls and Pétanque, Indoor Bowls is also played in the clubrooms and the bar is not open for this activity.

The general nature of the business is that of a sporting club, the principal business being the participation and promotion of sport otherwise than for gain.

The bar is generally open on Wednesday, Friday and Sunday from 4pm to 6pm, during summer one Tuesday a month and in winter one Thursday a month from 3pm to 5pm.

Occasionally the clubrooms have been hired for private functions, and a special license has been applied for and granted.

Currently the Bowling club has 62 members and Pétanque has 20 members.

Our bar manager, Geoff Curtis undertakes the training of any volunteer bar staff and they are signed off in the folder provided for this.

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

Yes / No
#.....

Chippies, Nuts, pies, pizzas, Toasted sandwiches

...Conditions contd-	Doc attached? Number.
<p>Describe the type and range of non-alcoholic beverages intended to be available for purchase:</p> <p>Lemonade, Coca cola, Juice for purchase</p> <p>Free tea and coffee available at all times</p> <p>Free Water</p>	<p>Yes / No #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>Speights Mid Ale</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>A fridge in the main club rooms is available at all times with chilled jugs of water and glasses for members and guests to help themselves.</p>	<p>Yes / No #.....</p>
...Conditions contd-	Doc attached? Number.

<p>Describe the steps intended to be taken to provide help with and information about transport options from the premises:</p> <p>We have advertised the Otaki Shuttle service and local taxi in the clubrooms by the telephone Also committee members ensure there is a sober driver amongst them</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>We know our own members and any visitors who look young are asked to show ID,</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>Substantial food is available whenever a function, such as a bowls gala or a petanque melee is held. Eg sandwiches, savouries and cakes or a sausage sizzle.</p>	<p>Yes / No #.....</p>
<p>...Conditions contd-</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>Doc attached? Number.</p> <p>Yes / No #.....</p>

<p>Training takes place as required as we only have casual volunteers and we teach them as we go. All the training books are on hand to give to our member volunteers regarding their responsibilities</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>We have visited local neighbours to ensure that music does not interfere with their daily lives</i></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: Monday to Sunday 8.30am to 8.30pm</p> <p>Action sought: <input checked="" type="checkbox"/> Variation <input type="checkbox"/> Cancellation. If Variation, in what respect does the applicant seek to vary the condition? Monday to Sunday 10am to 10pm</p> <p>Full reasons for variation or cancellation: We have no need to open the bar as early as 8.30am and if we are licenced to 10pm there would be very little need for us to apply for special licences, except very occasionally.</p>	<p>Yes / No #..... #..... #..... #.....</p>
<p>14. Attachments</p> <ul style="list-style-type: none"> When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....') 	<p>Doc attached? Number.</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. A copy of the Evacuation of Declaration Scheme is available on the website.	Yes / No #.....
Copy of planning consent – Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. <i>Not required for renewal unless the business activity or type has changed since the last version.</i>	Yes / No #.....
Copies of all relevant building certificates consents: Please attach certificates to show that the premise meets the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i>	Yes / No #.....
A scale floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and the principal entrance. <i>Not required for renewal unless changes have been made since the last issue or renewal.</i>	Yes / No #.....
Copy of any certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>	Yes / No #.....
Names of other clubs with which club has reciprocal visiting rights for members: All other affiliated bowling and Petanque Clubs	Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the premises or proposed premises. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i>	Yes / No #.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	Yes / No #.....
For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the Yes and repeat the document number you have given it.	
Please attach a copy of your Host Responsibility Policy. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>	Yes / No #.....
Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.</i>	Yes / No #.....
If premises are owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of licence to this premise. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	Yes / No #.....

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

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

Name: Patricia Ann Bloxham

Date: 16.5.25

Signature: PA Bloxham

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 publically available.

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

Notes

- 1 This form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

ONCE YOUR APPLICATION IS COMPLETE, MAKE AN APPOINTMENT FOR A PRE-LODGE MEETING WITH THE LICENSING INSPECTOR.

PLEASE TELEPHONE (04) 296 4700 OR TOLL FREE: 0800 486 486.

Before lodging Application

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

After your Application is Lodged

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
- High
- Low
- Very High
- 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 Gebroe Date: 16/5/25

FROZEN MEALS AVAILABLE

CHICKEN NOODLES **\$ 2.00**

CUP OF SOUP & TOAST **\$ 2.00**

Tomato
Spring Vegetable

CHICKEN NOODLES **\$ 2.00**

TOASTED SANDWICHES **\$ 3.00**

Cheese & Onion
Ham & Cheese

MINI PIZZA **\$ 4.00**

BBQ Chicken
Hawaiian

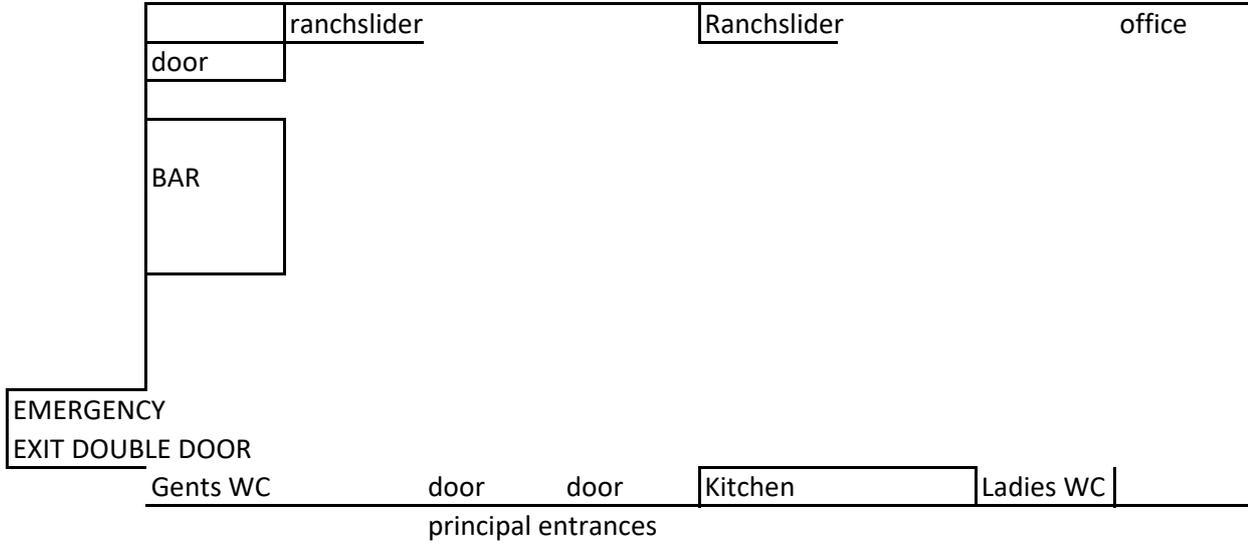
BIG BEN PIES **\$ 4.00**

Mince & Cheese
Steak & Cheese

SNACK MEALS **\$ 4.00**

Macaroni Cheese
Cottage Pie

BOWLING GREENS



CARPARK

BOWLING GREENS ARE RESTRICTED AND THE REMAINING AREA IS SUPERVISED

From: [Pat Bloxham](#)
To: [Mailbox - Licence Application](#)
Subject: Re: Renewal Club License Otaki Bowling Club CL717
Date: Thursday, 29 May 2025 10:05:41 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Bowling club snack menu.xlsx](#)
[FLOOR PLAN BOWLING CLUB.xlsx](#)

Hi Joy

My apologies for miss interpretation of question 13.

The Otaki Bowling Club was founded in 1908 and has held an alcohol license since at least 1995.

Otaki Pétanque was established as part of the Club in 2002.

In addition to bowls and Pétanque, Indoor Bowls is also played in the clubrooms and the bar is not open for this activity.

The general nature of the business is that of a sporting club, the principal business being the participation and promotion of sport otherwise than for gain.

The bar is generally open on Wednesday, Friday and Sunday from 4pm to 6pm, during summer one Tuesday a month and in winter one Thursday a month from 3pm to 5pm.

Occasionally the clubrooms have been hired for private functions, and a special license has been applied for and granted.

Currently the Bowling club has 62 members and Pétanque has 20 members.

Our bar manager, Geoff Curtis undertakes the training of any volunteer bar staff and they are signed off in the folder provided for this.

Snack Menu is attached

A floor plan is attached. this is not done to scale, please advise if this is acceptable.

Regards

Pat Bloxham

From: Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>
Sent: Tuesday, May 20, 2025 12:26 PM

To: patbloxham65@gmail.com <patbloxham65@gmail.com>

Subject: FW: Renewal Club License Otaki Bowling Club CL717

Good Afternoon Pat

Sorry to email again. As well as the other queries could you also clarify question 13 on the application . You have answered this from your perspective but it is really the Clubs perspective as the applicant .

Are you able to provide a summary of this detail highlighted relating to the club such as length of time club has had a license and training etc of staff .

Describe experience and training of applicant:

I have held a managers licence for approximately 40 years as I was the secretary/manager of the Otaki RSA until my retirement in 2015.

I completed the Licence Controller Qualification Bridging test on 29 January 2014

Many thanks

Joy Allen
Regulatory Services Support Officer
Te Āpiha Tautoko Ratonga Ture

Tel 06 296 4700

From: Mailbox - Licence Application

Sent: Tuesday, 20 May 2025 11:10 am

To: patbloxham65@gmail.com

Subject: Renewal Club License Otaki Bowling Club CL717

Good Morning Pat

Thank you for submitting the Club License Renewal application for the Otaki Bowling Club .

Could you please provide the following supporting documents to enable us to proceed with processing of the application .

- Floor Plan indicating supervised or restricted areas and the principal entrance .
- A copy of the sample menu .

Many thanks

Joy Allen
Regulatory Services Support Officer
Te Āpiha Tautoko Ratonga Ture

Tel 06 296 4700



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