

CL 687

APPLICATION FOR CLUB LICENCE OR RENEWAL OF CLUB LICENCE



Form 5, sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

For Council use
File #

Received by Kāpiti Coast District Council at Paraparaumu 13 OCT 2025 Nicole Time 11-12am
--

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

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.	
#	Renewal of Club Licence Licence number: 45/CLUB/080/2024
2. Details of Applicant	
Full legal name or names to be on licence: Waikanae United Bowling Club Inc.	
Whether licence already held for premises concerned: ☒ Yes ☐ 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	
☐ Natural person(s)	☐ Private Company
☐ Body Corporate	☐ Public Company
☐ Partnership	☒ Incorporated Society
☐ 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		
Heather Sarah Belle Holme	Bar Manager	
Telephone:	Mobile: 0274508879	
Email: waikanaebowling@xtra.co.nz		
7. Postal Address for Service		
20 Huiawa St	Waikanae Beach	
Waikanae	5036	
8. Business Details		
Operating as a Bowling 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) , and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.</i> No		
10. Details of Premises		
Address: Number 20	Huiawa Street	
Suburb: Waikanae Beach	Waikanae	5036
Any name of building: Waikanae Beach Bowling Club		
Club Name: Waikanae United Bowling Club		
If not Owned by Applicant:		
Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)		

Full legal name of owner:		
Address: Number	Street:	
Suburb:	City:	Postcode:
Is the licence conditional on completion of building work: ☐ Yes ☐ 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: Heather Sarah Belle Holme.		
Number of manager's certificate: 45/CERT/291/2016	Expiry Date: 16 July 2028	
Full legal name: Bryan John Scown		
Number of manager's certificate: 45/CERT/1237/2024	Expiry Date: 15/10/28	
12. Club Details		
State authority under which the club is incorporated:		
New Zealand Incorporated Societies Act		
Membership: total number of members.....280..... how many are under 18 years of age... nil.....		
Contact details of club secretary - Name: Pat Hatwell		
Address: 35	Street: Pehi Street	
Waikanae		5036
Telephone:	Mobile: 021497199	
Email: waikanaebowling@xtra.co.nz	Preferred mode of contact: email	
Is the sale of alcohol intended to be the principal purpose of the club? ☒ No, and if "No", advise the intended principal purpose of the club. Principal purpose is a sports club for outdoor Bowls.		
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: ☒ 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> NO		

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

7 days a week from 8 am to 10 pm

Do you have, or require, a Trading in Public Place licence to permit consumption of alcohol on footpath: ☒ No If 'Yes', please attach and number #.....

NO

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' and write the document number on '#.....'

Describe experience and training of applicant (*the applicant is the Club*)

Applicant has had experienced bar managers and Bar staff that have been involved in the club for many years.

/ No
#.....

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

Range of pies and ready to serve frozen meals and also take orders for the Fish and chip shop in the close vicinity.

No
#.....

Describe the type and range of non-alcoholic beverages intended to be available for purchase: A Variety of canned soft drinks and bottles of Gingerbeer and Lemon lime and Bitters.	No #.....
Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase: OO Heiniken ,light Stienlager , Speight Mid Ale. Export Citrus.	No #.....
Describe to what extent, and where, drinking water is intended to be freely available to members (if no acA water Cooler is adjacent to the Bar cess to mains water supply, also advise the potability of water intended to be available): A Water cooler is adjacent to the bar and the Kitchen is readily available.	/ No #.....
Describe the steps intended to be taken to provide help with and information about transport options from the premises: Relevant Taxi details are available by the bar and as most patrons are well known to the bar staff they always check that transport available if needed.	No #.....

Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: Use of SCAB assessment to verify whether the person should be purchasing more alcohol. Request Current membership cards and valid I D if person is unknown.	/ No #.....
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (<i>for instance host responsibility practices</i>): Monitoring patrons consumption. One Glass per person. Offer low or no alcoholic drinks. Ensuring food and water freely available.	/ No #.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: Briefing of staff prior to shifts. Ensure all staff understand the SCAB assessment as well as their responsibilities. Encourage them to do the Serve wise assessment.	/ No #.....

Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be: - 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. <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> <i>Bowling Club functions rarely involve amplified music. Most activities are in daylight hours. Club is not in a densely built up area.</i>	/ No #.....
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> Terms of condition at present: No change sort to conditions. Action sought: ☒ Variation ☒ Cancellation. If Variation, in what respect does the applicant seek to vary the condition? Full reasons for variation or cancellation:	No
14. Attachments <i>When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'</i>	Doc attached? Number.
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>	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> No Change	/ No #.....
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>	No #.....

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>	Yes / #..... <u>2</u>
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>	No #.....
Names of other clubs with which club has reciprocal visiting rights for members: Bowling Clubs registered with Bowls New Zealand	#.....
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>	/ No #.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	/ No #.....
For the following documents, if they are already attached in response to a previous section you do not need to provide twice.	
Please attach a copy of your Host Responsibility Policy.	Yes / No #..... <u>3/4</u>
Please attach a copy of a sample food menu.	Yes / No #..... <u>5</u>
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>	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

Name: Heather Holme

Date: 13/10/25

Signature: [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 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

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

☒ Yes 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

☒ Yes Please email the alcohol licence to me. waikanaebowling@xtra.co.nz

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.



WAIKANAE UNITED BOWLING CLUB

HOST RESPONSIBILITY POLICY

Our club will provide an environment that is comfortable and welcoming, but also where alcohol is served responsibly.

Patrons who are visibly intoxicated will not be served alcohol and will be asked to leave the premises.

Minors will not be served and, if we are in doubt of age, will be asked for identification.

The club always have a range of food products readily available.

We provide and promote a range of non-alcoholic and low- alcohol drinks.

We encourage members to have a designated driver or will help arrange transport if required.

The club will display all signage as required under the Sale and Supply of Alcohol Act 2012 and amendments.

We maintain a training and management policy to give our volunteer bar staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of these premises and the services we offer.

BOWLS WAIKANAE PRIDES ITSELF

ON BEING A RESPONSIBLE HOST

Garry Wilson

President

Host Responsibility Implementation Plan

Low alcohol and non-alcoholic beverages

We have low alcohol and zero alcohol drinks and cooled water available at all times.

Food

The Manager will check that we have pies available that can be heated in our oven and also have an arrangement with the local fish and chip shop with whom we can place a phone order and pick up. This is displayed at the bar.

Intoxication

As a team we proactively manage patrons and as they are members of our club are well known to us.

If we feel someone is at risk will quietly discuss the amount of alcohol that can be consumed safely.

If they arrive intoxicated we will quietly ask them if they require us to contact home or provide a taxi for them.

If arguments arise again with support of club members we will diffuse the situation quietly and efficiently. Will encourage them to sit quietly at tables near the rear of the club rooms.

Staff training

At this stage of our club we have general discussions frequently and follow our plan

Basic Management Operations

Alcohol and low alcohol management

SCAB. Speech. Coordination and Appropriate Behaviour.

We have a small working group of experienced operators.

(should we need to train new people will look at the full Serve wise programme)

Entertainment and promotion

The main reason for our bar is to provide a place to socialise after participating in a bowling competition or to be used for club functions such as quiz nights or Twilight bowls.

Minors

Very few minors attend and are always with parents or care givers.

Signage

All signage is clearly displayed in the bar area.

Alcohol promotions nil

Security always have small group of people there when bar is open

Safe transport. Taxi no is available

Incident log recorded in Club toolkit Folder

Trespassed persons recorded in Club Toolkit Folder if required



Waikanae United Bowling Club

Beach premises

FOOD MENU

1) Pies:

Mrs Mac's

Beef/Cheese/Bacon \$5.00

Big Ben

Steak and Cheese \$5.00

2) Fish & Chips: may be ordered in from Takeaway bar over the road – pricing depends on order.

3) Wattie's Snack Meals:

Butter Chicken \$7.50

Cheese and Bacon Pasta \$7.50

Beef Lasagne \$7.50

Smoked Fish Pie \$7.50

Items located in kitchen freezer.

Heating instructions on reverse of this menu

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: *Waikanae Beach Bowling Club*

Applicants name: *Waikanae United Bowling Club*
(Individual or Company)

Premises address: *20 Huiawa Street, Waikanae Beach 5036*

Contact phone: *04 293 6469*

Contact email: *waikanaebowling@xtra.co.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-rrteams@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:

Heather Holme

Signature:

HB Holme

Date:

15/10/25

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