

# 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

☐ New Club Licence

☒ Renewal of Club Licence

☐ Renewal of Club Licence with variation of conditions

Licence number: **CL779**

Licence number:

### 2. Details of Applicant

Full legal name or names to be on licence:

**PARAPARAUMU CRICKET CLUB**

Whether licence already held for premises concerned: ☒ Yes ☐ No, and if 'Yes', state kind of licence

**OFF/ON/CLUB**

### 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:	Fax:	
Email:	Website:	Preferred mode of contact:	
<b>5. For Applicant that is a Body Corporate, Authority under which Incorporated</b>			
<b>6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person</b>			
Name: <u>ARNE ERIC MURRAY</u>			
Telephone:	Mobile: <u>0212558465</u>	Fax:	
Email: <u>ARNE.MURRAY@OUTLOOK.CO.NZ</u>	Website:	Preferred mode of contact: <u>PHONE</u>	
<b>7. Postal Address for Service</b>			
Number/Street/PO Box: <u>170 MATAI ROAD</u>		Suburb: <u>RAUMATI BEACH.</u>	
City: <u>PARAPARAUMU</u>		Postcode: <u>5032.</u>	
<b>8. Business Details</b>			
Describe principal business, any other businesses			
<b>9. Criminal Convictions</b>			
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.			
<b>10. Details of Premises</b>			
Address: Number <u>20</u>		Street: <u>WHYTE STREET</u>	
Suburb: <u>KENA KENA</u>	City: <u>PARAPARAUMU</u>	Postcode: <u>5032</u>	
Any name, trading name, or name of building: <u>PARAPARAUMU CRICKET CLUB</u>			
Trading Name: <u>PARAPARAUMU CRICKET CLUB INCORPORATED</u>			
<b>If not Owned by Applicant:</b>			
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: <u>HAYLEY JOY LOOKSLEY</u>	
Number of manager's certificate: <u>45/CERT/564/2017</u>	Expiry Date: <u>16/03/27.</u>
Full legal name: <u>SEAN KEVIN WINDLE</u>	
Number of manager's certificate: <u>45/CERT/665/2024</u>	Expiry Date: <u>27/11/27</u>

**12. Club Details**

State authority under which the club is incorporated:  
INCORPORATED SOCIETIES REGISTER

Membership: total membership.....80....., number of members under 18 years of age.....~~50~~<sup>40</sup>.....

Contact details of club secretary - Name: ARNE MURRAY

Address: Number/PO Box <u>170</u>		Street: <u>MATAI ROAD</u>	
Suburb: <u>RAIMATI BEACH</u>		City: <u>PARAPARAUMU</u>	Postcode: <u>5032</u>
Telephone:	Mobile: <u>0212558465</u>	Fax:	
Email: <u>ARNE.MURRAY@OUTLOOK.CO.NZ</u>	Website:	Preferred mode of contact:	

Is the sale of alcohol intended to be the principal purpose of the club? ☐ Yes ☒ No, and if "No", advise the intended principal purpose of the club.  
TO PROVIDE CRICKET FOR PLAYERS OF THE GAME AND A COMMUNITY TO THOSE SUPPORTING CRICKET.

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: ☐ Yes ☒ 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):

TUESDAY TO THURSDAY - 6:30PM to 10pm  
FRIDAY - 5pm to 12midnight.  
SATURDAY & PUBLIC HOLIDAY - 12NOON to 12midnight.  
SUNDAY - 12NOON to 10pm

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:

WE HAVE HAD A SALE AND SUPPLY OF ALCOHOL LICENCE AT OUR CLUB FOR 30 YEARS SINCE 1995. WE HAVE CONSTANTLY UPHOLD THE REQUIREMENTS SET OUT BY THE ACT. WE HAVE 2 LICENCED BAR MANAGERS WHO PROVIDE TRAINING ON OUR HOST RESPONSIBILITY POLICY AND THE REQUIREMENTS OF THE ACT AND LICENCE TO OUR COMMITTEE MEMBERS SO ALL ARE AWARE OF OUR OBLIGATIONS.

Yes / No  
#.....

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

SUBSTANTIAL HEAT AND EAT FOOD ARE ALWAYS AVAILABLE IN OUR FREEZERS FOR PURCHASE. PIZZA, PIES, SAUSAGE ROLLS, HOT CHIPS. THESE CAN BE PURCHASED IN LICENCED HOURS IF DRINKS ARE SERVED. BBQ FOOD IS PROVIDED AFTER THE MATCH FOR FREE BY THE CLUB INCLUDING SAUSAGES, BURGER PATTIES, HASH BROWNS ON BREAD. TAKEAWAYS INCLUDING PIZZA AND CURRIET ARE PROVIDED BY THE CLUB ON LARGER CLUB NIGHT GATHERINGS.

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>SOFT DRINKS - COKE, FANTA, SPRITE, COKE ZERO  NON ALCOHOLIC BEER - HEINEKEN 0%  (OR A ZERO PERCENT OPTION  IF NOT IN STOCK).</p>	<p>Yes / No  #.....</p>
<p>Describe the type and range of low-alcohol beverages intended to be available for purchase:</p> <p>HEINEKEN LIGHT. 2.5%  STOUT MID STRENGTH LAGER - 2.5%.</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>WATER IS AVAILABLE FROM KITCHEN  WHICH IS FREELY AVAILABLE TO ALL.  TUGS OF WATER AVAILABLE FROM  BAR.  GLASSES AVAILABLE FROM BOTH LOCATIONS.</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  
#.....

LOCAL TAXI ~~MAIN~~ NUMBER IS PRESENT  
IN SIGNAGE AT CLUB NEAR BAR.  
WE HAVE 4 CURRENT TAXI DRIVERS  
AT OUR CLUB WHO ARE AVAILABLE  
FOR DIRECT CONTACT IF WORKING.

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

Yes / No  
#.....

WE HAVE 2 BAR MANAGER LICENCED  
MEMBERS WHO ARE PRESENT WHEN  
ALCOHOL IS SOLD AND UPHOLD OUR  
HOST RESPONSIBILITIES WHEN SERVING  
ALCOHOL. WE HAVE SIGNAGE THAT  
BACKS UP OUR MANAGERS DECISIONS AND  
THIS IS THE BOTTOM LINE, NO EXCUSES.  
OUR BAR CAN ONLY BE ACCESSED BY BAR  
MANAGERS & COMMITTEE MEMBERS.  
A VISITOR BOOK IS KEPT AT BAR TO RECORD  
GUESTS OF MEMBERS. IDENTIFICATION IS  
REQUESTED OF THOSE GUESTS WHEN REQUIRED.

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

Yes / No  
#.....

OUR BAR MANAGERS, COMMITTEE MEMBERS, TEAM  
CAPTAINS AND PLAYERS ALL LOOK OUT FOR  
EACH OTHER TO MAKE SURE OUR CLUB  
MEMBERS & GUESTS ARENT BECOMING OVERLY  
INTOXICATED. WE WILL NOT SERVE TO THOSE  
SHOWING SIGNS OF INTOXICATION AND WILL  
OFFER WATER & FOOD ALTERNATIVES.  
THE CLUB HAS BEHAVIOURAL EXPECTATIONS  
OF ALL THAT ARE USING THE LICENCED  
SPACE, THESE ARE LOCATED ON OUR  
NOTICE BOARD. WE ~~HAVE~~ KNOW THE AGE  
OF OUR CLUB MEMBERS & WILL NOT SERVE  
THEM UNTILL THEY HAVE ID SHOWING ~~THEIR~~  
AGE OF 18. ANY GUEST WHO LOOK UNDERAGE  
WILL REQUIRE ID FOR SERVICE.

Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:

Yes / No  
#.....

WE HAVE 2 BAR MANAGERS WHO STAY UP TO DATE ON ALL REQUIREMENTS OF THE ACT. THEY ARE RESPONSIBLE OF SIGNAGE AND TRAINING IN REGARDS TO OUR HOST RESPONSIBILITIES.

IF NEW COMMITTEE MEMBERS ARE BROUGHT ON BOARD AT AGM, OUR BAR MANAGERS WILL TAKE THEM THROUGH BAR RULES & HOST RESPONSIBILITIES

Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:

Yes / No

#

- 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.

*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:*

NONE FOR EITHER IN REGARDS TO OUR LOCATION.

**For Licence Renewal Only:** Describe any conditions of the licence the applicant seeks to vary or cancel:  
*To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary*

Yes / No

#.....

#.....

#.....

#.....

Terms of condition at present:

Action sought: ☐ **Variation**      ☐ **Cancellation.** If Variation, in what respect does the applicant seek to vary the condition?

Full reasons for variation or cancellation:

14. Attachments	Doc attached? Number.
<ul style="list-style-type: none"> <li>When including attachments please number the hard copies, and in the first column circle 'Yes' box and write the document number on '#.....')</li> </ul>	
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: CLUBS THAT ARE ASSOCIATED WITH HOROWITENUA - KAPITI CRICKET ASSOCIATION.	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.

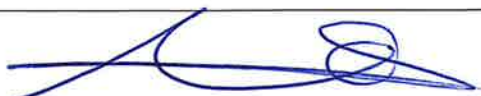
Name:

ARNE MURRAY

Date:

29/04/25

Signature:



Dated at location:

WELLINGTON CBD.

**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 \_\_\_\_\_ Date: \_\_\_\_\_





# 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:

Add PARAPARAUMU CRICKET CLUB.

Applicants name:  
(Individual or Company)

Add PARAPARAUMU CRICKET CLUB  
INCORPORATED

Premises address:

Add 20 WHYTE STREET  
KENA KENA.

Contact phone:

Home: Add

Mobile: Add 0212558465

Contact email:

Add ARNE.MURRAY@OUTLOOK.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](http://www.fireandemergency.nz) or Contact Fire and Emergency New Zealand, [wellingtondistrict-rteams@fireandemergency.nz](mailto: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:

Add ARNE MURRAY

Signature:

Add



Date:

Add

29/4/25.

## Submitting applications

Email completed forms to: [licence.application@kapiticoast.govt.nz](mailto:licence.application@kapiticoast.govt.nz)

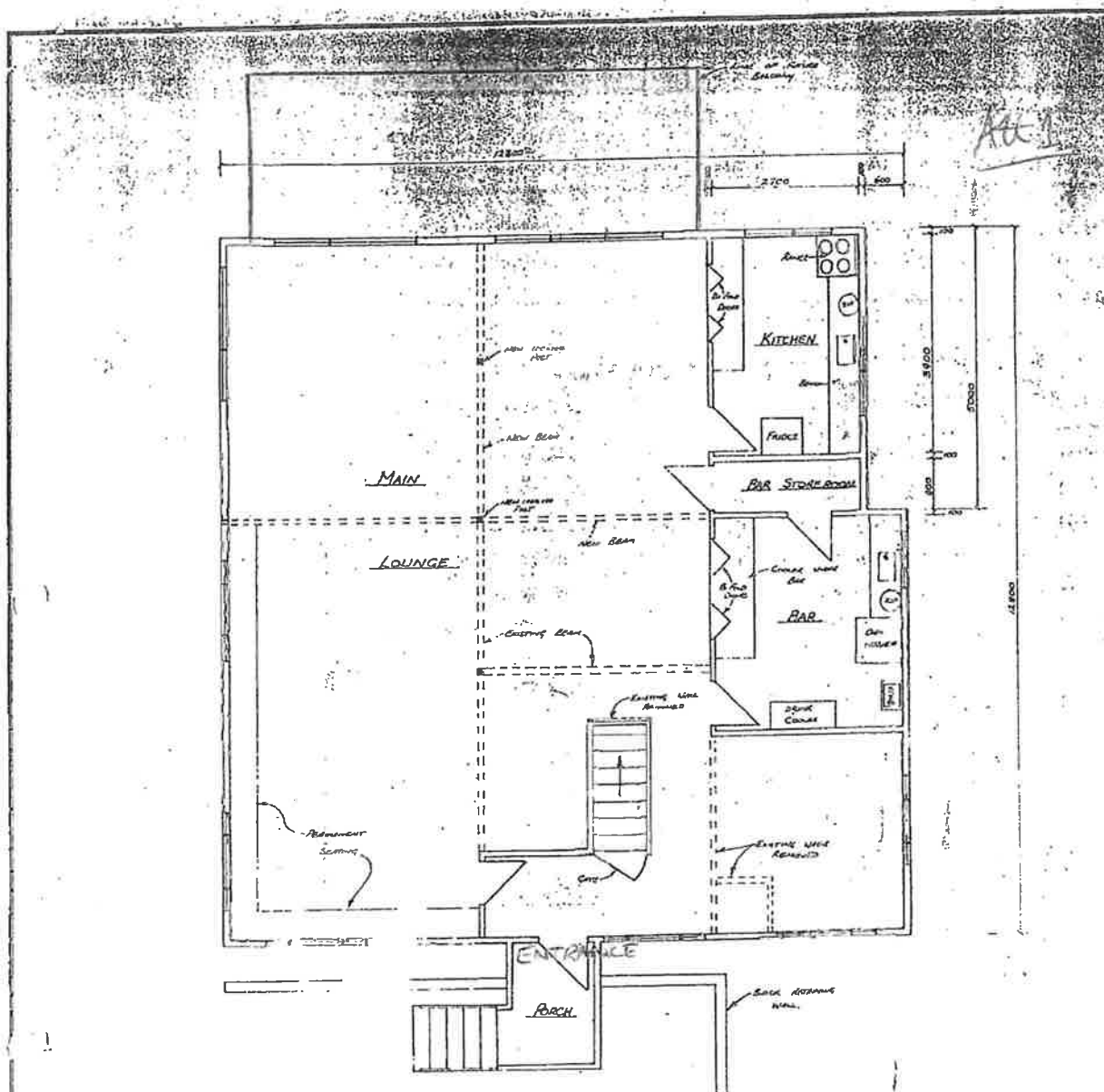
### Post to:

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

### or deliver to:

Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu

### Attachment 1: Plan of licensed area



AS ADVISED BY THE APPLICANT, THE WHOLE OF THE UPPER LEVEL CLUBROOMS ARE UNDESIGNATED.

30 APPROVED 1012  
30 OCT 2015

Licensed  
Area.

PROPOSED ALTERATIONS & ADDIT  
PARAPARAUMU CRICKET CLUB, A

END



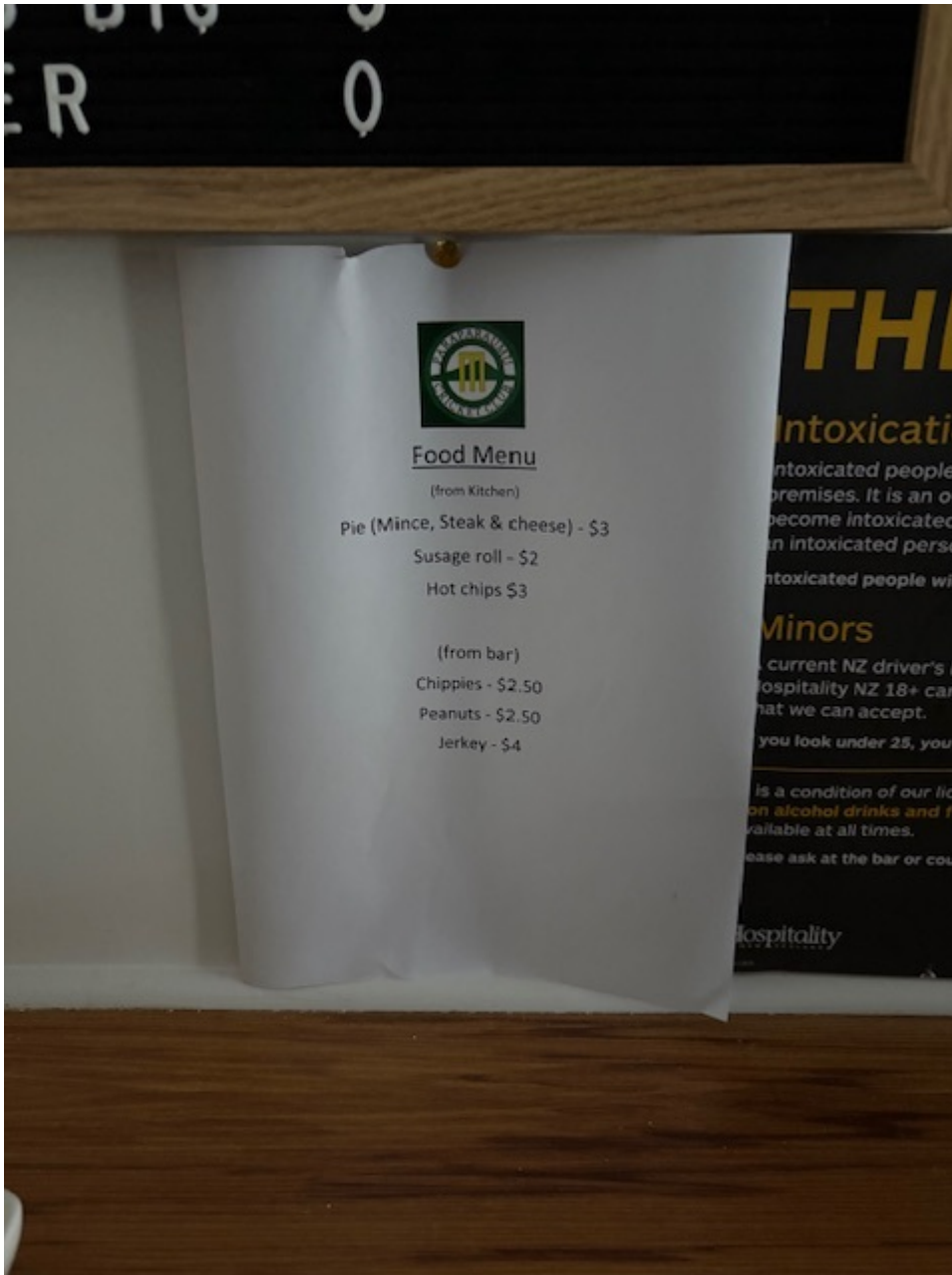
## Donna Want

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**From:** Arne Murray <Arne.Murray@outlook.co.nz>  
**Sent:** Wednesday, 30 April 2025 12:41 pm  
**To:** Mailbox - Licence Application  
**Subject:** Re: Paraparaumu Cricket Club Licence renewal application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Joy, please see attached



menus.



On 30 Apr 2025, at 7:49 AM, Mailbox - Licence Application  
<licence.application@kapiticoast.govt.nz> wrote:

Good Morning Arne

Apologies for the ambiguity with the form . As soon as we have the menu we will add it to the new application details . Hopefully we will be able to see your payment today in our accounts system as well and we can then proceed .

Many thanks

**Joy Allen**  
Regulatory Services Support Officer  
Te Āpiha Tautoko Ratonga Ture

Kāpiti Coast District Council  
Tel 06 364 9317

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

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**From:** Arne Murray <Arne.Murray@outlook.co.nz>  
**Sent:** Tuesday, 29 April 2025 4:57 pm  
**To:** Mailbox - Licence Application <licence.application@kapiticoast.govt.nz>  
**Subject:** Re: Paraparaumu Cricket Club Licence renewal application

That's fine I can do that, the reason I haven't added it initially as the application form - section 14 says for a renewal a menu attachment isn't required unless it has changed since last issuance of the licence.

Our menu hasn't changed so I didn't add it.

I will get these sent to you.

Thanks

Arne

On 29 Apr 2025, at 3:48 PM, Mailbox - Licence Application  
<[licence.application@kapiticoast.govt.nz](mailto:licence.application@kapiticoast.govt.nz)> wrote:

Good Afternoon Arne

Thank you for your application . To enable us to proceed with processing could you please provide the current food and drinks menu . The application will remain on hold in the meantime and once we have this and can see payment of the fee we will be able to proceed .

Many thanks

**Joy Allen**  
Regulatory Services Support Officer  
Te Āpiha Tautoko Ratonga Ture

Kāpiti Coast District Council  
Tel 06 364 9317

**From:** Arne Murray <[Arne.Murray@outlook.co.nz](mailto:Arne.Murray@outlook.co.nz)>

**Sent:** Tuesday, 29 April 2025 3:19 pm

**To:** Mailbox - Licence Application <[licence.application@kapiticoast.govt.nz](mailto:licence.application@kapiticoast.govt.nz)>

**Subject:** Paraparaumu Cricket Club Licence renewal application

Hi there,

Please see attached our licence renewal application.

Let me know if you require any further information and when it is received so we can post the public notice.

I will make payment for the renewal today with a reference of CL779 our licence number.

Thanks

Arne

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