

APPLICATION FOR OFF-LICENCE OR RENEWAL OF OFF-LICENCE



Form 4, 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. **Instructions on how to complete this application are attached at the end of the form.**

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.

☐ New Off-Licence



Renewal of Off-Licence

Licence number:

☐ Renewal of Off-Licence with variation of conditions

Licence number:

2. Endorsements

Tick the appropriate box if you want an endorsed licence only

☐ Auctioneer



Remote Sales

3. Details of Applicant

Full legal name or names to be on licence (if a company, must be company name):

Kapiti Distillery Limited

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

Off Licence remote sales

4. 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

☐ Other (please specify).....

5. 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:

6. For Applicant that is a Body Corporate, Authority under which Incorporated**7. For Applicant that is Not a Natural Person(s), Details of Contact Person**

Name: Tony Patmore

Designation/Position: Managing Director

8. Postal Address for Service**9. Business Details**

Describe principal business, any other businesses

Manufacture and sale of Gin, Rum and Vodka

10. 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). ☐ Yes ☒ No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.

11. For a Company whether Incorporated under the Companies Act 1993 or Equivalent Foreign Legislation

Full Legal Names of Directors: Antony Sean Patmore

12. For a Private Company Incorporated under the Companies Act 1993

Full legal name of partner:

Usual residential address: Number

Street:

Suburb:

City:

Postcode:

Full legal name of partner:

Usual residential address: Number

Street:

Suburb:

City:

Postcode:

14. Details of Premises

Address: Number 115

Street: Sims Road

Suburb: Te Horo

City: Kapiti

Postcode: 5581

Trading Name: Kapiti Distillery Limited

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:

Type: state whether supermarket, grocery, retail shop (other than grocery), hotel, tavern or other

Is the licence conditional on completion of building work: ☐ Yes ☒ No, and if "Yes", state details:

15. Details of Duty Manager(s)/Proposed Manager(s) *If more than two certified managers please attach details separately*

Full legal name: Antony Sean Patmore

Number of manager's certificate: 1230

Expiry Date: 26/08/2028

Full legal name:

Number of manager's certificate:

Expiry Date:

16. Business Details

Is the sale of alcohol intended to be the principal purpose of business: ☒ Yes ☐ No, and advise the intended principal purpose of business (for example: sale of food; entertainment; accommodation).

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 licensed hours not trading hours):

Monday to Sunday between 7am and 7 pm

17. Conditions

Doc attached?
Number.

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

Describe experience and training of applicant:

Have been running KDL for 4 years now

30 Years experienced as a business manager with Government security clearance to secret level showing trust.

Managing Director of 3 Phase Electrical Ltd and Red Wolf High Level Security Ltd.

Many years ago, I worked as a barman in a hotel in NZ and London as well as worked for Guinness Breweries for 2 years.

Yes / ☒ No
#.....

Describe the type and range of low-alcohol (2.5% ABV) beverages intended to be available for purchase (list the brands):	Yes / ☒ No #.....
Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: As the sale of liquor will be by remote website, there will be some age qualifications to gain access to sales area. There will be another age qualification at the checkout stage and the delivery system will be such that the products will not be delivered to minors and will require a signature.	Yes / ☒ No #.....
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices): We have developed our own host responsibility policy based on guidelines from the Act and the DSA (Distilled Spirits Aotearoa of which we are a member)	☒ Yes / No #.....1.....
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: Have achieved NZQA 4646 and 16705 via Service IQ and will use this same training program for anyone else in the future	☒ Yes / No #.....2.....

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 Answer: We have kept wellaway from the view of anyone, most people would not even know its onsite being in the middle of 10 acres. - increased, by more than a minimal extent, by the refusal to renew the licence.	Yes / 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 Changes to current conditions Action sought: ☐ Variation ☐ Cancellation. If Variation, in what respect does the applicant seek to vary the condition? Full reasons for variation or cancellation:	Yes / No #..... #..... #..... #.....
18. Attachments When including attachments please number the documents, circle 'Yes' and write the document number on '#.....'	
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 #...3.....
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 certificate to show that the proposed premises meet 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 #.....
Where the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013. <i>The template to be used is available on the Council website.</i>	Yes / No #.....
Where the premises are a grocery store or supermarket, a scale floor plan must be provided clearly defining the single alcohol area, or sub-area, and layout of the premises including entry/exit and checkouts. <i>If this is a renewal application, include your existing 'approved alcohol licensed area' and check for any changes.</i>	Yes / No #.....

Where the premises are a bottle store or tavern, a scale floor plan must be provided showing designations 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 / ☒ No #.....
Please attach a copy of your Host Responsibility Policy.	☒ Yes / No #...1.....
For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). <i>Not required for renewal unless there have been changes since the last issue or renewal.</i>	Yes / ☒ No #.....
Advise if a Crime Prevention Through Environmental Design (CPTED) assessment has been undertaken or any improvements to the design and layout in accordance with CPTED. ☐ Yes ☐ No, and if 'Yes' attach a copy. If 'No', complete a CPTED checklist (see HPA and the Ministry of Justice websites for more information).	Yes / ☒ No #.....
If the 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 #.....

19. Further Details where Applicant is a Company

Include full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.

Name: Antony Sean Patmore	Address: 115 Sims Road	
Suburb: Te Horo	City: Kapiti	
Postcode: 5581	Date of birth: 29/08/1968	
Place of birth: Lower Hutt	Designation: Managing Director	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Designation:	

Are additional sheets attached? Yes / No - Doc number #.....

20. Further Details where Applicant is a Partnership

Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	

Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Name:	Address:	
Suburb:	City:	
Postcode:	Date of birth:	
Place of birth:	Date:	Signature:
Are additional sheets attached? Yes / No - Doc number #.....		

21. 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: Antony Sean Patmore

Date: 29/08/1968

Signature: Tony Patmore

Dated at location: 115 Sims Road Te Horo Kapiti

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 2020. 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 my alcohol licence – please contact me when it is ready by ☐ Phone or ☐ Email

OR

☒ Please post my alcohol licence to me. Please email 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.

After your application is lodged

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.



①

Host Responsibility Policy Off Licence

Kapiti Distillery take our host responsibilities very seriously. We operate within the requirements of the Sale and supply of Alcohol Act 2012 (The Act)

The Following steps will be taken to minimise the harm from alcohol and promote a safe environment.

We will prevent Alcohol being served to Minors

When samples are available to the public our staff will insist on age verification if you look 25 years of age or younger.

We will prevent the sale and supply of alcohol to Minors

Website tools:

1. Upon entering our Website a box will appear with 2 options:
 - I am 18+ years old
 - Selecting this option will gain them admission to the site
 - I'm not 18+ years old
 - Selecting this option will not gain them admission to the site
2. In the terms and conditions, which must be read and accepted prior to completing any purchase and will read:
 - Age restriction: You must be 18+ years old to purchase alcohol under New Zealand Law. By purchasing through Kapiti Distillery, you warrant that you are 18+ years old. Should your purchase be a gift, you warrant that the recipient is 18+years old.
3. During the checkout process, where the purchaser inputs the delivery name there will be the below reminder:
 - Age Restriction: Please remember you must be 18+ years old to receive a delivery from Kapiti Distillery Limited and our delivery company will require a signature from someone aged 18+ years old to accept delivery.

Delivery Methods:

Kapiti Distillery Limited orders will be delivered via one or 2 delivery options:

1. Via a courier company with the agreed conditions below:
 - All deliveries will occur during the hours of the licence.
 - A signature from a person 18+ years old is required.
 - A sticker will be attached or printed onto the package next to the address label to help the courier ensure the recipient is aged 18+.
2. In the case of a local delivery, a Kapiti Distillery staff member may deliver the product themselves:
 - All deliveries will occur during the hours of the licence.
 - A signature from a person 18+ years old is required upon delivery.

We will promote our products responsibly

We will not encourage or promote the rapid consumption of alcohol or consumption of an excessive volume of alcohol.

We will display appropriate signage

We will display our off licence, host responsibility policy and the duty managers name prominently on the sampling area.

We will clearly mark restricted areas if required.

Our off licence details, including a link to the image of the licence will be available on the website.

The host responsibility policy will be available on our website.

Cheers and Drink responsibly

Licence Controller Qualification

This is to certify that on
2 August 2024

Antony Sean Patmore

was issued the Licence Controller Qualification recognised by Te Pūkenga,
incorporating the following NZQA unit standards

NZQA ID

- | | |
|-------|---|
| 4646 | Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises |
| 16705 | Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises |

Certificate No: 183958



Gus Gilmore
Chief Executive
Te Pūkenga

Service IQ



Te Pūkenga

HAZARDS

1.0.2 If a work-site is not completely enclosed, and unauthorized entry by children is likely, it is acceptable for specific hazards to be fenced only when workers are absent from the immediate vicinity.

1.0.3 Where the potential hazard at a work-site makes a safety barrier necessary, a barrier complying with Table 1 of F5/AS1 is an acceptable solution.

- 1.1 Site fences and hoarding's
- 1.1.1 Fences & hoarding's shall extend at least 2.0m in height from ground level on the side accessible to the public.
- 1.1.2 An acceptable fence may be constructed with galvanized chainlink netting have a maximum sized grid of 50mm x 50mm. Post spacing shall be a maximum of 2.5m, and the gap between the bottom of the fence and ground no greater than 100mm.
- 1.3 Any hoarding's shall have continuous cladding in any of the following materials:
- a) Close-butted timber with a thickness of at least 19mm.
- b) 6.0mm thick exterior grade plywood on studs spaced at no greater than 600mm centers.
- c) 9.5mm thick exterior grade plywood on studs spaced at no greater than 1000mm centers.
- d) Continuous metal claddings constructed with studs and rails spaced to provide strength and rigidity comparable with the hoarding's in Paragraphs 1.1.3 a) to c).

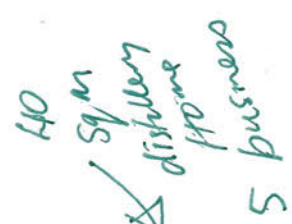
Plates - 90x45 SG8 H1.2

Nogs - 90x45 SG8 H1.2 @ 800mm crs

Horizontal Nogging in external wall - 90x45 SG8 H1.2 @ 800mm crs

Toilet lined inside with 9mm CD H3.2 Ply and on outside with 9mm

CD UT Ply. Skirting & Scotia by owner

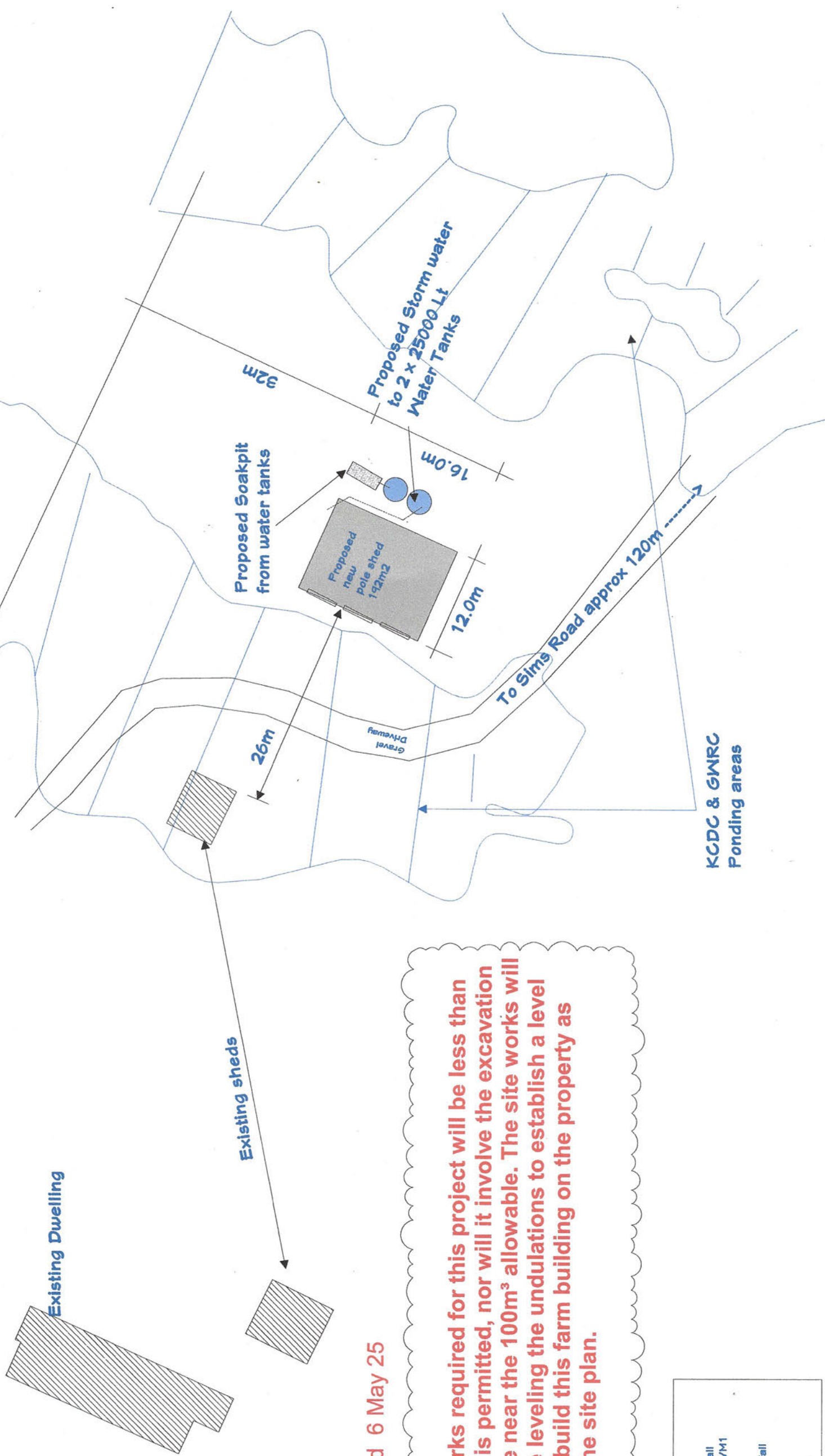


Toilet lined inside with 9mm CD H3.2 Ply and on outside with 9mm

CD UT Ply. Skirting & Scotia by owner

	
Site Location:	
Owners Name:	Tony & Lorraine Patmore
	115 Sims Road
	Te Horo
CT:	WN8A/526
Lot:	12
DP:	31319
Area	4.1531HA
Page Description:	
DIMENSIONED FLOOR PLAN	
Bracing & Durability	
Scale:	1:50
Wind:	High
Earthquake:	3
Corrosion Zone:	D
Rainfall intensity:	49.6
Sheet A3 Landscape	B/Consent Set
Contract type	KITSET
Job Number:	9542
Sheet Number	A2

All plans are to be read in conjunction with specifications



Amended 6 May 25

The site works required for this project will be less than the 1m that is permitted, nor will it involve the excavation of anywhere near the 100m³ allowable. The site works will only involve leveling the undulations to establish a level platform to build this farm building on the property as shown on the site plan.

Proposed Storm water
DN90 uPVC @ 1:40 min fall
to new soak pit under E1-VM1
Proposed Sewer Pipe
DN100 Upvc @ 1:60 min fall
Soakpit min 2m
off Bdy & Buildings



20 Coventry Street
PO Box 1087
LEVIN 5540, NEW ZEALAND
0800 QUIN BUILDINGS
(0800 734 628)

Owner(s) Name: Tony & Lorraine Patmore

Site Address: 115 Sims Rd, Te Horo

PROJECT	NEW SHED:	JOB NUMBER: 4542
LOT 12 DP 31314		
DESIGNER:	DM	
AREA: 4.1591	SITE PLAN:	Scale as drawn 1: 500

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:	115 Sims Road Te Horo	
Applicants name: (Individual or Company)	Kapiti Distillery Ltd	
Premises address:	115 Sims Road Te Horo	
Contact phone:	Home:	Mobile: 021461732
Contact email:	tony@sandhill.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-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:

Antony Sean Patmore

Signature:

Antony Sean Patmore

Date:

26/07/2025

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

