

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
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 back of the form.**

This application is made in accordance with the particulars set out below:

1. Application Type

☒ New Off-Licence

☐ Renewal of Off-Licence

☐ Renewal of Off-Licence with variation of conditions

Licence number:

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 a company name):

Kapiti Distillery Limited

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

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:

Preferred mode of contact:

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: Manager

Telephone: 021461732

Email: tony@sandhill.co.nz

Mobile: 021461732

Preferred mode of contact: email

8. Postal Address for Service

Number/Street/PO Box: 115 Sims Road

Suburb: Te Horo

City: Kapiti

Postcode: 5581

9. Business Details*Describe principal business, any other businesses.**Small batch gin, vodka and rums sale on internet or through 3rd party distribution***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

Authorised capital: 100	Paid up capital: 100
Name: Kapiti Distillery Limited	Address: 115
Street: Sims Road	Suburb: te Horo
City: Kapiti	Postcode: 5581
Date of birth: 29-08-68	Place of birth: Lower Hutt
Designation: MD	Face value of shares held:

13. For a Partnership

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: <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:
Type: <i>state whether grocery, hotel, retail shop (other than grocery), or tavern</i>		
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> 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: 45/CERT/1230/2024

Expiry Date: 26/08/2025

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 alcohol, 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 your current licensed hours not trading hours):

24/7 web based sales but deliveries and collections from couriers will only be 7am-7pm Monday to Friday except where the law prohibits.

17. 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:

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**
#.....

<p>Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:</p> <p>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.</p>	<p>Yes / <input checked="" type="radio"/> No</p> <p>#.....</p>
<p>Describe any other steps the applicant proposes to promote the responsible consumption of alcohol (for instance host responsibility practices):</p> <p>We are developing our own host responsibility policy based on another which has given us as an example and also based on guidelines from the Act and the DSA (Distilled Spirits Aotearoa of which we are a member)</p> <p><i>New version attached.</i></p>	<p><input checked="" type="radio"/> Yes / No</p> <p>#.....1....✓</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>Have achieved NZQA 4646 and 16705 via Service IQ and will use this same training program for anyone else in the future</p>	<p><input checked="" type="radio"/> Yes / No</p> <p>#.....2.....✓</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 <p>Answer: We have kept well away from the view of anyone, most people would not even know its onsite being in the middle of 10 acres.</p> <ul style="list-style-type: none"> increased, by more than a minimal extent, by the refusal to renew the licence. 	<p>Yes / <input checked="" type="radio"/> No</p> <p>#.....</p>

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

Terms of condition at present:

Yes / No

#.....

#.....

#.....

#.....

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

Full reasons for variation or cancellation:

18. Attachments

Doc attached?
Number.

- When including attachments please number the hard copies, and in the first column circle 'Yes box 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. A copy of the 'Evacuation of Declaration Scheme' is available on the website.

Yes / No
#.....3...

Please attach certificate to show that proposed use meets the requirements of the Resource Management Act 1991. *Not required for renewal unless the business activity or type has changed since the last version.*

Yes / No
#.....4....

Copy of Building Compliance Certificate. Please attach certificate to show that the premises meet the requirements of Building Code 2004. *Not required for renewal unless structural changes have been undertaken since the last issue or renewal.*

Yes / No
#.....5....

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.

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.

Yes / No
#.....

Where the premises are a bottle store or tavern off licence, a plan must be provided showing designations and the principal entrance.

Yes / No
#.....

For body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document). *Not required for renewal unless there have been changes since the last issue or renewal.*

Yes / No
#.....

<p>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. <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes' attach a copy.</p> <p>If 'No', discuss with the Licensing Inspector if you need to complete a CPTED checklist for this application (see <i>HPA and the Ministry of Justice websites for more information</i>).</p>	<p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>#.....</p>
<p>If premises 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></p>	<p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>#.....</p>

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: MD	
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 / <input checked="" type="checkbox"/> 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: 26/07/25

Signature: 

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 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.

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.

☐ I have enclosed a cheque with this form.

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.

email please.

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.

- 1 This form must be accompanied by the prescribed fee.
- 2 This form must be accompanied by the required attachments (refer Points 19 or 20).
- 3 Within 20 working days after filing your application with the District Licensing Committee (or 10 working days if it is an application for renewal), the application must be publically notified. The public notice template will be provided on receipt of your application by the Alcohol Licensing Team.

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: _____

Guidance for Completing Off-Licence Application/Renewal Form

Background

The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.

Before lodging application

Once this application is complete then you must 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 forms cannot be accepted by the DLC over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated.

You should also apply for certificate of compliance with the Resource Management Act and the Building Act from the Kapiti Coast District Council.

Completing your application

Who should complete which fields

1	Type of Application	All applicants to complete.
2	Endorsements	Only complete if you are <u>only</u> seeking a licence for use as an Auctioneer, or for remote sales (the 'sale for delivery', or 'sales from a distance').
3	Details of Applicant	All applicants to complete. If a company takes profits must apply in company name.
4	Applicant Status	All applicants to complete.
5	For Applicant that is Natural Person(s)	Only complete if applicant is a natural person. A natural person is an individual.
6	For Applicant that is Body Corporate	Only complete if applicant is a body corporate.
7	For Applicant that is <u>not</u> a Natural Person(s)	Only complete if applicant is a body corporate, partnership, private company or public company.
8	Postal Address for Service	All applicants to complete.
9	Business Details	What is your principal business? For example supermarket/ bottlestore/grocery store.
10	Criminal Convictions	All applicants to complete.
11	For a Company full legal names of directors	Only complete if applicant is a public or private company.
12	For a Private Company	Only complete if applicant is a private company incorporated under the Companies Act 1983.
13	For a Partnership	Only complete if applicant is a partnership.
14	Details of Premises	All applicants to complete.
15	Details of Duty Manager(s)/Proposed Managers	All applicants to complete. If more than two, please attach separately.
16	Business Details	All applicants to complete.

17	Conditions	All applicants to complete.
18	Attachments	All applicants to complete.
19	Further Details where Applicant is a Company	Only complete if private or public company.
20	Further Details where Applicant is a Partnership	Only complete if a partnership.
21	Signature of Applicant	All applicants to complete.

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) and the Council will sent you a template to complete this, along with further information. Unless notified otherwise by a Licensing Inspector, the notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. The notices 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.



T: 021 461 732
115 Sims Road, RD1 Te Horo,
Kapiti 5581, New Zealand
kapitidistillery.co.nz



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

2

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**

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: Kapiti Distillery Ltd
(Individual or Company)

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.

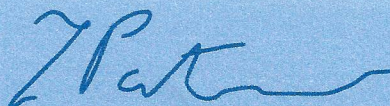
NOTE:

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:



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

Ref: PB0062

11 July 2025

**Antony Sean Patmore
115 Sims Road
Te Horo 5581**

Dear Antony Sean Patmore

Request for Planning Certificate under Sale and Supply of Alcohol Act 2012

Business Name:	Kapiti Distillery Limited
Site Address:	115 Sims Road, Te Horo
Legal Description:	Lot 12 DP 31319
Zone:	General Rural (Precinct 48 - Rural Dunes Precinct)
Consent Description:	Planning Certificate
Proposal:	Application is for a new (remote sales) Off Licence

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012 that the proposed use of the premises meets the requirements of the Resource Management Act 1991, and Operative Kapiti Coast District Plan (2021).

Category of Activity:

- Permitted Activity Yes
- Existing Use N/A
- Resource Consent Required N/A
- Resource Consents Granted: N/A

Conclusion

This application is for a new (remote sales) Off Licence in order to accommodate the proposed activity at the above existing premises.

The Applicant (and part owner of the subject property) proposes to manufacture and produce Gin, Rum and Vodka from the above premises. The proposed activity will ultimately be carried out within a designated area of a newly consented accessory building granted by Council on 13.5.2025 under Building Consent BC250210.

In this regard, the Applicant has advised that he will only be operating the 'internet/online sales' component of the proposed activity at this stage and does not envisage manufacturing produce for at least 8 months.

A previous Planning Certificate for the activity was issued to the current Applicant by Council on 22 August 2024, which related to a different rural property located at (56 Puruaha Road, Te Horo).

For the purposes of this Certificate the following extract has been partially adopted from that specific application:

The Applicant has advised that ingredients will be sourced from external suppliers and delivered to the premises via courier.

The products will be sold direct to the public via online/internet sales and potentially under special licence at markets/fairs (subject to availability). In the future, the produce may also be wholesaled to bars and bottle stores.

In this regard, the Applicant has advised that all associated activities will be made via courier only, there will be no direct sales of goods to the public from the subject property, and no associated signage is proposed.

The Applicant (Antony Patmore) will be the primary operator of the proposed business and does not envisage employing additional staff.

As noted above, the property is zoned General Rural (Precinct 48 - Rural Dunes Precinct) under the Operative Kapiti Coast District Plan 2021, and is located within an established area, surrounded by other spacious lifestyle properties, predominantly incorporating dwellings and accessory buildings.

The surrounding environment comprises the beach foreshore immediately to the west of the property, Te Horo Beach township approximately 1,100 metres to the South, State Highway No. 1 and the expressway are located further to the East/Southeast.

The District Plan provisions that relate to the land apply. Resource Consent is not required for the land use, as the proposed activity falls within the definition of a 'Home Business' and is a permitted activity providing all of the following District Plan permitted activity standards are complied with:

GRUZ - R5 Home Businesses and Home Occupations in all Rural Zones.
Qualifying Criteria apply to activities under this rule.

Permitted Activity

Standards

1. All permitted activity standards for buildings, traffic generation and environmental nuisances must be complied with.
2. The floor area used (whether temporary or permanent) shall not exceed 40m².
3. No more than one non-resident person shall be employed.
4. No deliveries shall be made to the subject site between the hours of 7pm and 7am.
5. Retail activities:
 - a. must be an ancillary activity to the primary home business;
 - b. no goods on display shall be visible from outside the buildings; and
 - c. total floor area used for retailing (whether temporary or permanent) must not exceed 10m² (this is to be included within the maximum floor area used set out in Standard 2).

Qualifying Criteria

Home businesses and home craft occupations are performed entirely within a residential building or accessory building. Home businesses and home craft occupations shall not include any activity involving any panel beating, spray painting, motor vehicle repairs, fibre glassing, heavy trade vehicles, sheet metal work, wrecking of motor vehicles, bottle or scrap metal storage, rubbish collection service (except that empty, clean drums may be stored in a suitably screened area), wrought iron work or manufacture, motor body building, fish processing, breeding or boarding of dogs or cats, visitor accommodation or any process which involves repetitive use of power tools, drills or hammering or any business activity, trade, craft or profession which creates a nuisance effect at or beyond the boundary of the property on which the activity is occurring, and does not include temporary residential rental accommodation.

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All registered owners of the subject property (Antony Sean Patmore, Lorraine Francis Patmore, and Directors of BKL Corporate Trustee SBFT Limited (Nicholas Stephen Buck, and Brent Graham Melhop) have provided their written approvals consenting to the sale of alcohol on the subject premises in a letter (dated 17 June 2025) and submitted to Council via email on 8 July 2025.

The Applicant is advised however, that should the scale and intensity of the existing activity increase, a resource consent application may be required.

Decision: Approved

Dated: 11 July 2025



Janice Lee
AUTHORISED OFFICER



Beth Robertson
AUTHORISED OFFICER

5

Ref: PB0062

1 July 2025

Mr Antony Patmore
115 Sims Road
Te Horo
5581

Dear Antony

Request for Building Certificate under Sale and Supply of Alcohol Act 2012

Business Name: Kapiti Distillery
Site Address: 115 Sims Road Te Horo
Legal Description: Lot 12 DP 31319
Consent Description: Building Certificate

This letter serves as a certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012.

This letter is **not** a Code Compliance Certificate, Certificate of Acceptance or Compliance Schedule under Sections 91 to 107 of the Building Act 2004.

This is an existing building that the applicant has declared (see declaration attached to the Building Certificate application form) will not require a change of use or any building work for it to be operated for the use outlined in the declaration. Accordingly, no building consent is required under the Building Act 2004. The applicant is reminded that the building is required to meet the requirements of the New Zealand Building Code to the extent required by the Building Act 2004.

Please contact me on 04 296 4700 or 0800 486 486 if you would like to discuss any matters raised in this letter.

Yours sincerely



Steve Cody
Manager
Building Team.