Information for applicants for Temporary Authority

- Applicants are not automatically entitled to the hours stated on any current alcohol licence for which this temporary authority is sought. Applicants are strongly advised to contact the district licensing inspector to discuss the issue of operating hours before entering any binding purchase agreement.
- A person holding a manager’s certificate must be employed on the premises before a temporary authority can be issued. The exact number of certificated managers required, depends upon the licensing hours sought.
- Indicative time for processing this application is 20 working days.
- All applicants for temporary authorities are required to apply for a new on- or off-licence within the first three month period, after the temporary authority order has been issued. The District Licensing Committee has resolved that only under exceptional circumstances will a second or further temporary authority order be granted where the holder has failed to apply for a new on- or off-licence within the initial three month period of the first temporary authority order.

Use this page to ensure you lodge a complete application. If not complete, your application may be returned to you.

☐ The application form signed and dated, and all documentation.
☐ Fee of $484 (as per Councils Schedule of Fees and Charges 1 July 2017 – 30 June 2018)

Related documents
☐ A complete list of all food, non-alcohol and low-alcohol beverages that are to be provided.
☐ A copy of the lease agreement and sale and purchase agreement showing your right to the premises or business.
☐ Details of all managers appointed to manage the premises (include copy of manager’s certificate).
☐ Copy of Certificate of Incorporation (if applicable)

In a detailed letter, outline
☐ Reasons for the temporary authority.
☐ Applicant’s experience, qualifications and training in the sale and supply of alcohol.
☐ Any convictions.
☐ The date intending to commence trading from the premises.
Application for Temporary Authority
Section 136, Sale and Supply of Alcohol Act 2012

TO:        The Secretary
           District Licensing Committee
           Whangarei District Council
           Private Bag 9023
           WHANGAREI 0148

Application for temporary authority to carry on the sale and supply (or delivery) of alcohol is made in accordance with the details set out below.

Details of Applicant
Full legal name (your full legal name and advice of any other names you are known by, or the exact company name as shown on the certificate of incorporation):

________________________________________________________________________________________

Address:       ____________________________________________

Occupation:    ___________________________ Date of birth: ___________________________

Daytime contact person: ___________________________ Driver Licence no: ___________________________

Email address: ___________________________ Daytime phone: ___________________________

Postal address for service of documents: ___________________________

________________________________________________________________________________________

Town: ___________________________ Post Code: ___________________________

Details of Licence (Tick appropriate box)

□ On-Licence   □ Off-Licence

Existing licence number: ___________________________ Expiry date: ___________________________

Full legal name of current/past owner/licensee ___________________________

KETE - LIQUOR-854803016-32  March 2019
Details of Premises (To be included only where the licence applies to any premises)

Address: 

Existing trading name: 

Proposed new trading name (if different): 

Date I intend taking over the premises: 

Conveyance Details (To be included only where the licence applies to any conveyance)

Type of conveyance: 

Address of home base (if any): 

Trading of other name (if any): 

Date I intend taking over the conveyance: 

Further Details

What right, title, estate or interest does the applicant have in the premises (or conveyance), to which the application relates?

What right, title, estate or interest does the applicant have in any business conducted in the premises (or conveyance) to which the application relates?

Does the applicant intend to manage the sale and supply (or delivery) of alcohol personally?

☐ Yes  ☐ No

If No, what is the full legal name, address and occupation of the person who will manage the business (sale and supply of alcohol on behalf of the owner)?

Full Legal Name: 

Date of birth:  Driver Licence no: 

Address: 

Manager's Certificate no:  Expiry date: 

Occupation: 

What are the reasons for the application? 

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Details of further staff with Manager’s Certificates

Full Legal Name: ____________________________
Date of birth: ____________________________  Driver Licence no: ____________________________
Address: ____________________________
Manager’s Certificate no: ____________________________  Expiry date: ____________

Full Legal Name: ____________________________
Date of birth: ____________________________  Driver Licence no: ____________________________
Address: ____________________________
Manager’s Certificate no: ____________________________  Expiry date: ____________

Full Legal Name: ____________________________
Date of birth: ____________________________  Driver Licence no: ____________________________
Address: ____________________________
Manager’s Certificate no: ____________________________  Expiry date: ____________

Full Legal Name: ____________________________
Date of birth: ____________________________  Driver Licence no: ____________________________
Address: ____________________________
Manager’s Certificate no: ____________________________  Expiry date: ____________
Owner’s details

The owner of the premises *(building/boat)* is: ____________________________

Contact numbers: ____________________________

I have attached owner's permission or lease agreement with this liquor licence application  ☐ Yes  ☐ No

Company/partnership details

Is this a  ☐ Company  ☐ Partnership

Certificate of company/corporation attached  ☐ Yes  ☐ No

Date company registered: ____________________________ Registration no: ____________________________

Company/partnership details – state all directors/shareholders

Full Legal Name: ____________________________ Date of birth: ____________ Driver Licence no: ____________ Shares % ____________ Address: ____________________________

Full Legal Name: ____________________________ Date of birth: ____________ Driver Licence no: ____________ Shares % ____________ Address: ____________________________

Full Legal Name: ____________________________ Date of birth: ____________ Driver Licence no: ____________ Shares % ____________ Address: ____________________________

Full Legal Name: ____________________________ Date of birth: ____________ Driver Licence no: ____________ Shares % ____________ Address: ____________________________

Details of person deemed as managing premises

Full Legal Name: ____________________________ Date of birth: ____________ Driver Licence no: ____________________________ Address: ____________________________

Manager’s Certificate no: ____________________________ Expiry date: ____________________________

KETE - LIQUOR-854803016-32  March 2019
Signature

Signature of applicant: ________________________________ Date: ____________________
Name of applicant: ________________________________

Notes and Applicant Checklist

1 This application must be accompanied by:

   Premises
   □ The prescribed fee
   □ Application form Original plus 1 x copy
   □ Lease and Sale & Purchase Agreement or;
      Owners permission Original plus 1 x copy
   □ Letter outlining how business will be run 2 x copies
   □ Manager Certificate for each manager 2 x copies
   □ Evidence of Incorporation of Company 2 x copies

   Conveyance
   □ The prescribed fee
   □ Application form Original plus 1 x copy
   □ Sale Management Certificate 2 x copies
   □ Maritime Certificate 2 x copies
   □ Certificate of Airworthiness 2 x copies

2 The District Licensing Committee may require notice of this application to be given to any person or persons it may state.