

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.

Office Use Only

Application ID: _____ Liquor Officer: _____

Fee: _____ Date application paid: _____ Receipt Number: _____

Checklist – Premises

- | | |
|--|---|
| <input type="checkbox"/> Application form | Original plus
1 x copy |
| <input type="checkbox"/> Lease Agreement and Sale & Purchase Agreement (where applicable) or;
Owners permission | 2 x copies

Original plus
1 x copy |
| <input type="checkbox"/> Letter outlining how business will be run | 2 x copies |
| <input type="checkbox"/> Manager Certificate for each manager | 2 x copies |
| <input type="checkbox"/> Evidence of Incorporation of Company | 2 x copies |

Checklist – Conveyance

- | | |
|---|---------------------------|
| <input type="checkbox"/> Application form | Original plus
1 x copy |
| <input type="checkbox"/> Sale Management Certificate | 2 x copies |
| <input type="checkbox"/> Maritime Certificate | 2 x copies |
| <input type="checkbox"/> Certificate of Airworthiness | 2 x copies |

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 _____

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: _____

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: _____

Signature

Signature of applicant: _____ Date: _____

Name of applicant: _____

Notes and Applicant Checklist

1 This application must be accompanied by:

Premises

- | | | |
|--------------------------|--|--------------------------------------|
| <input type="checkbox"/> | The prescribed fee | |
| <input type="checkbox"/> | Application form | Original plus 1 x copy |
| <input type="checkbox"/> | Lease and Sale & Purchase Agreement or;
Owners permission | 2 x copies
Original plus 1 x copy |
| <input type="checkbox"/> | Letter outlining how business will be run | 2 x copies |
| <input type="checkbox"/> | Manager Certificate for each manager | 2 x copies |
| <input type="checkbox"/> | Evidence of Incorporation of Company | 2 x copies |

Conveyance

- | | | |
|--------------------------|------------------------------|------------------------|
| <input type="checkbox"/> | The prescribed fee | |
| <input type="checkbox"/> | Application form | Original plus 1 x copy |
| <input type="checkbox"/> | Sale Management Certificate | 2 x copies |
| <input type="checkbox"/> | Maritime Certificate | 2 x copies |
| <input type="checkbox"/> | 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.