

## 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 cannot be accepted.**

### Notes and Checklist

This application must be accompanied by:

Applicant Checklist	Customer Services Checklist		
<input type="checkbox"/>	<input type="checkbox"/>	The prescribed fee	
<input type="checkbox"/>	<input type="checkbox"/>	Application form	Original plus 1 x copy
<input type="checkbox"/>	<input type="checkbox"/>	Lease and Sale & Purchase Agreement or; Owners' permission	2 x copies Original plus 1 x copy
<input type="checkbox"/>	<input type="checkbox"/>	Letter outlining how business will run, applicants experience, qualifications and training in the sale and supply of alcohol	Original plus 1 x copy
<input type="checkbox"/>	<input type="checkbox"/>	Details of all managers appointed to manage the premises, including a copy of their Managers Certificates	2 x copies
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Incorporation of Company	2 x copies
<input type="checkbox"/>	<input type="checkbox"/>	A complete list of all food, non-alcohol and low-alcohol beverages that are to be provided	2 x copies
<input type="checkbox"/>	<input type="checkbox"/>	NZ Police Disclosure Authority	Original plus 1 x copy
		<b>Conveyance (if applicable)</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Sale Management Certificate	2 x copies
<input type="checkbox"/>	<input type="checkbox"/>	Maritime Certificate	2 x copies
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Airworthiness	2 x copies

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

**OFFICE USE ONLY**

Fee

Application ID

Date fee paid

Customer Service Rep

Receipt number

## 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

Any convictions?

### 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 completed 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

## Details of Conveyance

To be completed 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 this application?

## Owners 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

**Details of further staff with Managers Certificates**

Full Legal Name

Address

Date of birth

Driver Licence no

Manager's Certificate no

Expiry date

Full Legal Name

Address

Date of birth

Driver Licence no

Manager's Certificate no

Expiry date

Full Legal Name

Address

Date of birth

Driver Licence no

Manager's Certificate no

Expiry date

Full Legal Name

Address

Date of birth

Driver Licence no

Manager's Certificate no

Expiry date

Full Legal Name

Address

Date of birth

Driver Licence no

Manager's Certificate no

Expiry date

**Details of person deemed as managing the premises or conveyance**

Full Legal Name

Address

Date of birth

Driver Licence no

Manager's Certificate no

Expiry date

## Company/Partnership Details

This is 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 \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Driver Licence no \_\_\_\_\_ Shares % \_\_\_\_\_

Full Legal Name \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Driver Licence no \_\_\_\_\_ Shares % \_\_\_\_\_

Full Legal Name \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Driver Licence no \_\_\_\_\_ Shares % \_\_\_\_\_

Full Legal Name \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Driver Licence no \_\_\_\_\_ Shares % \_\_\_\_\_

## Signature

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Name of applicant \_\_\_\_\_

## Section 1: Applicant to complete and submit with application

### Personal Information

Full name :

Gender: (M) (F) (Other)

Date of birth:   
 (dd/mm/yyyy)

NZ Driver Licence number:  
 Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

### Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

### Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name:

Date:

Signature:

Electronic Signature