

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.

Please provide the following

Applicant	WDC	
<input type="checkbox"/>	<input type="checkbox"/>	Completed, signed and dated application form
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Lease and Sale & Purchase Agreement or Owners Permission
<input type="checkbox"/>	<input type="checkbox"/>	Letter outlining how business will run, applicants experience, qualifications and training in the sale and supply of alcohol
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Incorporation and Company Extract
<input type="checkbox"/>	<input type="checkbox"/>	A complete list of all food, non-alcohol and low-alcohol beverages that are to be provided
		Conveyance <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Sale Management Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Maritime Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Airworthiness

An application is not duly made (complete) unless the information listed above has been provided, and payment has been made in full. An incomplete application will be put on hold.

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

