



te kaunihera ā-rohe o
matamata-piako
district council

Application for Temporary Authority

(Section 136, Sale and Supply of Alcohol Act 2012)

General information:

A temporary authority is a temporary licence allowing the holder to operate off the existing base licence for three months while they apply and are issued with a new (on or off) licence.

The application must be filed a minimum of 15 working days before possession or the commencement of selling alcohol.

Please be sure all the questions are answered in full and all the appropriate documentation is included. Incomplete applications will be delayed and maybe even returned.

At least two managers holding manager's certificates must be employed on the premises before a temporary authority can be issued.

Should that new licence not be issued in the three month period (for good reason) then a further temporary authority may be considered provided the substantive licence application has at least been filed with the DLC.

Application Checklist:

Supporting documents you need to provide with your application:

- Application fee: \$296.70
This is an application fee and is non-refundable after the application is received by Matamata Piako District Council
- A written statement from the owner of the building/property giving consent to the applicant for alcohol to be sold or supplied on the premises (Note that the written consent must be for the same party as detailed in the applicant section of this form)
- Proof of title to the business – sale and purchase agreement or lease (financial details can be excluded). A complete list of food and non/low alcoholic beverages provided (menu)
- A current floor plan of the premises
- A draft of your proposed Host Responsibility Policy
- Copies of each current manager's certificate for those nominated to manage the premises
- Copies of any other licences held by the applicant (if applicable)

If you are applying for the temporary authority on behalf of someone else, you must also provide:

A copy of the authority to act as an agent of the applicant, signed by the applicant

Fee due: \$296.70

Send the completed application form and attachments to:

Liquor Licensing Department
Matamata-Piako District Council
PO Box 266
Te Aroha, 3342

If Paying by Internet Banking please use the following details:

Account Name: Matamata-Piako District Council
Bank: Bank of New Zealand
Branch: Te Aroha
Bank Account No: 02 0436 0021611 00
Payee Name: < your name >

Pay at one of our three offices:

35 Kenrick Street, Te Aroha
56-62 Canada Street, Morrinsville
Cnr Tainui and Tui Streets, Matamata

Application for Temporary Authority

(Section 136, Sale and Supply of Alcohol Act 2012)

To the Secretary
District Licensing Committee, Matamata Piako District Council

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.

Applicant details

Full legal name to appear on licence:
(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to):

Date of birth (if the applicant is an individual): _____

Occupation (if the applicant is an individual): _____

Postal address (for service of documents): _____

_____ Postcode: _____

Home phone: _____ Work phone: _____

Mobile phone: _____ E-mail address: _____

Daytime contact details *(if different from above)*:

Name: _____

Phone number: _____ Mobile number: _____

E-mail address: _____

Does the applicant (or any company directors) have any criminal convictions? Yes No

(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).

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

If the applicant is a company, state the date and place of incorporation:

If the applicant is a company, state the details of each director:

Name	Address	Date of birth	Place of birth	Designation

Existing licence details

Type of Licence: On Off

Licence number: _____

Premises details

Address of licensed premises: _____

Proposed trading name: _____

Previous trading name (if different from above): _____

Application details

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

On what date does the applicant intend to take over ownership of the business? _____

Does the applicant intend to carry on 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 through whom the applicant intends to carry on the sale and supply (or delivery) of alcohol?

What are the reasons for the application?

What relevant experience and training does the applicant have regarding the sale and supply of alcohol?

DETAILS OF MANAGERS

Duty managers' details. State the full details of each manager or proposed manager:

Name	Date of birth	Certificate number	Expiry date

Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

Applicant name: _____ Designation: _____

Signature: _____ Date: _____

Contact us:

Phone: (07) 884 0060

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz/our-services/alcohol-licensing

Location: 35 Kenrick Street, Te Aroha

The personal information that you provide on this form will be held and protected by Matamata Piako District Council in accordance with our Privacy Statement (available at <https://www.hamilton.govt.nz/privacy> and at our libraries, pools and the Municipal Building, Garden Place) and with the Privacy Act 1993. The Privacy Statement explains how we can use and share your personal information in relation to any interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this Statement before submitting this form.