

## Application for Temporary Authority (Sections 136), Sale and Supply of Alcohol Act 2012)

Please be aware that your application can not be processed unless you have included all the required information. For all Temporary Authority applications, a pre-application meeting with one of Council's licensing inspectors is required.

### **Use the checklist below and the attached notes to assist you in completing your application:**

- Completed application form, all sections signed & dated
- Application fee \$296.70
- Proof of title, estate or interest of business – sale & purchase agreement or lease
- Current floor plan of premises
- Copies of each Managers Certificates for those nominated to manage the premises
- Copy of the current On/Off licence this Temporary Authority will run off

### **Send the completed application form and attachments to:**

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

### **Office use only**

File no.:

Document no.:

Receipt no.:

Date received:

Application due:

**Details of applicant**

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

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Postal address for service of documents: \_\_\_\_\_

Name of daytime contact (if different from applicant): \_\_\_\_\_

Telephone number: \_\_\_\_\_

***If the applicant is a company***

Date & place of incorporation: \_\_\_\_\_

Details of each director:

Name	Address	Date of birth	Place of birth	Designation

**Criminal Convictions:** Does the applicant (or any company directors) have any criminal conviction?

No

Yes

*If YES please state nature of the offence, date of conviction and penalty suffered* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Details of licence**

Type of licence (tick appropriate box):

On-licence

Off-licence

Licence number: \_\_\_\_\_

**Details of premises**

(To be included only where the licence applies to any premises that are not a conveyance)

Address: \_\_\_\_\_  
\_\_\_\_\_

Trading as or other name (if any): \_\_\_\_\_

**Details of conveyance**

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

Type of conveyance: \_\_\_\_\_

Address of home base (if any): \_\_\_\_\_  
\_\_\_\_\_

Trading or other name (if any): \_\_\_\_\_

**Managers**

State full details of each manager or proposed manager

Name	Date of Birth	Certificate Number	Certificate Expiry

**Further details**

What right, title, estate or interest does the applicant have:

- a. In the premises (or conveyance) to which the application relates? \_\_\_\_\_  
\_\_\_\_\_
- b. In any business conducted in the premises (or conveyance) to which the application relates? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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?

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_  
\_\_\_\_\_
- c. Occupation: \_\_\_\_\_

What are the reasons for the application? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration**

This application for a temporary authority licence is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Notes to assist with this application

1. 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.
2. This application must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information, see [www.justice.govt.nz](http://www.justice.govt.nz).
3. 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. By signing this form, you consent to the release of this information.
4. **The application must be filed a minimum of 15 working days before possession or the commencement of selling alcohol.**
5. A person holding a manager's certificate must be employed on the premises before a temporary authority can be issued.
6. 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.
7. 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.