

How to apply for a temporary authority (under Section 136 of the Sale and Supply of Alcohol Act 2012)

Follow the instructions below to apply for a temporary authority to continue trading over an existing licence.

Where the words 'you' or 'yours' are used this refers to the person, company or entity that is to be licensed.

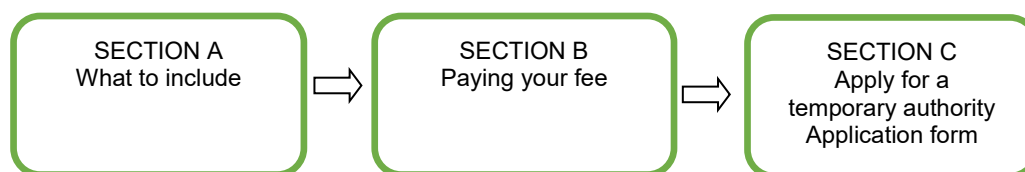
What you need to know?

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

- The application must be filed a **minimum of 20 working days** before possession or the commencement of selling alcohol
- Should the 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.

What do you need to do?

To apply for a renewal Off-licence, you need to complete the following Sections:



How do you submit your application?

Choose any of the following ways to submit your application:

- Submit your application at any of our council offices, visit mpdc.govt.nz for our contact details.
- Submit your application online by emailing it to info@mpdc.govt.nz.

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SECTION A – What to include (please tick)

You must supply all the documents listed below. We will not be able to process your application if any documents are missing and it will be sent back to you.

- This completed application form
- A copy of the current alcohol licence this Temporary Authority will run off
- Copies of any other alcohol licences held by the applicant (if applicable)
- A copy of the sale and purchase agreement or lease agreement in the applicant's name
- If a company a copy of your certificate of incorporation
- A complete list of food to be provided
- A complete list of low and non-alcoholic beverages provided
- A detailed A4 scale map of the interior of the premises showing:
 - The areas used for the sale of alcohol
 - The areas that are to be restricted or supervised
 - The principal entrance
 - The layout of the interior of the premises
 - CCTV placement and security lighting (if applicable)
 - For supermarkets and grocery stores only: the single area where alcohol will be displayed must be clearly shown
- A draft of your proposed Host Responsibility Policy
- Copies of each current manager's certificate for those nominated to manage the premises
- 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**)

You must also supply any of the documents below that apply to your application:

If you use an alcohol-licensing consultant:

- A letter of authorisation for the consultant

SECTION B – Paying your fee

The fee payable will be the total of the following:

| | Total of Fees (including GST) |
|-------------------------------------|----------------------------------|
| Temporary Authority Application fee | \$296.70 |
| TOTAL | \$ |

How to pay?

- **Pay at one of our three offices:**
35 Kenrick Street, Te Aroha
56-62 Canada Street, Morrinsville
Cnr Tainui and Tui Streets, Matamata
- **Online via 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 >

SECTION C – Application for a Temporary Authority application form

(Under Section 136 of the Sale and Supply of Alcohol Act 2012)

To the Secretary of the District Licensing Committee, this application for a temporary authority to carry on the sale and supply (or delivery) of alcohol is made in accordance with the details set out below.

Please tick the location of the premises

- Te Aroha
- Morrinsville
- Matamata

Licence details

What type of licence is currently in force?

- On-licence Off-licence

What is the licence number? _____

When does it expire? _____

What is the current trading name? and do you intend to change it?

Do you intend to change it? If yes, what is the proposed Trading name?

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

Why are you applying for a temporary authority?

Address of licensed premises:

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: *(Note: we will send your licence by e-mail)*

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 |
|-----------------------|--------------------|------------------|
| | | |
| | | |
| | | |
| | | |

Further details where applicant is a company:

Date and place of incorporation: _____

State the full details of each director:

| Name | Address | Date of birth | Place of birth | Designation |
|------|---------|---------------|----------------|-------------|
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Does the applicant own the proposed licensed premises? Yes No

If NO, what is the full name and address of the owner?

What form of tenure and term of tenure will the applicant have?

Business Details

What right, title, estate or interest does the applicant have in the premises and business (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?

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

Details of Managers

State the full details of each duty manager or proposed manager:

| Name | Date of birth | Certificate number | Expiry date |
|------|---------------|--------------------|-------------|
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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
- I understand that my application will not be lodged with Council until all required documents are supplied. Incomplete applications will be returned.
- I understand that my licence will not be issued if the annual fee of the substantive licence has not been paid

Applicant name: _____ Designation: _____

Signature: _____ Date: _____

Contact us:

Phone: (07) 884 0060

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz

Location: 35 Kenrick Street, Te Aroha