
Information for Temporary Authority Order**Section 136 of the Sale and Supply of Alcohol Act 2012**

This is an application form for a temporary authority to allow continued and uninterrupted trading under the conditions of an existing licence for a maximum period of three months to allow the applicant to lodge for approval their own substantive (On or Off) licence.

The granting of this application allows the new owner who can demonstrate any right (eg sale and purchase agreement) in any on-licensed or off-licensed premises to carry on the sale and supply of alcohol under the conditions of the current base licence issued to the current licensee of the premises for which the temporary authority is sought.

To complete this application you will need to answer **all** the questions, supply **all** requested documentation and pay the prescribed fee.

First

Complete for return the application form(s)

- **Note that you may not trade and alcohol sales and supply until your temporary authority orders have been granted**

If you are applying for temporary authorities for both and On and OFF licences, you will need to complete a separate application form for each of the On and Off temporary authorities

Then

You must provide the following documents:

- The prescribed fee of **\$296.70** (includes GST at 15%). This fee is not refundable.
- Completed application form(s) – (not a photocopy).
- A copy of the sale and purchase agreement or lease agreement.
- A copy of the existing base licence(s).
- Details of certified duty manager(s) and copy of their manager's certificate(s), Identification for each manager i.e NZ Drivers Licence and completed NZ Police Form for each manager.
- A copy of the applicants NZ drivers licence for Police ID purpose and NZ Police Form (if the applicant is a company or partnership please supply copies of all shareholders/directors/partners drivers licences for Police ID purpose.
- A letter of authorisation for an alcohol licensing consultant if they are preparing the application for you.

Note:

1. Failure to supply all the required documents may result in this application being returned.
2. This application must be accompanied by the prescribed fee.
3. The District Licensing Committee may require notice of this application to be given to any person or persons it may state.

Application for Temporary Authority Order

Payment Options

- By mail:** Send your cheque and this form to: Kaipara District Council, Alcohol and Licensing Department, Unit 6, The Hub, 6 Molesworth Drive, Mangawhai, 0505
- In person:** Pay by cash, cheque or Eftpos at either Council Office, Unit 13, 6 Molesworth Drive, Mangawhai Village or 42 Hokianga Road, Dargaville
- Direct credit** Kaipara District Council 02 0308 0090743 07
- Reference as** TA / Applicants Name

Office Use only	Cashier name and number	Comments
Receipt No:		
Receipt Amount: \$		
Customer Number		

Form 16

To the Secretary

Kaipara District Licensing Committee

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.

1. Details of the applicant

Please note that the applicant must be the party that will be taking the money from the business, eg the name on the bank account. The application must be signed by one of the following: Applicant if an individual; or all members of the partnership; or the principal director/shareholder of the company. The above information must be included with your application for it to be accepted.

Full legal name to be on licence (e.g. individual or organisation name): _____

Address: _____

_____ Postcode: _____

Postal address for service of documents: _____

_____ Postcode: _____

Occupation: _____

Email address (required): _____

Daytime contact name and telephone number: _____

2. Details of the licence

On-licence

Off-licence

Licence number: _____

Date of expiry: _____

Current trading name: _____

3. Premises details

Address:

4. Conveyance details (e.g. bus, train, boat, plane)

Type of conveyance: _____

Address of home base (if any): _____

5. Further details

What right, title, estate, or interest does the applicant have (e.g. sale and purchase or lease agreement)

In the premises (or conveyance) to which the application relates? _____

In any business conducted in the premises (or conveyance) to which the application relates?

Please advise your anticipated take over date of the premises. _____

- **You may not trade and alcohol sales and supply until your temporary authority orders have been granted**

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

Yes No

If No, what is the name, address and occupation of the person through whom the applicant intends to carry on the sale and supply (or delivery) of alcohol?

Name: _____

Address: _____ Postcode: _____

Occupation: _____

6. Reasons for application

What are the reasons for the application? _____

Signed at (place): _____ On (date): _____

Applicant's signature(s) _____

Please remember to sign and date the application and complete the NZ Police Supplement before lodging this application with Council.



NEW ZEALAND POLICE SUPPLEMENT

The District Licensing Committee must send the application to a member of Police in charge of the Police Station nearest to the premises in respect of which the licence is sought for them to report on. You are entitled to receive a copy of that report. The Police cannot report unless you consent to them releasing relevant information to the District Licensing Committee, which may include details of previous convictions.

Please complete below (Applicant):

I,

of (address)

.....

..... consent to the New Zealand Police releasing those details.

Signature of applicant: Date:

Please provide the following information for identification purposes:

Date of birth: Male Female

Please provide a copy of your New Zealand Driver's Licence or Passport for ID:

Safer Communities Together