

# Application for temporary authority



## Checklist

Please contact the Licensing Inspector to arrange a pre-lodgment check of your application. Your application will not be accepted without an appointment with the inspector.

### The following must be included with your application

- The completed, signed, and dated application form.
- Letter of consent from the owner of the building, or a signed lease agreement.
- Copy of the Manager's Certificate for nominated managers.
- Certificate of Incorporation (*if the applicant is a company*).
- Copy of sale and purchase agreement.
- Licence fee: \$296.70 (*non-refundable once processed*).
- This checklist.

# Application for temporary authority



## Information Sheet

Please read the following notes before completing the application.

Failure to supply all details in full could see the issue of your order for temporary authority delayed or your application opposed.

A temporary authority is required to operate licenced premises, after you have purchased an existing business, while you apply for your new **on** and/or **off** licence.

It is very important because it is the document that authorises you to trade. It is your responsibility to maintain the temporary authority.

### How long is a temporary authority valid for?

A temporary authority is valid for up to three months – it cannot be renewed or extended, however, you may apply for a second temporary authority in certain circumstances.

### When must I apply for a temporary authority?

The Tararua District Licensing Committee (DLC) requires that you apply for a temporary authority 30 working days before it is required. The sale and supply of alcohol cannot take place unless a temporary authority is in force. The District Licensing Committee must meet to determine the application. The District Licensing Committee meets on the first Friday of each month.

### What does a temporary authority cost?

The cost is \$296.70 for each temporary authority. If you have an **on** and **off** licence you must apply for a temporary authority for each licence.

### On what licence conditions is a temporary authority based?

The temporary authority is based on the existing licence of the premises. The conditions of that licence apply. Temporary authorities can only be issued where a valid existing licence is in place.

**Important note:** If the existing licence is due to run out while a temporary authority is in place you must apply for renewal of the existing licence in addition to applying for a new licence in your own right. Failure to do this means you have no right to trade.

### When do I apply for my own licence?

As soon as you receive your temporary authority you must start the process of applying for your own new Licence.

A temporary authority is not a means of avoiding a licence application, and the District Licensing Committee may decline subsequent temporary authorities if no progress is made in obtaining your new licence.

You must remember to apply for any further temporary authorities before the existing one runs out. You will not receive reminders to do so.

## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

To The Secretary  
District Licensing Committee  
PO Box 115  
Dannevirke 4942

Application for temporary authority is made in accordance with the details set out below.

## Details of applicant (Please print in CAPITALS)

Title:  Mr  Mrs  Miss  Ms

Full legal name or names to be on licence

  


Postal address (for service of documents)

Contact person

 - 

Home phone number

 - 

Work phone number

 - 

Mobile phone number

Email

## Licence details

Type of licence:  On licence  Off licence

 /  /  / 

Licence number

 /  / 

Expiry date

## Office use only

Date received  /  /

Record number

NAR  •

Receipt number

DLC decision number

Parcel

Amount paid \$

**Details of premises** (Please print in CAPITALS)

Trading name for the premises

  

Physical address of premises

Type of licence:  Tavern  Hotel  BYO  Entertainment  Function centre  Nightclub  
 Theatre  Catering  Restaurant  
 Other

Tenure: (owned by applicant or to be held as leasehold, or under tenancy agreement or licence)

Owned by applicant  Leasee  Tenancy agreement  Licence

Name of owner

  

Postal address

**Details of manager(s)** (Please print in CAPITALS)

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

/  /  /        /  /  2 0

Manager's certificate number

Certificate expiry date

Drivers licence number

Passport number

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

/  /  /        /  /  2 0

Manager's certificate number

Certificate expiry date

Drivers licence number

Passport number

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

/  /  /        /  /  2 0

Manager's certificate number

Certificate expiry date

Drivers licence number

Passport number

---

## Further details

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

In the premises to which the application relates?

In any business conducted in the premises 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?

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Physical address

Occupation

What are the reasons for the application?

  
  
 /  / 2 0 

Commencement date of temporary authority

---

## Signature

Dated at  this  day of  2 0

Print name

Signature of applicant

---

## Please note

1. This form must be accompanied by the prescribed fee.
2. The District Licensing Committee may require notice of this application to be given to any person or persons it may state.

## Privacy Statement

Personal information contained in your application and any supporting information will be held by Tararua District Council. It will be provided to the: District Licensing Committee, Police, and Licensing inspectorate, and may be provided to the licensing authority as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.