



# Application for Temporary Authority

## Sale and Supply of Alcohol Act 2012 – Section 136



*For office use:*

Application no: ..... Checked: .....

Fee paid: ..... Receipt no: .....

Police: .....

# Application for Temporary Authority

Form 16

Section 136, Sale and Supply of Alcohol Act 2012

## 1. Details of Applicant

The applicant is the person / club / company / organisation receiving the profits from the sale of alcohol. Please state the full legal name of entity or person applying.

Applicant name:

**For each individual applicant, partner or company director or shareholder, please provide date of birth, occupation / current employment and residential address:**

Full legal name:

Residential address:

Date of birth:

Drivers licence / passport number:

Full legal name:

Residential address:

Date of birth:

Drivers licence / passport number:

Full legal name:

Residential address:

Date of birth:

Drivers licence / passport number:

Full legal name:

Residential address:

Date of birth:

Drivers licence / passport number:

*Note: If the applicant is a company, please also attach a current Certificate of Incorporation.*

Daytime contact name:

Postal address:

Daytime contact number:

Mobile number:

Email address:

## 2. Details of Existing Licence

Type of licence:                      On                                      Off

Existing licence number:

Expiry date:

If conveyance, type of conveyance:

Address of home base (if any):

Trading name of existing premises:

## 3. Details of Premise

Address:

Trading name:

## 4. Further Details

What right, title, estate or interest does the applicant have in the premise / business to which the application relates:

Note: The following items are required as proof of the above:

Copy of lease or written consent from the owner of the premises, OR

Evidence that the applicant has purchased the property

Proposed takeover date:

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

Yes                      No

If no, what is the full 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 name:

Address:

Occupation:

What are the reasons for the application:

## 5. Duty Manager's Details

Please list ALL manager(s) to be employed and certificate numbers of their Manager Certificate(s).

Please list:

- All existing duty managers that you will be retaining;
- Any new duty managers that you will appoint when you take over the business.

*Note: We may consider the status of duty managers currently appointed to the premises but not listed by you to be terminated.*

### Manager 1:

Full name of manager:

Address:

Certificate number:

### Manager 2:

Full name of manager:

Address:

Certificate number:

### Manager 3:

Full name of manager:

Address:

Certificate number:

### Manager 4:

Full name of manager:

Address:

Certificate number:

## 6. Existing Licence

A temporary authority, if granted, permits you to operate the business on the same conditions as the existing base licence.

Have you got a copy of the existing licence:	Yes	No
Have you read and understand the conditions of the existing licence:	Yes	No

## 7. Signature and Date

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012:

Signature of applicant:

Position:

Date:

***If this form is being completed online, you will not be able, or required to sign this form and the online lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.***

**When complete, please email this form to the email address below.**

For assistance please contact:

Liquor Licencing  
Timaru District Council  
2 King George Place  
PO Box 522  
Timaru 7940

Lodgement Email: [liquoradmin@timdc.govt.nz](mailto:liquoradmin@timdc.govt.nz)

Phone: 03 687 7200

## Payment of Fees

Please make payment at the time of lodgement to the following bank account:

Timaru District Council

02 0888 0269159 00

Reference: Temp Auth

Particulars: Applicant name

Amount: \$296.70

## Checklist and Notes

**Please read and complete this checklist BEFORE submitting the application.**

Include with application form:

Company documents (if the applicant is a company)

Signed copy of the lease agreement; or

Signed copy of a Sale and Purchase Agreement that confirms the deed of assignment of the lease.

Evidence that the applicant has purchased the property:

A signed copy of the purchase of business agreement; or

A signed copy of any business contract agreement

Any proof of experience in the alcohol industry for any person(s) who will be 'hands on' involved with the sale of alcohol.

The application fee for each Temporary Authority.

Copy of existing alcohol licence held for the premise.

### Notes:

- The District Licensing Committee may require notice of this application to be given to any person or persons it may specify.
- A Temporary Authority can only be issued for up to three months and during this time you need to obtain your own licence.
- As soon as you receive your Temporary Authority you should start gathering the supporting information you will need for your new licence application.
- Have your new licence application lodged within six weeks of the granting of your Temporary Authority. This means the licence(s) can be processed and granted before your Temporary Authority expires.
- If there is a good reason you are unable to lodge a new licence application before your Temporary Authority expires you need to let us know as soon as possible so we can work with you.