

## What is a temporary authority?

A temporary authority is an order issued by the District Licensing Committee authorising the applicant to carry on the sale and supply of liquor on any premise that has an existing on-licence and/or off-licence.

A temporary authority is not a temporary licence. It cannot be used to licence a premise that is not currently licensed.

A temporary authority is not a substitute for a permanent licence - the applicant will still need to apply for their own on-licence and/or off-licence

## When is a temporary authority required?

A temporary authority is required when an applicant wishes to purchase a premise operating an on-licence and/or off-licence and intends to continue the sale and supply of liquor on that premise while their own liquor licence application is being determined.

A temporary authority is required when the structure of an existing licensee changes. For example, if a licensee is a partnership or individual and that licensee subsequently forms a company, the company will need to apply for a temporary authority. The company will also be required to apply for a new liquor licence.

## How long does a temporary authority last?

A temporary authority will be issued for a period of up to 3 months.

If the applicant's own licence does not issue within 3 months of the temporary authority start date, a further temporary authority application may be required.

## Who should make application for a temporary authority?

The application must be made in the name of the person or legal entity that will receive the proceeds from the sale of liquor. This could be an individual, company or partnership.

The District Licensing Committee will need to be provided with documentation that the applicant has a legal right, title or interest in the premise.

## What are the obligations

If a temporary authority is approved, the holder will have the same duties, obligations and liabilities as the licensee of the on-licence and/or off-licence to which the temporary authority relates.

Applicants must be aware of the expiry date of the base licence for which the temporary authority is required. The temporary authority ceases to be valid upon the expiry of the licence.

All applicants are expected to apply for the full on and/or off-licences within the duration of the first temporary authority.

Further temporary authorities will only be authorised if the applicant can show mitigating circumstances or if the substantive licence application has been lodged.

## How is an application for a temporary authority made?

Complete a temporary authority application form.

Ensure all required documentation is attached as outlined in the application checklist.

To allow sufficient time for the required reporting processes, the application should be submitted at least 10 clear working days prior to takeover or possession date of the premise.

## How will the application be processed?

The application will be assessed for completeness. If your application is complete and all required documentation is provided a copy of the application will be forwarded to the Police and Licensing Inspector for a report.

The District Licensing Committee may approve an application, or if the application is opposed, set a time and place for a hearing of the application.

## Manager's

A person holding a manager's certificate must be on duty at all times when liquor is being sold or supplied to the public.

# Checklist Temporary Authority

- Please read and retain the information sheet attached.
- All questions on the application form must be answered accurately and in full.
- All required documents must be included with your application before it will be accepted.
- Failure to complete the application form and attach the required information could result in delays processing your application.
- The District Licensing Committee may require notice of this application to be given to any person or persons it may state.

Office  
Use

Applicant Use

- Application Fee \$296.70
- Provide a detailed A4 scale floor plan of the premises showing: (please use a highlighter pen)
  - the perimeter of the licensed area including any outdoor areas, the food and bar servery and the free water outlets
  - areas that are to be restricted or supervised
  - all principal entrances
  - location of tables and chairs, toilets and kitchen
  - the use of footpath for outdoor dining (if applicable - note: Licence to Occupy will be required from Waitomo District Council)
  - CCTV placement and security lighting (if applicable)
- The application must be signed by the applicant. If employing an agent or lawyer who signs on your behalf a written 'authority to act' must be submitted,
- Where the applicant is incorporated - a copy of the Certificate of Incorporation.
- Evidence of formal partnership - where the applicant is a partnership of more than two persons/entities,
- Evidence of financial interest in the premise - copy of sale and purchase agreement or copy of lease agreement,
- Where the applicant is not the owner of the building - a letter from the owner consenting to the applicant selling liquor on, or from the premises.
- Copies of Manager's Certificates - of the person/s intending to be the manager of the premise.
- A copy of the existing base licence and copy of most recent renewal notice (*if since renewed*)
- Completed Police Supplement Form
- A copy of **your** Host Responsibility Policy – not the existing licencees policy

I certify that the above information is included with this application and all questions within the application have been answered in full.

Name (print clearly)

Signature

Date

Office Use Only

Accepted and checked by

Date

Amount paid

Receipt no

## To the Secretary, District Licensing Committee Waitomo District Council

Application for temporary authority to carry on the sale and supply (or delivery) of alcohol is made in accordance with the details set out below.

### 1. Reason for Application/Licence Details

The Secretary, Waitomo District Licensing Agency: I wish to apply for a temporary authority to operate the existing alcohol licence for a premise I am purchasing/have purchased. This application is a:

- New Application  Re-Application for a further temporary authority

Where this is a new application, what is the takeover/possession date?

Existing alcohol licence  On-Licence  Off-Licence  On-Licence(BYO only)

Existing alcohol licence number  Expiry date

Current name of premises

### 2. Details of Applicant

Full name (legal entity that will receive the proceeds from the sale of liquor)

Postal address

  

Contact numbers

    
Phone (home) Phone (work) Mobile

Email

If applying as an individual please provide:

Date of birth  Occupation

### 3. Further details where the licensee is a company/partnership

Incorporation Details

Date of Incorporation

Place of Incorporation

Full details of each Director / Secretary / Partner (continue on separate page if necessary and attach to application)

Name

Address

Designation

Date of birth  Place of birth

Name

Address

Designation

Date of birth  Place of birth

#### 4. Details of Premises *(to be included only where the licence applies to any premises that are not a conveyance)*

Trading or other name

Premise address

#### 5. Details of Conveyance *(to be included only where the licence applies to any conveyance)*

Type of conveyance

Address of home base

Trading or other name

#### 6. Further Details

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

In the premise(or conveyance) to which the application relates?

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

Does the applicant propose to carry on the sale and supply of alcohol (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

Address

Occupation

Certificate no

Expiry date

#### 7. Details of Manager's

List the full names of holders of Manager/s Certificates for this premises *(continue on separate page if necessary and attach to application)*

Name

Address

Certificate no

Expiry date

Name

Address

Certificate no

Expiry date

Name

Address

Certificate no

Expiry date

## 8. Applicant Signature

Name *(print clearly)*

Signature

*(If applying as a company/partnership etc. please state your relationship e.g. secretary, director)*

Dated at

this

day of

20

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries 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 the information.

## APPLICANT AUTHORISATION

Name (print clearly)

Signature

Date