

Temporary authority

NOTE

- Applicants **are not** automatically entitled to the hours stated on any current liquor licence for which this temporary authority is sought. Applicants are strongly advised to contact the District Licensing Agency to discuss the issue of operating hours before entering any binding purchase agreement.
- A person holding a general manager's certificate must be employed on the premises before a temporary authority can issue.
- Processing time for this application is **10 working days**.
- All applicants for temporary authority are required to apply for an on or off licence within **15 working days** of the certificate being issued.

You are required to provide the following:

Use this cover page to assist you to lodge a complete application.

- TWO COPIES of application and all documentation**

- FEE: \$134.93 [inclusive of GST]**

(cheques to be payable to Wellington City Council)

Related documents:

- a complete list of all food, non-alcohol and low-alcohol beverages to be attached
- a copy of the current on or off licence, and a copy of the most recent 'renewal of licence' certificate, if applicable
- a copy of your lease agreement
- a letter from the owner of the premises consenting to the applicant selling liquor on, or from the premises
- a copy of each general manager's certificate for those nominated to manage the premises.

In a detailed letter outline:

- reasons for the temporary authority
- applicant's experience, qualifications and training in the sale of liquor
- any convictions
- the date you intend to commence trading from the premises.

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; or applicant's solicitor NOT an agent.

Incomplete applications filed with the District Licensing Agency will not be accepted.

For further information, please phone 499 4444, or contact the Secretary, District Licensing Agency, PO Box 2199, Wellington 6140.

Application for temporary authority

Section 24 and 47, Sale of Liquor Act 1989

To: The Secretary
District Licensing Agency
PO Box 2199
Wellington 6140

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

1. Details of applicant

[If an individual or partnership clearly complete questions marked with**]

- (a) Full name: [your full legal name as on your birth certificate and a list of any other names (including a maiden name) that you may be known by; or the exact company name as shown on the certificate of incorporation]

Address:

Occupation:

Male Female [if an individual]

- (b) Applicant's date of birth:**

Driver licence number:**

Postal address for service of documents:

- (c) Daytime contact name:

Fax number:

Phone number:

Email address:

- (d) Full name and address of manager or managers to be employed, certificate numbers of managers, expiry date of each certificate, and date of birth of each manager:

2. Details of licence

- (a) Type of licence:
Please tick the appropriate box.

On licence

Off licence

- (b) Licence number:

3. Premises details

This is to be filled in where the licence applies to any premises.

- (a) Address of premises:

- (b) Proposed trading name for the premises:

- (c) Does the applicant intend to make cosmetic or structural changes to the premises?

Yes

No

4. Details of conveyance

This is to be filled in where the licence applies to a conveyance.

- (a) Type of conveyance:

- (b) Address of home base:

- (c) Principal route travelled:

(d) Trading or other name:

5. Further details

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

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

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

(b) Does the applicant intend to carry on the sale and supply (or delivery) of liquor personally? *(If a company is applying 'No' will need to be ticked.)*

Yes No

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

Name and date of birth:

Address:

Occupation:

(c) What are the reasons for the application?

Please note:

The New Zealand Police are required by the Sale of Liquor Act to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Agency and the Liquor Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

Dated at Wellington this <input type="text"/>	day of <input type="text"/>	20 <input type="text"/>
Print name <input type="text"/>	Applicant's signature <input type="text"/>	
Print name <input type="text"/>	Applicant's signature <input type="text"/>	
Print name <input type="text"/>	Applicant's signature <input type="text"/>	