



# APPLICATION FOR TEMPORARY AUTHORITY

SECTION 136, SALE AND SUPPLY OF ALCOHOL ACT 2012

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Application for a temporary authority to operate the existing liquor licence for a premise being purchased / have purchased.

*Date stamp*

- ALL questions on the application form must be answered accurately and in full.
- ALL required documents, as indicated below, must be attached to the application:

- Evidence of Financial Interest in the premise** - e.g. a copy of sale and purchase agreement signed by both vendor and purchaser, or a copy of an assignment of lease.
- Copy of the Certificate of Incorporation** - where the applicant is (or involves) a company.
- Evidence of Formal Partnership** - where the applicant is a partnership of more than two persons/entities.
- Copy of Manager's Certificate** - of the person (or persons) intending to be the manager of the premise.  
**Note:** if this document has not been issued at the time of filing this application, the date the manager's certificate application was filed with this Agency ..... / ..... / .....
- Copy of current On or Off Licence**

**ALL APPLICATIONS MUST BE FILED A MINIMUM OF 20 WORKING DAYS PRIOR TO THE TAKEOVER DATE**

### 1. Reason for Application

a.  NEW application (OR)  RE-APPLICATION (for a further temporary authority due to the current temporary authority expiring)

**NOTE:** For a re-application, please attach a written explanation why a further temporary authority is required

Letter Attached  Yes  No

b. Expiry date of current Temporary Authority \_\_\_\_/\_\_\_\_/\_\_\_\_ Number \_\_\_\_\_

c. Takeover / Possession date of premise \_\_\_\_\_

d. What type is the current liquor licence?  On Licence  On Licence (BYO only)  Off Licence

e. What is the current liquor licence number? 022/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_. Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Application Fee: \$296.70 (to be paid at the time the application is lodged)**

(Office Use Only)

: LIQL

Application \_\_\_\_\_ Premise No \_\_\_\_\_

(Date Received)

Receipt \_\_\_\_\_ Contact ID \_\_\_\_\_



**2. Details of Applicant**

a. Full name of applicant (legal entity who will receive the proceeds from the sale of liquor)

\_\_\_\_\_

Previous names or other names known by \_\_\_\_\_

Postal Address \_\_\_\_\_

Occupation \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: Business \_\_\_\_\_ Private \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

b. Preferred means for formal correspondence  Mail  Email  Fax

**3. Further Details Where Applicant is a Company/Partnership**

a. Date of Incorporation \_\_\_\_\_ Place of Incorporation \_\_\_\_\_

b. Full details of each Director and the Secretary

Name	Address	Date of Birth	Place of Birth	Position Held
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Applicant Convictions**

Have any persons named on this application been convicted of any offence?  YES  NO

If Yes, what are the details of each offence?

*(NOTE: You are entitled to protection under the Criminal Records (Clean Slate) Act. Disclose only convictions not eligible for concealment under the Clean Slate Act)*

Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(NOTE: Continue on a separate page if necessary and attach to this application)

**4. Details of Premises**

a. Premise name: \_\_\_\_\_

b. Premise address: \_\_\_\_\_

**5. Details of Conveyance - e.g. boat, bus** (To be included only where the licence applies to any conveyance)

a. Type of conveyance \_\_\_\_\_

b. Address of home base (if any) \_\_\_\_\_

c. Principal route travelled (if any) \_\_\_\_\_

d. Trading or other name (if any) \_\_\_\_\_

**6. Further Details**

a. What right, title, estate, or interest do you have in the premise (or conveyance):

Lease  Owner of the premise  Other (describe) \_\_\_\_\_

b. Details of the main person who intends to be responsible for the sale/supply of liquor on the premise (must be the person who holds or intends to apply for a manager's certificate):

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Does this person hold a current manager's certificate?  Yes  No  
(If Yes, attach a copy of the manager's certificate)

What is this person's previous experience in working in licensed premises?

\_\_\_\_\_

**Other managers details**

Name	Address	Date of Birth	Certificate No.	Expiry Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**7. Signature of Applicant**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: this application must be signed by the applicant personally)

• If applying as a company, state your relationship to the company, e.g. director, secretary

Relationship \_\_\_\_\_ Name \_\_\_\_\_

Pursuant to the Privacy Act 1993, the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993.

## Guide - Application for Temporary Authority Section 136 Sale and Supply of Alcohol Act 2012

### Background

It is a legal requirement under the Sale and Supply of Alcohol Act 2012 that you have a licence before you can sell or supply liquor.

The District Licensing Committee (DLC) is part of Western Bay of Plenty District Council and is where you go to obtain a liquor licence.

The object of the Act is to ensure the responsible sale and supply of alcohol and the reduction in alcohol related harm. The process for issuing licences means that checks are done to make sure only people responsible enough to work within the objectives of the Act are granted permission to sell or supply liquor. There must be a person with a current manager's certificate on duty at all times when liquor is being sold or supplied to the public.

### What does 'temporary authority' mean?

A temporary authority authorises the holder to operate the existing licence for a period of up to three months.

This is to allow the application for a substantive licence to be received and considered.

Note: In the event that the substantive licence is refused, the temporary authority will only be granted if there are delays outside the control of the applicant.

A second temporary authority will only be granted if there are delays outside the control of the applicant.

### Process

#### Cost

The temporary authority application fee is \$296.70 for the duration of the licence.

#### Processing times

It could take up to 20 working days to process your application. If an objection is received, and the application is referred to the Hearing Committee for processing, it could take longer.

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

### Guidance Notes

#### 1. Reason for Application

- a. Tick the applicable reason for the licence.
- b. Tick if letter attached for a re-application
- d. Tick type of current liquor licence

#### 2. Details of Applicant

##### a. Applicant Name

Write applicant name. A licence is issued to a person, company or legal entity in relation to a premise (or conveyance, such as a train). A licence cannot be transferred from one person to another or from one premise or conveyance to another. Provide your age, occupation and if applicable maiden or previous names. Liquor licence holders must be 20 years or over and have previous liquor industry experience.

Full details are required in order for the Police to conduct a check on your suitability as a licensee. Having this information also helps the Council keep its records up to date and enables previous records to be located.

##### b. Preferred means for formal correspondence

Tick the box that corresponds to how you wish to receive enquiries and updates regarding this application. Correspondence will be sent to the applicant.

#### 3. Further Details where Applicant is a Company/Partnership

Companies need to submit the certificate of incorporation.

Provide the full details of each company director, the secretary, all shareholders and partners. If you run out of room, please submit the names of any other relevant people on a separate piece of paper accompanying your application.

**Guide - Application for Temporary Authority**  
**Section 136 Sale and Supply of Alcohol Act 2012**

**4. Premise Details**

**a. Proposed trading name**

Please provide the trading name that you intend to use for the premises and the address.

**5. Details of Conveyance - e.g. boat, bus**

Provide the type of conveyance.

If available, also provide the address of the home base, principal route travelled and trading or other name.

**6. Further Details**

**a.** Please indicate whether you are the property owner, lessee or have another interest.

**b.** Provide experience details

**c.** Provide Other Manager details.

**7. Signature of Applicant**

Please sign and date this form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent.

**Notes:**

This application **must** be accompanied by the prescribed fee.

The District Licensing Committee may require notice of this application to be given to any person or persons it may state.