

How to apply for a temporary authority

Follow the instructions below to apply for a temporary authority carry on the sale and supply (or delivery) of alcohol under the previous premises licence holder's licence and conditions. **Your application will not be lodged unless the application is completed correctly, and all documentation is supplied. Incomplete applications will not be accepted.**

What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include')
- Pay the application fee – Please note payment is to be made upon application

What to include

- ☐ Completed application form
- ☐ Application fee
- ☐ Proof of right, title estate or interest in premises (lease agreement / sale and purchase agreement etc.)
- ☐ Detailed A4 scale map of the interior of the premises showing:
 - The areas used for the consumption of alcohol (include outdoor areas)
 - The areas that are to be designated (restricted, supervised, or undesignated)
 - The principal entrance
 - Layout of the interior of the premises
 - **For supermarket and grocery stores**; the single alcohol area where alcohol will be displayed must be clearly shown
 - Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area
- ☐ Copies of each current manager's certificate for those nominated to manage the premises
- ☐ Letter outlining:
 - Reasons for the application
 - Experience of the applicant
 - Proposed trading commencement date
- ☐ Copy of the base licence - the licence currently in force at the premises

You must pay the application fee of **\$296.70** upon application. Your application will not be processed until this fee is paid in full.

All applicants for temporary authorities are required to apply for a new on or off licence within the first three month period after the temporary authority order has been issued.

The District Licensing Committee has resolved that only under exceptional circumstance will a second or further temporary authority order be granted where the holder has failed to apply for a new on or off licence within the initial three month period of the first temporary authority order.

IMPORTANT NOTE:

Applications may take up to 4 weeks to process. To ensure the application is processed quicker, please include all requested documents upon application, otherwise there may be delays with your application.

Payment options

You can pay by cash, eftpos or credit card in person at any of our Council service centres. Alternatively, you can pay online at <https://www.fndc.govt.nz/services/online-services/Make-a-payment-with-Online-Services>.

Office Use Only

Payment			
Application Fee (incl GST) \$	Receipt Number	Receipt Amount \$ Payment Received Y / N	Cashier Name

Administration			
Date Application Received	Date Application Vetted	Date Application Completed	Admin

Application for Temporary Authority

Pursuant to section 136 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Far North District Licensing Committee this application for a temporary authority is made in accordance with the particulars set out below.

Applicant details

1 Full legal name of applicant:
(name to appear on licence)

Contact name:

Contact phone:

Postal address for service documents:

Contact email:

2 Has the applicant (or any company directors) been convicted of any offence?
If yes, what was the nature of the offence, date of conviction and penalty suffered? (other than conviction for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies).

☐ Yes ☐ No

Nature of the offence	Date of conviction	Penalty suffered

3 What experience and training does the applicant have with operating a licensed premises?
Please provide examples.

4 Are you applying as an individual? ☐ Yes skip question 7 ☐ No go to question 7

5 What is your occupation?

6 Date of birth:
(DD / MM / YYYY)

Place of birth:

18 What relevant training has the applicant completed in relation to the service and monitoring of alcohol?

Date	Training	Provider

Company details

7 Full details of each director/shareholder or partner. If this is a public company, please supply details of each person who holds 20% or more of the shares, or any class of shares issued by the company.

	Shareholder / Director / Partner	Shareholder / Director / Partner	Shareholder / Director / Partner
Name			
Address			
Date of Birth			
Place of Birth			
Designation			
Number of Shares			

Premises details

8

Address of proposed licensed premises:

Postcode:

9

Proposed trading name of the premises:

10

Previous trading name of the premises:

11

What date does the applicant intend to take over ownership of the business?

12

Does the applicant intend to make any cosmetic or structural changes to the premises?

☐ Yes details below

☐ No

13

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

Business details

12 Manager details – list of all certified managers for the premises:

Name	Date of birth	Certificate number	Certificate expiry

Licensing details

20 What type of licence is held by the previous owner? ☐ On ☐ Off

License number:

Expiry:

IMPORTANT NOTE

The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Far North District Council in accordance with our privacy statement, available [here](#).

Applicant's full name:

Applicants signature

Date (DD / MM / YYYY)