

## Checklist

# Temporary Authority

Sale and Supply of Alcohol Act 2012



## The following must be included in your application or it will be returned

Temporary Authority applications take up to **15 working days** to process. Applications received outside the timeframe might not be processed in time.

Please tick when completed:

- Completed application form
- Prescribed fee of \$296.70
- A copy of your lease agreement or sale and purchase agreement
- Certificate of Incorporation (*if applicable*)
- Covering letter including any additional information relevant to this application.
- Copies of Managers' Certificates
- Completed Building Owner's Approval (*if applicant is not the owner; attached*)

### Notes:

- *The applicant must be the person or entity that will take any money from the sale of alcohol.*
- *Additional information may be requested during the processing period.*
- *The fee is non-refundable*

## Fees

The Temporary Authority fee of \$296.70 includes GST and is non-refundable.

## Office Use Only

Notes:

Payment received:

/ /

Application

# Temporary Authority

Sale and Supply of Alcohol Act 2012



To: The Secretary  
District Licensing Committee

(Please tick one)

- Carterton
- Masterton
- South Wairarapa

NCS No. \_\_\_\_\_

## 1 Licence Details

a) Existing Licence type and number (choose **one**):

- On-Licence \_\_\_\_\_
- Off-Licence \_\_\_\_\_

## 2 Applicant Details

a) Full name(s) to be on authority (Exact company name as shown on certificate of incorporation, or your full legal name):

  

b) Postal address for service of documents:

c) Contact Details:

Name

Telephone  Mobile

Email

Website

Preferred means of formal contact  Mail  Email

## 3 Premises Details (not a conveyance)

Address

Trading name

## 4 Conveyance Details

Type (car, bus, railway carriage etc.)

Address or Home Base

Trading name

## 9 Managers' Details

Full Name	Date of Birth	Certificate Number	Expiry Date

## 5 Further Details

a) What right, title, estate or interest does the applicant have in the premises or conveyance?

b) What right, title, estate or interest does the applicant have in any business conducted in the premises or conveyance?

c) Will the applicant carry on the sale and supply of alcohol personally?  Yes  No

d) If **No** - What is the full legal name and address of the person who will carry on the sale and supply of alcohol?

Name

Address

e) What are the reasons for this application (*purchased business, etc.*)?

f) What date do you intend to start trading from the premises?

### NOTES:

1. 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 the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee's decision-making process.
3. The District Licensing Committee may require notice of this application to be given to any person or persons it may state.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**Applications must be submitted to the local council where the premises or conveyance is located:**

**District Licensing Committee  
Masterton District Council**  
PO Box 444  
Masterton 5840  
  
T 06 370 6300  
E alcohol@mstn.govt.nz  
www.mstn.govt.nz

**District Licensing Committee  
Carterton District Council**  
PO Box 9  
Carterton 5743  
  
T 06 379 4030  
E info@cdc.govt.nz  
www.cdc.govt.nz

**District Licensing Committee  
South Wairarapa District Council**  
PO Box 6  
Martinborough 5741  
  
T 06 306 9611  
E health@swdc.govt.nz  
www.swdc.govt.nz

Temporary Authority

## Building Owner's Approval

*If the applicant is not the owner of the building, the owner must complete this form.*

Premises name

Premises address

**I HEREBY STATE THAT** I have no objection to a Temporary Authority being granted to allow the sale and supply of alcohol from the above premises.

\_\_\_\_\_  
**Building Owner's Signature**

\_\_\_\_\_  
**Building Owner's Name (print)**

\_\_\_\_\_  
**Date**

