



District Office
15 Galileo Street
Private Bag 544
Ngaaruawaahia 3742

Telephone (all hours) 07 824 8633
Call Free 0800 492 452

FEE DUE IS \$296.70 per licence

Huntly Area Office 142 Main Street 0800 492 452
Raglan Area Office 7 Bow Street 07 825 8129
Tuakau Area Office 2 Dominion Road 0800 492 452

Email: rss@waide.govt.nz
www.waikatodistrict.govt.nz

Application for Temporary Authority

Section 136, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Waikato District Council
Private Bag 544
Ngaruawahia 3742

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.

Details of Applicant

Full legal name (your full legal name and advice of any other names you are known by, or the exact company name as shown on the certificate of incorporation):

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Address:

Occupation: Date of birth:

Daytime contact person: Daytime telephone:

Email address:

Postal address for service of documents:

Town:..... Post Code:.....

Details of Licence

Tick appropriate box

On-licence ☐

Off-licence ☐

Licence Number:

Details of Premises*(to be included only where the licence applies to any premises)*

Address:

Trading or other name, if any:

Conveyance Details*(to be included only where the licence applies to any conveyance)*

Type of conveyance:

Address of home base, if any:

Trading or other name, if any:

Further Details

What right, title, estate or interest does the applicant have in the premises (or conveyance), to which the application relates?

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

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Does the applicant intend to carry on the sale and supply (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?

Name: Date of birth:

Residential Address:

Town: Post Code:

Occupation:

What are the reasons for the application?

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Signature

Dated at:

Date:

Signature of applicant

Notes

1. This application must be accompanied by the prescribed fee.
2. The District Licensing Committee may require notice of this application to be given to any person or persons it may state.

Office Use Only

Date application received:

Application number:

Fee:

Receipt number:

Information for applicants for Temporary Authority

- Applicants are not automatically entitled to the hours stated on any current alcohol licence for which this temporary authority is sought. Applicants are strongly advised to contact the District Licensing Committee to discuss the issue of operating hours before entering any binding purchase agreement.
- A person holding a manager's certificate must be employed on the premises before a temporary authority can be issued.
- Indicative time for processing this application is 20 working days.
- All applicants for temporary authorities are advised to apply for an on- or off-licence within 15 working days of the certificate being issued.

Use this page to ensure you lodge a complete application. If not complete, your application may be returned to you.

☐ The application and all documentation

☐ Fee of \$296.70.

Related documents

- ☐ a complete list of all food, non-alcohol and low-alcohol beverages that are to be provided.
- ☐ a copy of the lease agreement or sale and purchase agreement showing your right to the premises or business.
- ☐ details of all managers appointed to manage the premises (include copy of manager's certificate if the certificate has not been issued or renewed by the Waikato District Licensing Committee).

In a detailed letter, outline

- ☐ Reasons for the temporary authority.
- ☐ Applicant's experience, qualifications and training in the sale and supply of alcohol.
- ☐ Any convictions.
- ☐ The date intending to commence trading from the premises.