

# Application for Temporary Authority

## Section 136, Sale and Supply of Alcohol Act 2012

### General information:

- A temporary authority is a temporary licence allowing the holder to operate off the existing base licence for three months while they apply and are issued with a new (on or off) licence.
- The application must be filed a minimum of 15 working days before possession or the commencement of selling alcohol.
- Please be sure all the questions are answered in full and all the appropriate documentation is included. Incomplete applications will be delayed and maybe even returned.
- At least two managers holding manager's certificates must be employed on the premises before a temporary authority can be issued.
- Should that new licence not be issued in the three month period (for good reason) then a further temporary authority may be considered provided the substantive licence application has at least been filed with the DLC.

Office  
Use  
Only

### Application Checklist:

#### Supporting documents you need to provide with your application:

- ☐ ☐ **Application fee: \$397.90**  
This is an application fee and is non-refundable after the application is received by the Hamilton City Council.
- ☐ ☐ Proof of title to the business – sale and purchase agreement or lease (financial details can be excluded).
- ☐ ☐ A current floor plan of the premises.
- ☐ ☐ A draft of your proposed Host Responsibility Policy.
- ☐ ☐ Copies of each current manager's certificate for those nominated to manage the premises
- ☐ ☐ Copies of any other licences held by the applicant (if applicable)

#### If you are applying for the temporary authority on behalf of someone else, you must also provide:

- ☐ ☐ A copy of the authority to act as an agent of the applicant, signed by the applicant

Applications can be emailed to [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz) or posted to  
Hamilton City Council, Private Bag 3010, Hamilton 3240.

FEE DUE:

**\$397.90**

#### Office Use Only:

Accepted by: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Receipt date: \_\_\_\_\_

T310 – 397.90

Application for

# Temporary Authority

Section 136, Sale and Supply of Alcohol Act 2012

To the Secretary

District Licensing Committee, Hamilton City Council

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.

## Applicant details

1. Full legal name (*the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to*):

2. Date of birth (if the applicant is an individual):

3. Occupation (if the applicant is an individual):

4. Postal address (for service of documents):

Postcode:

5. Home phone:

Work phone:

Mobile phone:

6. E-mail address:

7. **Daytime contact details** (if different from above)

Name:

Phone number:

Mobile number:

E-mail address:

8. Does the applicant (or any company directors) have any criminal convictions?  
(other than convictions 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

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

9. If the applicant is a company, state the date and place of incorporation:

10. If the applicant is a company, state the details of each director:

Name	Address	Date of birth	Place of birth	Designation

## Existing licence details

11. Type of Licence: ☐ On ☐ Off

12. Licence number:

## Premises details

13. Address of licensed premises:

14. Proposed trading name:

15. Previous trading name (if different from above):

## Application details

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

17. On what date does the applicant intend to take over ownership of the business?

18. 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?

19. What are the reasons for the application?

20. What relevant experience and training does the applicant have regarding the sale and supply of alcohol?

## Duty managers details

21. State the full details of each manager or proposed manager:

Name	Date of birth	Certificate number	Expiry date

## Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- ☐ I consent to the release of this information
- ☐ I hereby state that the above particulars are true and correct
- ☐ I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied

[Signature]

[Date]

[Name]

[Designation]

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Hamilton City Council - Ground Floor, Garden Place,  
Hamilton