

APPLICATION FOR TEMPORARY AUTHORITY CHECKLIST

PLEASE ENSURE THE FOLLOWING ARE INCLUDED WITH YOUR APPLICATION:

<input type="checkbox"/>	Completed, signed and dated application form
<input type="checkbox"/>	Letter from the owner of the building giving consent for alcohol to be sold or a copy of your lease agreement
<input type="checkbox"/>	Copy of Manager's Certificate for nominated managers
<input type="checkbox"/>	Certificate of Incorporation [if the applicant is a company]
<input type="checkbox"/>	Copy of sale and purchase agreement
<input type="checkbox"/>	Licence fee \$296.70
<input type="checkbox"/>	This checklist

Please contact a Licensing Inspector to arrange a pre-lodgement check of your application.

We won't accept your application without an appointment with an inspector.

Phone [06] 356 8199 or email eps@pncc.govt.nz



APPLICATION FOR TEMPORARY AUTHORITY INFORMATION SHEET

Please read these notes before completing the application.

Not supplying all the details needed could mean your licence takes longer or it could be opposed.

A temporary authority is required to operate Licenced Premises after you have purchased an existing business, while you apply for your new ON and/or OFF Licence.

It is very important because it is the document that authorises you to trade. It is your responsibility to maintain the temporary authority.

HOW LONG IS A TEMPORARY AUTHORITY VALID FOR?

A temporary authority is valid for up to three months, it cannot be renewed or extended.

WHEN MUST I APPLY FOR A TEMPORARY AUTHORITY?

The Palmerston North District Licensing Committee [DLC] requires that you apply for a temporary authority 25 working days before it is required. The Sale and Supply of Alcohol cannot take place unless a temporary authority is in force.

WHAT DOES A TEMPORARY AUTHORITY COST?

The cost is \$296.70 for each temporary authority. If you have an ON and OFF Licence you must apply for a temporary authority for each licence.

ON WHAT LICENCE CONDITIONS IS A TEMPORARY AUTHORITY BASED?

The temporary authority is based on the existing licence of the premises. The conditions of that licence apply. Temporary authorities can only be issued where a valid existing licence is in place.

Important Note: If the existing licence is due to run out while a temporary authority is in place you must apply for renewal of the existing licence in addition to applying for a new licence in your own right. Failure to do this means you have no right to trade.

WHEN DO I APPLY FOR MY OWN LICENCE?

As soon as you receive your temporary authority you must start the process of applying for your own new licence.

A temporary authority is not a means of avoiding a licence application, and the DLC may decline subsequent temporary authorities if no progress is made in obtaining your new licence.

You must remember to apply for any further temporary authorities before the existing one runs out. You will not receive reminders to do so.

Please retain for your information

TO: The Secretary
 District Licensing Committee
 Palmerston North

FEE DUE \$296.70

Application for temporary authority is made in accordance with the details set out below.

The date you intend to commence the sale of alcohol

DETAILS OF APPLICANT

Full legal name or names to be on licence

Postal address / for service of documents

Contact person

Phone

Email

LICENCE DETAILS

Type of licence: On licence

Off licence

Licence number: **39 /**

Date of expiry

DETAILS OF PREMISES

Trading name

Type of licence: Tavern Hotel BYO Entertainment Function Centre

Nightclub Theatre Catering Restaurant Other

Physical address

Tenure [owned by applicant or to be held as leasehold, or under tenancy agreement or licence]

Owned by applicant

Leasee

Tenancy agreement

Licence

DETAILS OF BUILDING OWNER

Name of building owner

Building owner's postal address

DETAILS OF MANAGER/S

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

Manager's certificate number

Manager's certificate expiry date

Driver's licence number

Passport number

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

Manager's certificate number

Manager's certificate expiry date

Driver's licence number

Passport number

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

Manager's certificate number

Manager's certificate expiry date

Driver's licence number

Passport number

FURTHER DETAILS

What right, title, estate, or interest does the applicant have?

In the premises to which the application relates?

In any business conducted in the premises to which the application relates?

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?

Full legal name

Physical address

Occupation

What are the reasons for the application?

Dated at Palmerston North this

day of

20

Date

Month

Year

Applicant's signature

PLEASE NOTE

1. This form 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.