



Explanations in this guide are intended to assist you to complete the Temporary Authority Form—numbers on the form relate to the explanatory notes in this guide

Background

It is a legal requirement under the Sale of Liquor Act 1998 that you have a licence before you can sell or supply liquor.

The District Licensing Agency (DLA) is part of the Wanganui District Council and is where you go to obtain a liquor licence.

The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure only people responsible enough to work within the objectives of the Act are granted permission to sell or supply liquor. There must be a person with a current managers certificate on duty at all times when liquor is being sold or supplied to the public.

What does 'temporary authority' mean?

A temporary authority authorises the holder to operate the existing licence for a period of up to three months.

This is to allow the application for substantive licence to be received and considered.

Note: In the event that the substantive licence is refused the temporary authority will be void as of the date of refusal.

A second temporary authority will only be granted if there are delays outside the control of the applicant.

Process

Cost

The temporary authority application fee is \$134.93 for the duration of the licence.

the application is referred to the hearing committee for consideration, it could take longer.

Processing times

It could take up to two—three weeks to process your application. If an objection is received, and

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

Guidance notes

1. Application details

1a. Applicant's name

Write the applicant's name. A licence is issued to a person, company or legal entity in relation to a premise (or conveyance, such as a train). A licence cannot be transferred from one person to another, or from one premises or conveyance to another.



I am the

Please indicate whether you are the property owner, lessee or the agent of the owner.

Property owner

Select this option if you are the property owner as stated on the certificate of title.

Lessee

Select this option if you have a lease agreement with the registered owner of the property and the agreement is still in force. Write your name and contact details.

Agent

Select this option if you have submitted this application as the authorised representative of the property owner or lessee.



Write your name and contact details

***An application for a Temporary Authority WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached**

Applicant details—continued

1b,c,d. Provide your full name, age, occupation, and if applicable, your maiden name. Liquor licence holders must be 20 years or over, and have previous liquor industry experience.

Full details are required in order for the police to conduct a check on your suitability as a licensee. Having this information also helps the council keep it's records up to date and enables previous records to be located.

Further details where the applicant is a company

Provide the full details of each company director, the secretary, all shareholders, and partners. If you run out of room, please submit the names of any other relevant people on a separate piece of paper accompanying your applications.

2. Details of licence

This relates to the existing licence(s) granted to the previous owner/licensee. As it is this licence that you intend temporarily using the licence must still have sufficient life to cover the three months of this Temporary Authority.

3. Details of premises

Provide the current name of the premises, as well as the details of the licence and the type of licence.

Please provide the trading name that you intend to use for the premises.

3. Details of conveyance

Provide the type of conveyance. (Boat, train etc.)

If available also provide the address of the home base, principal route travelled and trading or other name.

Please provide the trading name that you intend to use for the conveyance.

4. Further details

4a. Give relevant details such as: owner/lessee, terms of lease etc.

4b. If you do not intend selling liquor personally then you are required to give the details of the person who will be doing it on your behalf.

4c. Why do you need this Temporary Authority?

4d. Give details of your liquor industry experience.

4e. Give details of the certificated managers you intend to use.

4f. What date do you takeover/start the business?

5. Signature(s)

Please sign and date this form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent.



Fill this form out with the assistance of the Application for the Temporary Authority Guide—numbers on this form relate to explanatory notes in the guide.

1. Applicant details

Fee \$134.93

I am the Property owner Lessee Provide details below Agent Authorised by owner Provide details below

Proprietor

1a. Full name details of whom ever will profit from the sale of liquor

1b. Postal address for the service of documents

1c. Contact numbers
Phone Mobile Fax

Occupation

Date of birth (if applicant is an individual) / /

Email

1d. Incorporation details

Date of incorporation

Place of incorporation

Full details of each director and the secretary

Name

Address

Position held

Place & date of birth
Birthplace Date of birth

Full details of each directory and the secretary

Name

Address

Position held

Place & date of birth
Birthplace Date of birth

2. Licence details

2a. Type of licence On licence Off licence

2b. Licence number Expiry date / /

2c. Current name of premises

3. Details of premises

(To be included only where the licence applies to any premises)

3a. Premise address

3b. Proposed trading or other name (if any)

3. Details of conveyance

(To be included only where the Licence applies to any conveyance)

3a. Type of conveyance	<input type="text"/>
3b. Address of home base (if any)	<input type="text"/> <input type="text"/>
3c. Proposed trading or other name (if any)	<input type="text"/>
3d. Principal route travelled (if any)	<input type="text"/> <input type="text"/>

4. Further details

4a. What right, title, estate or interest does the applicant have:

(i) In the premises (or conveyance) to which the application relates?

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

4b. Does the applicant intend to carry on the sale and supply (or delivery) of liquor personally? Yes No
If No, what is the name, address and occupation of the person through whom the applicant intends to carry on the sale and supply (or delivery) of liquor?

Name

Occupation

Address

4c. What are the reasons for the application?

4d. Has the applicant had any experience, in particular recent experience, in managing any premises or conveyance in respect of which a licence was in force? Yes No

If **YES**, please attach details of that experience and include references

4e. Manager details

Name/Address/Certificate No.

Name/Address/Certificate No.

4f. Take over date

5. Applicant signature

<input type="text"/>	Dated at	_____	this	_____	day of	_____
Signature	(town/city)			(month)		(year)
<input type="text"/>						

Name (print clearly)

6. Notes

Notes:

1. The District Licensing Agency may require notice of this application to be given to any person or persons it may specify.
2. For the matters that are to accompany this application, see regulation 19(2) of the Sale of Liquor Regulations 1990.

***This WILL NOT BE ACCEPTED unless 1 photocopy of the application form is attached**