

# TEMPORARY AUTHORITY

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

|                 |
|-----------------|
| SR:             |
| Fee Paid:       |
| Receipt Number: |

Applications for a Temporary Authority should be submitted **at least 20 working days prior** to the date the Temporary Authority is required to commence. Applications made less than 20 working days from the commencement date may not be considered in time.

A Temporary Authority can only be issued for a period up to 3 months as long as the original on or off licence is still in force. If a temporary authority is granted, we recommend that you apply for a new licence **at least six weeks** before the temporary authority expires.

| <b>USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION<br/>YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:</b> |                          |
|--|--------------------------|
| 1. The Application and <b>ALL</b> documentation  | <input type="checkbox"/> |
| 2. <b>Fee</b> of \$296.70 – this application must be accompanied by the prescribed fee                               | <input type="checkbox"/> |
| 3. Copy of proof of tenure e.g. sale and purchase agreement, lease, letter from building owner                       | <input type="checkbox"/> |
| 4. Completed Application form and all attached documents   | <input type="checkbox"/> |

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)

To: The Secretary  
Nelson City Council District Licensing Committee  
PO Box 645, Nelson 7040

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.

### 1. **Applicant Details**

Full legal name:

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Address:

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Occupation:

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If an individual:  Male  Female Date of Birth:

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Postal address for service of documents:

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Ph (bus): Ph (pvt):

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Mobile: Email:

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### 2. **Criminal History**

Has the Applicant (or any of the directors if the Applicant is a company)\*:  
*\*including traffic offences*

- (a) Been convicted of **any** offence;  Yes  No
- (b) Been given diversion;  Yes  No
- (c) Received any warnings;  Yes  No
- (d) Have any matter(s) currently before the Courts;  Yes  No

If **Yes**, what are the details of each matter?

| Details of offence, diversion, warning or matter before the Courts | Date of conviction, diversion, warning | Penalty Imposed |
|--|--|-----------------|
|  |  |                 |

### 3. **Matters before the Alcohol Regulatory & Licensing Authority**

Does the Applicant (or any of the directors or other related businesses of the directors if the Applicant is a company), have any matters before, or had any matters determined by, the Alcohol Regulatory & Licensing Authority (or previous Liquor Licensing Authority) for any reason?

If **Yes**, what are the details?  Yes  No

| Reason for appearance | Date of decision | decision number |
|-----------------------|------------------|-----------------|
|                       |                  |                 |

**4. Details of Premises**

Address:

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Trading name (if any):

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What type of licence is already held for the premises concerned?  On licence  Off Licence

**5. Details of Conveyance (if not a premises)**

Type of conveyance:  Ship  Bus

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Home base address:

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Name of conveyance:

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Principal route travelled?

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**6. Right to the Premises or the Business**

(a) What right, title, estate or interest does the applicant have:

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

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

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(b) Does the applicant intend to carry on the sale and supply, or sale and 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:

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Address:

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Occupation:

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(c) What are the reasons for the application?

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## 7. Details of Managers

State the full details for each manager or proposed manager:

| Name | Date of Birth | Certificate number | Certificate expiry |
|------|---------------|--------------------|--------------------|
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## 8. Date the Temporary Authority Should Commence

(d) What date do you want the Temporary Authority to start?

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## 9. Signature

**Signed at:**

**date:**

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*(location e.g. Nelson)*

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**Applicant's Name**

**Signature**

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 may involve informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

### What next?

- This application must be accompanied by the prescribed fee.
- Your application will be assessed to make sure you have provided all of the required information and you will receive acknowledgement of your application.
- The District Licensing Committee may determine the application without notice or direct that notice of the application and any hearing time and place be served on any persons the Committee specifies.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)