

Licence No. _____
Office use only

Application for a temporary authority checklist

This application and all supporting documentation must be lodged with the Agency at least 10 working days before the Temporary Authority is required to commence.

Have you provided the following?

- Fee - \$296.70

Supporting documents

You must provide copies of all these documents with your application – if you don't, your application can be delayed or rejected.

- Signed lease or purchase agreement
- Certificate of Incorporation
- A copy of the current holder's alcohol licence
- Written consent from the building or conveyance owner, and body corporate if required (*template attached*)
- Manager certificates (*if not issued by Tasman District Council*)
- CV or details of experience in the alcohol industry
- Menus and drinks lists

Application for registration of food business

For on-licence premises, you can find information about registering to sell food at: www.tasman.govt.nz/my-business/food-premises-and-licensing

- I have applied for a certificate of registration

Need help?

Phone Tasman District Council and ask for Alcohol Licensing on 03 543 8400 or email regulatory.admin@tasman.govt.nz

Tasman District Council
Email info@tasman.govt.nz
Website www.tasman.govt.nz
24 hour assistance

Richmond
189 Queen Street
Private Bag 4
Richmond 7050
New Zealand
Phone 03 543 8400

Murchison
92 Fairfax Street
Murchison 7007
New Zealand
Phone 03 523 1013

Motueka
7 Hickmott Place
PO Box 123
Motueka 7143
New Zealand
Phone 03 528 2022

Tākaka
78 Commercial Street
PO Box 74
Tākaka 7142
New Zealand
Phone 03 525 9972

Application for a temporary authority

Section 136, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

Please **PRINT** clearly.

Applicant details

Full legal name/s of the person/s or company who will receive any proceeds from alcohol sales:

Address:

Postcode:

Postal address for service of documents:

Contact details

Name of daytime contact:

Phone number(s):

Email (*this is our preferred way of contacting you*):

Have you been convicted of any offence, diversion or any matter currently before the Court (including traffic offences)?

Yes No

If yes, please state the type and date of conviction.

Current licence details

Type of licence: On-licence Off-licence

Licence number: 51/ON/_____ 51/OFF/_____

Premises details (*For a conveyance licence, skip and complete the next section*)

Address:

Current trading name for the premises:

Proposed/new trading name for the premises:

Conveyance details

Type of conveyance (*for example, bus, ship*):

Address of home base:

Trading or other name:

Further details

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

In the premises or conveyance (*for example, leasee or property owner*):

In any business conducted on the premises or conveyance (*for example, purchase of business*):

Does the applicant intend to personally sell, supply or deliver alcohol?

Yes No

If no, what is the full legal name, residential 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: _____

Address: _____

Occupation: _____

Date the Temporary Authority should commence: _____

Full name of any duty manager(s) / nominated person(s) in charge of the supply of alcohol at the event. If you will have certificated duty managers, provide their certificate numbers and expiry dates. Name:

Certificate number: _____ Expiry date: _____

Name:

Certificate number: _____ Expiry date: _____

Name:

Certificate number: _____ Expiry date: _____

Is this the first application for a temporary authority?

Yes No

Please describe the applicant's experience, qualifications and training in the sale and supply of alcohol (*attach CV or other details*)

Please note: The New Zealand Police are required by the Sale and Supply of Alcohol Act to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concern involving the applicant. Any concerns will be forwarded to the applicant. By signing this form, you consent to the release of this information.

Sign and Date

Dated at (place):

on (date):

Print name:

Applicant's signature:

Payment

Payment can be made by:

- Internet banking to ASB 12-3193-0002048-03
- By cash or card at any Council Office (credit card payments will incur a fee)

Premises or conveyance owner's consent - template

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

Person giving consent

Name _____ Date _____

Company (if applicable) _____

Address _____

Dear Secretary

I am the owner Body Corporate Chair building manager other*: _____

of _____
(name or address of building)

I confirm that I

consent to am authorised by the owners to consent to
the proposed sale and supply of alcohol by

(applicant name – must match application) on the following days and hours

(days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

Yours faithfully,

(Name of person giving consent)

(Signature)

* If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building owner.