



Chatham Islands  
District Licensing Committee

# application for temporary authority

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

### The following must be included with your application:

- This application form, with all sections completed, signed and dated
- APPLICATION FEE – \$296.70 [inclusive of GST]**  
This is an application fee and is therefore non-refundable after the application is received by Hamilton City Council.
- Proof of title to the business – sale and purchase agreement or lease (financial details can be excluded).
- A copy of the current Building Warrant of Fitness of the premises the temporary authority is being applied for (if the building qualifies for a WOF).
- 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)

**PLEASE READ THE NOTES AT THE END OF THE APPLICATION FORM.**

Applications can be delivered to the Council Offices, 9 Tuku Road, Chatham Islands  
or via post P O Box 24, Chatham Islands

**FEE DUE:**

**\$296.70**

# APPLICATION FOR TEMPORARY AUTHORITY

Section 136, Sale and Supply of Alcohol Act 2012

**To the Secretary  
District Licensing Committee, Chatham Islands 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.

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:

4. Postal address (for service of documents):

5. Daytime contact name:

6. Phone number:

Mobile number:

7. E-mail address:

8. Does the applicant 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:

9. If the applicant is a company - Date and place of incorporation:

10. Details of each director:

Name	Address	Date of birth	Place of birth	Designation

### DETAILS OF EXISTING LICENCE

11. Type of Licence:  On  Off

12. Licence number:

### DETAILS OF PREMISES or CONVEYANCE

*(To be included only where the licence applies to any premises that are not a conveyance)*

13. Address of licensed premises (or home base):

14. Trading or other name (if any):

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

16. 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?

17. What are the reasons for the application?

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

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

Name	Date of birth	Certificate Number	Certificate expiry

<div style="border: 1px solid black; border-radius: 5px; width: 390px; height: 25px; margin-bottom: 5px;"></div> Applicant's Name	<div style="border: 1px solid black; border-radius: 5px; width: 390px; height: 45px; margin-bottom: 5px;"></div> Signature
<div style="border: 1px solid black; border-radius: 5px; width: 340px; height: 25px; margin-bottom: 5px;"></div> Designation	<div style="border: 1px solid black; border-radius: 5px; width: 225px; height: 25px; margin-bottom: 5px;"></div> Date

**NOTES**

1. 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.
2. This application must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information, see [www.justice.govt.nz](http://www.justice.govt.nz).
3. 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. By signing this form, you consent to the release of this information.
4. **The application must be filed a minimum of 15 working days before possession or the commencement of selling alcohol.**
5. A person holding a manager's certificate must be employed on the premises before a temporary authority can be issued.
6. All applicants for temporary authority are required to apply for a full on or off Licence within three (3) months of the temporary authority being issued.
7. A Temporary Authority is a temporary licence allowing the holder to operate of the existing base licence for three months while they apply and are issued with a new licence.