

Temporary Authority Application Form



Section 136 of Sale and Supply Alcohol Act 2012

How to apply for a Temporary Authority

Follow the instructions below to apply for a Temporary Authority to carry on the sale and supply (or delivery) of alcohol. Your application will not be lodged unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.

What you need to do

- Supply completed application form
- Supply all required supporting documents (see 'what to include')
- Pay application fee (see page 2) – Please note payment is to be made upon application

What to include

- Completed application form
- Application fee
- Proof of right, title estate or interest in premises (eg. lease agreement sale and purchase agreement)
- Detailed floor plan (to scale, A4 size or larger) of the current premises layout
- Copies of each current manager's certificate for those nominated to manage the premises
- Letter outlining:
 - » Reasons for the application
 - » Experience of the applicant
 - » Proposed trading commencement date

Application fee

Total amount to pay **\$296.70**

FULL PAYMENT IS TO BE MADE UPON APPLICATION

Payment options

In person - You can pay by cash, eftpos or credit card at any of our service centres Thames, Whangamata, Whitianga and Coromandel

Online at www.tcdc.govt.nz/Your-Council/Payment-Options/

Office use only	APPLICATION FEE (Including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				

Application for Temporary Authority

Section 136, Sale and Supply of Alcohol Act 2012



To the Secretary of the Thames-Coromandel District Licensing Committee this application to carry on the sale and supply (or delivery) of alcohol is made in accordance with the details set out below.

Applicants details

1) Applicant name
(name to appear on licence)

Contact name

Contact phone number

Email address

Postal address for service documents

2) Does the applicant (or any company directors) have any criminal convictions? YES NO

If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

3) Are you applying as an individual? YES (go to question 4) NO (go to question 6)

4) What is your occupation?

5) When and where were you born?

Date of birth
dd/mm/yyyy

Place of birth

6) State the full details of each director/shareholder or partner. If a public company also supply details of each person who holds 20% or more of the shares, or any class of shares issued by the company.

	Shareholder/Director/Partner	Shareholder/Director/Partner	Shareholder/Director/Partner
Name			
Address			
Date of Birth			
Place of Birth			
Designation			
Number of Shares			

Application details

7) What type of licence is held? ON OFF

Licence
number

Expiry
date

Premises details

8) Address of proposed licensed premises

Postcode

9) Proposed trading name

10) Previous trading name

11) What date does the applicant intend to take over ownership of the business? DD / MM / YYYY

12) Does the applicant intend to make any cosmetic or structural changes to the premises? YES (details below) NO

13) What right, title, estate, or interest does the applicant have in the premises to which the application relates:

Business details

14) What relevant experience and training does the applicant have regarding the sale and supply of alcohol?

Date of training	Training provider

15) Manager details - list all certified managers of the premises:

Name	Address	DOB	Manager Certificate Details

IMPORTANT NOTE:

The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by TCDC in accordance with our privacy statement, available at www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)