

# How to apply for a temporary authority



Under section 136 of the Sale and Supply of Alcohol Act 2012

Follow these instructions to apply for a temporary authority to continue trading over an existing licence.

A temporary authority allows a new owner, who can demonstrate any right in any on-licensed or off-licensed premises, to carry on the sale and supply of alcohol for a period of up to three months.

## What you need to do

To apply for a temporary authority, you need to:

- supply the documents listed in the 'What to include' section on this page
- pay the application fee — see 'Paying your fee' on [page 2](#)
- answer all the questions in the form that apply to you — [page 4](#).

You must also consent to a police report on your application and supply identification details — the consent form is on [page 7](#).

**Note:** The District Licensing Committee may direct you to give notice of this application to any person or persons it may state.

If you need help with this form, call **09 301 0101** or visit [aucklandcouncil.govt.nz/alcohol](http://aucklandcouncil.govt.nz/alcohol)

## What to include (please tick)

**You must supply all the documents listed below every time you apply for a temporary authority. We will send your application back if any of these documents are missing.**

- Your completed application form.
- A copy of the sale and purchase agreement or lease agreement.
- A copy of the existing licence for the premises.
- Manager's details: For each manager, you must supply a copy of their manager's certificate.

If you are using a liquor-licensing consultant, you must also supply:

- A letter of authorisation for the consultant.

## Paying your fee

You must pay the fee of **\$296.70** (includes GST at 15%). The fee is not refundable or transferable.

### Payment options

You can pay by cash, eftpos, or credit card (Visa, MasterCard, American Express) at any of our service centres, or online at [aucklandcouncil.govt.nz/alcohol](http://aucklandcouncil.govt.nz/alcohol).

If paying by credit card, a convenience fee of 1.75 per cent of your payment amount applies.

Office use only	Comments
Receipt number	
Receipt amount: \$	
Service centre name	
Cashier name	

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# Temporary authority application form



Under section 136 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the District Licensing Committee, this application for a temporary authority to carry on the sale and supply (or delivery) of alcohol is made in accordance with the details set out below.

## Tick the location of the premises

- Auckland Central    
  Franklin    
  Manukau    
  North Shore  
 Papakura    
  Rodney    
  Waitākere

## Applicant details

1. What is the full legal name to go on the licence (individual or organisation)?

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2. What is your address?

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Postcode:

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3. What is your mailing address (if different from above)?

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Postcode:

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4. What is your occupation?

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5. What is your email address? Note: We send your licence to you by email.

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6. What are your daytime contact details?

Name:

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Phone number:

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## Licence details

7. What type of licence is currently in force?

- On-licence    
  Off-licence

8. What is your licence number and when does it expire?

Licence number:

Expiry date:

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9. What is your current trading name?

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## Premises details

For a licence that applies to any premises.

### 10. What is the address of the premises?

Postcode:

## Conveyance details

For a licence that applies to any conveyance.

### 11. What type of conveyance is this application for?

E.g. bus, train.

### 12. What is the address of the conveyance's home base (if any)?

Postcode

## Further details

### 13. What right, title, estate, or interest do you have in the premises or conveyance?

### 14. What right, title, estate, or interest do you have in any business conducted in the premises or conveyance?

### 15. What date would you prefer this application to be granted by?

Date:

### 16. Do you personally intend to carry on the sale and supply (or delivery) of alcohol?

Yes (go to question 18)

No (go to question 17)

### 17. What is the name, address, and occupation of the person through whom you intend to carry on the sale and supply (or delivery) of alcohol?

Name:

Address:

Postcode:

Occupation:

## Reasons for your application

18. Why are you applying for a temporary authority?

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## Important privacy information

The personal information that you provide in this form will be held and protected by Auckland Council in accordance with our privacy policy (available at [aucklandcouncil.govt.nz/privacy](http://aucklandcouncil.govt.nz/privacy) and at our libraries and service centres) and with the Privacy Act 1993. The privacy policy explains how we can use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. You should familiarise yourself with this policy before submitting this form.

Applicant's signature:

On (date):

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# New Zealand Police Supplement



The District Licensing Committee must send the application to a member of Police in charge of the Police Station nearest to the premises for which the licence is sought for them to report on. You are entitled to receive a copy of that report.

The Police cannot report unless you consent to them releasing relevant information to the District Licensing Committee, which may include details of previous convictions.

Please complete below (Applicant):

I,

\_\_\_\_\_

of (address)

\_\_\_\_\_

consent to the New Zealand Police releasing those details.

Signature of applicant:

\_\_\_\_\_

Date:

Please provide the following information for identification purposes:

Date of birth: \_\_\_\_\_  Female  Male

Driver's licence number/passport number, or similar:

Safer Communities Together