

Application for Temporary Authority Checklist – Form 16

Checklist for Application for Temporary Authority (please tick)

- Application fee - \$296.70
- Application and Police forms signed (by **all** company directors)
- A copy of the Sale and Purchase or Lease agreement to demonstrate new ownership and the takeover date
- A copy of the premises current licence
- A copy of the menu

Temporary Authorities can take 5 working days to process from the date of application. Please contact us as early as possible regarding any change in ownership.

A second temporary authority will only be issued if your application has been sent to the Alcohol Regulatory and Licensing Authority or you have already lodged an On-Licence application.

For further information please contact

Queenstown Lakes District Council
10 Gorge Road
Private Bag 50072
Queenstown

Phone: (03) 441 0499
Fax: (03) 442 4778
Email: services@qldc.govt.nz

Notes

- 1 This application must be accompanied by the prescribed fee.
- 2 The District Licensing Committee may require notice of this application to be given to any person or persons it may state.

Section 136, Sale and Supply of Alcohol Act 2012
To the Secretary
District Licensing Committee Queenstown Lakes District Council

Application for temporary authority to carry on the sale and supply (or delivery) of alcohol made in accordance with the details set out below:

Details of applicant

Full legal name _____

Residential address _____

Sex _____ Email _____ Occupation _____

Postal address for service of documents _____

Mobile Number (____) _____ Work Number (____) _____

Details of licence

Type of licence (please tick)

On Licence Off Licence

Licence Number _____

Details of premises

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

Address _____

Trading or other name (if any) _____

Details of conveyance

(To be included only where the licence applies to any conveyance.)

Type of conveyance _____

Address of home base (if any) _____

Trading or other name (if any) _____

Further details

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

- in the premises (or conveyance) to which the application relates?

Further details (continued)

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

Does the applicant intend to carry on the sale and supply (or delivery) of alcohol personally? (please tick)

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 _____

Address _____

Occupation _____

What are the reasons for the application?

Details of managers

Full legal name _____

Certificate Number _____ Expiry Date _____

Full legal name _____

Certificate Number _____ Expiry Date _____

Full legal name _____

Certificate Number _____ Expiry Date _____

Full legal name _____

Certificate Number _____ Expiry Date _____

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Dated at (date and place) _____/_____/_____ _____
Location

Signature of applicant _____

** If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.

The application fee must be paid prior to or at the time of the application and proof of payment must be submitted with the application.

I confirm payment method as follows:

Payment Type _____

Amount Paid – \$296.70

Date of Payment _____/_____/_____

Cheque payable to Queenstown Lakes District Council

Bank transfer to account 02 0948 0002000 00 please use the first 5 letters of the applicant's name. (If paying from overseas swiftcode - BKNZ22)

Visa/Mastercard on the website – www.qldc.govt.nz

Visa/Mastercard on the phone – please call 03 441 0499

NEW ZEALAND POLICE REPORT

Assessing the suitability of the entity applying for the licence is a requirement under the Sale and Supply Act 2012. All directors of the entity are required to complete this form. The Police are required to report on this application. That report may include the release of any previous convictions you may have which will be a public record. You will receive a copy of that report.

Full Name of Applicant: _____

Date of Birth: _____

Male/Female: _____

Maiden (or other) names: _____

Driver's Licence: Identity Number: _____ Country of Origin: _____

Persons who are not New Zealand residents or citizens are requested to provide the following additional information:

Details of current work or visitors permit: _____

Your last permanent address: _____

Country: _____

Current Passport or certificate identity number: _____

Country where passport or certificate issued: _____

Signature of Applicant: _____

Date: _____

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