



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



FORM 16

Application for a Temporary Authority

Section 136, Sale and Supply of Alcohol Act 2012

Fee \$296.70

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.

1. Applicant details

1a.	Full legal name of applicant to appear on Temporary Authority	<input type="text"/>		
1b.	Trading entity	Individual	Company	Partnership
1c.	Postal address for service of documents	<input type="text"/>		
1d.	Occupation (if individual)	<input type="text"/>		
1e.	Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Work	Home	Mobile
1f.	Email	<input type="text"/>		

2. Licence details

2a.	Type of licence	On-licence	Off-licence
2b.	Existing licence number	<input type="text"/>	
2c.	Existing licence expiry date	<input type="text"/>	

3. Premise details (for premise only)

3a.	Premise address	<input type="text"/>
3b.	Proposed trading name or other name (if any)	<input type="text"/>
3c.	Previously trading as	<input type="text"/>

4. Conveyance details (for conveyance only)

4a.	Type of conveyance	<input type="text"/>
4b.	Address of home base (if any)	<input type="text"/>
4c.	Proposed trading name or other name (if any)	<input type="text"/>
4d.	Previously trading as	<input type="text"/>

5. Further details

5a. What right, title, estate, or interest does the applicant have:

- in the premise (or conveyance) to which the application relates? e.g. sale and purchase agreement or leaseholder agreement

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

Please turn over

OFFICE USE ONLY

Date received	<input type="text"/>	Applicant #	<input type="text"/>	Application #	<input type="text"/>
Time received	<input type="text"/>	Property #	<input type="text"/>	Document #	<input type="text"/>
Received by	<input type="text"/>	Land #	<input type="text"/>	Amount paid	\$ <input type="text"/>

5. Further details - continued

5b. Does the applicant intend to carry on the sale and supply (or delivery) of alcohol personally?

Yes No

If no, please provide the full details of the person who will be responsible for the sale or supply of alcohol:

Full legal name

First name(s)

Surname

Address

Occupation

5c. What are the reasons for the application for a Temporary Authority?

5d. Intended date to commence trading under Temporary Authority

6. Certified manager details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 of the Sale and Supply of Alcohol Act 2012) must be on duty at all times.

6a. How many certified managers will be employed?

6b. Manager details (attach copies of certificates)

Full name

Certificate number

Expiry date:

Full name

Certificate number

Expiry date:

Full name

Certificate number

Expiry date:

7. Company details

7a. If the applicant is a company or partnership, please provide details for each director/partner/shareholder with 20 per cent or more shares.

Full name

Residential address

Date of birth

Position in company

Full name

Residential address

Date of birth

Position in company

Full name

Residential address

Date of birth

Position in company

8. Criminal convictions

8a. Has the applicant, or any director/shareholder, been convicted of any offence not covered by the Criminal Records (Clean Slate) Act 2004?

Yes No

If yes, provide details below:

Nature of offence

Date of conviction

Penalty imposed

8. Criminal convictions - continued

Nature of offence
Date of conviction
Penalty imposed

9. Applicant's experience

9a. What experience does the applicant have with operating licensed premises?
Please provide details.

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9b. What relevant training has the applicant completed in relation to the service and monitoring of alcohol?

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10. Documents (and fee) to be submitted with this application

Evidence of Right of Title (e.g. sale and purchase/
lease agreement)
I.D. (e.g. driver's licence, passport or Hospitality
NZ 18+ card)
Certificate of Incorporation or company extract
Host Responsibility Policy
Detailed floor plans (licensed areas, entrances,
designations)

NZ Police questionnaire for all directors, partners,
shareholders and duty manager
Application fee
Copy of manager's certificates
Copy of current licence

11. Applicant's declaration

PRIVACY STATEMENT:

Information you provide in this application and any supporting documents will be used by New Plymouth District Council (NPDC) to process your application under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public upon request, and will be shared with the District Licensing Committee, the Police, the Medical Officer of Health and NPDC Licensing Inspectors. This information may form part of a public hearing or other consideration of your application before the District Licensing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available.

NPDC is required to keep a record of all alcohol licence applications and the District Licensing Committee's decisions on them. NPDC is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to see and correct personal information that NPDC holds about you.

DECLARATION:

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

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First name(s)

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Surname

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Signature of applicant

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Date

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Place where dated and signed, e.g. New Plymouth

12. Important notes

- A Temporary Authority is valid for up to three (3) months only and is subject to the conditions of the existing licence.
- A substantive licence application must be lodged promptly.
- New Plymouth District Council requires applications for a Temporary Authority to be submitted at least 15 working days before it is required.
- The New Zealand Police and Licensing Inspector will inquire into this application.
- Alcohol trading must not commence until the Temporary Authority is granted.

Please contact a Licensing Inspector to arrange a pre-lodgement check of your application.

Phone 06-759 6060 or email DLC@npdc.govt.nz



TO: THE APPLICANT

The Police are just one of the agencies tasked with promoting the principals of the Sale and Supply of Alcohol Act. It is well known that alcohol is a key aggravator in crime and in particular family violence, street disorder, anti-social behaviour and the road toll. Strategies have been put in place by the Police to reduce the numbers of such incidents and crimes occurring.

Police enquiries will be made to establish whether you are a fit and proper person to be granted the licence or certificate applied for, and whether you are considered capable of exercising proper control over the premises or the sale and supply of alcohol to patrons.

The Police may object to the granting of the licence or certificate if you have previous court convictions or if enquiries reveal that you have not operated the licence or certificate in such a way so as to contribute to the reduction of alcohol abuse in accordance with the objects of the Act. Previous convictions need not stop you getting an 'On' or 'Off' Licence or a Manager's Certificate, but they may be a factor in any decision made to object to the granting of your application.

Please complete the attached questionnaire to enable the Police to prepare a report to the District Licensing Committee in accordance with the provisions of the Act. Police Officers may visit your premises or check with you on the validity of answers given in the questionnaire.

If you have any queries please contact New Plymouth Police on 06-759 5500.



QUESTIONNAIRE FOR ALL APPLICANTS

Manager's Certificate On-Licence Off-Licence Club Licence
(Please tick appropriate box or boxes)

1. Applicant's full name: _____

Male Female

Date of birth: ____/____/____

2. Driver's licence number: _____

3. Applicant's maiden or former name: _____

4. Applicant's address (physical location): _____

5. Applicant's postal address: _____

6. Telephone number(s): Home: _____ Business: _____ Mobile: _____

7. Applicant's previous address: _____

8. Previous licensed premises - Managed or Employed:

9. Previous alcohol licenses or certificates held (date held and location):

10. Details of previous applicable courses attended:

11. Previous Court convictions (if in doubt, list):

OFFENCE	DATE	COURT LOCATION

New Zealand Police Questionnaire for all new applicants - continued

12. Are you a New Zealand citizen?: Yes No
(If you answered no, please answer questions 13-18.)

13. Passport number : _____

14. What country are you from? _____

15. How long have you been in New Zealand? _____

16. What type of Visa do you hold? (i.e. Visitors Visa/Working Visa) _____

17. When does your Visa expire? _____

18. List of previous convictions from your own country:

OFFENCE	DATE	COURT LOCATION

Signature: _____

Date: _____/_____/_____

Note: If the applicant is a company, details of principals and proposed duty managers will also be required.