



Ruapehu District Council

Private Bag 1001, Taumarunui 3946

Phone 07 895 8188 or 06 385 8364

Email: info@ruapehudc.govt.nz

Website: www.ruapehudc.govt.nz

Facebook: ruapehudc

Cover Sheet for

Temporary Authority Application

Applicant Checklist

The following must be included with your application:

- This Application Form, with all sections completed, signed and dated.
- Application Fee** - please see next page or contact us for assistance.
- Proof of title to the business - sale and purchase agreement or lease (financial details can be excluded).
- A Current Floor Plan of the premises.
- A draft of your proposed Host Responsibility Policy (*Your "Mission Statement" - This document needs to explain fully what the premises will do to ensure compliance with each licence condition. It should subsequently be displayed at the points of sale and used in staff training*)
- Copies of each current Managers' Certificate for those nominated to manage the premises.
- Copies of any other licences held by the applicant (if applicable).

Applications can be delivered to any Council Office or posted to the address above

For Office Use Only

Accepted and
Checked by

Fee Due

(refer to Fees and
Charges Manual)

GL Code

65 00 01 1100

Receipt No

Receipt Date



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Application for

Temporary Authority

Section 136, Sale and Supply of Alcohol Act 2012

To the Secretary

District Licensing Committee, Ruapehu District Council

Application for Temporary Authority is made in accordance with the details set out below.

Applicant Details

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

Mobile

7 Email

8 Do you 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 Is the applicant a company?

Yes

No

If YES, please state the date and place of incorporation

Details of Each Director

10 State the full details of each director.

Name	Address	Date of Birth	Place of Birth	Position (tick one)	No. of shares
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	

Details of Existing Licence

11 Type of Licence On Off

Licence No

Expiry Date of

Details of Premises or Conveyance

12 Address of Licensed Premises (or home base)

13 Trading Name or Other Name (if any)

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

15 Do you 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?

16 What are the reasons for this application?

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

Details of Managers

18 State the full details of each Manager or proposed Manager

Name	Address	Date of Birth	Managers Certificate No.	Certificate Expiry

Applicant Signature

Signature

Date

Print Name

Designation/
Position

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 form must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information, see www.justice.govt.nz.
- 3 New Zealand Police is 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 A Temporary Authority is a temporary licence allowing the holder to operate off the existing base licence for three months while they apply and are issued with a new (On or Off) licence.
- 7 Should that new licence not be issued in the three month period (for good reason) then a further Temporary Authority may be considered, provided the substantive licence application has at least been filed with the District Licensing Committee.



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Declaration

Evacuation of Premises

Section 100, Sale and Supply of Alcohol Act 2012

Note: This declaration is to be completed, signed and returned with your application, even if your premises does not require an evacuation scheme

Evacuation of Premises Declaration

Full Name of Licence Holder

Trade Name of Premises

Type of Licence Operated:

On Licence

Off Licence

Club Licence

I hereby state that (*tick whichever applies*)

The owner of the building in which the premises are situated provides and maintains an evacuation scheme, as required by Section 76 of the Fire and Emergency New Zealand Act 2017 and that a trial evacuation has been held within the last 180 days.

Because of the building's current use, its owner is not required to provide and maintain such a scheme.

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Print Name

Designation

Signature

Date



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Disclosure of Police Information

Sale and Supply of Alcohol Act 2012

As applicant for this licence, you are required to sign the authority below. Failure to allow Police to disclose this information may result in your application not being determined.

Authorisation

The NZ Police is required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?

Yes

No

Print Name

Signature

Date