



Application for Temporary Authority

Section 136, Sale and Supply of Alcohol Act 2012

About this application:

Please complete this form and forward to: *Clutha District Council, PO Box 25, Balclutha*

Accepted methods of payment are: CASH or EFTPOS.

This application for temporary authority to carry on the sale and supply and/or sale and delivery of alcohol is made in accordance with the details set out below:

For office use only:

Risk category:

Fee: \$296.70

Receipt No.

Date:

1. Details of applicant

a. Applicant's legal full name (i.e. individual or organisation):

For each individual applicant, partner, or company director or shareholder, please provide a date of birth, occupation/ current employment and residential address:

Full name:	Residential address:	Date of birth:	Occupation/current employment:

Note: If the applicant is a company, please also attach a current certificate of incorporation.

b. Postal address for service of documents:

Suburb: City: Post code:

c. Daytime contact full name:

Phone: Mobile:

Fax: Email:

2. Details of licence

a. Type of licence: On Licence Off Licence

b. Number of existing licences:

c. Expiry date(s):

d. If conveyance, type of conveyance:

Address of home base (if any):

e. Trading name or any other name (if any):

3. Details of premises

a. Address:

b. Present trading name:

4. Further details

a. What right, title, estate, or interest does the applicant have in the premises to which the application relates?

Note: The following items are required as proof of the above:

- A signed copy of any purchase of business agreement; and
- Written consent from the owner of the premises.

Or

- Evidence that the applicant has purchased the property.

Date the temporary authority should commence:

b. Does the applicant intend to carry on the sale and supply, or sale and delivery of alcohol personally? Yes No

If no, what is the name, address and occupation of the person who will manage the sale and supply (or sale and delivery) of alcohol?

Name:

Address:

Occupation:

Holder of manager's certificate: Yes No

c. What are the reasons for this application?

Dated at Balclutha this

day of

20

Applicant's signature

(must not be signed by an agent or solicitor)

5. Documentation required

- Company documents (if applicant is a company).
- Business purchase agreement and property owner's consent, or evidence that the applicant has purchased the premises.
- Character reference and some proof of experience in the alcohol industry for any person(s) who will be 'hands on' involved with the sale of alcohol.
- The application fee for each temporary authority must be paid.
- The District Licensing Committee may require notice of this application to be given to any person or persons it may specify.

Note: This application and all supporting documentation must be lodged with the agency at least 10 working days before the temporary authority is required to commence.

Privacy statement

The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Sale and Supply of Alcohol Act 2012. If required, the information may form part of a public hearing before the DLC and may appear in the hearing agenda. The decision will be made publicly available. The information you provide may also be used in any subsequent decision relating to your application.

The information provided will be shared with the Clutha District Licensing Committee (DLC), CDC licensing inspectors, Police and the Medical Officer of Health for the purposes of making a decision on your application.

The council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the committee's decision on it. This information, including the application and all attachments, is made available to the council's licensing inspectors and police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, duty manager appointments, and the Act.

The council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you.

If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthadc.govt.nz or on 03 419 0200.