

# TEMPORARY AUTHORITY

**Section 136, Sale and  
Supply of Alcohol Act 2012**

SR:  
Fee Paid:  
Receipt Number:

Applications for a Temporary Authority should be submitted **at least 20 working days prior** to the date the Temporary Authority is required to commence. Applications made less than 20 working days from the commencement date may not be considered in time.

A Temporary Authority can only be issued for a period up to 3 months as long as the original on or off licence is still in force. If a temporary authority is granted, we recommend that you apply for a new licence **at least six weeks** before the temporary authority expires.

<b>USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:</b>	
1. The Application and <b>ALL</b> documentation	<input type="checkbox"/>
2. <b>Fee</b> of \$296.70 – this application must be accompanied by the prescribed fee	<input type="checkbox"/>
3. Copy of proof of tenure e.g. sale and purchase agreement, lease, letter from building owner	<input type="checkbox"/>
4. Completed Application form and all attached documents	<input type="checkbox"/>

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)

To: The Secretary  
Nelson City Council District Licensing Committee  
PO Box 645, Nelson 7040

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

### 1. **Applicant Details**

Full legal name:

---

Address:

---

---

Occupation:

---

If an individual:  Male  Female Date of Birth:

---

Postal address for service of documents:

---

Ph (bus):

Ph (pvt):

---

Mobile:

Email:

---

### 2. **Criminal History**

Has the Applicant (or any of the directors if the Applicant is a company)\*:  
*\*including traffic offences*

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (a) Been convicted of <b>any</b> offence;           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Been given diversion;                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Received any warnings;                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Have any matter(s) currently before the Courts; | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If **Yes**, what are the details of each matter?

Details of offence, diversion, warning or matter before the Courts	Date of conviction, diversion, warning	Penalty Imposed

### 3. **Matters before the Alcohol Regulatory & Licensing Authority**

Does the Applicant (or any of the directors or other related businesses of the directors if the Applicant is a company), have any matters before, or had any matters determined by, the Alcohol Regulatory & Licensing Authority (or previous Liquor Licensing Authority) for any reason?

If **Yes**, what are the details?

Yes

No

Reason for appearance	Date of decision	decision number

**4. Details of Premises**

Address:

---

Trading name (if any):

---

What type of licence is already held for the premises concerned?  On licence  Off Licence

**5. Details of Conveyance (if not a premises)**

Type of conveyance:  Ship  Bus

---

Home base address:

---

---

Name of conveyance:

---

Principal route travelled?

---

**6. Right to the Premises or the Business**

(a) What right, title, estate or interest does the applicant have:

(i) In the premises (or conveyance) to which the application relates?

---

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

---

(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 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:

---

(c) What are the reasons for the application?

---

---

## 7. Details of Managers

State the full details for each manager or proposed manager:

Name	Date of Birth	Certificate number	Certificate expiry

## 8. Date the Temporary Authority Should Commence

(d) What date do you want the Temporary Authority to start?

---

## 9. Signature

**Signed at:**

**date:**

---

*(location e.g. Nelson)*

---

**Applicant's Name**

**Signature**

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

Please complete and sign the Police Disclaimer form on the next page.

### What next?

- This application must be accompanied by the prescribed fee.
- Your application will be assessed to make sure you have provided all of the required information and you will receive acknowledgement of your application.
- The District Licensing Committee may determine the application without notice or direct that notice of the application and any hearing time and place be served on any persons the Committee specifies.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)



## Section 1: Applicant to complete and submit with application

### Personal Information

Full name :

Gender:

(M)  (F)  (Other)

Date of birth:  
(dd/mm/yyyy)

NZ Driver Licence  
number:

Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

### Consent to release information

- The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
- NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
- If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
- The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
- Information provided in this consent form may be used to update New Zealand Police records.
- I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
- I may withdraw this consent, prior to Police's disclosure of the vetting result.

### Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name:

Date:

Signature:

Electronic Signature