



Southland*district*Licensing*agency*
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

**APPLICATION FOR TEMPORARY
AUTHORITY (FOR PREMISES)**
Sections 24 and 47 Sale of Liquor Act 1989

General Information

What is a Temporary Authority?

A Temporary Authority is a form of licence that permits the sale of liquor temporarily under an existing licence, usually for the purpose of carrying on the sale of liquor while waiting for new licences to be issued.

How long does the application process take?

The Agency can process a Temporary Authority within 10 working days. The application can be processed more quickly if practicable to do so.

I have criminal convictions; can I still apply for a Temporary Authority?

Criminal convictions do not necessarily exclude a person from being granted a Temporary Authority. The Agency recommends that you discuss this with the Invercargill Police Liquor Licensing Squad (phone 03 211 0400) before making your application for guidance.

If I decide to withdraw my application, can I get a refund of my application fee?

The application fee is not refundable.

I do not have a General Manager's Certificate, can I still apply for a Temporary Authority?

Yes, provided a person with a General Manager's Certificate is on duty during busy periods, and a person who has been appointed a temporary or acting manager is available at other times. The particular arrangement is pre-approved on a case by case basis by the Police and the Agency.

The On and Off Licences at the premises I have purchased have expired, can I apply for a Temporary Authority?

No, temporary authorities can only be issued while an existing licence is current.

When should I make application for my On and Off Licences?

You should make application for on or off licence at the same time as applying for Temporary Authority.

How long is a Temporary Authority issued for?

The first Temporary Authority is issued for three months, or until the expiry date of the existing licence if it is sooner. Subsequent Temporary Authorities are also issued for three months, except in the following circumstances where it is issued for one month:

- Where the applicant has not made application for the respective on or off licence; or
- Where the applicant has made application for on and off licenses but has not submitted all the documents required to be filed with the application.



Southland *district* Licensing agency
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

APPLICATION FOR TEMPORARY AUTHORITY (FOR PREMISES)

Sections 24 and 47 Sale of Liquor Act 1989

Checklist

Please use the checklist below before submitting your application.

The following must be included with your application for Temporary Authority:

- Proof of interest in the premises, for example:
 - A copy of the signed lease; or
 - A letter from your lawyer advising that an unconditional contract to lease or buy the business or premises has been entered into.
- A letter from the owner advising of no objection to the application for On Licence and/or Off Licence (this doubles as permission for the Temporary Authority).
- (If the applicant is a company)* The Certificate of Incorporation.
- The fee of \$134.93.

This page may be detached for your records



Southland*district*Licensing*agency*
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

APPLICATION FOR TEMPORARY AUTHORITY (FOR PREMISES)

Sections 24 and 47 Sale of Liquor Act 1989

Application for a Temporary Authority to carry on the sale and supply (or delivery) of liquor is made in accordance with the details set out below:

Please PRINT Clearly

1. DETAILS OF APPLICANT

(a) Full name, address and occupation

Enter the address and occupation if the applicant is a natural person. If the applicant is a company, the name of company only required. If a Trust, full details (full name, address and occupation) of one of the trustees, who must hold the licence on behalf of the named trust. If a partnership, full details of each partner (full name, address and occupation).

The applicant is the person or entity that receives the profits from the sale of liquor. For example if a company is to be created and profits are paid into the company account, then the company is the applicant.

(b) Details of persons

The details entered below depend on the type of applicant as follows:

- *Natural person* *the person's details.*
- *Company* *the details of each director and the secretary.*
- *Partnership* *the details of each partner.*
- *Trust* *the details of one of the trustees, who holds the licence on behalf of the trust.*

Last Name

--

First Names

--

Place and Date of Birth

--	--	--	--

Street Address

--

--

Occupation

--

Last Name

--

First Names

--

Place and Date of Birth

--	--	--	--

Street Address

--

--

Occupation

--

(c) Postal address for the service of documents

--

--

(d) Daytime contact number and telephone number:

Name

--

Telephone No.

--

2. DETAILS OF LICENCE

- (a) **Type of Licence** (Tick appropriate box) On Off
- (b) **Number**
- (c) **Expiry Date** / /

3. DETAILS OF PREMISES

- (a) **Street Address**
- (b) **Trading or other name (if any)**

4. FURTHER DETAILS

- (a) **What right, title, estate, or interest does the applicant have**
- (i) in the premises to which the application relates?
- (ii) in any business conducted in the premises to which the application relates?

For example the lease of the premises and/or the business.

- (b) **Does the applicant intend to carry on the sale and supply (or delivery) of liquor personally?** Yes No
- If No, what is the name, address and occupation of the person through whom the applicant intends to carry on the sale and supply (or delivery) of liquor?
- Name**
- Address**
- Occupation**

- (c) **What are the reasons for the applications?**
-

Usually the reason is to carry on the supply and sale of liquor while awaiting the grant of the on or off licence.

- (d) **What is the date of possession of the licensed premises?** / /

- (e) **Details of managers to be employed**
- List persons who either have manager's certificates or those who will shortly apply for a manager's certificate.*

Last Name

First Names

Place and Date of Birth / /

Certificate No.

Last Name

First Names

Place and Date of Birth / /

Certificate No.

Applicant's signature / /
Date

NEXT STEP

Send this form with the supporting documentation and fee (see the checklist after the General Information page) to the Secretary, Southland District Licensing Agency, PO Box 903, Invercargill 9840, or hand in to your local office of Southland District Council

Office use only

Officer in Charge of Liquor Licensing, New Zealand Police

The attached application for a Temporary Authority or Authorities refer. Please comment in respect of this application.

Date: _____



Bruce Halligan
for SECRETARY, SOUTHLAND DISTRICT LICENSING AGENCY

No objection to grant of the Temporary Authority, or Authorities sought.

New Zealand Police

Date: _____