

How to apply for a temporary authority



Under Section 136 of the Sale and Supply of Alcohol Act 2012

Follow these instructions to apply for a temporary authority to continue trading over an existing licence.

A temporary authority allows a new owner, who can demonstrate any right in any on-licensed or off-licensed premises, to carry on the sale and supply of alcohol for periods of up to three months.

Where the words ‘you’ or ‘your’ are used this refers to the person, company or entity that is to be licensed.

What you need to do

To apply for a temporary authority, you need to:

- supply the documents listed in the ‘What to include’ section on this page
- pay the application fee — see ‘Paying your fee’ on **page 2**
- answer all the questions in the form that apply to you — **page 4**.

Note: The District Licensing Committee may direct you to give notice of this application to any person or persons it may state.

If you need help with this form, call **09 301 0101** or visit **aucklandcouncil.govt.nz/temporary-authority**

What to include (please tick)

You must supply all the documents listed below every time you apply for a temporary authority. We will send your application back if any of these documents are missing.

Your completed application form.

If a company a copy of your certificate of incorporation.

A copy of the sale and purchase agreement or lease agreement in the applicant’s name.

A copy of the existing licence for the premises.

Manager’s details: For each manager, you must supply a copy of their manager’s certificate.

If you are using an alcohol-licensing consultant, you must also supply:

A letter of authorisation for the consultant.

How to submit your application

Choose one of the following ways to submit your application:

- apply online at **aucklandcouncil.govt.nz/temporary-authority**
- drop off your application at any of our libraries offering council services, visit **aucklandcouncil.govt.nz/report-problem/visit-us**

Paying your fee

You must pay the fee of **\$296.70** (includes GST at 15%). The fee is not refundable or transferable.

Payment options

To process your application, we must receive the correct fee. Your fee is not refundable or transferable.

In person

You can pay by eftpos or credit card (MasterCard or Visa) at any of our libraries offering council services, find these at **aucklandcouncil.govt.nz/report-problem/visit-us**

Online

You can pay online at **aucklandcouncil.govt.nz/temporary-authority**

Office use only	Comments
Receipt number	
Receipt amount: \$	
Transaction number	
Date	

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Temporary authority application form



Under Section 136 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the District Licensing Committee, this application for a temporary authority to carry on the sale and supply (or delivery) of alcohol is made in accordance with the details set out below.

Tick the location of the premises

<input type="checkbox"/> Auckland Central	<input type="checkbox"/> Franklin	<input type="checkbox"/> Manukau	<input type="checkbox"/> North Shore
<input type="checkbox"/> Papakura	<input type="checkbox"/> Rodney	<input type="checkbox"/> Waitākere	

Applicant details

1. What is the applicant’s full legal name to go on the authority (individual or organisation)?

2. What is your address?

Postcode:

3. What is your mailing address (if different from above)?

Postcode:

4. What is your occupation?

5. What is your email address? Note: We send your authority to you by email.

6. What are your contact details?

Name:

Phone number:

Licence details

7. What type of licence is currently in force?

On-licence Off-licence

8. What is the licence number and when does it expire?

Licence number:

Expiry date:

9. What is your current trading name and do you intend to change it?

Premises details

For a licence that applies to a premises.

10. What is the address of the premises?

Postcode:

Conveyance details

For a licence that applies to a conveyance.

11. What type of conveyance is this application for?

E.g. bus, train.

12. What is the address of the conveyance's home base?

Postcode:

Further details

13. Do you own, have a lease over, or have a licence to occupy the premises or conveyance?

14. Have you purchased the business conducted on the premises?

15. What date would you prefer the Authority to start on?

Date:

16. Please list all of your staff that have been or will be appointed as duty managers.

Full name of manager	Certificate number	Expiry date

Reasons for your application

17. Why are you applying for a temporary authority?

Important privacy information

Information contained in your application and any supporting information will be held by Auckland Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the police and the council's licensing inspectors) for the purposes of assessing and reporting on your application, and to the Auckland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Auckland District Licensing Committee and may appear in the hearing agenda and be used in the committee's decision for your application. Decisions will be made publicly available. 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 (which includes the application and all attachments) is made available to the council's licensing inspectors and the 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. The Privacy Act 2020 applies to the council and under that Act, you have the right to see and correct personal information that the council holds about you.

Applicant's signature: _____

On (date): _____