

# CHECKSHEET FOR TEMPORARY AUTHORITY APPLICATION



## NOTE IMPORTANT INFORMATION

1. The substantive licence must be active (not expired, surrendered or suspended) to apply for a temporary authority.
2. Applicants are not automatically entitled to the hours or conditions stated on any current alcohol licence for which this temporary authority is sought.
3. A person holding a Manager's Certificate is needed for the application before a temporary authority can be issued. In most cases, a minimum of two certificated managers will be required.
4. Indicative time for processing this application is 20 working days.
5. NOTE: See the Hutt City Council website for current corresponding fees and charges for your business.

<b>Email to:</b> <a href="mailto:sol@huttcity.govt.nz">sol@huttcity.govt.nz</a>	<b>Deliver to:</b> Hutt City Council 30 Laings Road Lower Hutt	<b>Post to:</b> The Secretary District Licensing Committee Hutt City Council Private Bag 31912 Lower Hutt 5040
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Please note that the applicant must be the party that will be taking the money from the business, eg the name on the bank account.

- **It is recommended that you apply now for the Certificate of Use for the purpose of the Sale and Supply of Alcohol. You must attach this certificate to your on or off licence application.**
- **It is also recommended that the on or off licence application is lodged as soon as possible.**
- **Incomplete applications filed with the District Licensing Committee will not be accepted.**

If you have any questions or need further information please phone 04 570 6666 or email: [sol@huttcity.govt.nz](mailto:sol@huttcity.govt.nz).

## HAVE YOU PROVIDED THE FOLLOWING?

<input type="checkbox"/>	Completed application form. If lodged on behalf of the applicant by an agent, include authorisation to act on behalf.
<input type="checkbox"/>	On-Licence: A copy of all menus and a list of all alcoholic, low-alcohol (between 1.15% and 2.5% ABV) and non-alcoholic drinks that will be provided.
<input type="checkbox"/>	Details on how free water will be made available.
<input type="checkbox"/>	A copy of the current substantive On or Off-Licence.
<input type="checkbox"/>	Written statement signed by the owners of the building giving approval to sell and supply alcohol during the days and hours applied for (note: approval must be for the applicant detailed in the application form).
<input type="checkbox"/>	A copy of the signed lease agreement and sale and purchase agreement. These documents must be in the name of the applicant detailed in the application form.
<input type="checkbox"/>	A copy of each Manager's Certificate for those nominated to manage the premises, and a proposal of how the number of managers will cover the proposed hours.
<input type="checkbox"/>	A reference to support the applicant's experience in the alcohol industry.
<input type="checkbox"/>	<b>Invoice will be provided upon receipt of completed application for immediate payment.</b>



### 3. Manager(s) details

<b>Manager(s) details</b>	
Full name	
Manager certificate number	Expiry date
Full name	
Manager certificate number	Expiry date
Full name	
Manager certificate number	Expiry date
If you have more certificated managers, please provide details on a separate sheet	
Name of the overall manager of the premises	

### 4. Current licence details

(a) Type of licence	
<input type="checkbox"/> On-licence <input type="checkbox"/> Off-licence	
(b) Current Licence number	Expiry date
(c) Name of the current licensee	

### 5. Details of premises

This is to be filled in where the licence applies to any premises.	
(a) Trading Address of premises	
(b) Current trading name of the premises	
(c) Proposed/new trading name for the premises	
(d) Does the applicant intend to make cosmetic or structural changes to the premises	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details:	

## 6. Details of conveyance (if applicable)

This is to be filled in where the licence applies to a conveyance.	
(a)	Type of conveyance, eg bus, ferry
(b)	Address of home base
(c)	Principal route travelled
(d)	Trading name for the conveyance
(e)	Does the applicant own the conveyance?  <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, provide the following information and consent form signed by the conveyance owner (refer attached template): (i) What is the full name and address of the owner?  (ii) What form of tenure and term of tenure of the conveyance will the applicant have?  (iii) Is a current Safe Ship Management Certificate (if a ship, ferry, or hovercraft) or a current Certificate of Airworthiness (if a plane) or a Rail Service licence (if a train) or current warrant and registration (if a bus) in effect for this conveyance?  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Registration number: .....	

## 7. Further details

(a)	What right, title, estate or interest does the applicant have: (i) In the premises (or conveyance) to which the application relates, eg leasee or property owner.  (ii) In any business conducted in the premises (or conveyance) to which the application relates, eg purchase of business.  <b>Note: Lease and Sale and Purchase Agreements must be in the name of the applicant.</b>
(b)	Does the applicant intend to personally sell, supply or deliver alcohol?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, what is the full legal name, residential address, and occupation of the person through whom the applicant intends to carry on the sale and supply (or delivery) of alcohol?

(c) What are the reasons for the application?

Please note if this is not your first temporary authority application, you will need to provide a detailed explanation of why this application is needed.

(d) Please provide any further information you feel is relevant to support your application for a temporary authority.

(e) Please describe the applicant's experience, qualifications and training in the sale and supply of alcohol.

(f) What date does the applicant intend to start trading from the premises? (if applicable):

(g) Days and hours when alcohol is to be sold or supplied (including outdoor hours if applicable):

Dated at this day of 20

Applicant's signature	Print name
Applicant's signature	Print name
Applicant's signature	Print name

## Privacy statement

The information in your application and any supporting information will be held by Hutt City Council for processing your application under the Sale and Supply of Alcohol Act 2012. Information about this application will be made available to the public on request.

The information will also be provided to the:

- Lower Hutt District Licensing Committee,
- Police,
- Alcohol Regulatory and Licensing Authority,
- Council's Licensing Inspectors, and
- Medical Officer of Health.

This information may form part of a public hearing of your application before the Lower Hutt District Licensing Committee and may be used in the Committee's decision for your application.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or have it corrected, please contact us at [sol@huttcity.govt.nz](mailto:sol@huttcity.govt.nz) or come in and see us at 30 Laings Road, Lower Hutt 5010. For more information see our [privacy statement](#).

# BUILDING OR CONVEYANCE OWNER'S CONSENT – TEMPLATE

To The Secretary  
District Licensing Committee  
Hutt City Council  
30 Laings Road  
Private Bag 31912  
Lower Hutt 5040

## Person giving consent

Name \_\_\_\_\_ Date \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Secretary

I am  the owner  Body Corporate Chair  building manager  other\* \_\_\_\_\_

of \_\_\_\_\_

(Name of address of building or conveyance)

I confirm that I \_\_\_\_\_

consent to  am authorised by the owners to consent to

the proposed sale and supply of alcohol by

\_\_\_\_\_  
(Applicant name – must match application)

on the following days and hours

\_\_\_\_\_  
(Days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully

\_\_\_\_\_  
(Name of person giving consent)

\_\_\_\_\_  
(Signature)

\*If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building or conveyance owner.