

CHECKSHEET FOR TEMPORARY AUTHORITY APPLICATION



NOTE IMPORTANT INFORMATION

1. The substantive (base) licence must be active (not expired or surrendered) to apply for a temporary authority.
2. Applicants are not automatically entitled to the hours stated on any current alcohol licence for which this temporary authority is sought.
3. Indicative time for processing this application is 20 working days.
4. All applicants for temporary authorities are advised to apply for an ON Licence or OFF Licence within 15 working days of the certificate being issued.

Email to: alcohol@uhcc.govt.nz	Deliver to: Upper Hutt City Council 838 Fergusson Drive Upper Hutt	Post to: The Secretary District Licensing Committee Upper Hutt City Council Private Bag 907 Upper Hutt 5140
---	--	---

Please note that the applicant must be the party that will be taking the money from the business, e.g. the name on the bank account. The application must be signed by one of the following:

- applicant if an individual or
- all members of the partnership or
- the principal director/shareholder of the company or
- applicant's solicitor or
- applicant's agent if a letter of authorisation signed by the applicant is received with the application.
- **Please ensure you have completed the checklist prior to lodging this application**

For further information please phone 04 5272169 Or email alcohol@uhcc.govt.nz

HAVE YOU PROVIDED THE FOLLOWING?

<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	A copy of the current ON or OFF Licence, and a copy of the most recent 'renewal notice' of the Licence, if applicable.
<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.
<input type="checkbox"/>	Invoice will be provided upon receipt of complete application for immediate payment

APPLICATION FOR TEMPORARY AUTHORITY



Sale and Supply of Alcohol Act 2012

1. Details of applicant

(If an individual or partnership clearly complete questions marked with**)

(a) Full legal name(s) of the person(s) or company who will receive the proceeds from alcohol sales.

(b) Address

(c) Postal address for service of documents

(d) Occupation**

(h) Daytime contact name

(i) Phone number(s)

(j) Email address

2. Current licence details

(a) Type of licence

ON licence OFF licence

(b) Licence number

Expiry date

3. Details of premises

This is to be filled in where the licence applies to any premises.

(a) Address of premises

(b) Current trading name of the premises

BUILDING OR CONVEYANCE OWNER'S CONSENT

To The Secretary
District Licensing Committee
Upper Hutt City Council
838 Fergusson Drive
Private Bag 907
Upper Hutt 5140

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.