

Form 16 - Application for Temporary Authority

A temporary authority allows the new owner of a licensed premises to carry on the sale and supply of alcohol under the conditions of the existing licence for a period of up to three months while a new licence application is being prepared and processed. The new owner must also lodge a new licence application to continue trading beyond three months.

Notes:

- Applications should be lodged at least 15 working days before the takeover date. A new owner cannot sell alcohol until the temporary authority has been issued.
- Separate applications must be lodged if both on- and off-licences are held for the premises.
- Most premises must also be registered for food – email licenses@bdc.govt.nz for assistance.

Section 136, Sale and Supply of Alcohol Act 2012

To the Secretary, Buller District Licensing Committee.

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 PREMISES DETAILS	
1.a	Physical address <i>Location of premises / conveyance.</i>
1.b	Current trading name
1.c	Proposed / new trading name <i>(if applicable)</i>
1.d	If premises is a conveyance, what type? <i>(E.g. Boat, Train)</i>
1.e	Is the nature of the business changing? If so, how? <i>E.g. Different cuisine. Note that the premises must continue to operate in accordance with the conditions of the current licence.</i>
1.f	Takeover / settlement date <i>Date applicant will start receiving proceeds from sale of alcohol.</i>
1.g	Date temporary authority needed by <i>(if different from 1.f)</i>

2 CURRENT PREMISES LICENCE	
2.a	Licence number <i>(E.g. 68/ON/1234/24)</i>
2.b	Expiry date

3 CONTACT PERSON FOR APPLICATION

3.a	Full name	
3.b	Occupation / role	
3.c	Phone number	
3.d	Email	
3.e	Postal address	

4 APPLICANT DETAILS

The applicant is the private company, person, or other entity that will be receiving the proceeds from the sale of alcohol. If the applicant is not purchasing the premises, we will need confirmation from the purchaser that the applicant has a legal right to hold a temporary authority for it.

4.a	Status of applicant	☐ Private Company ☐ Natural Person(s) ☐ Other (State)
4.b	Full legal name of applicant (E.g. Great Hosts Limited)	
4.c	Phone number	
4.d	Email	
4.e	Postal address	
4.f	Is the applicant purchasing the premises?	☐ Yes ☐ No
4.g	If no, what right, title, or interest does the applicant have in the premises? (E.g. Leaseholder / tenant)	
4.h	What experience does the applicant have in the sale and supply of alcohol?	

4.i	Will this be the first temporary authority for the applicant at this premises?	Yes	No
4.j	If no, why is another temporary authority required?		
4.k	Any other information you wish to include can be entered here, or attached as an additional supporting document		

5 DIRECTOR LIST

List the full names of all directors (if company) or the applicant (if natural person) with their date(s) of birth. Use a separate sheet for any additional directors.

5.a	Director 1 <i>Full legal name and date of birth</i>	
5.b	Director 2 <i>Full legal name and date of birth</i>	
5.c	Director 3 <i>Full legal name and date of birth</i>	
5.d	Director 4 <i>Full legal name and date of birth</i>	

6 CONVICTIONS

6.a	State all criminal convictions of the applicant, or of the directors of the applicant (if company). <i>Other than for offences against provisions of the Land Transport Act 1998 not contained in part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies. Use a separate sheet if necessary.</i>	
-----	---	--

7 CERTIFIED MANAGERS

7.a	Manager 1 <i>Full legal name, certificate number and expiry date Part / Full Time Approx Hours per week</i>	
7.b	Manager 2 <i>Full legal name, certificate number and expiry date Part / Full Time Approx Hours per week</i>	
7.c	Manager 3 <i>Full legal name, certificate number and expiry date Part / Full Time Approx Hours per week</i>	
7.d	Any additional certified managers <i>Full legal name(s), certificate number(s) and expiry date(s) Part / Full Time Approx Hours per week</i>	

8 SUPPORTING DOCUMENTS CHECKLIST

Copies of the following documents must be included with the application.

- ☐ Sale and Purchase or Lease agreement to demonstrate new ownership.
- ☐ Current premises licence.
- ☐ Copy of All Duty Manager Certificates
- ☐ Premises Food and Alcohol menu(s).
- ☐ If the application is signed by someone else on behalf of the applicant, a letter from the applicant stating that they give permission for that person to act on their behalf.
- ☐ ID of the applicant.
- ☐ Your work permit/residency/citizenship confirmation (if applicable). This should be a copy of your current visa in your passport or a letter from immigration, which must show the expiry date

9 DECLARATION

- I confirm that, at the time of writing, all information provided is true and correct to the best of my knowledge.
- I have supplied all required supporting documentation listed above.
- I have read, and understand the conditions of, the current premises licence.

9.1	Full name	
9.2	Date	
9.3	Signature	

Form 16 - Application for Temporary Authority



10 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any BDC office, or via email to licenses@bdc.govt.nz

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

The Secretary, Buller District Licensing Committee
c/o Buller District Council
PO box 21
Westport 7866

11 PAYMENT

Temporary Authority applications cost \$296.70, and applications will not be processed until full payment is received.

Payment can be made as follows:

- **In person.** Visit any BDC office to pay at the counter (listed at bottom of form). •
- **Over the phone.** Call our customer service team on 03 788 9111.
- **By bank transfer.** Account number for payment 03 0897 0084770 000.

Following lodgement, you will be emailed an invoice with Application ID to use as the payment reference.

Please note: Payments by credit card incur an additional 1.5% fee.

12 FURTHER INFORMATION

For more information on applying for a temporary authority, please visit the Buller District Council Website or contact:

Phone: 03 788 9111

Email: licenses@bdc.govt.nz

BDC Offices

Westport

6 Brougham St
Westport

Reefton

69 Broadway
Reefton

Opening Hours: 8.30am – 4.30pm, Monday to Friday (except public holidays).