

## Temporary Authority Checklist

### Section 136, Sale and Supply of Alcohol Act 2012

#### Application Process

1. Complete the attached application form and gather the required supporting documents.\*
2. Contact Council on **06 366 0999** to arrange an appointment with the Alcohol Licensing Inspector.
3. Bring this checklist, your completed application form and supporting documents with you to the meeting along with the appropriate fee.

**\* DID YOU KNOW - You can complete this application form online, securely upload electronic copies of all your required documents, and pay the fee online too?**  
For more information see <https://www.horowhenua.govt.nz/AlcoholForms>

#### Supporting Documentation

The following **must** be included with your application:

- Copy of existing licence
- Copies of Manager's Certificates for all managers
- Copy of Company Certificate (if applicable)
- Copy of Sale & Purchase agreement or Lease agreement (if applicable)
- Letter of authorisation for agent to act on your behalf (if applicable)

#### Application Fee

Application Fee            \$296.70

#### Disclaimer

**Please note:** If the information listed above is not provided with your application it will not be formally accepted and will be placed on hold until the relevant information has been provided.

- I understand that if the information listed above is not provided with my application it will not be formally accepted and will be placed on hold until the relevant information has been provided.
- I understand that by submitting this application I am consenting to the application being circulated to partner agencies (NZ Police, Public Health and Horowhenua District Licensing Committee) for comment.

A copy of our privacy statement can be viewed online at <https://www.horowhenua.govt.nz>

**FORM 16**  
**Application for Temporary Authority**  
**Section 136, Sale and Supply of Alcohol Act 2012**

To: The Secretary  
Horowhenua District Licensing Committee  
C/- Horowhenua District Council  
Private Bag 4002  
Levin 5540

Application for temporary authority to carry out the sale and supply (or delivery) of alcohol is made in accordance with the details set out below.

**1. Details of Applicant**

**1.1 Your Details**

Full legal name or names to be on the licence (Company/Partnership name):

\_\_\_\_\_

Postal address for documents: \_\_\_\_\_

\_\_\_\_\_

Contact name: \_\_\_\_\_

Preferred daytime contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

**2. Details of Licence**

**2.1 Type of Licence?**  On-Licence  Off-Licence

**2.2 Licence number:** \_\_\_\_\_

→ If the licence is for a **Premises** - go to section 3

→ If the licence is for a **Conveyance** (ie any vehicle used to transport people) - go to section 4

**3. Details of Premises**

**3.1 Address:** \_\_\_\_\_

**3.2 Trading name or other name** (if any): \_\_\_\_\_

**4. Details of Conveyance**

**4.1 Type of conveyance** (eg ship, railway carriage, bus, etc): \_\_\_\_\_

**4.2 Address of home base** (if any): \_\_\_\_\_

**4.3 Trading name or other name** (if any): \_\_\_\_\_

