

Application for a Temporary Authority

**EVERY application must be accompanied by the following application.
Incomplete applications will not be accepted.**

- 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.
- Premises must also be registered for food email info@greymouth.govt.nz for assistance.

Failure to supply the required information may result in your application being placed on hold until ALL information has been received

The object of the Act

The object of the Act is to ensure that the sale, supply and consumption of alcohol will be undertaken safely and responsibly, and any harm caused by the excessive or inappropriate consumption of alcohol is minimized. Your application will be forwarded to the Police and Community & Public Health for comment, and they are able to oppose to your application or delay their response if insufficient information is provided.

Suitability of the applicant

Why are you a suitable person or business to hold a licence? What previous experience do you have in selling and supplying alcohol? What do you know about the Sale and Supply of Alcohol Act 2012 and the requirements within this Act? Your application will be forwarded to the Police and Community & Public Health for comment, and they are able to oppose the application in which case the DLC would hold a hearing to make its decision on the application.

The manner in which alcohol is to be sold

This relates to any promotions or advertising. Alcohol cannot be included as a prize in a raffle and there are new rules around advertising discounts of more than 25%, promotions likely to lead to the excessive consumption of alcohol or aimed at or likely to have special appeal to minors.

Design and layout of the premises

You need to supply a floor plan which shows all areas intended to be used for selling or supplying alcohol including any outdoor areas. This plan needs to identify the following where applicable: where the bar is to be located, exits, toilet facilities, kitchen, the principal entrance, location of bar, lighting, furniture, security lighting, location of security cameras and monitors, any outdoor parking, assembly area in case of emergency etc.

Photos of the inside and outside of the premises are also required. This can help the reporting agencies and District Licensing Committee when making their decision as it can clarify whether the design and layout of the premises comply with the requirements under the Sale and Supply of Alcohol Act.

Provision of any other goods or services

What other activities are going to be taking place in addition to the supply of alcohol and food? Describe all the activities eg, accommodation, are any other services or goods being sold?

Appropriate systems, staff and training to comply with the law

- It is important to list all managers with a current manager's certificate employed by you, whether on a full time or casual basis. If you only have one manager recorded, it could be questioned as to whether staffing levels are adequate for the number of hours you are requesting to operate.

- Prohibited persons: How are you going to make sure that no minors are sold or supplied alcohol? How are you going to ensure that no one becomes intoxicated and what are you going to do about it if they do? Remember no person may remain on site or enter the site if intoxicated. How do you know if a person is intoxicated? How are you going to prevent people becoming intoxicated?
- How and where will you supply free potable water. (Potable water is either mains supply or certified as meeting the Drinking Water Standards.) Note that if your premises is not on a mains water supply, you may be requested by the Medical Officer of Health to supply a recent water test certificate to demonstrate the potability of your drinking water.
- What are you doing about promoting and providing information about alternative transport options? If a bus or courtesy vehicle is being provided how and when is this going to operate?

Why the amenity and good order of the surrounding area will not be negatively affected

In other words, how are you going to manage the premises without causing any major issues in the immediate environment. For example, how much noise is likely to be produced and how are you going to mitigate any negative effects from the noise, what about vehicle movements and parking, litter, patrons' behaviour etc.

Matters of Opposition and Objections

The NZ Police and Community Public Health have a 15 working day period from the date the application is forwarded to them to either raise a matter in opposition or to advise they have no matter in opposition to the application. The general public have 25 working days from the date of first publication of the public notice in which to lodge an objection.

Operating on a Temporary Authority

A new owner taking over an existing licensed premises may apply for and operate under a

Temporary Authority Order which allows you to trade under the conditions of the existing licence which is valid for three months.

It is in your best interest to apply for your new licence as soon as possible so that, providing all information is supplied and approved, your new licence may be issued before the Order expires. If it appears that your new licence will not be able to be issued by the Order's expiry date, a further Temporary Authority Order must be applied for. If multiple temporary authorities are required due to the lack of information being supplied, your suitability to be a licensee may be put in question.

Annual Fees

An annual fee is payable for all licences. For new licences this fee must be paid prior to the licence being issued and for all existing licences on the anniversary date of the licence. If the annual fee is not paid within 30 days after the day on which it is due the licence is suspended from that day on until the annual fee and any additional penalties are paid.

Additional requirements for Off Licences

- **SUPERMARKETS AND GROCERY STORES ONLY:** The floor plan showing the proposed single area for the display and promotion of alcohol including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.
- **GROCERY STORE ONLY:** particulars of the principal business of the store as set out in section 33 of the Act including a statement of annual sales revenue as required by regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013.
- Other information will be requested if the premises is operating / to operate under additional legislation such as the Wine Makers Act 1981 and Auctioneers Act 1928, or application is made under sections 34 or 35 of the Sale and Supply of Alcohol Act 2012.

Application for Temporary Authority

Section 136, Sale and Supply of Alcohol Act 2012

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.
- Premises must also be registered for food: email info@greydc.govt.nz for assistance.

To: The District Licensing Committee Secretary, Grey District Council

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

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

2. Current premises licence

a	Licence number: (eg: 55/ON.1234?2021)	
b	Expiry date:	

3. Details of applicant:

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.

a	Status of applicant (tick applicable)	Private company Other	Natural person/s
b	Full legal name of applicant:		
c	Phone number:		
d	Email:		
e	Postal Address:		
f	Is the applicant purchasing the premises?	Yes	No
g	If no, what right, title, or interest does the applicant have in the premises?		
h	Will this be the first temporary authority for the applicant at this premises?	Yes	No
i	If no, why is another temporary authority required?		
j	What experience does the applicant have in the sale and supply of alcohol?		
k	Any other information you wish to include can be entered here, or attached as an additional supporting document		

4. Director list:

a Director 1 *Full legal name and date of birth*

b Director 2 *Full legal name and date of birth*

c Director 3 *Full name and date of birth*

d Director 4 *Full legal name and date of birth*

5. Convictions:

Criminal Convictions of Individuals, Company directors or partners:

(State all criminal convictions other than convictions 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).

Note: As per the Criminal Records (Clean Slate) Act 2004, if you have had no convictions in the last 7 years, you need not declare any convictions prior to that other than convictions relating to imprisonment or indefinite disqualification from driving.

Nature of offence	Date of conviction	Penalty

6. Police approval:

The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?

Yes

No

I agree to the release of information obtained by the Police when compiling background checks.

(Note that failure to allow Police to disclose this information may result in your application being determined at a hearing.)

7. Contact person for application:

a	Full name:	
b	Occupation / role:	
c	Phone number:	
d	Email:	
e	Postal Address:	

8. Details of ALL Managers appointed – continue on separate page if required

Full legal name:			
Certificate No:		Expiry:	
Full legal name:			
Certificate No:		Expiry:	
Postal Address:			
Certificate No:		Expiry:	

Supporting Documents

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

- Sale and Purchase or Lease agreement to demonstrate new ownership
- Current premises licence
- Manager's Certificate for any manager listed above, if not issued by QLDC
- Premises menu(s)

Please ensure this application is signed and dated

Declaration

This section must be completed by the applicant.

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

Dated at **GREYMOUTH** this

_____ day of _____ 20 _____
(day) (month) (Year)

Applicant signature

Public notice of application for on-licence, off-licence, or club-licence (or application for variation of conditions of on-licence, off-licence, or club-licence)

Section 101 Sale and Supply of Alcohol Act 2012

Form 7

Applicant name:

Applicant address:

Applicant occupation:

has made application to the District Licensing Committee at Greymouth for the issue / renewal / variation of conditions (underline relevant) of a

(state kind of licence)

in respect of the premises situated at

(location address or the kind of conveyance)

known as

(trading name of premises).

The general nature of the business conducted (or to be conducted) under the licence is:

(type of business eg hotel, tavern, restaurant etc).

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:

(specify days and hours).

The application may be inspected during ordinary office hours at the office of the Grey District Licensing Committee at 105 Tainui Street, Greymouth 7805.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 382, Greymouth, 7840

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

Office Use only (to be included on website publication)

Published on website: [Date]	
25 day objection period ends: [Date]	

Declaration Form

Display of Public Notice

To: The Secretary Grey District Licensing Committee

Application Type: *(Tick as appropriate)*

NEW

RENEWAL or

VARIATION

Of

ON LICENCE

OFF LICENCE or

CLUB LICENCE

I hereby declare that I have affixed a copy of the Public Notice Form (Form 7) in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises as required by the Sale and Supply of Alcohol Act 2012.

SIGNED by the licence holder or licence applicant

NAME of signatory

Date

Licence number/s (if applicable)

FEES AND CHARGES

Sale and Supply of Alcohol (Fees) Regulations 2013

On, Off and Club Licences and other Licence fees

Application fees must be paid at the time of application - no application will be accepted without the relevant fee.

The fee payable for a new or renewal of an On, Off or Club Licence is assessed using a cost/risk rating system based on the type of premises, type of licence, hours of operation and any enforcement holdings in the last 18 months. The fee category is based on the sum the ratings which determine the applicable application and annual fees. A Territorial Authority may, in its discretion and in response to particular circumstances, assign a fee category to premises that is one level lower but no premises may be assigned a category lower than very low.

If, when an application is determined, it is found that a higher application fee should have been paid, the licence must not and will not be issued or renewed (or variation granted) until the applicant pays the difference between the amount paid and the amount that should have been paid.

In addition, an annual fee is payable for all licences. For new licences this fee must be paid prior to the licence being issued, for all existing licences it must be paid on the anniversary date of the licence. If this fee is not paid within 30 days after the day on which it is due the licence is suspended from the next day and until the fee and any penalties in respect of late payment are fully paid.

Calculation of Fees – Refer to Definitions

Type of Premises:	Weighting:
Latest Alcohol Sale Time:	Weighting:
Enforcements:	Weighting:
	Total:

Cost/risk rating	Fees category	Application fee \$ inc GST	Annual fee \$ inc GST
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1023.50	\$1035.00
26 plus	Very High	\$1207.50	\$1437.50

Category:

Application fee:

Annual fee:

Class of Premises

Type	Class	Description
Restaurant	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence, has at least 1,000 members of purchase age and in the opinion of the territorial authority operates any part of the premises in the nature of a tavern at any time.
Clubs	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.

Type of premises

Type of Licence	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-licence	Supermarket, grocery store, bottle store	15
	Hotel, tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

Other Definitions	
Remote sales premises	Premises for which an off-licence is or will be endorsed under section 40 of the Act.
Enforcement holding	A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

Other Licence Fees

Type	Description of activity	Application fee \$ incl GST
Temporary Authority	Fee payable to the territorial authority under s.136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70
Temporary Licence	Fee payable to the territorial authority by a person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates	\$296.70
Permanent Club Charter	Annual fee payable to the territorial authority in which the club's premises are situated by the holder of a permanent club charter as described in section 414 of the Act	\$632.50
Extract from register	Fee payable to a licensing committee under section 66(2) of the Act for an extract from a register	\$57.50
	Fee payable to ARLA under section 65(2) of the Act for an extract from a register	\$57.50
Appeals	Fee payable to ARLA under section 154 of the Act (against a decision of a licensing committee)	\$517.50
	Fee payable to ARLA under section 81 of the Act (against a local alcohol policy)	\$517.50