

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 environmentalhealth@qldc.govt.nz for assistance.

Section 136, Sale and Supply of Alcohol Act 2012

To the Secretary, Queenstown Lakes 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/1234/21)</i>
2.b	Expiry date

3 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.

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

4 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.

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

5 CONVICTIONS

5.a State all criminal convictions of the applicant, or of the directors of the applicant (if company).

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.

6 CONTACT PERSON FOR APPLICATION

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

7 CERTIFIED MANAGERS

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

Manager’s Certificate for any manager listed above, if not issued by QLDC.

Premises menu(s).

9 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.

9.1	Full name	
9.2	Date	
9.3	Signature	

10 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any QLDC office, or via email to services@qldc.govt.nz.

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

The Secretary, Queenstown Lakes District Licensing Committee
c/o Queenstown Lakes District Council
Private Bag 50072
Queenstown 9348

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 QLDC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team on 03 441 0499.
- **By bank transfer.** Account number for payment is 02 0948 0002000 00.
- **Via the [QLDC website](#).** After lodgement, you will be emailed an Application Reference to use for the payment.

Reference the payment with "T/A" and the premises' name, or the Application Reference (if known).

Please note: Payments by credit card incur an additional 1.5% fee. Cheques must be made payable to 'Queenstown Lakes District Council'.

12 FURTHER INFORMATION

For more information on applying for a temporary authority, please visit the [QLDC website](#) or contact:

Phone: 03 441 0499 (Queenstown) or 03 443 0024 (Wānaka)

Email: services@qldc.govt.nz

QLDC Offices

Queenstown

10 Gorge Road
Queenstown 9300

74 Shotover Street
Queenstown 9300

Opening Hours: 8.00am – 5.00pm, Monday to Friday (except public holidays).

The Alcohol Licensing team is based at the Shotover Street office.

Wānaka

47 Ardmore Street
Wānaka 9305