

Temporary Authority Licence: When? Why? How?

If you are taking over a premises with an 'On' or 'Off' licence you will need to arrange for a Temporary Authority Licence.



What is it?

When a new owner purchases existing licensed premises they need to apply to the Kāpiti Coast District Licensing Agency ('DLA') for a Temporary Authority Licence.

A Temporary Authority Licence will enable them to carry on the operation of the business, for a period not exceeding three months.

This three month period should allow the new owner time to have their full licence application processed and granted.

(There must be a current valid underlying licence in force before a temporary authority can be issued.)

It is prudent to meet with the Liquor Licensing Inspector to explain your application and discuss any issues prior to lodging the application. Once completed your licence application should be submitted to the DLA.

APPLICATION REQUIREMENTS

To make an application for a Temporary Authority Licence please write to the Kāpiti Coast District Licensing Agency in a detailed letter format.

Please include:

- The reasons for the application
- Whether you have held any previous temporary authorities for this premise
- Names(s), address(es) and usual occupation(s) of the proposed managers(s)
- Your experience, qualifications and training in the sale of liquor
- Any criminal convictions.

The substantive licence application must be made within 15 working days of the temporary authority being granted.



TYPES OF LICENCE



ON LICENCE allows sale/supply of liquor for consumption on the premises, e.g. tavern, bar, hotel, café, restaurant, entertainment venue etc

OFF LICENCE allows for sale/supply of liquor to persons for consumption off the premises, e.g. takeaways, bottle stores, supermarkets, etc.

CLUB LICENCE allows sale/supply of liquor for consumption on the club premises to members of the club, their guests and members of clubs with reciprocal visiting rights.

SPECIAL LICENCE allows sale/supply to any person attending an event, e.g. private function, street party or sporting event.

A special licence can also be issued to an on or club licensee for an event not covered in their licence.

SALE OF LIQUOR ACT

The Sale of Liquor Act places an emphasis on the responsibility of management to ensure premises are managed and operated within the requirements of the Act.

The 'Object' of the Act includes the statement to: "contribute to a reduction of liquor abuse so far as can be achieved by legislative means."

It is a condition of all licenses that food, non-alcohol and low-alcohol drinks are available at all times alcohol is available.

It is good business to have an attractive, welcoming environment that caters for customer needs and includes the provision of food and non-alcoholic drinks.

CONTACT DETAILS

Please contact the Kāpiti Coast District Licensing Agency's Licensing Inspector for further information or advice:

Telephone:

Kāpiti Coast District Council
(04) 296 4700

Visit us at:

Kāpiti Coast District Council
Kāpiti Coast District Licensing Agency
175 Rimu Road
PARAPARAUMU

Write to:

Kāpiti Coast District Licensing Agency
Kāpiti Coast District Council
Private Bag 601
Paraparaumu

