

Application for Temporary Licence

Form 16, Section 136, Sale and Supply of Alcohol Act 2012

**To: The Secretary
The District Licensing Agency,
At Marton**

Application for Temporary Authority to carry on the sale and supply (or delivery) of liquor is made in accordance with the details set out below:

Details of applicant			
Full legal name:			
Address:			
Occupation:			
FULL postal address for service of documents:			
Contact number:			
Email:			
Details of licence			
Type of licence?	<input type="checkbox"/> On Licence	<input type="checkbox"/> Off Licence	Number:
Details of premises			
To be included only where the licence applies to any premises.			
Address:			
Trading or other name: <i>(if any)</i>			
Details of conveyance			
To be included only where the licence applies to any conveyance.			
Type of conveyance:			
Address of home base: <i>(if any)</i>			
Trading or other name : <i>(if any)</i>			

Application for Temporary Licence

Further details	
What right, title, estate or interest does the applicant have:	
In the premises (or conveyance) to which the applicant relates?	
In any business conducted in the premises (or conveyance) to which the applicant relates?	
Does the applicant intend to carry on the sale and supply (or delivery) of liquor personally? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, what is the name, address and occupation of the person through whom the applicant intends to carry on the sale and supply (or delivery) of liquor:	
Full name:	
Address:	
Occupation:	
What are the reasons for the application?	
Signed:	
Date:	

Fee			
Prescribed Fee	\$296.70*		
NOTES:			
1. This application must be accompanied by the prescribed fee.			
2. The District Licensing Committee may require notice of this application to be given to any person or persons it may state.			

* Please see Current Fees and Charges.

Temporary Authority Questionnaire

Topics as below to be filled in are:

- The experience and background of the applicant
- Staffing and training
- General legal requirements
- Specific requirements of the alcohol licence for the premises.
- The nature of the area, and harm that occurs in the area
- Security (on-licences only)

The experience and background of the applicant

1. What is your background and experience?

2. Have you operated any licensed premises before? (If yes, which ones? Ask for dates if you don't already have this)

3. What will your role be in this business?

4. How often will you be or work at the premises?

Staffing and training

5. Which staff will you have employed? (list all)

6. What is the experience/background of these staff?

7. Are they all newly employed, or do they already work here?

8. Will you retain any existing staff?

9. Is there a training plan in place for the staff?

10. Who will provide the training?

11. What about refresher training? How often?

12. Will there be brief pre-shift meetings before the shift starts?

General legal requirements

13. What are the requirements in relation to certified managers?

14. When does a manager have to be on duty?

Temporary Authority Questionnaire

15. Will you display their name? Where?

16. How will you make water available to customers?

How will you assist customers with alternative forms of transport?

What will be your requirements for serving food to customers?

What is the minimum number of food types to have available?

How will customers know that food is available?

What types of food are required to be available?

ON-LICENCES ONLY

Temporary Authority Questionnaire

Intoxication

17. Do you know what the rules are regarding intoxication at licensed premises?

18. Can you name some signs of intoxication? (How can you tell when someone's drunk?)

19. How many signs does someone need to show before they're considered intoxicated?

Minors

20. What are the acceptable forms of ID?

21. How old does the person need to look for you to ask for ID? (Under 25)

Object of the Act

22. Do you know what the object of the Act is?

23. Are you able to describe it in your own words?

24. Or explain what is the reason for having alcohol rules?

Specific requirements of the alcohol licence at the premises

25. Do you know what the licensed hours are?

(Taverns and bottle stores only) What time does the premises have to be empty of customers by?

26. How will you ensure the premises are empty by this time?

27. Who will be responsible for doing this?

28. Who will tell them this?

The nature of the area and harm that occurs in the area

29. Is the area an alcohol ban area? Where does it start/finish?

30. Are you aware of alcohol related harm that occurs in this area or sensitive sites?

31. What do you think are some examples of this?

Temporary Authority Questionnaire

32. Are you aware of any of these issues in the area:

- a. Vomiting _____
- b. Fighting _____
- c. Urination _____
- d. Anti-social behaviour _____
- e. Theft _____
- f. Begging _____
- g. List anything else that you (the inspector) are aware of in this area _____

33. Who is or would be responsible for managing intoxicated patrons and or challenging patrons or situations inside the premises?

34. Do you believe that you and your staff would feel confident managing these matters?

35. Are you aware that if your customers cause problems outside this could affect your licence?

36. What would you do if you saw someone pre-loading/fighting/urinating outside?

Security (on-licences only)

37. Will you employ security? _____

- a) Which security company will you use? _____
- b) What days and times will you have security on? _____
- c) How many security staff? _____
- d) What are their roles? _____
- e) Will they check external areas? _____
- f) Will they report incidents back to you? _____
- g) Will they be instructed to report incidents back to you? _____