



Renewal of Manager's Certificate

Application form

Sale of Liquor Act 1989 Section 123

The following must be attached before the application will be accepted for processing

(✓ tick when done)

3 copies of completed application form

Fee of \$134.93

For General Manager's only

Copy of Licence Controller Qualification certificate (LCQ)

For further information see **Guide to Applying for a Manager's Certificate**

Office Use:

Checked by: _____

Amount \$134.93 (GST inclusive) - Code LIQL

Date: _____

EH n-118419 – v2 Updated September 2010

Notes

1. Application fees are not refundable. Please make cheques payable to the Gisborne District Council. If paid in cash, the fee will be rounded down to the nearest 10 cents.
2. This application must be filed with the District Licensing Agency before the certificate expires. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Agency in which the applicant is employed. In all other cases, it should be filed with the District Licensing Agency where the applicant resides.
3. For the matters that are to accompany this application, see regulation 21(2) of the Sale of Liquor Regulations 1990.
4. The issue of a licence will take approximately 20 working days if no objections, oppositions or other issues arise.

NB. A *working day* as defined in the Act, does not include a Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour day, the Sovereign's Birthday and Waitangi Day, and any day in the period from 20 December to 15 January inclusive.



Application form

Sale of Liquor Act 1989 Section 123

Application for a manager's certificate is made in accordance with the details set out below.

1. Details of applicant

(a) Full name: _____

Address: _____

Occupation: _____ Date of birth: _____

(b) Postal address for service of documents: _____

(c) Daytime contact name and telephone number: _____

Driver's licence number: _____ Email: _____

(d) Current place of employment: _____

(e) Has the applicant been convicted of any offence since the certificate was issued or last renewed? Yes /No

If yes, what are the details of each offence?

Nature of Offence

Date of Conviction

Penalty Suffered

_____	_____	_____
_____	_____	_____
_____	_____	_____

(f) What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse? _____

(g) Does the applicant hold the Licence Controller Qualification? Yes /No

If yes, on what date was that qualification obtained? _____

2. Details of Certificate

(a) Type of Certificate (tick)

General Manager's

Club Manager's

(b) Certificate number: _____

(c) Date of expiry: _____

Dated at (place) _____ this _____ day of _____ 20 _____

Applicant's signature: _____