

Checklist for Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012



! Read notes prior to completion the application.

Ensure all parts of this form are completed as accurate and true. Tick boxes when completed or yes is the answer.

Notes

- Ensure all parts of the form are completed, accurate and true.
- State criminal convictions 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.
- The issue of a licence will take approximately 40 working days if no objections, oppositions or other issues arise.
- This form must be accompanied by the prescribed fee. Application fees may not be refundable.
- This application should be filed with the District Licensing Committee (DLC) 20 working days before the certificate expires.
- Where applicant is presently employed as a manager, this application should be filed with the DLC in the district the applicant is employed. In all other cases, the application should be filed with the DLC for the district in which the applicant is residing.

Checklist

- One copy of completed application form
- Prescribed fee (if paid by internet, please provide a copy of proof of payment)
- Copy of driver's licence or
- Copy of passport
- A copy of your current manager's certificate and LCQ if renewing a certificate issued by another DLC

Your application cannot be considered unless information as requested is supplied.

Office use only

Amount: Scanned objective no:

Payment received by GDC: Receipt No:

Code: LIQL 3100030316

Application for Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012



1. Details of certificate

Manager's Certificate No: Expiry Date:

2. Applicant details

Name in full:

Surname:

First Name(s)

Any other name the applicant is known by?

Sex: Male Female Other (please specify):

Date of birth: Place of birth:

Usual residential address:

No.

Street/Road

Suburb

Town/City

Postcode

Postal address (for service of documents) if different from above:

Mobile: Other phone:

Email:

Are you a New Zealand citizen? Yes No

If not a New Zealand citizen, supply a copy of your current New Zealand work visa.

3. Details of employment

Where is the certificate exercised (all places):

Time employed there: Hours/wk:

Current role at the premises:

What steps has the applicant taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

List details of refresher or host responsibility training completed.

If applying to renew a certificate issued by another DLC please provide a copy of LCQ and current certificate.

4. Criminal offences

Has the applicant been convicted of any offences:

Yes No

If yes, what are the details of each offence (refer to notes)?

Nature of offence(s):

Date of conviction

5. Proof of identity and signature

Copy of driver's licence provided, or Copy of passport provided

Signature of the applicant:

Dated at: this day of 20
(place)