

# Application 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

- 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 certificate can take up to 20 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

The following must be attached/completed before the application will be accepted for processing. Please tick when completed.

One copy of completed application form

Prescribed fee paid (if paid by internet, please provide a copy of proof of payment)

Copy of photo ID (eg. NZ driver's licence, passport, Kiwi Access Card)

A copy of your current manager's certificate and LCQ if renewing a certificate issued by another DLC

## 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

Copy of passport provided

Copy of Kiwi Access Card provided

Other

Signature of the applicant:

Dated at:

(place)

this

day of

20

### Office use only

Amount \$316.25 (GST inc)

Scanned objective no:

Payment received by GDC:

Receipt No:

Code: LIQL 3100030316