

Renewal of manager's certificate

Checklist

If your Manager's Certificate has expired it cannot be renewed. You must make an application for a new Manager's Certificate. Indicative timeframe for processing this application is four-six weeks.

The following must be included with your application

- The completed, signed, and dated application form.
- Copy of Licence Controller Qualification Certificate.
- Copy of Licence Controller Qualification Bridging Test Completion Certificate.
- Photocopy of ID (*photo drivers licence, or passport, or HNZ 18+ card*).
- Only** if your certificate was issued or renewed outside of Tararua, submit a copy of your original manager's certificate or most recent renewed certificate.
- Manager's certificate fee: \$316.25 (*non-refundable*).
- This checklist.

Renewal of manager's certificate



Section 219, Sale and Supply of Alcohol Act 2012

Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

To The Secretary
 District Licensing Committee
 PO Box 115
 Dannevirke 4942

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

Details of applicant (Please print in CAPITALS)

Title: Mr Mrs Miss Ms

Gender: Male Female

Full legal name or names to be on certificate

Residential address

Postal address (if different from residential address)

Drivers licence number

Passport number

Occupation

Name of licensed premises where you are currently working

Date of birth

Place of birth

Home phone number

Work phone number

Mobile phone number

Email

Office use only

Date received / /

Record number

NAR •

Receipt number

DLC decision number

Parcel

Amount paid \$

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?

Criminal convictions (state all criminal convictions other than convictions 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)

Nature of offence	Date of conviction	Penalty suffered
	/ /	
	/ /	
	/ /	

Steps to manage the sale and supply of alcohol

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?

Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of Section 218 of the Sale and Supply of Alcohol Act 2012)?

Yes No

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

Details of certificate

/ / / /
Certificate number

/ / 2 0
Certificate expiry date

Signature

Dated at / / this / day of / / 2 0

Signature of applicant

Please note

1. This form must be accompanied by the prescribed fee.
2. This application must be filed with the District Licensing Committee before the certificate expires.
3. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Committee for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.