

# Application for Renewal of Manager's Certificate

(Section 224, Sale and Supply of Alcohol Act 2012)



**Please note: This application must be sent to the District Agency before the current certificate expires.**

Your application can not be processed unless you have included all the required information.

**Use the checklist below to assist you in completing your application.**

- Three copies of the application form
- A copy of the Original Certificate
- Application fee \$316.25
- Copy of Licence Controller Qualification (LCQ) and Bridging Test

**Send the completed application form and attachments to:**

Liquor Licensing Department  
Matamata-Piako District Council  
PO Box 266  
Te Aroha, 3342

## Office use only

File no:

Document no.:

Receipt no.:

Date received:

Application due:

## 1. Details of applicant

a. Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Drivers licence number: \_\_\_\_\_

b. Postal address for correspondence: \_\_\_\_\_

\_\_\_\_\_

c. Name of daytime contact: \_\_\_\_\_

Daytime contact's phone number: \_\_\_\_\_

d. Licenced premises where you're employed: \_\_\_\_\_

\_\_\_\_\_

e. Have you been convicted of any offence since the certificate was issued or last renewed? (*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*)  **Yes**  **No**

**If yes**, please provide the details of each offence:

Nature of offence	Date of conviction	Penalty suffered
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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

f. What steps have you taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



- g.** 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? \_\_\_\_\_

## **2. Details of certificate**

**a.** Licence number: \_\_\_\_\_

**b.** Date of expiry: \_\_\_\_\_

## **3. Declaration**

*This application for the renewal of a manager's certificate is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.*

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Notes to assist you in completing your application.**

1. This application 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.

