



# Application for Renewal of Manager's Certificate

(Section 123, Sale of Liquor Act 1989)

**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 and the notes on page 3 to assist you in completing your application.**

- Three copies of the application form
- A copy of the Original Certificate
- Application fee of \$134.93
- Copy of Licence Controller Qualification (LCQ)

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

Matamata-Piako District Council  
PO Box 266  
Te Aroha 3342

## Office Use Only

File No.: \_\_\_\_\_

Document No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date Received

## 1. Details of applicant

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

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

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?  Yes  No

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

Nature of offence

Date of conviction

Penalty suffered

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. What steps have you taken to manage the sale and supply of liquor, in accordance with the licence, to reduce liquor abuse? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. Details of certificate

a. Type of certificate (Please tick the appropriate box)

General Manager's  Club Manager's

b. Certificate number: \_\_\_\_\_

c. 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 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 to the District in which the applicant is employed. In all cases it would be filed with the District Licensing Agency for the District in which the applicant is residing.
2. For the matters that are to accompany this application, see regulation 21(2) of the Sale of Liquor Regulations 1990.

Every application must be accompanied by the following:

- a. Three copies of the application (including accompanying papers)
- b. A copy of the Original Certificate
- c. The prescribed fee \$134.93
- d. Copy of the Licence Controller Qualification (LCQ)