Form 19

Application for Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012

To: Waipā District Council, Private Bag 2402, Te Awamutu 3840
Phone: 0800 924 723 | Web: www.waipadc.govt.nz | Email: info@waipadc.govt.nz

You must renew your managers certificate <u>before</u> it expires. Once your manager's certificate has expired, it cannot be renewed, and you will need to make an application for a new manager's certificate.

Details of Current Certificate

Number: _____ Date of Expiry: _____

Details of Applicant

Full Legal Name: _____ ☐ Male ☐ Female

Also known as (alias): _____ Date of Birth: _____

Residential Address: _____ Place of Birth: _____

Town: _____ Post Code: _____

Postal Address:
(for service of documents) _____

Town: _____ Post Code: _____

Contact No: _____ Mobile No: _____ Work No: _____

Email Address: _____ Drivers Licence No: _____

Licensed Premises Employed at: _____

How long has applicant worked at current place of employment _____

Is this your main employment? ☐ Yes ☐ No

If no, what is your main employment? _____

Are you a New Zealand Citizen or permanent resident? ☐ Yes ☐ No

(If no, please attach a copy of your passport and visa.)

Criminal Convictions and other matters

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) received <u>since the certificate was issued or last renewed.</u>

Detail convictions here – please declare any alcohol related convictions or pending matters including drink driving infringement notices.

Have you ever appeared before a District Licensing Committee or the Alcohol Regulatory and Licensing Authority for any reason or have you ever had a Manager's Certificate refused, suspended or cancelled at any stage or been party to a licence that was refused, varied or cancelled at any stage ☐ Yes ☐ No

If yes, provide details:

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?

Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012) What date was this obtained?

DECLARATION

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

☐ I consent to the release of this information

☐ I hereby state that the above particulars are true and correct

☐ I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned. The application fee is non-refundable after the application is received by Waipā District Council.

Documents required to accompany application:

YOU MUST INCLUDE THE FOLLOWING OR IT WILL DELAY PROCESSING OF APPLICATION

- *A copy of your LCQ - Licence Controller Qualification*
- *Written reference from the applicant's employer at the licensed premises of which they are currently working which confirms experience*
- *Valid Work Visa (if applicable) & Passport*

IF THE APPLICANT IS FROM OUT OF DISTRICT <u>ALSO</u> INCLUDE:

- *Valid form of photo Identification (driver's licence or valid passport)*
- *CV/Resume and other evidence regarding character, suitability and training to support the application*

Applicant Name: _____ Date: _____

Signature of applicant:

Notes:
This application must be accompanied by the prescribed fee of $316.25 (including GST). *If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.* *In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.*