

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 before 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 since the certificate was issued or last renewed.

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?

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? _____

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.

Applicant Name: _____

Date: _____

Signature of applicant: _____

Notes:

- 1 This application must be accompanied by the prescribed fee of \$316.25 (including GST).
- 2 This application must be filed with the District Licensing Committee before the certificate expired.
- 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.
- 4 Licence Controllers Qualification (LCQ), and reference from your employer must accompany applications.
- 5 Where a person is applying for a **renewal from another council** they must supply their current managers Certificate, CV, reference from your employer and LCQ.