

## **INFORMATION SHEET FOR RENEWAL OF MANAGER'S CERTIFICATE GENERAL OR CLUB**

Section 123 of the Sale of Liquor Act covers the renewal of your manager's certificate.

**If you are no longer working in the Papakura area, then you apply to the Agency where the licensed premise where you are currently working is situated, or if you are not working in the industry at this time, to the Agency where you live, provided you can give an indication of when you will be returning to licensed premises.**

**NB: The Liquor Licensing Authority has stated on a number of occasions that this is a working document and will not just be renewed to sit on some ones CV.**

To complete this application you will need to answer **all** the questions that follow and supply **all** the documents required.

1. Complete the application form and photocopy twice (three copies).
2. Provide a copy of your last renewal or first certificate.
3. Copy of your LCQ Certificate for a general manager's certificate  
Check [www.hsi.co.nz](http://www.hsi.co.nz) or [www.lcq.co.nz](http://www.lcq.co.nz) for additional information.
4. Provide a letter of authorisation for the agent, if you are using an Agent to renew for you.
5. The fee of \$132. Cheques should be made payable to **Papakura District Council**.

You must make sure that you have lodged your renewal application with the Agency **BEFORE** the expiry date shown on your certificate.

If you have any queries, please ring 09-295 2347 or 295 1381



**FORM 20      APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE**  
**Section 123, Sale of Liquor Act 1989**

To:            The Secretary  
Papakura District Licensing Agency  
35 Coles Crescent  
Private Bag 7  
PAPAKURA 2244

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

**Details of applicant**

Full Name            \_\_\_\_\_

Address              \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D.O.B.                \_\_\_\_\_

Occupation           \_\_\_\_\_

Postal Address (If different from above)            \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime contact name and telephone number    \_\_\_\_\_  
\_\_\_\_\_

Current place of employment (premise where certificate is being used)  
\_\_\_\_\_

If applicant is not currently working in the liquor industry, give reasons and date of anticipated return to the industry  
\_\_\_\_\_  
\_\_\_\_\_

Identification e.g. drivers licence, passport  
\_\_\_\_\_

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?

Nature of Offence	Date of Conviction	Penalty Suffered

What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?

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Does the applicant hold Licence Controller Qualification?

YES

NO

If 'Yes', on what date was that qualification obtained?

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**Type of Certificate** (tick appropriate box)

General Manager's

Club Manager's

Certificate Number

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Date of Expiry

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Date

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Applicant's signature

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## NOTES

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 for the district in which the applicant is employed. In all other cases, it should 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) the Sale of Liquor Regulations 1990.

**NEW ZEALAND POLICE SUPPLEMENT**

The Police are required to report on this application. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions. You will receive a copy of that report.

Please complete below

I, \_\_\_\_\_

Of (address) \_\_\_\_\_

Consent to the New Zealand Police releasing those details.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Please provide the following information for identification purposes**

**Date of Birth** \_\_\_\_\_

**Male/Female** \_\_\_\_\_

**Driver's Licence or Passport Number or similar** \_\_\_\_\_