

Information Sheet for Renewal of Manager's Certificate Application (For General or Club)

Section 123 of the Sale of Liquor Act covers the Renewal of your Manager's Certificate.

First:

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.

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

Then:

1. Complete the application form and photocopy twice (three copies).
2. Provide a copy of your last renewal or First Certificate and a **copy of your LCQ Certificate (Important as from 1 April 2005 a General Manager's Certificate can only be renewed for 2 years unless you hold the Licence Controller Qualification (LCQ). Check www.hsi.co.nz for additional information or www.lcq.co.nz.**
3. Provide a letter of authorisation for the Consultant, if you use a Liquor Licensing Consultant.
3. The fee of \$132.00. 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 1318.



Papakura District Licensing Agency

**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

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

Type of Certificate (*tick appropriate box*)

General Manager's Club Manager's

Certificate Number: _____

Date of Expiry: _____

Details of applicant(s)

Full Name: _____

Address: _____

D.O.B. _____

Occupation: _____

Postal Address: (If different from above) _____

Daytime contact name and telephone number: _____

Current place of employment _____

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

Identification eg. Drivers licence, passport, credit card: _____

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? _____

Does the applicant hold Licence Controller Qualification? YES / NO

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

Date: _____

Applicant's signature: _____

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: _____