

# Information sheet for renewal of manager's certificate



Section 123, Sale of Liquor Act 1989

To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

## Applicant Notes and Form

You are about to renew your Manager's Certificate

When you have all of the following, lodge your application with the local District Licensing Agency for processing:

*Tick box*

- If your existing certificate has expired you will not be able to apply to renew it.
- The prescribed fee of **\$134.93** (includes GST at 15%). The fee is not refundable.
- This application and two copies of the application and all documentation.
- A copy of your current Manager's Certificate.
- A copy of your licence controller qualification (LCQ) (If you hold a General Manager's Certificate).

**IMPORTANT: A General Manager's Certificate can only be renewed if you apply before the expiry date shown on your current certificate.**

P0051.v2 24/9/10

# Application for renewal of manager's certificate



Section 123, Sale of Liquor Act 1989  
Regulation 21, Sale of Liquor Regulations 1990  
Form 20

To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

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

## 1. DETAILS OF APPLICANT(S)

Full Name:

Occupation:

Home Address:  Postcode:

E-mail address:  Telephone:

Date of Birth:  Male:  Female:

Postal address for service of documents:  Postcode:

Daytime contact name and telephone number:

Current place of employment where certificate will be used:

Has the applicant been convicted of offence since issue of previous Managers Certificate? (tick appropriate box)  Yes  No

If yes – what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered
<input type="text"/>	<input type="text"/>	<input type="text"/>

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? This question must be answered.

Details:

## 2. DETAILS OF EXISTING CERTIFICATE *(tick appropriate box)*

Type of Certificate:

General Manager's

Club Manager's

Certificate Number:

Date of Expiry:

## 3. DETAILS OF LICENCE CONTROLLER QUALIFICATION *(if applicable)*

Does the applicant hold the Licence  
Controller Qualification?

Yes

No

Date of  
Certificate:

Applicant's  
Signature:

Date:

### IMPORTANT PRIVACY INFORMATION

If you would like to request access to, or correction of, your details please contact the Council.

## New Zealand Police Supplement

The District Licensing Agency must send the application to a member of police in charge of the police station nearest to the premises in respect of which the licence is sought for them to report on if necessary. You will receive a copy of that report. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions.

Please complete below (Applicant):

I,

of  
(address):

consent to the New Zealand Police releasing those details.

Applicant's  
Signature:  Date:

Please provide the following information for identification purpose:

Date of Birth:  Male:  Female:

Driver's licence number or Passport  
number, or similar: