

**Office Use Only**

Application ID: \_\_\_\_\_ Receipt number: \_\_\_\_\_ Liquor Officer: \_\_\_\_\_

**Checklist**

- |  |                        |  |            |
|--|------------------------|--|------------|
| <input type="checkbox"/> Application form      | Original plus 1 x copy | <input type="checkbox"/> LCQ Certificate   | 2 x copies |
| <input type="checkbox"/> Manager's Certificate | 2 x copies             | <input type="checkbox"/> LCQ Bridging Test Certificate (if LCQ was issued under the <b>Sale of Liquor Act 1989</b> ) | 2 x copies |

## Application for Renewal of Manager's Certificate

Section 224 Sale and Supply of Alcohol Act 2012

**To:** The Secretary  
 District Licensing Committee  
 Whangarei District Council  
 Private Bag 9023  
 WHANGAREI 0148

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

**Applicant Details**

Full legal name: \_\_\_\_\_

 Driver Licence number: \_\_\_\_\_  Male  Female

Also known as: \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal address if different from above: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_ Post Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mobile: \_\_\_\_\_

 Daytime Phone: \_\_\_\_\_  Work  Home

Email: \_\_\_\_\_

**Experience and Training**

Current place(s) appointed as manager: \_\_\_\_\_

Criminal convictions (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:

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Details of Certificate

Certificate Number: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

### Renewal 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?

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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? \_\_\_\_\_

### Signature:

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Notes and Applicant Checklist

- 1 This application must be accompanied by:
 

<input type="checkbox"/> The prescribed fee	
<input type="checkbox"/> Application form	Original plus 1 x copy
<input type="checkbox"/> Managers Certificate	2 x copies
<input type="checkbox"/> Licence Controller Qualification Certificate	2 x copies
<input type="checkbox"/> Licence Controller Qualification Bridging Test Certificate (if your LCQ certificate was issued under the <b>Sale of Liquor Act 1989</b> )	2 x copies
- 2 This application must be filed with the District Licensing Committee before the certificate expires.
- 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 As a pre requisite, applicants for the renewal of a Manager Certificate must be currently employed in the industry. Only under exceptional circumstances can a Manager Certificate be renewed where a manager is not currently employed in the industry.