

Manager's Certificate Renewal

You are required to provide the following:

Use this cover page to assist you in lodging a complete Manager's Renewal application.

- 2 COPIES** of application and **all** documentation
- FEE OF: \$132.00 [inclusive of GST.** This is an application fee and is therefore non refundable after the application is received by the DLA.]
(NB: Cheques to be payable to the Wellington City Council)
- A **copy** of the Licence Controller Qualification (LCQ)
- A **copy** of your original manager's certificate **and**
- A **copy** of your most recent renewal certificate [if applicable].

If your Manager's Certificate has expired, it cannot be renewed. You must make application for a new Manager's Certificate.

Note: File this application with the District Licensing Agency nearest to the licensed premises where you intend to work. In other cases, file the application with the Agency nearest to where you live.

**The application is only to be signed by the applicant or the applicants' Solicitor NOT an Agent.
The above information must be included with your application for it to be accepted**

For further information please contact 499 4444, or
The Secretary, District Licensing Agency, PO Box 2199, Wellington

Application for Renewal of Manager's Certificate

Section 123, Sale of Liquor Act 1989

To: The Secretary
District Licensing Agency
PO Box 2199
Wellington

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

1. Details of Applicant

- (a) Full name [Your full legal name as per your birth certificate and a list of any other names (including a maiden name) that you may be known by.]

Male Female (Please tick appropriate box)

Maiden Name (if applicable):

Residential address:

Occupation:

- (b) Applicant's date of birth:

Postal address for service of documents:

- (c) Fax Number:

Phone Number:

Email address:

- (d) Name of licensed premises you currently work in:

(e) Has the applicant been convicted of any offence since the certificate was issued or last renewed?

Yes No (Please tick appropriate box)

If yes, what was the nature of the offence; date of conviction; penalty suffered?

(f) 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? (i.e. what are the six key points of Host Responsibility).

(g) Do you hold the relevant NZQA qualification?

Yes No (Please tick appropriate box)

If yes, please supply a copy

2. Details of Certificate

(a) Type of Certificate:

General Manager Club Manager (Please tick appropriate box)

(b) Original manager's certificate number:

(c) Date of expiry of certificate or renewal certificate:

Please Note:

The New Zealand Police are required by the Sale of Liquor Act to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Agency and the Liquor Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

Dated at Wellington this

day of

20

Applicant signature