

# Manager's Certificate Renewal Application Form



**Section 224, Sale and Supply of Alcohol Act 2012**

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See the instructions below to apply for a Renewal of a Manager's Certificate. The application must be submitted and accepted before your current manager's certificate expires.

## To apply you need to:

- Be employed at a licensed premises (it should be filed with the committee for the district in which the applicant is employed)

## What you need to do:

- Supply completed application form
- Supply all required supporting documents
- Pay the application fee
- If you have not applied through this Council before, you may be contacted for an interview with a Licensing Inspector

## How to submit your application?

Post: Hauraki District Council, PO Box 17, Paeroa 3640

Email: [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)

Drop off your application to any of our Council offices

## What to include:

- A copy of your Licence Controller Qualification (LCQ) and any other relevant qualifications or information.
- A copy of your existing manager's certificate

**If you are not a New Zealand citizen, or permanent resident,** you must also provide

- A copy of current passport
- A copy of current work visa

**Manager's Certificate Fee: \$316.25**

## Payment Options

- Post a cheque with the application to Hauraki District Council, PO Box 17, Paeroa 3640
- Pay by cash, eftpos or credit card at any of our Council offices.
- Internet banking: Our bank account 02-0396-0064018-004, Reference 4257 *Surname*

*Any questions? Please contact Council's Liquor Licensing Administrator*

Office Use Only	Application Fee	Receipt Number	Document No.

# Application for Renewal of Manager's Certificate



**Section 224, Sale and Supply of Alcohol Act 2012**

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To the Secretary of the Hauraki District Council Licensing Committee this application is made in accordance with the details set out below.

Full name: Mrs/Miss/Ms/Mr
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Maiden Name/Aliases <i>(if applicable)</i>
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Contact phone Number:	Email Address:
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Residential address:	Postal address for service of documents:
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Occupation:
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Date of Birth:    ___/___/_____ DD / MM / YYYY	Gender:        M / F
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<b>Are you a New Zealand citizen or permanent resident?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, what do you have that authorises you to work in New Zealand?

**Name and address of licensed premises at which you are currently employed**

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**Has the applicant been convicted of any offence since the certificate was last issued or renewed?**      Yes       No

If YES, what was the nature of the offence, date of conviction and penalty suffered?

<b>Nature of the offence</b>	<b>Date of Conviction</b>	<b>Penalty Suffered</b>

**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? Provide examples or scenarios**

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Current Manager's Certificate Number	Expiry date
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\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

Hauraki District Licensing Agency		M 1579481
Responsibility: Peter Thom	Date issued:05/07/2019	Version No: 8
Location: Hauraki District	Review date 05/07/2022	Page:3 of 3