

Manager's Renewal Certificate Checklist

- Completed, **Signed and Dated** form
- Copy of Licence Controller Qualification Certificate obtained after 18 December 2013 or
- Copy of Licence Controller Qualification Certificate obtained before 18 December 2013 and a copy of Bridging Test from Service IQ website.
- Fee (please check Council's website www.horowhenua.govt.nz/liquorlicensingfees) or phone Council on (06) 366 0999 to speak to the Licensing Inspector.
- This checklist

Please note: If the information listed above is not provided with your application it will not be formally accepted and will be placed on hold until the relevant information has been provided.

FORM 19
Application for renewal of manager's certificate
Sections 224, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee Horowhenua
C/- Horowhenua District Council
Private Bag 4002
Levin 5540

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

Details of applicant

a. Full legal name: _____

b. Address: _____

c. Postal address for documents: _____

d. Occupation: _____

e. Daytime contact name and telephone number: _____

f. Gender: Male / Female

g. Date and Place of Birth: _____

h. Current place of employment: (Place you serve alcohol) _____

Has the applicant been convicted of any offence? Yes / No
(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) _____

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? _____

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

a.If yes, on what date was that qualification obtained? _____

Details of Current Managers certificate

a.Number: _____

b.Date of expiry: _____

Dated at: (place and date) _____

Signature of applicant: _____

NOTES

1. This application must be accompanied by the prescribed fee.
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.