

Renewal of Manager's Certificate Checklist

Section 224, Sale and Supply of Alcohol Act 2012

Application Process

1. Complete the attached application form and gather the required supporting documents. *
2. Contact Council on **06 366 0999** to arrange an appointment with the Alcohol Licensing Inspector.
3. Bring this checklist, your completed application form and supporting documents with you to the meeting along with the appropriate fee.

*** DID YOU KNOW - You can complete this application form online, securely upload electronic copies of all your required documents, and pay the fee online too?**

For more information see <https://www.horowhenua.govt.nz/AlcoholForms>

Supporting Documentation

The following **must** be included with your application:

- Copy of photo identification (eg current passport or driver's licence)
 - Copy of your work visa (if applicable)
 - Copy of current Manager's Certificate
 - Copy of Licence Controller Qualification (LCQ) obtained after 18 December 2013
- OR
- Copy of LCQ obtained before 18 December 2013 and a copy of your LCQ bridging test completion certificate

We must receive your completed application and payment **before** the expiry date of your current certificate.

Application Fee

Application Fee \$316.25

Disclaimer

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. You may be contacted at any stage if we need more information.

- I understand that by submitting this application I am consenting to the application being circulated to partner agencies (NZ Police and Horowhenua District Licensing Committee) for comment.

A copy of our privacy statement can be found at <https://www.horowhenua.govt.nz/PrivacyStatement>

FORM 19

Application for Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012

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

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

1. Details of Applicant

1.1 Your Details

Full legal name: _____

Have you used or been known by any other names? Yes No

If yes, please provide the other names: _____

Home address: _____

Postal address for documents: _____

Occupation _____

Daytime contact number: _____

Email: _____

(this is our preferred way of contacting you)

Date and place of birth: _____

Gender:

Female

Male

Non-binary

Transgender

Intersex

Prefer not to say

Let me say: _____

Current place of employment (place you serve alcohol):
(If you are not currently employed as a duty manager, please provide details of your recent experience in, or plans to return to, a manager role).

What is your employment status in New Zealand?

- New Zealand citizen
- Australian, Cook Island, Niue or Tokelau citizen
- New Zealand residence visa holder
- New Zealand work visa holder

1.2 Do you have any criminal convictions?

Yes No

If yes, 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.

Nature of Offence	Date of Conviction	Penalty/Sentence

Do you have any pending court appearances?

Yes No

If yes, please provide details: _____

Providing this information will not prevent you being considered for a Manager's Certificate but failure to disclose this information may impact your application. If you have any questions please speak to the Licensing Inspector on 06 366 0999.

2. Details of Alcohol Management

2.1 What steps have you taken to manage the sale and supply of alcohol in a way that contributes to minimising alcohol-related harm?

3. Details of Qualification

3.1 Do you hold a Licence Controller Qualification? Yes No

If yes, when did you obtain your LCQ: _____

3.2 Details of current Manager's Certificate

Certificate number: _____

Date of expiry: _____

Name: _____

Date: _____

Signature of Applicant: _____

NOTES

1. This application must be accompanied by the prescribed fee, if it isn't, your application won't be processed and is likely to be rejected.
2. This application must be filed with the District Licensing Committee before the certificate expires. Failing to submit your completed application form and payment before the expiry of your current certificate will result in you needing to apply for a **new managers certificate** again.
3. Where the applicant is presently employed as a manger, the application 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.