

## Application for Renewal of Manager's Certificate

### Section 224 – Sale and Supply of Alcohol Act 2012

**Fee: \$316.25 (includes GST)**

#### Please read this first

This form will be scanned by electronic equipment. If you are filling this form with a pen, it is important that you:

- Use a blue or black pen to mark your answers;
- Use block capitals; and
- Print clearly.

#### Privacy Statement:

Personal information contained in your application and any supporting information will be held by Central Hawke's Bay District Council. It will be provided to the District Licensing Committee, Police, and the Licensing Inspectorate, and may be provided to the Licensing Authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

To: The Secretary  
 District Licensing Committee  
 Central Hawke's Bay District Council  
 PO Box 127  
 Waipawa

#### Details of applicant (Please print in CAPITALS)

Full legal name

List any other names (including a maiden name) that you may have been known by

Gender:

Male

Female

Residential Address

Postal Address

#### Office Use only

Date Received:		Record Number:	
Receipt Number:		Licence Number:	
Amount Paid:		DLC Decision Number:	

**Details of applicant** (Please print in CAPITALS)

Occupation

Date of Birth:

Place of Birth:

Passport Number:

Driver's Licence Number:

Phone Number:

Mobile Number:

Email Address:

Current place of employment:

**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)

What steps has the applicant taken to manage the sale and supply of alcohol under the licence with the aim of contributing to the reduction of alcohol-related harm? (State the six key principles of host responsibility and how you have applied these in the management of premises.)

Do you hold the Licence Controller Qualification?

Yes       No

If yes, please supply a copy.

Do you hold a Licence Controller Bridging Test Certificate?

Yes       No

If yes, please supply a copy.

**Details of Certificate**

Original Manager's Certificate Number:

Expiry Date of Certificate / Renewal Certificate

**Signature**

**Please note:** The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will be informed.

Dated at		this		day of		2	0		
Print Name:									
Signature of Applicant:									

**You are required to provide the following:**

- The application and all documentation
- Fee: \$316.25** (includes GST). This is an application fee and is non-refundable once the application is received by the District Licensing Committee. **Cheques to be made payable to Central Hawke's Bay District Council**
- A copy of the Licence Controller Qualification (LCQ)
- A copy of the Licence Controller Qualification bridging Test Completion Certificate. The LCQ Bridging Test is available at [ServiceIQ.org.nz](http://ServiceIQ.org.nz)
- A copy of your original Manager's Certificate..
- A copy of your most recent Renewal Certificate (if applicable).