## Checklist

## Renewal of Manager's Certificate

Sale and Supply of Alcohol Act 2012

Office Use Only

Notes:







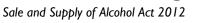
The following must be included in your application or it will be returned					
If your Manager's Certificate has expired, it cannot be renewed. You must apply for a new Manager's Certificate.					
Please tick when completed:  Completed application form  Prescribed fee \$316.25  A copy of identification (NZ driver's licence, passport, birth certificate)  A copy of your valid New Zealand work permit (if applicable)  A copy of your current Manager's Certificate (if the current certificate was not issued by the district you are applying to)  A copy of your Licence Controller Qualification  A copy of your Licence Controller Qualification Bridging Test Certificate (if your original Licence Controller Qualification was issued under the Sale					
of Liquor Act 1989)  Notes:					
The application fee is non-refundable					
<ul> <li>It is the applicant's responsibility to attach the requested documentation to this application.</li> <li>Further information may be requested by the Secretary after the application has been received</li> </ul>					
<ul> <li>Each applicant may be contacted by an inspector for an interview, which will include a test on the</li> <li>Sale and Supply of Alcohol Act 2012</li> </ul>					
The application must be signed by the applicant					
The Manager's Certificate fee of \$316.25 includes GST and is non-refundable.					

Payment received:

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## Application

## Renewal of Manager's Certificate







Master						NCS No.
☐ South \	Wairarapa	l .				
Applicant D	etails					
a) Full name						
Da	te of Birth				Ma	ale Female
Postal a	ddress					
Residential a	address					
Name of wo	rkplace (licei	nced/other)				
Telephone				Mobile		
Email				Drivers	Licence No.	
Preferred me	ans of form	al contact	Mail Er	nail I	Passport No.	
Part 6, and of		ich the Criminal ions	n convictions for offen Records (Clean Slate,			Transport Act 1998 not contained in
c) What steps h		cant taken to 1	manage the sale and	supply of alcohol	with the aim o	of contributing to the reduction o
Preferred me  b) State all crim  Part 6, and of  No crim  Convicti  Convicti  What steps h	inal convictifences to whi inal convicti ons - list he	ions (other than ich the Criminal ions re:	n convictions for offen Records (Clean Slate,	mail I	Passport No. [ on of the Land 1 ):	Transport Act 1998 not contained in

<b>i)</b> Lice	nce Controller Qualification issued	(date)						
e) If yo	) If you hold the Licence Controller Bridging Test Certificate, date issued:							
Curr	rent Manager's Certificate number							
	Expiry date							
NO.	TES:							
I.		ger of any particular licensed premises, the Mandon Committee that approved the licence.	agers's Certificate application must be filed with					
2.	In all other cases, the application should be filed with the Secretary of the District Licensing Committee in the district where the applicant resides.							
3.	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 also be informed.							
Personal information contained in your application and any supporting information will be held by the District Council. As part of the licensing process the information will be provided to the District Licensing Committee, Police, licensing inspectorate, and possibly the licensing authority. Personal information and supporting information may be included in the District Licensing Committee's decision which will be made 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.								
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	Dated this	day of	20					
Signature of Applicant								
Applications must be submitted to the relevant local council:								
<b>Ma</b> PO	strict Licensing Committee sterton District Council Box 444 sterton 5840	District Licensing Committee Carterton District Council PO Box 9 Carterton 5743	District Licensing Committee South Wairarapa District Council PO Box 6 Martinborough 5741					
E a	06 370 6300 alcohol@mstn.govt.nz rw.mstn.govt.nz	T 06 379 4030 E health@cdc.govt.nz www.cdc.govt.nz	T 06 306 9611 E health@swdc.govt.nz www.swdc.govt.nz					