

Renewal of Managers Certificate Pursuant to section 224 of the Sale and Supply of Alcohol Act 2012

How to apply

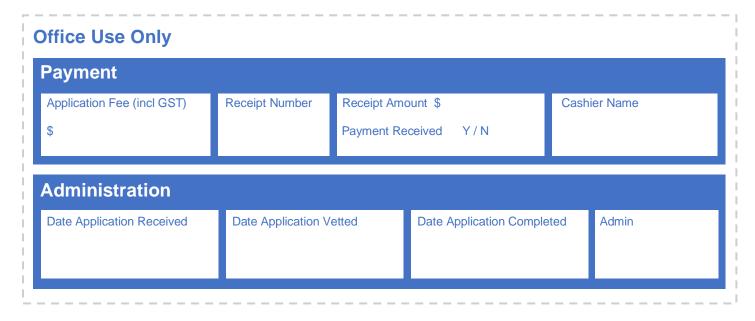
Follow the instructions below to apply for a renewal of manager's certificate which authorises the holder to manage a licensed premises. This application must be submitted and accepted before the current certificate expires. If your current certificate expires before you apply for a renewal, you will need to apply for a new manager's certificate.

Do yo	ou qualify to apply?				
If you check all the boxes below, you may apply for to renew your manager's certificate.					
	Have a current manager's certificate				
	Hold a licence controller qualification (LCQ) certificate or have successfully completed unit standards 4646 (version 8 or a				
	later version) and 16705 (version 5 or a later version)				
	Be working or intend to be working in a licensed premises in New Zealand				
What you need to do					
•	Supply a completed application form				
•	Supply all required supporting documents (see 'what to include')				
•	Pay the application fee – Please note, payment is to be made upon application				
•	Attend an interview with an alcohol licensing Inspector if required – this will be scheduled if required. Failure to attend a scheduled interview, may result in an interview rescheduling fee of \$148 being charged.				
What to include					
	Completed application form				
\square	Application fee				
$\overline{}$	A colour copy of your New Zealand drivers licence or Passport				
	A copy of your licence controller qualification (LCQ) certificate or proof that you have successfully completed unit standards 46 (version 8 or later) and 16705 (version 5 or later).				
	A written reference from your employer at the licensed premises at which you are currently employed noting: → Your employment → How long you have worked there → Any relevant duties				
	If you use an alcohol-licensing consultant, please provide a letter of authorisation for the consultant and their contact information.				
If you are not a New Zealand Citizen or permanent resident, you must also provide:					
	A colour copy of your current passport				
	A copy of your current visa				

You must pay the application fee of \$316.25 upon application. Your application will not be processed until this fee is paid in full.

Payment options

You can pay by cash, eftpos or credit card in person at any of our Council service centres. Alternatively, you can pay online at https://www.fndc.govt.nz/services/online-services/Make-a-payment-with-Online-Services.





Renewal of Manager's Certificate Pursuant to section 219 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Far North District Licensing Committee this application to renew a manager's certificate is made in accordance with the details set out below.

icate details						
Do you have a current manager's	s certificate?	Yes N	0			
Certificate number:		Certificate expiry da	ate:			
cant details			•			
1 Full legal name:						
Preferred name:		Gender:	Date of birth:			
Occupation:		Place of employment:				
Contact phone:		Contact email:				
Residential address:		Postal address for service documents:				
Drivers licence number:		Passport number:				
Are you a New Zealand Citizen or permanent resident? Do you hold a current visa that allows you to work in New Zealand? Yes a copy is required Have you been convicted of any offences including drink driving or have any active charges before the courts? If yes, please provide information in the following table: Please note any convictions covered by the Criminal Records (Clean Slate) Act 2004 do not need to						
Nature of the offence Date of conviction			Penalty Suffered			
Employment details						
Are you employed or volunteering at a licensed premises? If no, please specify why you are renewing your certificate. Yes No skip question 6 to 8						
Promises name:		License number				
Premises name: Premises address:		License number:				
	Certificate number: Cant details Full legal name: Preferred name: Occupation: Contact phone: Residential address: Drivers licence number: Are you a New Zealand Citizen of a continuous continuous covered be disclosed. Nature of the offence Oyment details Are you employed or volunteerin	Certificate number: Cant details Full legal name: Preferred name: Occupation: Contact phone: Residential address: Drivers licence number: Are you a New Zealand Citizen or permanent resident? Do you hold a current visa that allows you to work in New Ze Have you been convicted of any offences including drir active charges before the courts? If yes, please provide table: Please note any convictions covered by the Criminal Records (Clear be disclosed. Nature of the offence Date of conviction Oyment details Are you employed or volunteering at a licensed premises?	Do you have a current manager's certificate? Certificate number: Certificate expiry de			

7	What are your current duties at the licensed premises?						
8	How many hours (on average) do you work at this licensed premises?						
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9	LCQ issued:						
Trai	ining and expe	erience					
What steps have you taken to manage the sale and supply of alcohol pursuant to the licence with the aim of the reduction of alcohol related harm?							
11	What training have you completed in relation to the service and monitoring of alcohol?						
	Date	Training	Provider				
IMPORTANT NOTE							
The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.							
The personal information that you provide in this form will be held and protected by Far North District Council in accordance with our privacy statement, available here .							
Applicant's full name:							
Appl	licants signature		Date (DD / MM / YYYY)				