



Application for Renewal of Manager's Certificate

Section 123 Sale of Liquor Act 1989

Guide for Applicants (please detach for your future reference)

Please read the application form thoroughly before completing.

The checklist below is to assist you with your application and to ensure that Council receives all the information required to process your application.

Have you provided (All applications must have the following provided)

1. 2 complete copies of your application and attachment. *(Note: If 2 complete copies are not supplied, a photocopy and administration fee of \$15 will be charged and is payable before issue of a licence).*
2. Copy of current Certificate or Notice of Renewal of Manager's Certificate if granted by another Agency (Application Q8 if ticked yes).
3. General Managers - Copy of 'Licence Controller Qualification' Certificate
4. Fee of \$132 for licence.

If you intend to be the Certified Manager of any particular licensed premises, your application must be filed with the Agency in which the application for the licensed premises was filed. Otherwise your application should be filed with the Agency in the district where you currently live.

All of the above information must be supplied with your application. We are unable to commence processing until a complete application is received.

Note: If the Licence has expired, the application for renewal will not be accepted and a new Manager's Certificate Application is to be submitted.



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Office Use Only

Incomplete Criteria for Counter and Postal Applications

Application

Page 1	Q4	Check that "Yes" or "No" to convictions is ticked.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Page 1	Q5	Is applicant working in our area? (Note: if premises not in our area, application should be made to the appropriate Licensing Agency).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Page 1	Q6	Check the question is answered	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Page 1	Q7	Check that Certificate Number and Date of Expiry are entered.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Page 1	Q7	Check the date of expiry – is the Certificate still current (ie not expired)? Note: If the Certificate is expired, the application is not to be accepted and a new application form is to be submitted. Check the computer record or their last Notice of Renewal of Manager's Certificate.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Page 2	Q8	Check if ticked "Yes", a copy of a current Certificate or last Notice of Renewal of Manager's Certificate is provided.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Page 2	Q9	Check copy of Licence Controller Qualification Certificate provided.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Page 1		Check that the applicant has signed the application	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Fee attached \$132.00	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Note: If any criteria indicates "NO", the application is incomplete.

Is application complete? Yes No

If incomplete, date and method of Advice to Applicant stating requirements

Date _____ Method _____

Accepted by: _____
(signature)

Name _____

Receipt Details: LO/LIQL \$132.00 _____

DATE
STAMP
(if accepted
as complete)



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When this form is completed, return to:

The Secretary
Western Bay of Plenty District Licensing Agency
Private Bag 12803
Tauranga 3143

(Note: If you are posting this form and the application is assessed as incomplete, the application can not be processed and you will be informed).

1. **Full Legal Name of Applicant** **Residential Address**

First name _____

Middle name _____

Surname _____

Date of Birth _____ **Occupation** _____

2. **Postal Address for Service of Documents** (this address will be used for **all** Council correspondence, not just liquor licensing)

3. **Contact Telephone Numbers**

Daytime Contact Phone: _____ Mobile Phone: _____

After Hours Contact Phone: _____ Email: _____

4. **Have you been convicted of any offence since your Manager's Certificate was issued or last renewed?** Yes No
Tick one ✓

If yes, provide details of any offence(s)

Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____

Convictions may not necessarily preclude an applicant from obtaining a licence, it is for the Authority to determine based on the particular circumstances. Failure to list convictions which are later identified may lead to a refusal of the application.

5. **Are you currently working in the Liquor Industry ie: Licensed Premises?** Yes No Tick one ✓

If yes, what is the trading name of the premises? _____

If no, what is the trading name or location of the premises you were last employed at: _____

6. **What steps have you taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?**

7. **Details of Current Certificate** General Managers Club Manager Tick one ✓

Certificate Number: _____

Date of Expiry: _____

8. Was the Certificate or last Notice of Renewal of Manager's Certificate granted by another agency other than Western Bay of Plenty District Council? Yes No Tick one ✓

If yes, a copy of that current Certificate or last Notice of Renewal of Manager's Certificate is required.

9. Have you got a Licence Controller Qualification Certificate Yes No Tick one ✓

Applicant's Signature _____ Date _____
(Must be signed by the applicant personally)