

FORM 19 APPLICATION FOR RENEWAL MANAGER'S CERTIFICATE CHECKLIST

FOR OFFICE USE ONLY

Checked By

Inspector

Date

**IF YOUR MANAGER'S CERTIFICATE HAS EXPIRED IT CANNOT BE RENEWED.
YOU MUST MAKE AN APPLICATION FOR A NEW MANAGER'S CERTIFICATE.**

THE FOLLOWING MUST BE INCLUDED WITH YOUR APPLICATION:

<input type="checkbox"/>	Completed, signed and dated application form
<input type="checkbox"/>	Completed questionnaire
<input type="checkbox"/>	Photocopy of one source of ID eg: photo drivers licence, passport, HNZ 18+ card or Kiwi Access card If you are on a work, student or resident visa, please supply a copy of the photo and visa pages
<input type="checkbox"/>	Only if your certificate was issued or renewed outside of Palmerston North, submit a copy of your current manager's certificate and a copy of your Licence Controller Qualification [LCQ] and LCQ Bridging Test Certificate [if required].
<input type="checkbox"/>	\$316.25 Manager's Certificate fee / non-refundable
<input type="checkbox"/>	This checklist

Please contact a Licensing Inspector to arrange a pre-lodgement check of your application.

We won't accept your application without an appointment with an inspector.

Phone [06] 356 8199 or email eps@pncc.govt.nz



APPLICATION FOR RENEWAL
MANAGER'S CERTIFICATE

SECTION 219, SALE AND SUPPLY OF ALCOHOL ACT 2012

TO: The Secretary
 District Licensing Committee
 Palmerston North

FEE DUE \$316.25

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

DETAILS OF APPLICANT

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Prefer to self describe:	<input type="checkbox"/> Prefer not to say
Full legal Name / including any middle names, aliases and/or maiden name that you might have been known by				
Residential Address				
Postal Address / if different from above				
Driver's Licence Number		Passport Number		
Occupation				
Name of licensed premises where you are currently working				
Date of Birth		Place of Birth		
Phone / home		Phone / work		
Mobile		Email		

CRIMINAL CONVICTIONS

Have you been convicted of any offence since the certificate was issued or last renewed? Yes No

IF YES, WHAT ARE THE DETAILS OF EACH OFFENCE?

Criminal Convictions: State all criminal convictions. You do not need to declare any convictions for which the Criminal Records (Clean Slate) Act 2001 applies. If you have convictions under the Land Transport Act 1998, only those relating to part 6 (driving offences involving alcohol or drugs) of the Act need to be declared.

Nature of Offence	Date of Conviction	Penalty Suffered

STEPS TO MANAGE THE SALE AND SUPPLY OF ALCOHOL

What steps have you taken to manage the sale and supply of alcohol pursuant to the licence with the aim to contributing to the reduction of alcohol-related harm?

DETAILS OF CERTIFICATE

Certificate Number

Date of Expiry

Dated at Palmerston North this

day of

20

Date

Month

Year

Applicant's Signature

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PLEASE NOTE

1. This application must be accompanied by the prescribed fee.
2. This application must be filed with the District Licensing Committee before the certificate expires.
3. Where the applicant is presently employed as a manager, it 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.