

Licence Number: _____

Application for renewal of a manager's certificate – checklist

The application must be filed with the District Licensing Committee before your certificate expires.

Please **PRINT** clearly

Have you provided the following?

Supporting documents

You must provide copies of all these documents and payment with your application – if you don't, your application can be delayed or rejected.

- Employer reference (employees only, not required for owner/operators)
- Current manager's certificate (if not issued by Tasman District Council)
- Fee - \$316.20

Right to work in New Zealand

You must have the right to work in New Zealand to be issued a certificate.

Tick the option that applies:

- I am a New Zealand or Australian citizen
- I am a New Zealand or Australian permanent resident
- I have a work visa or visa with work rights

If you have a visa or visa with work rights, please complete the following:

I undertake to only use my manager's certificate when I have a current visa that allows me to work in New Zealand. I undertake to comply with any conditions that apply to my visa – for example, any restrictions on where I can work.

Signed:

Date:

Notes:

- You must apply to renew your manager's certificate with the District Licensing Committee at the council in the district where you work;
- You must be of or over the age of 20 years to apply for a manager's certificate.
- Once your completed application and payment is received, you will be invited for an online interview with an inspector. You will receive an email and calendar invite with all the details.

Need help?

Phone Tasman District Council and ask for Alcohol Licensing on **03 543 8400** or email regulatory.admin@tasman.govt.nz

Tasman District Council

Email info@tasman.govt.nz

Website www.tasman.govt.nz

24 hour assistance

Richmond

189 Queen Street

Private Bag 4

Richmond 7050

New Zealand

Phone 03 543 8400

Murchison

92 Fairfax Street

Murchison 7007

New Zealand

Phone 03 523 1013

Motueka

7 Hickmott Place

PO Box 123

Motueka 7143

New Zealand

Phone 03 528 2022

Tākaka

78 Commercial Street

PO Box 74

Tākaka 7142

New Zealand

Phone 03 525 9972

Application for renewal of a manager's certificate

Section 120 or 127, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

The following information is taken from our records. Please fill in any blank boxes and make any alterations on this form. **Please PRINT clearly.**

Applicant details

Full legal name(*include a list of any other names, including a maiden name, that you may be known by*):

Home Address:

Postal address for service of documents:

Contact details

Phone number(s):

Email (*this is our preferred way of contacting you*):

Occupation:

Date of Birth:

Place of Birth:

Sex:

Male

Female

Current place of employment as duty manager:

Do you own/operate the premises?

Yes

No

Have you been convicted of any offence, diversion or any matter currently before the Court (including traffic but not parking offences)? Please also include any other criminal matters pending. (Note: as per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinitely disqualified from driving.)

Yes

No

If Yes please state the type and date of conviction.

Current certificate details

Manager's certificate number:

Expiry date of certificate:

LCQ issued:

Bridging Test completed:

Further details

List the six key principles of host responsibility and how you apply these when you manage a licensed premises: (use a separate sheet if necessary)

Please note: The New Zealand Police are required by the Sale and Supply of Alcohol Act to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concern involving the applicant. The Medical Officer of Health is also required to enquire into the application. Any concerns will be forwarded to the applicant. By signing this form, you consent to the release of this information.

Sign and Date

Dated at (place):

Print name:

on (date):

Applicant's signature:

Payment

The fee for the renewal of your licence is stated on the attached invoice. Payment can be made by:

- Internet banking to ASB 12-3193-0002048-03
- By cash or card at any Council Office (credit card payments will incur a fee)