

# How to renew your manager's certificate

*Section 224 Sale and Supply of Alcohol Act 2012*

Follow the instructions below to apply for your manager's certificate to be renewed. Where the words 'you' or 'your' are used, this refers to the applicant certificate holder.

## Check you qualify to apply first

To apply you need to be working at or about to be working at licensed premises.

## What you need to do next

To renew your manager's certificate, you must:

- Supply the documents listed in the 'What to include' section - page 2.
- Pay the application fee, found - page 2.
- Answer all the questions in the Application for Renewal of manager's certificate form that apply to you.
- Attend an interview with an alcohol licensing inspector (after we receive the form, we will contact you to arrange a time).
- If you need help with this form, call 0800 492 452 or visit [www.waikatodistrict.govt.nz/alcohol-licensing](http://www.waikatodistrict.govt.nz/alcohol-licensing)

## When to apply

You must lodge your application before your current manager's certificate expires (otherwise, you'll need to apply for a new manager's certificate).

## How to submit your application

- Drop off your application at any Waikato District Council office.
- Email your application to [css@waidc.govt.nz](mailto:css@waidc.govt.nz)
- Mail your application to:  
Waikato District Council  
Private Bag 544  
Ngaaruawaahia 3742

**What to include (please tick)***You must supply all the documents listed below or your application will be returned.*

- |  |
|--|
| <input type="checkbox"/> This completed form.  |
| <input type="checkbox"/> A copy of your photo identification. <i>Eg. Current passport, New Zealand driver's licence or a current hospitality New Zealand card – Kiwi Access card or 18+ card.</i>  |
| <input type="checkbox"/> A letter from your employer or club, confirming your employment.  |
| <input type="checkbox"/> A copy of your existing manager's certificate.  |
| <input type="checkbox"/> A copy of your Licence Controller Qualification (LCQ) certificate, LCG Bridging Test certificate or have a successfully completed unit standards 4646 (versions 8 or a later version) 16705 (version 5 or a later version). |
| <input type="checkbox"/> If you use an alcohol-licensing consultant: a letter of authorization for the consultant.   |

**Pay your fee**

You must pay the fee of \$316.25 (includes 15% GST). This fee is not refundable or transferable.

**Payment options**

You can find a number of payment options via our website, [www.waikatodistrict.govt.nz/pay-it](http://www.waikatodistrict.govt.nz/pay-it)

Office use only	Comments
Application number	
Receipt number	
Receipt amount	\$
Date Paid	
Cashier name	

# Application for Renewal of manager's certificate

*Section 224 Sale and Supply of Alcohol Act 2012*

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

<b>Your certificate details</b>	
What is your existing manager's certificate number?	
When does your manager's certificate expire?	
<i>If your certificate has already expired, you need to apply for a new manager's certificate.</i>	

<b>Applicant details</b>	
Full legal name	
Also known as	
Residential address <i>(Including postcode)</i>	
Mailing address <i>(If different from above)</i>	
Occupation	
Date of birth	
Place of birth	
Email address <i>Note: we will send the certificate via email</i>	
Daytime phone	

### Criminal conviction details

Have you been convicted of any offence including traffic offences involving alcohol or drugs since your manager's certificate was last issued or renewed?

Exclude any convictions that have been 'clean slated' under the Criminal Records Clean Slate Act 2004.

Yes – *Supply details below*

No

Nature of offence	Conviction date	Sentence

### Employment details

Do you intend to be the manager of any particular licensed premises?

Yes – *Supply details below*

No

Trading name of licensed premises	
Address <i>(Including postcode)</i>	

### Steps you will take to reduce alcohol abuse

What steps have you taken to manage the sale and supply of alcohol in a way that contributes to minimising alcohol related harm?

### Important privacy information

The personal information that you provided in this form will be held and protected by Waikato District Council in accordance with our Privacy Statement (available on our website or at any of our Library or office locations) and with the Privacy Act 1993. The privacy statement explains how we use and share your personal information in relation to any interaction you have with council, and how you can access and correct that information. You should familiarize yourself with the statement before submitting this form.

**Applicant's Signature:** .....

**Date:** .....