



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

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PO Box 54, Wairoa 4160, Hawke's Bay
Coronation Square, Queen Street, Wairoa

INFORMATION SHEET - RENEWAL OF MANAGER'S CERTIFICATE

To complete the application you will need to answer all questions, supply all requested documentation and attach the prescribed fee. Please ensure you attach this information sheet when lodging your application.

Please note this application form is for a Renewal of a Manager's Certificate. If you require a **new** Manager's Certificate, please refer to the '**New Manager's Certificate**' application form on our website.

Existing General & Club Manager's Certificates

All existing General Manager's Certificates and Club Manager's Certificates issued under the Sale of Liquor Act 1989, will remain valid until the date of expiry of each individual certificate.

All applications for renewal must be made **20 working days** prior to the expiry date of the certificate being renewed.

Renewing existing general & club manager's certificates

After 18 December 2013, an existing General Manager's Certificate or Club Manager's Certificate can only be renewed under the following circumstances:

- If the applicant holds an LCQ certificate issued after 18 December 2013, an application for renewal can be made and a renewed certificate issued under the new Act for a full three year period, or
- If the applicant holds an LCQ certificate issued prior to 18 December 2013, and has successfully completed the "LCQ Bridging Test", an application for renewal can be made and a renewed certificate issued under the new Act for a full three year period, or
- If the applicant does not meet either of the two criteria listed above, an application can be made for a "limited renewal certificate" allowing the holder a one-year grace period in which to obtain the required qualifications.

To complete the application you will need to supply the following:

- The non-refundable prescribed fee of \$316.25
- Original application form
- A copy of proof of eligibility to work in New Zealand (if applicable)
- A copy of your Licence Controller Qualification certificate
- A copy of your Licence Controller Qualification Bridging certificate (if required)
- A copy of your previous Manager's Certificate
- A letter from the employer of the licensed premises where you are working or a letter from the club you are working at, showing your involvement.

Lodgment & Payment Options

Post your completed application form with cheque to: Wairoa District Council, PO Box 54, Wairoa 4160.
Lodge your application in person with cash, cheque or Eftpos at Wairoa District Council, 97-103 Queen Street, Wairoa.

WDC Office Use Only	Cashier	Comments
Receipt No.		
Receipt Amount:	Application Name:	MC

Section Two | Applicant Details

Full legal name to be on licence: _____

Any aliases used by the applicant: _____

Full residential address: _____

Post code: _____

Email address: _____

Gender: Male Female Other

Occupation: _____

Date of birth: _____ Place of birth: _____

Preferred daytime contact name: _____

Preferred contact number: _____

Postal address for service of documents: _____

Section Three | Criminal Convictions

Has the applicant been convicted of any criminal convictions?

Yes No

If "Yes", please provide details (including dates of convictions & penalties imposed) below.*

**State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004).*

Section Four | Additional Matters

Existing Certificate Details

Certificate number: _____

Date of expiry: _____

Current Employment

Please state the full address & trading name of the licensed premises where applicant is currently employed:

Licence Controller Qualification

Does the applicant hold the Licence Controller Qualification?

Yes

No

If "Yes", please state the date the qualification (LCQ) was obtained below.

Alcohol Harm Reduction

What steps has the applicant taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol abuse? *(This question must be answered)*

Section Five | Signature

Signed at (place) _____

Date _____

Applicant name _____

Applicant signature _____