

# Renewal of Manager's Certificate Application Form



*Under section 224 of the Sale and Supply of Alcohol Act 2012*

Follow the instructions below to apply for a renewal to a manager's certificate. **The application must be submitted and accepted before the current certificate expires – If your current certificate has expired you will need to apply for a NEW managers certificate.**

## Do you qualify?

To apply, you need to;

- Be employed at a licensed premises
- Have a current managers certificate
- Have an up to date LCQ

## What to include

- ☐ Completed application form
- ☐ Application fee
- ☐ A colour copy of your New Zealand Drivers Licence or Passport
- ☐ A copy of your existing managers certificate
- ☐ A copy of your Licence Controller or LCQ bridging test certificate.  
**You must hold a current LCQ or LCQ bridging test certificate in order to apply.**  
Please see [www.serviceiq.org.nz/lcq/licence-controller-qualification/](http://www.serviceiq.org.nz/lcq/licence-controller-qualification/) for more details
- ☐ A written reference from your employer at the licensed premises at which you are currently employed. This should confirm:
  - Your employment
  - How long you have worked there
  - Your current duties

If you are not a New Zealand Citizen or Permanent Resident, you must also provide:

- ☐ Colour copy of your current passport
- ☐ Copy of current visa

## Application fee

Managers Certificate Fee **\$316.25**

**FULL PAYMENT IS TO BE MADE UPON APPLICATION**

## Payment options

In person - You can pay by cash, eftpos or credit card at any of our service centres in Thames, Whangamata, Whitianga and Coromandel.

Online at [www.tcdc.govt.nz/internetbanking](http://www.tcdc.govt.nz/internetbanking)

Office use only	APPLICATION FEE (Including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				

# Application for Renewal Manager's Certificate



Section 224, Sale and Supply of Alcohol Act 2012

To the Secretary of the Thames-Coromandel District Licensing Committee this application is made in accordance with the details set out below.

## Certificate details

- 1) Do you have a current Managers Certificate? ☐ YES (supply details below) ☐ NO (if your certificate has expired you need to apply for a NEW managers certificate)

Certificate number	Expiry date dd/mm/yyyy
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## Applicant details

2) Full name	
Are you known by any other names (eg. maiden, aliases)	
Occupation	
Contact phone number	Email address
Residential address	Postal address for service documents
Applicant's date of birth	Gender
Drivers Licence Number	Passport number

- 3) Are you a New Zealand citizen or permanent resident? ☐ YES ☐ NO  
(Ensure you have provided a copy of your work visa)

- 4) Do you have any Criminal Convictions? ☐ YES ☐ NO  
If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

## Employment details

5)	Trading name
	Address

6) Date LCQ was obtained DD / MM / YYYY  
(if issued after 18/12/2013, go to question 9)

7) Do you hold a LCQ bridging test certificate ☐ YES ☐ NO (you must hold an up to date LCQ certificate before you can apply)

8) Date LCQ bridging certificate was obtained DD / MM / YYYY

9) What steps have you taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol abuse? *Provide examples or scenarios.*

### IMPORTANT NOTE:

The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by TCDC in accordance with our privacy statement, available at [www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/](http://www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/)

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)