

# Application for Renewal of Managers Certificate



## Section 224, Sale and Supply of Alcohol Act 2012

To: The Secretary  
 Central Otago District Licensing Committee  
 Central Otago District Council  
 PO Box 122  
 Alexandra 9340

### 1. DETAILS OF APPLICANT

Full name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  Male  Female

Current place of employment (involving alcohol) \_\_\_\_\_

Role undertaken/hours worked: \_\_\_\_\_

Postal address for service: \_\_\_\_\_

Contact details: Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been convicted of any offence (including traffic but not parking) since the certificate was issued or last renewed?

Yes  No

If **yes**, give details below. You may wish to explain the circumstances on another page.

Nature of Offence	Date	Penalty Imposed

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-related harm abuse? \_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY	Date Sent	Deadline Date	Date Received	Application No.
Police Report				
Licensing Inspectors Report				
Notes				
				Debtor No.

**2. DETAILS OF CERTIFICATE**

Number: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

If you have transferred from another area, state which District Licensing area issued your manager's certificate or last renewal certificate and if possible, attach a copy for our records.

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Dated

**Notes**

1. This application shall be accompanied by the prescribed fee of \$316.25. Payment can be made by internet banking – account number: 02-0916-0081744-00. Please state your customer number and your surname as the reference information when entering your banking details.
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.