

Manager's Certificate Renewal Application Form



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

Follow the instructions below to apply for a renewal manager's certificate. The application must be submitted and accepted before the current managers certificate expires.

To apply you need to

- Be employed at a licensed premises (it should be filed with the committee for the district in which the applicant is employed)

What you need to do

- Supply completed application form
- Supply all required supporting documents
- Pay application fee

How to submit your application

- Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand
- Email - customer.services@tcdc.govt.nz
- Drop off your application at any of our service centres

What to include

A copy of your existing manager's certificate

If you are not a New Zealand Citizen or permanent resident, you must also provide:

Copy of current visa

To process your application, we must receive the correct fee. The fee is non-refundable and non-transferable.

Manager's Certificate \$316.25

Payment options

By Mail - Send a cheque with the application to Thames-Coromandel District Council, Private Bag 1001, Thames 3540

In person - You can pay by cash, eftpos or credit card at any of our service centres in Thames, non-refundable and non-transferable, Whitianga and Coromandel or online at www.tcdc.govt.nz/internetbanking

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|----------------------------|---------------------------------------|----------------|----------------------|---|--------------|
| 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.

| | |
|---|--------------------------------------|
| Full name Mrs / Miss / Ms / Mrs | |
| Occupation | |
| Maiden name/ Aliases (if applicable) | |
| Contact phone number | Email address |
| Residential address | Postal address for service documents |
| Applicant's date of birth | Gender |
| Drivers Licence Number | Passport number |

Are you a New Zealand citizen or permanent resident? YES NO

Name and address of licensed premises at which you are currently employed:

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Has the applicant been convicted of any offence since the certificate was issued or last renewed? 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 |
|-----------------------|--------------------|------------------|
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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? *Provide examples or scenarios.*

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| Current managers certificate number |
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| Expiry date |
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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 form is also publicly available on request.

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