

Application for Renewal of Manager's Certificate



Please complete this checklist before submitting your application.

- One reference from your current place of employment - stating dates of employment and duties. Please note: All references must be dated and signed**
- Copy of Work Permit (if applicable)**
- Copy of your current Manager's Certificate (not required if your last certificate was issued by Lakes Environmental)**
(If your certificate has expired, you will require an 'Application for Manager's Certificate)
- Copy of your Licence Controller Qualification (not required if your last certificate was issued by Lakes Environmental)**
- Application and Police report signed**
- Prescribed fee of \$134.93 (cheques payable to Lakes Environmental Limited)**

Incomplete applications filed with this District Licensing Agency will not be processed until all information is lodged.

For further information contact:

Queenstown Lakes District Licensing Agency
C/- Lakes Environmental Limited
74 Shotover Street
Private Bag 50077
Queenstown 9348

Phone: (03) 450 0300
Fax: (03) 442 4778
Email: enquiries@lakesenv.co.nz

Application for Renewal of Manager's Certificate



Section 123, Sale of Liquor Act 1989

DETAILS OF APPLICANT

Full Name: _____

Residential Address: _____

(Do not give P O Box number) _____

Occupation: _____

Date of Birth: _____

Postal Address for Service of Documents: _____

Work Number: _____ (Fax) _____

Home Number: _____ (Email) _____

Please give details of your current place of employment including trading name and physical address

(Do not give P O Box address) _____

Has the applicant been convicted of any offence since the certificate was issued or last renewed?

Yes No

If yes, what are the details of each offence:

Nature of Offence	Date of Offence	Penalty
_____	_____	_____
_____	_____	_____
_____	_____	_____

What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?

Does the applicant hold the Licence Controller Qualification? Yes/No

If yes, on what date was the qualification obtained? _____

DETAILS OF CERTIFICATE

Type of Certificate:

General Manager Club Manager

Number: _____ Expiry Date: _____

I declare that all the information contained within this application form is correct.

Signed: _____ Dated: _____

Fee enclosed being \$134.93 (cheque/cash only)

CHEQUES MADE PAYABLE TO:

Lakes Environmental Limited

NEW ZEALAND POLICE REPORT

The Police are required to report on this application. That report may include the release of any previous convictions you may have which will be a public record. You will receive a copy of that report.

Full Name of Applicant: _____

Date of Birth: _____

Male/Female: _____

Maiden (or other) names: _____

Driver's Licence: Identity Number: _____ Country of Origin _____

Persons who are not New Zealand residents or citizens are requested to provide the following additional information:

Details of current work or visitors permit: _____

Your last permanent address: _____

Country: _____

Current Passport or certificate identity number: _____

Country where passport or certificate issued: _____

Signature of Applicant: _____

Date: _____

NOTES

1. This application must be filed with the District Licensing Agency before the certificate expires. When the applicant is presently employed as a manager, it should be filed with the District Licensing Agency for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Agency for the district in which the applicant is residing.
2. For the matters that are to accompany this application, see regulation 21(2) of the Sale of Liquor Regulations 1990.
3. The prescribed fee in respect of this application is \$134.93 (Inc GST).

Please forward your application and prescribed fee to:

The Secretary
Queenstown Lakes District Licensing Agency
C/- Lakes Environmental Limited
Private Bag 50077
QUEENSTOWN 9348

Contact Details:

Lakes Environmental Limited
74 Shotover Street
Private Bag 50077, Queenstown 9348

Phone: 03-450 0300
Fax: 03-442 4778
E-mail: enquiries@lakesenv.co.nz