



# Ruapehu District Council

Private Bag 1001, Taumarunui 3946

Phone 07 895 8188 or 06 385 8364

Email: [info@ruapehudc.govt.nz](mailto:info@ruapehudc.govt.nz)

Website: [www.ruapehudc.govt.nz](http://www.ruapehudc.govt.nz)

Facebook: ruapehudc

Cover Sheet for

## Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012

### You must renew your Manager's Certificate before it expires.

Once your Manager's Certificate has expired,  
it cannot be renewed and you will need to make an application for a new Manager's Certificate.

Your application should be filed with the District Licensing Committee nearest the licensed premises where you work. If you are not currently employed as a duty manager on a premises in the Ruapehu District, your application should be filed with the District Licensing Committee for the District in which you are currently living. Please only submit this application if you are eligible in the Ruapehu District.

### Applicant Checklist

The following must be included with your application:

- This Application Form, with all sections completed, signed and dated.
- Application Fee - \$316.25 (inclusive of GST)**  
This is an application fee and is non-refundable after the application is received by Ruapehu District Council.
- A copy of your Licence Controller Qualification (LCQ).
- If your LCQ was issued in 2013 or earlier under the Sale of Liquor Act 1989**, a copy of your LCQ Bridging Test completion certificate. *For more information please see [www.serviceiqskillsonline.org.nz/lcq-bridging-test](http://www.serviceiqskillsonline.org.nz/lcq-bridging-test).*
- A written reference from your employer at the licensed premises at which you are currently working. This should confirm your employment on licensed premises, how long you have worked there and relevant duties.
- A written character reference from someone to verify your suitability ( a reference from your employer at the place you are currently working, family members or relatives are NOT acceptable).
- Copy of photo ID (NZ Drivers Licence or Valid Passport)
- Copy of Work Permit/Visa (if applicable)
- If your Manager's Certificate was not issued/renewed in the Ruapehu District**, please provide a copy of your original Manager's Certificate and most recent notice of renewal, if applicable.

### Applications can be delivered to any Council Office or posted to the address above

If you need assistance, please contact us on the details below.

Phone	07 895 8188 or 06 385 8364
Email	<a href="mailto:info@ruapehudc.govt.nz">info@ruapehudc.govt.nz</a> (please put "Alcohol Licensing" in Subject line)
Website	<a href="http://www.ruapehudc.govt.nz">www.ruapehudc.govt.nz</a>
Location	59-63 Huia Street, Taumarunui Ayr Street, Ohakune Cr Duncan/Seddon Streets, Raetihi

**Payment by Direct Credit** Ruapehu District Council  
BNZ, Taumarunui  
Account No 02 0424 0150061 00

**Please ensure your name is in the Reference Field, along with the words "Mgr Renew"**

#### For Office Use Only

**Fee Due**

Accepted and  
Checked by

GL Code

**65 00 01 1100**

Receipt No

Receipt Date



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Application for

## Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012

To the Secretary

District Licensing Committee, Ruapehu District Council

Application for renewal of a Manager's Certificate is made in accordance with the details set out below.

### Applicant Details

1 Full Legal Name

2 Residential Address

3 Sex

4 Date of Birth

5 Place of Birth

6 Postal Address (for service of documents)

7 Daytime Contact Name

8 Phone

Mobile

9 Email

10 Do you have any 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 applies)

Yes

No

If YES, please state the nature of the offence, date of conviction and penalty suffered

11 Driver's Licence or Passport Number (If not a New Zealand citizen or resident, please attach a copy of your passport/work permit)

12 Name and address of licensed premises at which you are CURRENTLY employed.

13 Your occupation/duties at this licensed premises?

14 How long have you been employed at this licensed premises?

15 Is this your main employment?

Yes  No

If NO, what is your main employment?

16 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-related harm?

17 Do you hold the Licence Controller Qualification (LCQ)?

Yes  No

If YES, on what date was that qualification obtained?

If your LCQ was obtained in 2013 or earlier under the Sale of Liquor Act 1989, have you completed the LCQ Bridging Test?

Yes  No

If YES, on what date was the test completed?

18 Manager's Certificate Number

19 Expiry Date

## Applicant Signature

Signature

Date

Print Name

Designation/  
Position

## Notes

- 1 This application must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information, see [www.justice.govt.nz](http://www.justice.govt.nz).
- 2 The application must be filed with the Secretary of the District Licensing Committee in the area relevant to the premises you will be managing.
- 3 The New Zealand Police Department is required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed. By signing this form, you consent to the release of this information.
- 4 You may be required to attend an interview with a Licensing Inspector, which will include a test of the Sale and Supply of Alcohol Act. You will be contacted after your application has been received to arrange an appointment for your interview, if applicable.

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## Disclosure of Police Information

Sale and Supply of Alcohol Act 2012

**As applicant for this licence, you are required to sign the authority below. Failure to allow Police to disclose this information may result in your application not being determined.**

### Authorisation

The NZ Police is required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?

Yes

No

Print Name

Signature

Date