

How to renew your manager's certificate

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

Follow the instructions below to apply for your manager's certificate to be renewed. Where the words 'you' or 'your' are used this refers to the applicant certificate holder.

Check you qualify to apply first

To apply you need to be working at or about to be working at licensed premises.

What you need to do

To renew your manager's certificate, you must:

- supply the documents listed in the 'What to include' section on – **page 2**
- pay the application fee — **page 2**
- answer all the questions that apply to you — **page 4 and 5**.

When to apply

You must lodge your application before your current manager's certificate expires (otherwise, you'll need to apply for a new manager's certificate).

How to submit your application

Choose any one of the following ways to submit your application:

- apply online at aucklandcouncil.govt.nz/alcohol
- drop off your application to any Auckland Council customer service centre.
Visit **aucklandcouncil.govt.nz/contactus**

If you need help with this form, call 09 301 0101 or visit **aucklandcouncil.govt.nz/alcohol**

What to include (please tick)

You must supply all the documents listed below. We will send your application back if any of these documents are missing.

This completed application form

A copy of your photo identification.

A letter from your employer or your club, confirming that you are employed there.

A copy of your existing manager's certificate.

Paying your fee

You must pay the fee of **\$316.25** (includes GST at 15%). This fee is not refundable or transferable.

Payment options

You can pay by cash, eftpos, or credit card at any of our customer service centres or online at **aucklandcouncil.govt.nz/alcohol**

If paying by credit card, a convenience fee of 1.75 per cent of your payment amount applies.

Office use only	Comments
Receipt number	
Receipt amount: \$	
Service centre name	
Cashier name	

This page has been intentionally left blank.

Renew your manager's certificate application form

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

To the Secretary of the District Licensing Committee, this application to renew a manager's certificate is made in accordance with the details set out below.

Tick the location of the licensed premises

Which area do you work in? (If you aren't currently employed at any licensed premises, which area do you live in?)

Auckland Central Franklin Manukau North Shore
Papakura Rodney Waitākere

Your licence details

1. What is your existing manager's certificate number?

2. When does your manager's certificate expire?

If your certificate has already expired, you need to apply for a new manager's certificate.

Your details

3. What is your full name?

4. Have you used or been known by any other names?

Yes (write the name or names below) No (go to question 5)

Other name or names you have used or been known by:

5. What is your address?

Postcode:

6. What is your mailing address (if different from above)?

Postcode:

7. What is your email address? Note: we will send your certificate to you by email.

8. What is your occupation?

9. When and where were you born?

Date of birth:

Place of birth:

10. What is your daytime telephone number?

Criminal conviction details

11. Have you been convicted of any offences including traffic offences involving alcohol or drugs since your manager's certificate was last issued or renewed?

Exclude any convictions that have been 'clean slated' under the Criminal Records Clean Slate Act 2004.

Yes (supply details below)

No (go to question 12)

Attach offence details on a separate sheet of paper if you need more room.

Nature of offence	Conviction date	Sentence

Employment details

12. Do you intend to be the manager of any particular licensed premises?

Yes (go to question 13)

No (go to question 14)

13. Which licensed premises do you or will you work at?

Trading name of licensed premises:

Address:

Postcode:

Steps you will take to reduce alcohol abuse

14. What steps have you taken to manage the sale and supply of alcohol in a way that contributes to minimising alcohol-related harm?

Important privacy information

Information contained in your application and any supporting information will be held by Auckland Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the police and the council's licensing inspectors) for the purposes of assessing and reporting on your application, and to the Auckland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Auckland District Licensing Committee and may appear in the hearing agenda and be used in the committee's decision for your application. Decisions will be made publicly available. The council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the committee's decision on it. This information (which includes the application and all attachments) is made available to the council's licensing inspectors and the police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, duty manager appointments, and the Act. The council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. The Privacy Act 2020 applies to the council and under that Act, you have the right to see and correct personal information that the council holds about you.

Applicant's signature:

On (date):
