



# HURUNUI District Council

Telephone: (03) 3148816  
Fax: (03) 3149181

## APPLICATION FOR RENEWAL OF MANAGER'S LICENCE

Sections 123, Sale of Liquor Act 1989

To: The Secretary  
The District Licensing Agency  
P O Box 13  
At Amberley

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

### 1. Details of Applicant

(a) Full Name : \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(b) Postaladdress: \_\_\_\_\_

(for service of documents) \_\_\_\_\_

(c) Daytime contact name and phone number: \_\_\_\_\_

(d) Current place of employment: \_\_\_\_\_

(e) Do you currently hold Licence Controller Qualification (LCQ) Yes  No   
(if yes please provide a copy of your HSI LCQ certificate)

(e) Have you been convicted of any criminal offences since your last application: Yes  No

If Yes, what are the details of each offence:

\_\_\_\_\_

### 2. Details of Certificate

(a) Type of certificate (tick appropriate box)

General Manager's  Club Manager's

(b) Number: \_\_\_\_\_

(c) Date of expiry: \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

**Applicant**



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#### NOTES

Every application for the renewal of a manager's certificate shall be accompanied by the following:

- (a) Two copies of the application.
- (b) The prescribed fee. (*Currently \$132.00*)

This application must be filed with the District Licensing Agency before the certificate expires. Where 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.

As from the 1<sup>st</sup> April 2006 you are required to hold the Licence Controller Qualification (LCQ) before a General Manager's licence can be renewed. As you already hold a General Managers Certificate you can obtain your qualifications by sitting a transition test through any approved training provider. (Refer to Hospitality Standards Institutes website for more information.)

**Note: your renewal will not be issued until we have received a copy of your training certificate. This could result in cancellation / suspension of your managers certificate.**