



# Application for Renewal of Manager's Certificate Instruction Sheet

***SOUTH WAIRARAPA DISTRICT  
LICENSING AGENCY***  
PO Box 6, Martinborough 5741  
Telephone (06) 306 9611  
Fax: (06) 306 9373

## **SECTION 123**

Every application for the renewal of a manager's certificate shall -

- (a) Be filed with -
  - (i) The District Licensing Agency for the district in which the applicant is presently employed as a manager; or
  - (ii) Where the applicant is no longer employed as a manager, the District Licensing Agency for the district in which the applicant is residing; and
- (b) Be made before the date of the expiry of the certificate; and
- (c) Be made in the prescribed form and manner; and
- (d) Contain the prescribed particulars; and
- (e) Be accompanied by the prescribed fee.

## **REGULATION 21**

- (1) An application for renewal of a manager's certificate shall be in form 20.
- (2) Every application for the renewal of a manager's certificate shall be accompanied by the following:
  - Two copies of the application
  - The prescribed fee **\$134.93**

## **NOTE**

If initial application was not made via this Agency, please provide copy of original Certificate and any relevant renewals.



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PO Box 6, Martinborough 5741  
Telephone (06) 306 9611  
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*Sections 123, Sale of Liquor Act 1989*

Application No. ....

DLA Ref: .....

TO: The Secretary  
South Wairarapa District Licensing Agency  
PO Box 6  
**MARTINBOROUGH**

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.....  
Residential Address.....  
Occupation.....  
Date of Birth.....Drivers Licence No.....
- (b) Postal address for service of documents.....  
.....
- (c) Daytime contact name and telephone no:.....
- (d) Current place of employment (*liquor sales*).....
- (e) 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 conviction.....  
Penalty suffered.....

(f) 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?

.....  
.....  
.....

(g) Does the applicant hold the Licence Controller Qualification? Yes / No

If yes, on what date was that qualification obtained? .....

**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 ..... 20 .....

.....  
**Applicant**

**NOTES:**

1. 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.
2. For the matters that are to accompany this application, see regulation 21(2) of the Sale of Liquor Regulations 1990.