
How to apply

Follow the instructions below to apply for a renewal of manager's certificate which authorises the holder to manage a licensed premises. **This application must be submitted and accepted before the current certificate expires. If your current certificate expires before you apply for a renewal, you will need to apply for a new manager's certificate.**

Do you qualify to apply?

If you check all the boxes below, you may apply to renew your manager's certificate.

Have a current manager's certificate

Hold a licence controller qualification (LCQ) certificate or have successfully completed unit standards 4646 (version 8 or a later version) and 16705 (version 5 or later)

Be working or intend to be working in a licensed premises in New Zealand

What you need to do

- Supply a **completed** application form
- Supply all required supporting documents (see 'what to include')
- Pay the application fee – Please note, payment is to be made upon application

What to include

Completed application form

Application fee

A colour copy of your New Zealand driver's licence or passport

A copy of your licence controller qualification (LCQ) certificate or proof that you have successfully completed unit standards 4646 (version 8 or a later version) and 16705 (version 5 or later)

A written reference from your employer at the licensed premises at which you are currently employed noting:

- Your employment
- How long you have worked there
- Any relevant duties

If you are not a New Zealand citizen or permanent resident, you must also provide:

A colour copy of your current passport

A copy of your current visa

Important note

You must pay for the application fee of \$316.25 upon application. Your application will not be processed until this fee is paid. To ensure the application is processed quickly, please include all requested documents **and application fee** upon application, otherwise there may be delays with your application.

Payment Options

You can pay by cash, eftpos or credit card in person at Kaipara District Council offices at:

32 Hokianga Road	OR	Unit 5
Dargaville		The Hub
		6 Molesworth Drive
		Mangawhai Village

Alternatively, you can pay online and email your application to kdclicensing@kaipara.govt.nz

Direct Credit: Bank of New Zealand 02-0308-0090743-07
 Reference the applicants name, Renew Mgr, 1401017;GL

OFFICE USE ONLY

Payment						
Application fee (incl GST)	Receipt no.	Receipt amount	Payment received			Cashier name
		\$		Yes	No	
Administration						
Date application received	Date application vetted	Date complete application received			Administrator	

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

Certificate details

- 1 Do you have a current manager's certificate? Yes No
- Certificate number: Certificate expiry date:

Applicant details

- 2 Full legal name:
- Preferred name: Gender: Date of birth:
- Occupation:
- Place of employment:
- Contact phone: Contact email:
- Residential address: Postal address for service documents:
- Identification: NZ Drivers Licence or Passport
- 3 Are you a New Zealand citizen or permanent resident? Yes - skip question 3 No
- 4 Do you hold a current visa that allows you to work in New Zealand? Yes - a copy is required No
- 5 Have you been convicted of any offences including drink driving or have any active charges before the courts? If yes, please provide information in the following table: Yes No
- Please note any convictions covered by the Criminal Records (Clean Slate) Act 2004 do not need to be disclosed.*

Nature of offence	Date of conviction	Penalty suffered
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Employment details

- 6 Are you employed or volunteering at a licensed premises? Yes No - skip questions 6 to 8
If no, please specify why you are renewing your certificate.
- 7 Premises name: License number:
- Premises address:
- Employed here since:

8 What are your current duties at the licensed premises?

9 How many hours (on average) do you work at this licensed premises?

10 LCQ issued:

Training and experience

11 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?

12 What training have you completed in relation to the service and monitoring of alcohol?

Date	Training	Provider
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Important Notice

The New Zealand Police report on all applications and provide information on any convictions or concerns involving the applicant to the District Licensing Committee.

Applicant's full name:

Applicant's signature:

Date: