



## **Application for Renewal of Managers Certificate Pursuant to the Sale of Liquor Act 1989**

***PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS  
APPLICATION***

A manager's certificate is initially issued for a 12 month period and then is usually renewed every three years thereafter. It is the responsibility of the certificate holder to ensure that a renewal application is lodged in time – twenty working days prior to the expiry date.

After 1 April 2006 all General Managers are required to hold the Licence Controller Qualification. More information in regards to these changes can be found on [www.hsi.co.nz](http://www.hsi.co.nz).

A manager's certificate cannot be renewed after it has expired.

The process for renewal of a manager's certificate is similar to the application process.

The application is referred to a Licensing Inspector and Police and if there are no matters raised in opposition the local DLA will renew the certificate. If there are any matters raised in opposition the DLA will refer the application to the Liquor Licensing Authority to determine.

The application fee of \$134.93 must be paid at the time the application is submitted.

### ***PLEASE COMPLETE THE FOLLOWING CHECKLIST BEFORE SUBMITTING THE APPLICATION:***

- All criminal convictions must be disclosed (*refer attached Clean Slate Act sheet*)
- Evidence of completion of Units 4646 and 16705 attached (*copy only*)
- Evidence of Licence Controller Qualification attached (*General Managers only*)
- Fee of \$134.93 attached (*cheques made payable to Timaru District Council*)