

FORM 20

**APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE**

**Section 123 Sale of Liquor Act 1989**

To: The Secretary  
Buller District Licensing Agency  
PO Box 21  
**WESTPORT**

Phone: (03) 788 9112  
Fax: (03) 788 8041  
[www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)

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: .....

(b) Postal address for service of documents: .....

.....

(c) Daytime contact name and telephone number: .....

Fax number: .....

(d) Current place of employment: .....

(e) Have you 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) Are you currently employed in the hospitality industry? Yes / No

(g) What recent experience have you had in the sale and supply of liquor?

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.....

(h) What steps have you taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?

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.....

**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's signature

**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 areas, it should be filed with the District Licensing Agency for the district in which the applicant is residing.

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

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**Checklist for Application for Renewal of Manager's Certificate**

(a) Application form filled in correctly and signed and dated.

(b) Application fee of **\$132.00** to accompany renewal application. **Please make cheque payable to Buller District Council.**