

Application for a Manager's Certificate

(Section 118, Sale of Liquor Act 1989)

Your application can not be processed unless you have included all the required information.

Use this checklist to ensure you have included all the required information:

- Two copies of evidence of experience claimed
- Two copies of evidence of training or qualifications claimed including Licence Controller Qualification
- Two copies of evidence of the applicant's involvement in the management of a club (for a Club Managers Licence only)
- Two character references
- The \$132.00 application fee
- Your drivers licence number

Send the completed application form and attachments to:

Matamata-Piako District Council
PO Box 266
Te Aroha, 3342

Office Use Only

File No.: _____

Receipt No.: _____

Document No.: _____

Date Received

1. Type of Certificate

General Manager's

Club Manager's

2. Applicant's Details

a) Full name: _____

Address: _____

Occupation: _____

Date of birth: _____

b) Postal address: _____

c) Name of daytime contact (if different from the above applicant): _____

Phone number: _____ Drivers licence number: _____

d) Have you been convicted of any offence(s)? Yes No

If yes, please provide details of each offence:

Nature of offence	Date of conviction	Penalty suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

e) Have you had any recent experience in managing a licenced premises or conveyance?

Yes No

If yes, please provide the details and dates of the experience:

Please attach evidence of this experience (two copies).

f) Have you had any relevant training? (In particular any recent training?)

Yes No

If yes, what are the details and dates of the training?

Please attach evidence of this training (two copies).

g) Do you hold a Licence Controller Qualification?

Yes No

If yes, on what date did you obtain the qualification? _____

Please attach evidence of this qualification (two copies).

h) **If you are applying for a Club Manager's Certificate**, explain your involvement in the management and activities of the club (*attach another sheet if necessary*): _____

Please attach evidence of this, such as a reference from a club official (two copies).

i) Do you intend to be the manager of a particular licenced premises?

Yes No

If yes, fill out the details below.

Premises name: _____

Premises Address: _____

3. Declaration

This application for a manager's certificate is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.

Applicant's signature: _____

Date: _____