

Renewal of Manager's Certificate Application



**MARLBOROUGH
DISTRICT COUNCIL**

Form 19 - Section 219, Sale and Supply of Alcohol Act 2012

To: The Secretary
Marlborough District Licensing Committee
15 Seymour Street
PO Box 443
Blenheim 7240

Date Stamp:

Office Use Only:

CERT/ ____ / ____

Receipt #

CHECKLIST

Please provide the following with your application:

- Completed application and documentation (***incomplete applications will not be processed***)
- APPLICATION FEE - \$316.25 (*inclusive of GST*) - This is an application fee and is therefore non-refundable after the application is received by Marlborough District Council
 - Cash / Eftpos
 - Credit Card (counter only - 2.3% fee applies)
 - Internet Banking - Pay to Account No. 020600-0202861-02 Use the Applicant's Name as a reference Date Paid
- A copy of the Licence Controller Qualification (LCQ) if not previously provided to Council
- If your manager's certificate was not issued/renewed in Marlborough District Council, please provide a copy of your original certificate and most recent notice of renewal, if applicable

Application for the renewal of a Manager's Certificate is made in accordance with the details set out below.

Details of Current Certificate

Number Date of Expiry

Details of Applicant

Full Legal Name (*any aliases*)

Residential Address

Postal Address (*if different from residential address*)

Email Address

Daytime Contact Name (if different from above) Telephone Number

Sex (*male/female*) Occupation

Date of Birth Place of Birth

Current Place of
Employment

Criminal convictions
received since the certificate
was issued or last renewed.
*(State all criminal convictions
other than convictions for
offences against provisions of
the Land Transport Act 1998
not contained in Part 6, and
offences to which the Criminal
Records (Clean Slate) Act 2004
applies)*
This doesn't include speeding
offences/parking tickets but
does include drivers licence
disqualification

What steps has the
applicant 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 (*how
has the applicant applied host
responsibility in the
management of a licensed
premises*)

Does the applicant hold the Licence Controller Qualification?

Yes

No

If yes, on what date was that qualification obtained?

Date

I confirm that the above information
is true and correct

Signature of Applicant
(type your name if submitting online)

Dated at Blenheim

Notes

1. This application must be accompanied by the prescribed fee.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
3. In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.

Once you have completed and signed this form, either save it and send via email to mdc@marlborough.govt.nz or you can print it out and drop it into the offices on Seymour Street or post to Marlborough District Council, PO Box 443, Blenheim 7240.