

# Application for Renewal of Managers Certificate



## Section 224, Sale and Supply of Alcohol Act 2012

The Secretary  
Central Otago District Licensing Committee  
Central Otago District Council  
PO Box 122  
Alexandra 9340

### 1. DETAILS OF APPLICANT

Full name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  Male  Female

Current place of employment (involving alcohol) \_\_\_\_\_

Role undertaken/hours worked: \_\_\_\_\_

Postal address for service: \_\_\_\_\_

Contact details: Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been convicted of any offence (including traffic but not parking) since the certificate was issued or last renewed?

Yes  No

If **yes**, give details below. You may wish to explain the circumstances on another page.

Nature of Offence	Date	Penalty Imposed

### 2. DETAILS OF CERTIFICATE

Number: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

If you have transferred from another area, state which District Licensing area issued your manager's certificate or last renewal certificate and if possible, attach a copy for our records.

\_\_\_\_\_

### 3. NEW ZEALAND POLICE REPORT

Assessing the suitability of a person applying for a manager's certificate is a requirement under the Sale and Supply of Alcohol Act 2012. The Police are required to report on this application. That report may include the release of any previous convictions you may have which will become a public record.

**4. DETAILS FOR APPLICANTS WHO ARE NOT NEW ZEALAND RESIDENTS OR CITIZENS**

Persons who are not New Zealand residents or citizens are required to provide the following additional information:

Details of current work or visitor's visa \_\_\_\_\_

Your last permanent address \_\_\_\_\_

Country \_\_\_\_\_

Copy of current passport or certificate identity number \_\_\_\_\_

Country where passport or certificate issued \_\_\_\_\_

**Please provide copies of the above information.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Dated

**Notes**

1. This application shall be accompanied by the prescribed fee of \$316.25. Payment can be made by internet banking – account number: **02-0916-0081744-00**. Please state your customer number «debtor» and your surname as the reference information when entering your banking details.
2. This application must be filed with the District Licensing Committee before the certificate expires.
3. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Committee for the district in which the applicant is employed. In all other cases it should be filed with the District Licensing Committee for the district in which the applicant is residing.

**Applicant (if a natural person) to complete and submit with application**

- **All directors of the applicant company**
- **Secretary of applicant club**
- **For a special licence the duty manager and applicant for the event**

## Personal Information

Full name :

Gender:

(M) (F) (Other)

Date of birth:  
(dd/mm/yyyy)

NZ Driver Licence  
number:

Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names




## Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

## Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Electronic Signature