

GUIDE FOR APPLICANTS

Section 123, Sale of Liquor Act 1989

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

Use the following checklist to ensure that your application is complete.

Provide all the following:

- (a) Three copies of the application (the original and 2 photocopies):

- (b) Copy of original manager's certificate

- (c) The prescribed fee of \$132.00

If you need assistance completing this application form please contact the Liquor Licensing Clerk on (09) 237 1343.

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:

Address:

.....

Occupation:

Date of Birth:

(b) Postal Address for service of documents

.....

Privacy Act 1993 note: The information on this form will be used by the Franklin District Licensing Agency to process the Managers Certificate Application under the Sale of Liquor Act 1989. The information will be held by the Franklin District Licensing Agency and may be made available to the public, or passed on to and used by other agencies, pursuant to that Act, in order to give full consideration to the application. You have a right of access to, and may request correction of, any of the personal information provided.

(c) Contact name

Daytime telephone number

(d) Current place of employment

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(e) Has the applicant been convicted of any offence since the certificate was issued or last renewed?

YES/NO (delete one)

If YES, what are the details of each offence?

Nature of Offence	Date of Conviction	Penalty suffered
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(f) What steps has the applicant 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

Signed APPLICANT

Dated at this day of 20 ...

Return to:
 The Secretary,
 Franklin District Licensing Agency
 Franklin District Council,
 Private Bag 5,
 Pukekohe

OFFICE USE ONLY:

Fee: \$132.00

Receipt No:

Date: