Application No. 023/_____

ROTORUA LAKES COUNCIL
Te kaunihera o ngā roto o Rotorua

Application for Renewal
Managers Certificate

Sale and Supply of Alcohol Act 2012 – Section 224 ID: 3398014

If the applicant intends to be the manager of any particular licensed premises, this application must be filed with the District Licensing Committee with which the application for the licence was filed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.

To: The Secretary
Rotorua District Licensing Committee
C/- Rotorua Lakes Council
1061 Haupapa Street
Private Bag 3029

1 All Applications – Check List

Every renewal application **MUST** be accompanied by the following:

a) This completed application.
b) A valid form of ID, i.e. NZ Drivers licence or Passport.
c) A copy of your current certificate.
d) Your LCQ Certificate **and** your bridging certificate [if applicable].
e) A signed and dated letter from your employer confirming that you are/or will be employed by them and evidence that you have worked in a NZ licensed premise for a minimum of six (6) months full time at the time of this application.
f) A copy of your valid Visa [if applicable].
Work permit/ Visa conditions must be consistent with this application for a Managers Certificate
g) The prescribed fee (payment is required prior to processing).

✓	✖	N/A	Office use only

N.B. IF YOUR MANAGERS CERTIFICATE HAS EXPIRED IT CANNOT BE RENEWED.
YOU MUST MAKE AN APPLICATION FOR A NEW MANAGERS CERTIFICATE

Office Use Only

Vetting officer _____ ☐ **Vetting OK** ☐ **RFI - Return to customer**
Date Received _____ **Application Number** _____
Fee $ _____ **Payment date** _____
Receipt No. _____
Notes: _____

2 Personal Details

☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other:

First Name

Middle Name

Last Name

Sex

☐ Male ☐ Female

Any Aliases

Residential Address

Postal Address (if different from above)

Home Phone

Mobile Phone

Email address

Current Place of Employment (Must be a licenced premise)

Drivers Licence No.

Date of Birth

Place of Birth

Preferred mode of contact

☐ Mail ☐ Email ☐ Phone

3 Privacy Information and Declaration

Current Managers Certificate Number

Date of Expiry

Dated at Rotorua This **Day of** **20**

- I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
- The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
- The information you have provided is required so that your application can be processed and for statistical purposes. Under the Local Government Official Information and Meetings Act 1987, the council may be required to disclose the information to people who request it. If you would like to request access to or correction of your personal information, please contact the council.

Sign here



Date signed

4 Additional Information and Notes

Document Set ID: 3398014
Version: 22, Version Date: 28/10/2026

5 Questionnaire for Managers

1. In your own words what is the object of the sale of Alcohol Act 2012

2. As a duty manager how do you know what levels of alcohol consumption is happening in your premise?

3. What are the three designated areas that can be placed as a condition on a licensed premise?

4. What is the designated area in the premises you are employed at and what is the meaning of that designation?

5. One of your staff has been caught selling to a minor who will be charged?

6. Explain when a minor can drink in a licensed premise?

7. Name four things that might indicate to you that a person is intoxicated? (Give examples)
   1.
   2.
   3.
   4.

8. What are the four types of signs that must be displayed on every licensed premise?
   1.
   2.
   3.
   4.

9. Can the coach of an under 18 sports team act as the team's guardian and supply them with alcohol with a permission slip from their parents or legal guardian?

10. What is the largest size vessel you can sell spirits in?