



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  
 Rotorua

## 1 All Applications – Check List

Every application is to be accompanied by the following:

- a) The original completed application
- b) **The prescribed fee (payment is required prior to processing)**
- c) A copy of your original licence

✓ \* N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## 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



**Office Use**

**Vetting officer** \_\_\_\_\_  
**Date Received** \_\_\_\_\_  
**OZONE Contact No.** \_\_\_\_\_  
**Payment date** \_\_\_\_\_

**Vetting OK**

**File No.**

**Fee**

**Receipt No.**

**RFI - Return to customer**

\_\_\_\_\_

**\$** \_\_\_\_\_

\_\_\_\_\_

# 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?
