**Form 19**

**Application for renewal of manager’s certificate**

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

**To** the Secretary

District Licensing Committee at [*name of territorial authority*]

Application for the renewal of a manager’s certificate is made in accordance with the details set out below.

**Details of applicant**

• Full legal name, any aliases, usual residential address, sex, occupation, and date and place of birth: [*state*]

• Postal address for service of documents: [*state*]

• Daytime contact name and telephone number: [*state*]

• Current place of employment: [*state*]

• Criminal convictions [*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) received since the certificate was issued or last renewed*]

• 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? [*state*]

• Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012)? Yes/No

If Yes, on what date was that qualification obtained? [*state*]

**Details of certificate**

• Number: [*state*]

• Date of expiry: [*state*]

Dated at: [*place*, *date*]

Signature of applicant:

**Notes**

1 This application must be accompanied by the prescribed fee.

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.