

Information Sheet for the renewal of A MANAGER'S CERTIFICATE....

LIQUOR LICENSING AUTHORITY
Government of the Cook Islands



Applicant notes and form

*You are about to **RENEW** your Manager's Certificate. You will need to complete the attached application form and answer all the questions.*

GENERAL INFORMATION....

You are required to renew your Manager's Certificate at least one month before the expiry date shown on your certificate.

Should you fail to lodge your application before the expiry date, your certificate will automatically be cancelled and you are no longer entitled to the privilege entitled under that certificate. In this case, should you still require a Manager's Certificate, you will then be required to apply for new one.

Please ensure that your application reaches the Liquor Licensing Authority at the earliest possible time.

WHAT YOU NEED TO DO

You are required to complete the attached application and provide 2 forms of identification whether a valid passport or Birth Certificate and drivers licence and drop this to the Police Headquarters in Avarua for process.

A fee of \$22.50 applies for each application – see 'Consent to Disclosure of Information' form attached.

PROCESSING OF APPLICATIONS

On receipt of your application with the Police approval, the LLA Secretary will process your application and advise you accordingly of the outcome.

APPLICATIONS FROM THE OUTER ISLANDS

All applicants in the outer islands are required to send their Manager's Certificate applications by mail or through Air Rarotonga's express mail service.

HOW WILL YOUR APPLICATION BE DECIDED?

The Liquor Licensing Authority will meet and consider your application for the renewal of a Certificate. It will take into consideration issues (if any) related to criminal offences involving you that may affect your certificate

APPROVAL AND ISSUING OF LICENCE

On approval of an application for the renewal of a certificate, the applicant will be issued a Manager's Certificate within 14 days after the approval is given. This will sent to you by mail or you will be requested to uplift this from the Ministry of Transport office.

EXPIRY OF LICENCE

All Manager's Certificates expire 12 months from the date of issue.

APPLICABLE FEES

Fees are applicable for renewals of Manager's Certificates – see Sale of Liquor (Licensing Fees) Regulations 2001.

CONTACT PERSON

For any queries, you may contact:

Ms Harriet Williams,
Secretary (Liquor Licensing Authority)
Ministry of Transport, Avatiu at the following:

P O Box 61, Avarua, Rarotonga

Phone: 28-810 Email:

liquor@cookislands.gov.ck