

# Application for manager's certificate

## Checklist

### The following must be included with your application

- The completed, signed, and dated application form.
- Copy of Licence Controller Qualification Bridging Test Completion Certificate (*if required*).
- Copy of Licence Controller Qualification Certificate.
- Photocopy of ID (*photo drivers licence or passport or HNZ 18+ card*).
- Written work reference from your current employer.
- Written character reference (*family or Police Officers references are not acceptable*).
- Manager's certificate fee: **\$316.25** (*non-refundable*).
- This checklist.

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## Information Sheet

Licensed premises must have a certified manager on duty at all times when liquor is being sold or supplied to the public – except in the case of special licences and endorsed licences. The duty manager's name must be prominently displayed inside the premises.

The manager's key responsibilities are to:

- Comply and enforce the provisions of the Sale and Supply of Alcohol Act 2012 (the Act).
- Comply and enforce the conditions of the licence.
- Monitor the conduct of patrons.
- Promote responsible drinking and reduce alcohol abuse.

## Temporary – Acting Manager

If a certified manager is ill, absent, dismissed, or resigned, the licensee may appoint either an uncertified temporary manager, or an uncertified acting manager. Notification is required, and certain conditions apply.

## Application Process

Indicative timeframe to process a manager's certificate application is 4-6 weeks.

To apply for a manager's certificate you must hold the Licence Controller Qualification (LCQ), issued by Service IQ. All applicants must be currently employed in the hospitality industry. You must have a minimum of six months recent experience in the alcohol industry relevant to the type of premises you wish to manage.

The District Licensing Committee (DLC) forwards a copy of your application to the Police and Licensing Inspector for a report.

**Note:** You will be required to have an interview with the Inspector on your knowledge of the Act. If there is no opposition to your application you will be issued a manager's certificate. If you do not pass the interview questionnaire and/or there is opposition to your application, you will be required to attend a public hearing before the District Licensing Committee.

## Application Requirements

You will need to provide:

- 1 x written work reference from the licensed premises you are working in. This reference needs to include duties performed, length of service, work ethics etc, and that your employer supports your application to obtain the manager's certificate (See attached notes).
- 1 x recent written character reference that attests to your character and reputation (family or Police Officers references are not acceptable) (See attached notes).
- A copy of your Licence Controller Qualification from Service IQ (and Bridging Test if required).

## Renewing Your Certificate

You must apply to renew your Manager's Certificate before it expires. Your original certificate is valid for one year after which it can be renewed for three-year periods. If you fail to meet the renewal deadline, you will have to apply for a new manager's certificate including the interview and test.

The District Licensing Committee forwards your renewal application to the Police and Licensing Inspector for their reports. If there are no objections your certificate will be renewed.

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## References

To enable your application to be determined by the District Licensing Committee, the following points need to be included in your references:

### Work Reference

A work reference must be written by your employer on letterhead.

- Date
- The name of the licensed premises
- Position in the premises – e.g. waiter, chef, manager, checkout operator
- Period of employment – e.g. 1 September 2014 to present
- Training undertaken and by whom
- A list of duties performed
- Work ethics – e.g. reliable, courteous, professional, hard-working, dependable
- Employer's support of the application
- Name of the writer
- Phone number
- Signature
- Position – e.g. General Manager, Licensee

### Character Reference

Character reference should be written by a friend, work colleague, or someone who has known you for 12 months or more. If using a work colleague, they must refer to your character and reputation, not your work ethics, and it should not be on company letterhead or have their position after their signature. Family or Police Officers references will not be accepted.

- Date
- Length of time the writer of the reference has known you
- A statement supporting your character and reputation
- Name of the writer
- Phone number
- Signature

Failure to supply good quality references will see the District Licensing Committee refuse your application.



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Section 219, Sale and Supply of Alcohol Act 2012

## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

To The Secretary  
District Licensing Committee  
PO Box 115  
Dannevirke 4942

Application for manager's certificate is made in accordance with the details set out below.

## Details of applicant *(Please print in CAPITALS)*

Title:  Mr  Mrs  Miss  Ms

Gender:  Male  Female

Full legal name or names to be on certificate

Residential address

Postal address *(if different from residential address)*

Drivers licence number

Passport number

Occupation

Date of birth

Place of birth

Home phone number

Work phone number

Mobile phone number

Email

### Office use only

Date received  /  /

Record number

NAR  •

Receipt number

DLC decision number

Parcel

Amount paid \$

Has the applicant been convicted of any offence?  Yes  No

If yes, what are the details of each offence?

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)

Nature of offence	Date of conviction	Penalty suffered
	/ /	
	/ /	
	/ /	

Where have you gained your experience controlling any premises in respect of which a licence is in force? (state: premises name, dates you were employed at each premises)


Describe any training you have undertaken either in-house or by an external provider


Name of licensed premises where you are currently working

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If it is a club, what is the extent of the applicant's involvement in its management and activities?

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## Signature

Dated at  this  day of  2 0

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Print name

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Signature of applicant

## Please note

1. This form must be accompanied by the prescribed fee.
2. This application must be filed with the District Licensing Committee for the district in which the applicant is employed.

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

