

Clutha District Council



Managers Certificate Information

INTRODUCTION

At all times when liquor is available for sale to the public in an On or Off Licensed premises, a Manager (holding a current General Manager's Certificate) must be on duty. The Manager is responsible for compliance with the Sale of Liquor Act 1989 and the conditions of the premises licence.

This does not apply to BYO premises or some Special Licences.

The name of the Manager on duty must always be displayed on the licensed premises.

There are two types of Manager's Certificates. These are:

1. General Manager's Certificate:
Authorises the holder to manage any licensed premises.
2. Club Manager's Certificate:
Authorises the holder to manage any premises where a Club Licence is in force.

APPLICATION

The following items must accompany an application for a Manager's Certificate:

1. Two character references provided by someone (not related) who has known you for a reasonable period of time i.e. 2-3 years plus.
2. Proof of knowledge of the Sale of Liquor Act 1989.
3. (i) Evidence to support any experience (in particular recent) in the liquor industry.
(ii) Evidence of other relevant employment history.
4. Evidence to support any other relevant training claimed e.g. in-house courses.
5. Evidence to support any other qualifications claimed e.g. photocopies of certificates.
6. Where convictions are stated, the applicant should, where necessary, explain the circumstances.
7. Applicants for Club Manager's Certificates should provide evidence to show their involvement in the management of the Club and a letter of support from the Club.
8. Applicants for General Manager's Certificates must provide evidence that a Licence Controller Qualification (LCQ) has been obtained.
9. The prescribed fee.
10. Applicants for a General Manager's Certificate who are proposing to work within an Off Licensed premise, and who do not have experience of working within an On Licensed premise, will also be required to complete an Undertaking form. This will result in an endorsement being applied to their Certificate preventing them using it within an On Licensed premise until they have acquired adequate experience.

Note:

Failure to provide references as to your character and/or experience and proof of knowledge of the Act will delay the processing of your application. An Affidavit may be accepted if no references can be provided.

Applicants for Club Manager's Certificates may demonstrate their knowledge of the Sale of Liquor Act through attendance at an approved training course.

Applicants are requested to sign an authorisation giving Police authority to disclose relevant convictions to the District Licensing Agency.

APPLICATION PROCESS

Once the application form has been completed, it should be returned **with all required material** to the Clutha District Licensing Agency. Incomplete applications will **not** be accepted.

Copies of the application are forwarded to the NZ Police and Liquor Licensing Inspector for their reports. If there is no opposition to the application then it will be determined by the Agency, otherwise it will be referred to the Liquor Licensing Authority in Wellington for determination.

A Manager's Certificate is issued initially for one year.

The Agency is unable to issue any General Manager's Certificate application where the applicant does not provide evidence they hold the LCQ.

TRAINING

Training Courses for Managers are approved by NZ Qualifications Authority. Local training providers include:-

Open Polytechnic of New Zealand
Correspondence Course Managing the Sale & Supply of Liquor
Contact 0800 507 333

Otago Polytechnic Hospitality Standards Institute
Phone (03) 477 3014 The Sale of Liquor Act 1989 Managers Seminar

Sporting Club Association of NZ (SCANZ) - Club Managers Training
Phone 0800 655 889 or (03) 477 7744 or 021 432 900
[Note this is not NZQA approved, but has been developed in conjunction with the Liquor Licensing Authority and is suitable for Club Managers].

Note: These training providers have a charge for training, independent of the application fee paid to the District Licensing Agency.

RENEWAL APPLICATIONS

Those Managers whose records are on file with the Clutha District Licensing Agency will be sent a renewal application form before their certificate expires. As the form will be sent to the last known postal address, **please ensure the Agency is informed of any changes.**

A Manager's Certificate cannot be renewed after it has expired. You will be required to reapply for a new Certificate.

After application is made, Police and Inspector's reports are obtained. If those reports raise no opposition then the Certificate is renewed for three years. If there is any opposition the application will be determined by the Liquor Licensing Authority. This would normally be by way of a public hearing.

LICENCE CONTROLLER QUALIFICATION

The Sale of Liquor Amendment Act 1999 provided for a 'prescribed qualification' which must be held by holders of General Managers Certificates.

The Hospitality Industry, in particular the Hospitality Standards Institute, has now developed two unit standards (NZQA), which must be completed before a person will be issued with his/her Licence Controller Qualification.

These units are:

4646 - Demonstrate knowledge of the Sale of Liquor Act 1989.

16705- Demonstrate knowledge of Host Responsibility requirements as a liquor licence controller.

The two units will require attendance at a course, while you must apply to the Hospitality Standards Institute to be granted a Licence Controller Qualification once you have passed the two Unit Standards.

So, those applying for General Managers Certificates will need to have completed the two units and obtained an LCQ before applying. Those seeking *renewal* of their Certificates are required to undertake a transition test in order to qualify for the Licence Controller Qualification, and be awarded the LCQ before certificate will be renewed.

Contact the Hospitality Standards Institute on 0800 275 4474 or visit their website at www.hsi.co.nz for details of the transition test.