



Clutha District Council

APPLICATION FOR MANAGER'S CERTIFICATE

(Section 118 Sale of Liquor Act 1989)

The Secretary
District Licensing Agency
Clutha District Council
PO Box 25
BALCLUTHA 9240

Please complete all sections of the application form below; additional information may be supplied on a separate sheet as necessary.

1) TYPE OF CERTIFICATE (Please tick appropriate box)

General Manager

Club Manager

2) APPLICANT'S DETAILS

a) Full Name: _____

b) Residential address: _____

c) Postal address [if different from above]: _____

d) Occupation: _____

e) Date of Birth: _____

Contact numbers: Home: _____

Work: _____

Mobile: _____

E-mail: _____

f) Have you ever been convicted of an offence?

 YES NO

If 'YES', please give details:

Date of Conviction	Nature of Offence	Penalty imposed

g) Do you have any experience in the management of licensed premises? (e.g. working as bar staff)

 YES NO

If 'YES', please give the following information:

Dates	Establishment	Nature of experience

h) If you are applying for a General Manager's Certificate, is a copy of your Licence Controller Qualification (LCQ) attached? YES NO

j) *(To be included only where you are applying for a Club Manager's Certificate)*
What is the extent of your involvement in the management and activities of the club?:-

k) Do you intend to be a manager of any particular licensed premise? YES
NO
If 'YES' please state name and address of premises concerned:-

l) Have you previously applied for or held a Manager's Certificate? YES NO
If 'YES' please state to which District Licensing Agency your last application was submitted:

Dated this _____ day of _____ 20_____

Applicant's Signature:- _____

NOTES

Applications shall be filed with the following District Licensing Agency:

1. Where the applicant intends to be the manager of any particular licensed premises, the District Licensing Agency with which the application for the licence was filed;
2. In any other case, the District Licensing Agency for the district in which the applicant is residing.

NEW ZEALAND POLICE

SUPPLEMENT

As applicant for this liquor licence, you are requested to sign the authorisation below. Failure to allow Police to disclose this information may result in your application only being determined at a hearing held by the Liquor Licensing Authority where you will be required to attend and present the information for the authority's consideration.

AUTHORISATION

'The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?'

Yes

No

Full Name of Applicant: _____

Maiden (or other) Names: _____

Current Address: _____

Date of Birth: _____ Country of Origin: _____

Drivers Licence : Identity Number: _____

Signature of Applicant: _____

Date: _____

Persons who are not New Zealand residents or citizens are requested to provide the following additional information:

Details of current work or visitors permit: _____

Your last permanent address: _____

Country: _____

Current Passport or certificate of identify number: _____

Country where passport or certificate issued: _____

Regulation 20(2) of the Sale of Liquor Regulations 1990 prescribes information that must be provided with this application. The check list below is designed to help you to provide all of the required information.

CHECK LIST

Please check that you have enclosed the following

General Managers

- A minimum of six (6) months experience in the liquor industry is required.
- Copy of Licence Controllers Qualification (LCQ) attached?
- Current Employer(s) reference attached (signed and dated and different to character referee).
- One or two character reference attached (signed and dated and must be other than employer referee). Please make sure that your referees quote their name, address and telephone numbers so that we can contact them if we have any further queries.
- Police Authorisation – All criminal convictions to be disclosed. Remember to complete the Police Authorisation form attached to the application. Failure to do so may result in a delay for your application.
- Fee – enclose the correct fee of \$134.93. **Please note that this is an application fee and is not refundable.**

Club Managers

- Letter from Club certifying your membership and involvement.
- Evidence of Sale of Liquor Act / Host Responsibility course attended.
- One or two character reference attached (signed and dated and must be other than employer referee). Please make sure that your referees quote their name, address and telephone numbers so that we can contact them if we have any further queries.
- Fee – enclose the correct fee of \$134.93. **Please note that this is an application fee and is not refundable.**

If you require any assistance with this form please contact:-

District Licensing Agency
1 Rosebank Terrace
P O Box 25
BALCLUTHA

Tel: 03 419 0200
Fax: 03 418 3185