



Clutha District Council

Applying for a New Manager's Certificate

If you meet the criteria, you can apply for a manager's certificate using the application form and steps on this page.

To apply for a manager's certificate, you must meet the following criteria:

- You are at least 20 years of age.
- You are working or intend to work in a licensed premises in the Clutha District.
- You hold the Licence Controller Qualification, having attended a training course held after 18 December 2013, covering the new Sale and Supply of Alcohol Act 2012.

Licence Controller Qualification: This qualification is awarded to people who have completed the following NZ Qualifications Authority (NZQA) unit standards:

- 4646 - Sale and Supply of Alcohol Act 2012
- 16705 - Host Responsibility

There are a number of training providers who run Licence Controller Qualification courses in Otago/Southland or online.

Application Form

Complete the application form, and use the checklist to help you put your application together.

Fee - For the Manager's Certificate fee you'll need to pay \$316.25 (incl. GST).

Certificate - A copy of your Licence Controller Qualification (LCQ).

Other information - The name of the licensed premises you will manage and a list of the current duties that you undertake at those premises; any evidence of your experience in managing licensed premises; and evidence of your on-the-job training.

Lodging your application

The application fee must be paid at the same time the application is lodged.

Your completed application and supporting information can be lodged in person or by post:

- In person: CDC, 1 Rosebank Terrace, Balclutha or at any Council Service Centre
- By post: Alcohol Licensing, Clutha District Council, PO Box 25, Balclutha 9240

Timeframe

Please note that your application could take between 30 and 45 working days to be processed.

Your application will take longer if:

- you have not provided all the information required in the application form
- Police request you sign an undertaking (e.g. not to work beyond the expiry of a work visa)
- your application is opposed and is required to go to a public hearing
- you do not attend your scheduled interview (if applicable) or you fail the interview (e.g. you do not have sufficient knowledge of the Sale and Supply of Alcohol Act and host responsibilities), and your interview has to be repeated.

Timelines are a guide only, and will vary depending on the particulars of each application, the volume of applications being processed, and the schedule of District Licensing Committee meetings.

After your application has been lodged

Your application will be passed to the NZ Police and a liquor licensing inspector to report on. You may need to attend an interview with the inspector who will test your knowledge of host responsibility and your responsibilities under the Sale and Supply of Alcohol Act 2012.

When the inspector and the Police have reported on your application, it will be considered by the District Licensing Committee.

More information

Alcohol Licensing Services

Phone 03 4190200

Email Wendy.copeland@cluthadc.govt.nz

Fax 03 4183185