



# Clutha District Council

## NEW MANAGER'S CERTIFICATE APPLICATION INFORMATION

### Sale and Supply of Alcohol Act 2012

Under Section 216 and 218 of the new Act, an appointed Manager must be 20 years or older and must hold the relevant training certificates. The Act no longer differentiates between Club and General Managers. All Managers must now obtain the same training and certification and every holder of an On, Off or Club Licence must appoint a manager.

- *All Managers must hold a current **Licensing Controller's Qualification (LCQ)**. If you do not hold an LCQ **you must** do so before applying for your Manager's Certificate. Information on LCQ's can be found at [www.hsi.co.nz](http://www.hsi.co.nz)*

#### Application Process:

To apply for a Manager's Certificate fully complete the form below. All questions must be answered and the form signed where indicated.

In addition the applicant must provide:

- **One reference from your current place of employment** – stating dates of employment and a full description of your duties in regards to your direct involvement in the sale and supply of alcohol. Please note all references must be dated and signed.

**In the case of a club** - a letter confirming that you have a role in the sale of alcohol there and that they support your application

- **Two current character references**, signed and dated – from people other than your employer, family member or relatives.
- **A copy of your Prescribed Qualification (LCQ)** - if you do not have your certificate then you must provide evidence that you have enrolled in a course. Your manager's certificate will not be issued until we receive a copy of your LCQ certificate. Do not attach your original certificate.
- **Copy of Work Permit (if applicable)** – this should be a photocopy of the current visa in your passport.
- **Copy of your Manager's Certificate** (only required if you previously held a manager's certificate and it has expired).

**Minimum of six (6) months recent and relevant experience in the alcohol industry** – if your experience has been gained at a different premises to the one you are now working at, please include a reference from that premises as well.

Please note that a Manager's Certificate can only be issued to those with:

- Current employment in licensed premises
- Six months experience in a licensed premise in New Zealand (if you do not have six months experience your application may be put on hold until you do)
- A valid work permit for New Zealand (if applicable)
- Payment of the \$316.25 fee.

## **Completed Application:**

Please post or deliver your application with the application fee of \$316.25.

## **Questionnaire**

If you deliver your application to a Council Service Centre or the Main Office, you will be asked to complete a questionnaire. This is a closed book test and should take approximately 20 minutes to complete. You cannot take the test away and do it.

If you post your application, you will be phoned or emailed and asked to go to your nearest Service Centre or the Main Office to complete the questionnaire. Note – your application will not be processed until this has been completed.

The completed application will be forwarded to the Police who have 15 working days to file a report. Once the reports are received from the Police the Licensing Inspector will write their report and recommendation. The application and reports are presented to the Clutha District Licensing Committee who will consider and determine the application. The total process will take approximately 30 working days.

The criteria assessed for any application include:

- The applicant's suitability to be a Manager;
- Any convictions recorded against the applicant;
- Any experience, in particular recent experience, that the applicant has had in controlling any premises for which a licence was in force (in New Zealand);
- Any relevant training (in particular recent training) that the applicant has undertaken;
- Evidence that the applicant holds the prescribed qualification
- Any other matters raised by the Police or Licensing Inspector's reports.

Please don't hesitate to contact a member of the Clutha District Licensing Committee on (03) 419 0200 if you require any further information.



# Clutha District Council

Form 17

## APPLICATION FOR MANAGER'S CERTIFICATE

Section 219, Sale and Supply of Alcohol Act 2012

To: The Secretary  
Clutha District Licensing Committee  
PO Box 25  
BALCLUTHA 9240

Application for a Manager's Certificate is made in accordance with the details set out below:

Please PRINT Clearly

### 1. Details of Applicant

- (a) Full legal name: \_\_\_\_\_  
*(including any aliases or maiden name)*
- (b) Residential Address: \_\_\_\_\_
- (c) Postal Address for service of documents: *(if different from above)* \_\_\_\_\_
- (d) Gender: Male  Female
- (e) Date of Birth: \_\_\_\_\_
- (f) Place of Birth: \_\_\_\_\_
- (g) Daytime Contact number: \_\_\_\_\_
- (h) Cell: \_\_\_\_\_
- (i) Email: \_\_\_\_\_

### 2. Criminal Convictions

Have you **ever** been convicted of any offence?

YES / NO

If yes, what are the details of each offence?

<u>Nature of Offence</u>	<u>Date of Conviction</u>	<u>Penalty Suffered</u>

**NOTE: Failure to disclose may result in the Police opposing the application.**

### 3. Experience and Training

- (a) Has the applicant had any experience (in particular recent experience) in controlling/managing any premises or conveyance in respect of which a licence was in force? **(Please note, at least six months work experience in a licensed premises is required)**

Yes  No

- (b) Please detail any experience the applicant has had in the alcohol industry (*eg. waitress, bar person, retail off licence, acting or temporary manager*).

<u>Name of Premises</u>	<u>Length of Employment</u> <u>(dates)</u>	<u>Duties undertaken (eg. floor supervisor, checking ID.)</u>

- (c) Has the applicant had any relevant training, in particular, recent training?

Yes  No

If yes, what are the details of that training and on what dates was it taken? \_\_\_\_\_

- (d) Do you hold the Licence Controllers Qualification Certificate (LCQ)? **YES / NO**

- (e) What date was the certificate issued? \_\_\_\_\_ (*Please provide a copy*)

- (f) Does the applicant intend at this time to be the manager of any particular premises? **YES / NO**

If yes, name of licensed premises: \_\_\_\_\_

If a Club, what is the extent of the applicant's involvement in its management and activities? \_\_\_\_\_

4. What steps do you take to manage the sale and supply of alcohol, pursuant to the licence, with the aim of contributing to the reduction of alcohol-related harm?

\_\_\_\_\_  
\_\_\_\_\_

5. (a) Are you working in New Zealand on a Work Visa? **YES / NO**  
(*If yes please bring in your Passport*)

- (b) Do you have authority to work in New Zealand? **YES / NO**

- (c) Is your work permit current? **YES / NO**  
When does it expire? \_\_\_\_\_

### **CHECKLIST:**

#### **Have you attached:**

- Reference from the current place of employment.
- Copy of LCQ
- Copy of LCQ Bridging Test (if you obtained your LCQ before 18 December 2013)
- Copy of Work Visa (If applicable)
- Fee \$316.25

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

### **NOTES:**

1. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
2. In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.
3. Please complete the Police Supplement attached.

# NEW ZEALAND POLICE

## SUPPLEMENT

As applicant for this alcohol licence, you are requested to sign the authorisation below. Failure to allow Police to disclose this information may result in your application being determined at a hearing held by the Alcohol Regulatory 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: \_\_\_\_\_