



Clutha District Council

NEW MANAGER'S CERTIFICATE APPLICATION INFORMATION

Sale and Supply of Alcohol Act 2012

Under Section 216 and 218 of the Act, an appointed manager must be 20 years or older and must hold the relevant training certificates. The Act does not differentiate between club and general managers. All managers must 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.serviceiq.org.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 with 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, spouse/partner 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 the premises as well.

Please note that a manager's certificate can only be issued to those:

- currently employed at a licensed premises
- with 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)
- with valid work permit for New Zealand (if applicable)
- who have paid the \$316.25 fee.

Completed application:

You can email, post or hand deliver your application. The \$316.25 fee must be paid before the application is processed. If paying by bank transfer the account number is 03-1734-006-1851-02. Please use your surname and the words Man Cert as references.

Questionnaire

If you deliver your application to a council service centre or the Rosebank 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 contacted and asked to go to your nearest service centre or the Rosebank 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 which 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 alcohol administration staff on (03) 419 0200 if you require any further information.

Note: These first two pages are for guidance and don't need to accompany the application form.



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: *(if different from above)* _____

- (d) Gender: _____
- (e) Date of birth: _____
- (f) Place of birth: _____
- (g) Daytime contact number: _____
- (h) Cell: _____
- (i) Email: _____

2. Criminal record check

Have you **ever** been convicted of any offence? Yes No

Please 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.

Conviction	Date of conviction

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).

Name of premises	Length of employment (including dates)	Duties undertaken (eg. floor supervisor, checking ID.)

(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, we'll need to see your original passport when you apply)

(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 a reference from your current place of employment
- Attached a copy of your LCQ
- Attached a copy of your LCQ bridging test (if you obtained your LCQ before 18 December 2013)
- Attached a copy of your work visa (If applicable)
- Paid the fee of \$316.25

Signature of applicant

Date: _____

NOTES:

1. It 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.

Privacy statement

The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Sale and Supply of Alcohol Act 2012. If required, the information may form part of a public hearing before the DLC and may appear in the hearing agenda. The decision will be made publicly available. The information you provide may also be used in any subsequent decision relating to your application.

The information provided will be shared with the Clutha District Licensing Committee (DLC), CDC licensing inspectors, Police and the Medical Officer of Health for the purposes of making a decision on your application.

The council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the committee's decision on it. This information, including the application and all attachments, is made available to the council's licensing inspectors and police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, duty manager appointments, and the Act.

The council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you.

If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthadc.govt.nz or on 03 419 0200.