



# Clutha District Council

## APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE INFORMATION

### Sale and Supply of Alcohol Act 2012

Under Section 218 of the new Act, a person must be 20 years or older to be an appointed Manager 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.

#### Application Process:

To renew a Manager's Certificate please complete the attached form. 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 regard to your direct involvement in the sale and supply of alcohol. Please note all references must be dated and signed.
- 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 your current visa in your passport.

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

- Current employment in licensed premises
- A valid work permit for New Zealand
- Payment of the \$316.25 fee

PLEASE NOTE: We are unable to renew an expired licence so please make sure you return your renewal before your existing licence expires.

#### Completed Renewal:

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.

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 other matters raised by the Police or Licensing Inspector's reports.
- The manner in which the manager has managed the Sale and Supply of Alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm under the Sale and Supply of Alcohol Act 2012 S227(c).

Please don't hesitate to contact a member of the Alcohol Admin staff on 03 419 0200, if you require any further information.



## APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE Section 224, Sale and Supply of Alcohol Act 2012

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

Application for the renewal of 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. Details of Premises

- (a) Which Licensed Premises do you use your Manager's Certificate at: \_\_\_\_\_  
\_\_\_\_\_
- (b) What Position do you hold? \_\_\_\_\_
- (c) Certificate Number: \_\_\_\_\_
- (d) Expiry Date: \_\_\_\_\_
- (e) Was the certificate issued by another District Licensing Committee? **YES / NO**
- (f) Do you hold the Licence Controllers Qualification Certificate (LCQ)? **YES / NO**
- (g) What date was the certificate issued? \_\_\_\_\_ (*Please provide a copy*)
- (h) Have you completed the Licence Controllers Qualification Bridging Test? (*This must be completed if you obtained your LCQ before 18 December 2013*) **YES / NO**
- (i) What date was the certificate issued? \_\_\_\_\_ (*Please provide a copy*)

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

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**4. 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 renewal of the certificate.**

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**
- (d) When does it expire? \_\_\_\_\_

**CHECKLIST:**

**Have you attached:**

- Reference from the current place of employment where you use your manager’s certificate.
- Copy of LCQ
- Copy of LCQ Bridging Course Qualification
- Copy of Work Visa *(If applicable)*
- Fee \$316.25

**PLEASE NOTE:**

**We cannot renew a certificate that has expired. Please ensure your application to renew your Manager’s Certificate is received by the Clutha District Licensing Committee before the date of expiry.**

Applicant’s Signature: \_\_\_\_\_ Dated at Balclutha: \_\_\_\_/\_\_\_\_/\_\_\_\_