



Clutha District Council

INFORMATION ABOUT APPLYING FOR RENEWAL OF MANAGER'S CERTIFICATE

Sale and Supply of Alcohol Act 2012

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

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 duties in regard to your direct involvement in the sale and supply of alcohol. Please note all references must be dated and signed.
- 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 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
- Who have paid 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:

You can email, post or deliver your application. The fee is \$316.25 and 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.

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 contact Alcohol Admin staff on 03 419 0200, if you require any further information.

Note: This information page does not need to accompany the application.



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: _____
- (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? **YES / NO**
(This must be completed if you obtained your LCQ before 18 December 2013) _____
- (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?

4. **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.

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**
- (d) When does it expire? _____

CHECKLIST:

Have you:

- Attached a reference from the current place of employment where you use your manager's certificate
- Attached a copy of LCQ
- Attached a copy of LCQ bridging course qualification
- Attached a copy of Work Visa *(If applicable)*
- Paid the fee of \$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: _____

Date: ____/____/____

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.

Application for renewal of manager's certificate – questionnaire

Name: _____

1.	In your own words, describe the object of the Sale and Supply of Alcohol Act 2012:
2.	Explain what each designation of a licensed premises means:
Restricted:	
Supervised:	
Undesignated:	
3.	What is the minimum age a person must be before you can sell them alcohol?
4.	What three forms of identification can you accept as proof of age?
(a)	
(b)	
(c)	
5.	As part of host responsibility, what must you always make available to your customers?
6.	What are your responsibilities as a duty manager?
7.	Explain when a minor can drink on a licensed premises:
8.	What are the four signs for recognising an intoxicated person:
S	
C	
A	
B	
9.	Can an intoxicated person remain on a licensed premises?

10.	If an intoxicated person has been sold alcohol by a bar person, who will be charged with the offence?	
11.	If one of your staff has been caught selling alcohol to a minor, are you responsible?	
12.	Whose responsibility is it to ensure you get your renewal application lodged before it expires?	
13.	What are the following licence conditions at your workplace?	
(a)	Type of licence	
(b)	Maximum trading hours on the licence:	
(c)	Where is the licence displayed?	
(d)	What are the designations of the premises?	