

## Renewing your certificate

All new Manager's Certificates (General and Club) are valid for 12 Months after which they may be renewed for three year periods.

You must apply to renew your Manager's Certificate before it expires.

If you fail to meet the renewal deadline, you will have to apply for a new Manager's Certificate including the interview and test.

It is your responsibility to get your renewal in on time.

The process for renewal is similar to the original application process. The application is referred to the liquor licensing inspector and police and if there are no objections raised then the local District Licensing Agency will renew your certificate. If there are any objections to the renewal, it will be sent to the Liquor Licensing Authority.

If you have any questions about applying for a Manager's Certificate or any questions about liquor licensing, please feel free to contact the Liquor Licensing Inspector who will be more than happy to answer your questions.

**Please Note: Payments for applications cannot be accepted until approved by the Liquor Licensing Inspector.**

### Lisa Roiri

Liquor Licensing Inspector

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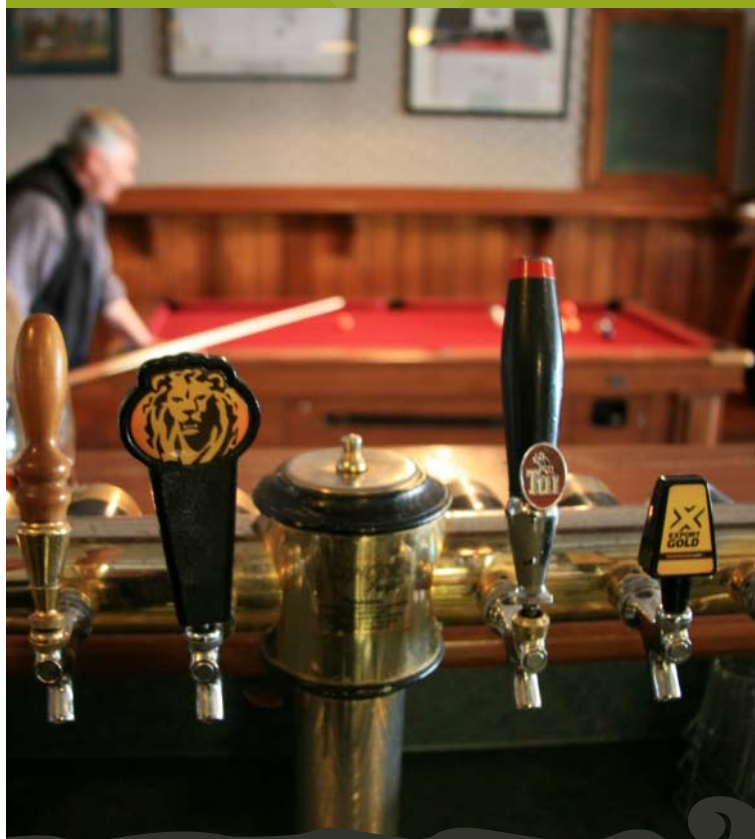
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6654 Dry Crust Communications 10/09

# All about Applying for a Manager's Certificate



The Sale of Liquor Act is overseen nationally by the Liquor Licensing Authority (LLA) and locally by the District Licensing Agency (DLA). Your DLA is The Horowhenua District Council. They have the power to issue licences and certificates to people who wish to sell and supply liquor to the public.

A manager must be on duty at all times liquor is being sold to the public in or from licensed premises and must be responsible for compliance with the Sale of Liquor Act.

Key responsibilities of a manager are to:

- Comply and enforce the provisions of the Sale of Liquor Act
- Comply and enforce the conditions of the premise licence
- Monitor the conduct of patrons
- Promote responsible drinking and reduce alcohol abuse

## Application requirements

- A copy of the application form completed, including the questionnaire.
- Your Liquor Controllers Qualification (LCQ) Certificate (Not needed for a Club Manager's Certificate).

- Work references from the licensed premises you are working in. This reference needs to include duties performed, length of service, work ethic etc and that your employer supports your application to obtain the Manager's Certificate.
- Character reference that attests to your character and reputation (Family references are not acceptable).
- Any recent training you have undertaken
- Photocopy of ID (photo driver's licence, passport or HANZ 18+ card)
- The prescribed Manager's Certificate fee (\$132 this is non-refundable).

## Application process

To apply for a Manager's Certificate you must:

- hold a Liquor Controllers Qualification (LCQ) issued by the Hospitality Standards Institute (HSI)
- be currently employed in the hospitality industry
- have at least six months current experience in the liquor industry, relevant to the type of premises you wish to manage.

The District Licensing Agency forwards a copy of your application to the police for a report. NOTE: You will be required to have an interview with the liquor licensing inspector on your knowledge of the Sale of Liquor Act 1989. If there are no objections to your application and you pass the interview questionnaire, then you will receive your Manager's Certificate. If there are objections, your application will be sent to the Liquor Licensing Authority who will then determine your application.

The process could take up to a month before your Manager's Certificate is produced if there are no objections to your application. If your application is required to go to the LLA, this time will be longer. (Please speak to your local licensing inspector if you have concerns).

