

Criteria for Manager's Certificates

Applicants must:

- have at least six months recent work experience in a licensed premises
- have recent experience in controlling a licensed premises as an acting or temporary manager
- hold the relevant qualification (units 4646 & 16705 Licence Controllers Qualification from Hospitality Standards Institute)
- supply a work reference (from the licensed premises they work at)
- supply a character reference (attesting to the applicant's character and reputation. This cannot be from a family member)
- supply photo identification such as a photo drivers licence, passport or Hospitality Association of New Zealand (HANZ) 18+ card.
- Supply a completed application form

All licence and certificate applications lodged with the District Licensing Agency must be completed in full and contain all the relevant documentation and have the appropriate fees attached. An interview with the liquor licensing inspector is required prior to lodgement, to ascertain that the application is completed in full.

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

Lisa Roiri

Liquor Licensing Inspector
Ph: 06 366 0999 Extn: 6845
lisar@horowhenua.govt.nz



Ph. 06 366 0999 Fax. 06 366 0977
Private Bag 4002, Levin 5540
126 Oxford St, Levin 5510
www.horowhenua.govt.nz
enquiries@horowhenua.govt.nz

6657 Dry Crust Communications 10/09

Liquor Licensing Information



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.

The sale of liquor to the public or any member of the public requires a licence.

The reason for the Act is to establish a reasonable system of control over the sale and supply of liquor to the public with the aim of contributing to the reduction of liquor abuse, so far as that can be achieved by legislative means.

Types of licences that can be applied for:

- On Licence – allowing the sale and/or supply of liquor on the premises for consumption on the premises
- Off Licence – allowing the sale and/or delivery of liquor from the premises, to be consumed off the premises.
- Club Licence – allowing the sale and/or supply of liquor on the premises to any club member, guests of club members or any affiliated club members (members of other clubs).

- Special Licence – allowing the sale and/or supply of liquor to anyone, anytime, anywhere the licence stipulates for an occasion, event or series of occasions or events.
- Temporary Authority – allows the continued sale and/or supply of liquor from a premises that already has an On and/or Off Licence and the business is being sold. The new owner is enabled to operate under the current licence terms and conditions until they get their new On and/or Off Licence. A temporary licence only lasts for three months in which time the new business owner should have lodged and received their new licence. If seeking to obtain a licence for an unlicensed premise, it is not possible to obtain a Temporary Authority. Business owners therefore need to apply for and obtain a new licence before opening their business to sell and/or supply liquor to the public.

All applications must be supported by fully completed documentation as required by the Sale of Liquor Act 1989 and amendments.

For full details of requirements, please contact the liquor licensing inspector.

Types of certificates that can be applied for

- General Manager's Certificate – authorises the holder to manage any licensed premises.
- Club Manager's Certificate – authorises the holder to manage any premises for which only a Club Licence is in force.

All licensed premises are required to have a certified manager on duty at all times liquor is being sold or supplied to the public.