

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 two character references (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.

For more information please contact Council's Liquor Licensing Inspector by phone on (06) 366 0999 or email enquiries@horowhenua.govt.nz

Liquor Licensing Information



The Sale and Supply of Alcohol Act 2012 is overseen nationally by the Alcohol Regulatory and Licensing Authority (ARLA) and locally by the District Licensing Committee (DLC).

Your DLC is the Horowhenua District Council, which has the authority to issue licences and certificates to people who wish to sell and supply alcohol to the public.

The sale of alcohol 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 alcohol to the public with the aim of contributing to the reduction of alcohol 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 alcohol on the premises for consumption on the premises

- Off Licence – allowing the sale and/or delivery of alcohol from the premises, to be consumed off the premises.
- Club Licence – allowing the sale and supply of alcohol 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 supply of alcohol to anyone, anytime, anywhere the licence stipulates for an occasion, event or series of occasions or events.
- Temporary Authority – allows the continued sale and supply of alcohol 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 supply alcohol to the public.

All applications must be supported by fully completed documentation as required by the Sale and Supply of Alcohol Act 2012 and amendments.

For full details of requirements, please contact the Liquor Licensing Inspector.

Types of certificates that can be applied for:

- Manager's Certificate – authorises the holder to manage any licensed premises

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