

Manager's Certificate Checklist

- Completed, **Signed and Dated** form
- Copy of Licence Controller Qualification Certificate obtained after 18 December 2013
- Photocopy of ID (photo drivers licence or Passport or HANZ 18+ card)
- Written work reference from current employer
- Written character references x2 (recent and not from family but must have known you for at least 2 years.
- Fee (please check council website under the Liquor Licensing page or ask to speak to the Licensing Inspector.
- This checklist

Please note: If the information listed above is not provided with your application it will not be formally accepted and will be placed on hold until the relevant information has been provided.

FORM 17
Application for manager's certificate
Sections 219, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee Horowhenua
C/- Horowhenua District Council
Private Bag 4002
Levin 5540

Application for a manager's certificate is made in accordance with the details set out below.

Details of applicant

- a. Full legal name: _____
- b. Address: _____
- c. Postal address for documents: _____
- d. Occupation: _____
- e. Daytime contact name and telephone number: _____

f. Gender: Male / Female

g. Date and Place of Birth: _____

h. Has the applicant been convicted of any offence? Yes / No
(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) _____

i. Has the applicant had any experience (in particular recent experience) in controlling any premises or conveyance in respect of which a licence was in force? Yes / No

If yes what are the details and dates of that experience? _____

j. Has the applicant had any relevant training, in particular recent training? Yes / No

If yes, what are the details of that training and on what dates was it taken? _____

k. Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012)? Yes / No

If yes, on what date was that qualification obtained? _____

l. Does the applicant intend at this time to be the manager of any particular premises? Yes / No

If yes, what are the particulars of those licensed premises? _____

m. If it is a club, what is the extent of the applicant's involvement in its management and activities?

Dated at: (place and date) _____

Signature of applicant: _____

NOTES

1. This application must be accompanied by the prescribed fee (see Council's website www.horowhenua.govt.nz/LiquorLicensingFees).
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
3. In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.