

New Manager's Certificate Checklist

A Manager's Certificate authorises the holder to manage licensed premises. An application is made under section 219 of the Sale and Supply of Alcohol Act 2012.

Check if you qualify to apply for a manager's certificate first

To hold a manager's certificate you must:

- Be 20 years or older
- Hold the Licence Controller Qualification (LCQ)
- Be working or intend to be working in a licensed premises in the Horowhenua District
- Have at least 6 months recent experience supervising licensed premises in New Zealand

Please include the following information with your completed application:

- A copy of your licence controller qualification (LCQ) certificate
- A copy of photo identification (current passport or drivers licence)
- A letter from your current employer confirming you work in the industry,
- Two (2) letters from character referees*
- The fee of \$316.25.

Note: *Character References

To be eligible to be a character referee, the person must have known you for at least two years and is not a family member.

Please note: If your form is not complete it will be placed on hold until the relevant information has been provided.

Manager's Certificate application approval process

Once your application has been received (along with the appropriate fee) it will be sent to the following agencies to inquire into and report on:

- Council's Liquor Licensing Inspector
- NZ Police (local branch)

Council's Liquor Licensing Inspector will be in contact with you to arrange an interview to assess your knowledge of the Sale and Supply of Alcohol Act 2012 and to determine if you are suitable to control a licensed premises. The inspector will take you through a number of scenarios covering:

- The Sale and Supply of Alcohol Act 2012
- Minors
- Intoxication
- Host responsibility
- Manager's duties

Your application and reports from the agencies involved will be passed on to the Horowhenua District Licensing Committee (DLC) to make a decision whether to grant the issue of a manager's certificate. If there is no opposition to your application you will be notified that the manager's certificate has been granted. If there are any objections or opposition to your application, you will be asked to attend a public hearing before the DLC.

FORM 17

Application for Manager's Certificate
Section 219, Sale and Supply of Alcohol Act 2012

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

Application for a Manager's Certificate is made in accordance with the particulars set out below.

1. Details of Applicant

1.1 Your Details

Full Legal Name: _____

Have you used or been known by any other names? Yes No

If yes, please provide the other names: _____

Residential Address: _____

Postal Address (if different from above): _____

Occupation: _____

Daytime Contact Number: _____

Email Address: _____

Date and Place of Birth: _____

1.2 Details of Criminal Convictions

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.

Nature of Offence	Date of Conviction	Penalty/Sentence

2. Details of Qualification

2.1 Do you hold a Licence Controller Qualification (LCQ)? Yes No

If yes, when did you obtain your LCQ Certificate? _____

3. Details of Employment, Training & Experience

3.1 Do you intend to be the manager of any particular licensed premises? Yes No

If yes, what is the trading name of the premises? _____

Is the premises a club? Yes No

If yes, what is your current role at the club? _____

What management or other activities are you involved with at the club? _____

3.2 Do you have recent experience in managing a licensed premises? Yes No

If yes, provide details and dates of experience: _____

3.3 Have you had any relevant and recent training? Relevant training includes the LCQ and on-the-job training. Yes No

If yes, provide details and dates of training: _____

DATED at Levin/Manakau/Ohau/Foxton/Shannon/Tokomaru/Waitarere Beach/Foxton Beach (circle one)

this _____ **day of** _____ **20**_____

Signature of Applicant: _____

Notes

1. This form must be accompanied by the prescribed fee.
2. By submitting your application you are consenting to the application being circulated to partner agencies (NZ Police and Horowhenua District Licensing Committee) for comment.

OFFICE USE ONLY – Receipt Directly to Managers Certificate Register (628)	
Application fee code	Receipt type
L_CERT	292