

New Manager's Certificate Checklist

Section 219, Sale and Supply of Alcohol Act 2012

Application Process

1. Complete the attached application form and gather the required supporting documents.*
2. Contact Council on **06 366 0999** to arrange an appointment with the Alcohol Licensing Inspector.
3. Bring this checklist, your completed application form and supporting documents with you to the meeting along with the appropriate fee.
4. The Inspector will check through your application with you and take you through a number of scenarios covering:
 - The Sale and Supply of Alcohol Act 2012
 - Minors
 - Intoxication
 - Host responsibility
 - Manager's duties
5. Following the meeting your application will be forwarded to other agencies for comment and to the Horowhenua District Licensing Committee (DLC) to make a decision on whether to grant the issue of a Manager's Certificate.

***DID YOU KNOW - You can complete this application form online, securely upload electronic copies of all your required documents, and pay the fee online too?**

For more information see <https://www.horowhenua.govt.nz/AlcoholForms>

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.

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 six months recent experience supervising licensed premises in New Zealand

Supporting Documentation

The following **must** be included with your application:

- ☐ A copy of your Licence Controller Qualification (LCQ) certificate
- ☐ A copy of photo identification (eg current passport or driver's licence)
- ☐ A copy of your work visa (if applicable)
- ☐ A letter from your current employer confirming you work in the industry, the length of time with this employer, and a list of your current duties
- ☐ Two (2) letters from character referees*
- ☐ Details of any criminal convictions

* NOTE: To be eligible to be a character referee, the person cannot be a family member and must have known you for at least two years.

Right to work in New Zealand

You must have the right to work in New Zealand to be issued a certificate.

What is your employment status in New Zealand?

- ☐ New Zealand citizen
- ☐ Australian, Cook Island, Niue or Tokelau citizen
- ☐ New Zealand residence visa holder
- ☐ New Zealand work visa holder or visa with work rights

Application Fee

Application Fee \$316.25

Disclaimer

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. You may be contacted at any stage if we need more information.

- ☐ I understand that by submitting this application I am consenting to the application being circulated to partner agencies (NZ Police and Horowhenua District Licensing Committee) for comment.

A copy of our privacy statement can be found at <https://www.horowhenua.govt.nz/PrivacyStatement>

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 details 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: _____

Home address: _____

Postal address for documents: _____

Occupation: _____

Daytime contact number: _____

Email: _____
(this is our preferred way of contacting you)

Date and place of birth: _____

Gender:

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Non-binary |
| <input type="checkbox"/> Transgender | <input type="checkbox"/> Intersex | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Let me say: _____ | | |

Current place of employment or intended employment (place you serve alcohol):

1.2 Do you have any criminal convictions?

☐ Yes ☐ No

If yes, 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

Do you have any pending court appearances? ☐ Yes ☐ No

If yes, please provide details: _____

Providing this information will not prevent you being considered for a Manager's Certificate but failure to disclose this information may impact your application. If you have any questions please speak to the Licensing Inspector on 06 366 0999.

2. Details of Qualification

2.1 Do you hold a Licence Controller Qualification? ☐ Yes ☐ No

If yes, when did you obtain your LCQ certificate: _____

3. Details of Employment, Training and Experience

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

(To apply for a manager's certificate, you must be working in a licensed business or intending to own or run a business.)

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 any recent experience in controlling a licensed premises? ☐ Yes ☐ No

If yes, provide details and dates of experience: _____

3.3 Have you had any relevant and recent training? ☐ Yes ☐ No

Relevant training includes the LCQ and on-the-job training

If yes, provide details and dates of training: _____

4. Authorisation

The New Zealand Police are required under the Sale and Supply of Alcohol Act 2012 to inquire into the suitability of the applicant. The Police inform the District Licensing Committee of any convictions or concerns involving the applicant.

☐ I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the licensing inspector for the purpose of assessing my suitability

Name: _____

Date: _____

Signature of Applicant: _____

NOTES

1. This application must be accompanied by the prescribed fee, if it isn't your application won't be processed and is likely to be rejected.
2. By submitting your application you are consenting to the application being circulated to partner agencies.