



Manager's Certificate

Sections 112-116, Sale of Liquor Act 1989

Applicant Guide

- At all times when liquor is being sold or supplied to the public on licensed premises a manager shall be on duty and responsible for compliance with the Act and the conditions of the licence.
- The Manager's Certificate is portable and authorises the holder to carry out the duties and responsibilities of a manager in other premises.
- You may make application to the Whangarei District Licensing Agency for a Manager's Certificate using this form where:
 - a the licensed premises in which you intend to work is located in the Whangarei District
 - b where you do not intend to work in any particular licensed premises, but you otherwise reside in the Whangarei District.
- Fee - \$132.00. Certificates are issued for one year initially then renewed on application, normally for three years.
- **The fee must be lodged at the time of making application and is not refundable. Please submit three copies of all documents for processing.**
- Give all convictions including traffic.
- Reports are obtained from:
 - a Police
 - b An Agency Inspector - you may be required to have a brief interview with New Zealand Police and the Licensing Inspector.
- **Attach**
 - **Original application plus two copies of all documentation**
 - A resume or CV (Only needs to be one page outlining work experience)
 - One character reference (Not from a family member)
 - Certificate of industry training or qualifications. It must be a copy of the Licence Controller Qualification for General Manager's Certificate.
 - Reference from a current employer and previous employers showing experience on licensed premises or industry.

Training Providers

If you have not undertaken any training under the Sale of Liquor Act 1989, you should attend one of the courses available in Whangarei.

For information on training providers in our district, you can go to the Hospitality Standards Institute's page: <http://hsi.co.nz/lcq.asp?content=units>

Club Manager's Certificate

Qualifies the applicant to manage only premises holding a Club Licence or a Special Licence.

In granting the certificate, the Liquor Licensing Authority must consider the extent of the applicant's involvement in the management and activities of the club. Your application should include a letter from the Club supporting your Manager's Certificate application.

Evidence of training in the Sale of Liquor Act will be a requirement for Club Managers also.

BYO Restaurant

Manager's Certificates are not required in BYO restaurants. However, it is the Agency's policy for the Manager of the premises to be a holder of a certificate of industry training or qualifications (preferred qualification is Unit Standards 4646 and 16705).

WHANGAREI DISTRICT COUNCIL

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Creating the ultimate living environment

Manager's Certificate

Application Form (Form 18)

Please tick appropriate box

Section 118, Sale of Liquor Act 1989
Reg. 20 Sale of Liquor Regulations 1990
530055-171 \$132.00

1 Type of Certificate

| |
|---|
| Type of certificate you wish to apply for: <input type="checkbox"/> General Manager <input type="checkbox"/> Club Manager |
|---|

2 Details of Applicant

| | | | |
|--|---|-----------------------------|------------------|
| Full name | Full legal name | | |
| | Where applicable, advise also 'known as' e.g. maiden name | | |
| Drivers licence number | | | |
| Occupation | | Date of Birth | |
| Address | | | |
| | | | |
| Postal address for service of documents | | | |
| | | | |
| Day telephone number | | | |
| Has the applicant been convicted of any offence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Are there any pending court cases against you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If Yes – what are the details? | Nature of offence/Pending court case | Date of conviction | Penalty suffered |
| | | | |
| | | | |

3 Relevant Experience (Under Sale of Liquor Act)

| | | | |
|--|------------------|-------------------------|-----------------------------|
| Has the applicant had any experience in managing licensed premises? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer's name | Name of premises | Contact number of owner | How long did you work there |
| | | | |
| | | | |
| | | | |

| | | |
|---|------------------------------|-----------------------------|
| I have attached references from previous/current employer(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have over 3 months experience (full-time 40 hours per week / or equivalent over period of time) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4 Liquor Controller Qualification *(for General Managers Only)*

| | | |
|--|------------------------------|-----------------------------|
| Does the applicant hold the Licence Controller Qualification | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I have attached copies of HSI LCQ certificate | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Course Passes *(for Club Managers Only)*

| | | | |
|---|----------------------------|------------------------------|-----------------------------|
| Has the Applicant had any relevant training? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Courses passed e.g. Unit Standard | What course/Unit Standards | | |
| | | | |
| | | | |
| I have attached copies of courses passed | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Club Managers

| |
|--|
| What is the extent of the Applicant's involvement in the management and activities of the Club? <i>(To be included only where the Applicant seeks a club manager's certificate)</i> |
| |
| |
| |

5 Current Place of Employment

| | |
|---|--|
| Licensed premises for which certificate is required | |
| Name | |
| Address | |

Signature of applicant only _____ Date _____
(Not to be on behalf of)