

Application for Manager's Certificate

Pursuant to section 219 of the Sale and Supply of Alcohol Act 2012

How to apply

Follow the instructions below to apply for a new manager's certificate which authorises the holder to manage a licensed premises.

Your application will not be lodged unless the application is completed correctly, and all documentation is supplied. Incomplete applications will not be accepted.

Do you qualify to apply?

If you check all the boxes below, you may apply for a new manager's certificate.

- ☐ 20 years of age or older
- ☐ Be working in a licensed premises in New Zealand
- ☐ Have at least 6 months experience working in a licensed premises in New Zealand
- ☐ Hold a Licence Controller Qualification (LCQ) Certificate or have successfully completed unit standards 4646 (version 8 or a later version) and 16705 (version 5 or a later version)

What you need to do

- Supply a completed application form.
- Supply all required supporting documents (see 'what to include').
- Pay the application fee (see page 2) – Please note payment is to be made upon application.
- Attend an interview with an alcohol licensing inspector – this will be scheduled in due course.

What to include

- ☐ Completed application form
- ☐ Application fee (see page 2)
- ☐ A colour copy of your New Zealand drivers' licence or passport
- ☐ A copy of your Licence Controller Qualification (LCQ) Certificate or proof that you have successfully completed unit standards 4646 (version 8 or later) and 16705 (version 5 or later).
If you need to obtain a certificate, please visit the NZ Qualifications Authority website for more information.
- ☐ A Copy of your LCQ Bridging Test Certificate
Only required if your LCQ Certificate was issued under the Sale of Liquor Act 1989.
- ☐ A written reference from your employer at the licensed premises at which you are currently employed noting:
 - your employment
 - how long you have worked there
 - any relevant duties.

If you are not a New Zealand citizen or permanent resident, you must also provide:

- ☐ A colour copy of your current passport
- ☐ A copy of your current visa

Application fee information

You must pay the application fee of **\$316.25** upon application.

Your application will not be processed until this fee is paid in full.

Payment options

You can pay your invoice online at www.wdc.govt.nz/PayApplication

Alternatively, you can pay via internet banking or in-person by cash, EFTPOS or credit card at any of our Customer Service Centres.

Office use only

Payment

Application fee (incl GST) \$ _____ Receipt number _____ Receipt Amount \$ _____

Cashier name _____ Payment received Y / N

Date received _____ Date vetted _____ Date completed _____

Application for Manager's Certificate

Pursuant to section 219 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Whangārei District Licensing Committee, this application for a manager's certificate is made in accordance with the particulars set out below.

Applicant details

1. Full legal name: _____

Preferred name: _____
Gender: _____ Date of birth: _____
Occupation: _____
Place of employment: _____
Contact phone: _____
Contact email: _____
Residential address: _____

Postal address for service documents: _____

Driver licence number: _____ Passport number: _____
2. Are you a New Zealand citizen or permanent resident?
☐ Yes (skip question 3) ☐ No
3. Do you hold a current visa that allows you to work in New Zealand?
☐ Yes (a copy is required) ☐ No
4. Have you been convicted of any offence? ☐ Yes ☐ No
If yes, please 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 the offence	Date of conviction	Penalty suffered

Employment details

5. Are you employed or volunteering at a licensed premises?

☐ Yes ☐ No

End of application – you must be employed at or volunteering at a licensed premises for a new manager's certificate.

6. Premises name: _____
 Licence number: _____
 Premises address: _____

Employed here since: _____

7. What are your current duties at the licensed premises? _____

8. How many hours (on average) do you work at this licensed premises? _____

9. Do you hold the required qualifications such as a licence controller qualification (LCQ)?

☐ Yes ☐ No

End of application – you must hold an LCQ qualification or the prescribed qualifications before you can apply.

10. LCQ issued: _____

Training and experience

11. What training have you completed in relation to the service and monitoring of alcohol?

Date	Training	Provider

12. Do you have at least 6 months experience within the last year and a half, managing the sale, supply, and consumption of alcohol on a licensed premises in New Zealand?

This can be as an Acting or Temporary manager, or under the guidance of a certified manager.

☐ Yes

☐ No

Start date	End date	Premises name	Location	Experience type	Certified Manager (if any)

Important note

The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Whangarei District Council in accordance with our privacy statement: www.wdc.govt.nz/Privacy

Applicant's full name: _____

 Applicant's signature

 Date (DD / MM / YYYY)