

To Whom It May Concern

Sale of Liquor Act 1989 : Application for Managers Certificate

Thank you for your inquiry about the issue of a Manager's Certificate. We wish to advise that the position of Manager in terms of the Sale of Liquor Act 1989 is an important post and requires knowledge of the Act and the responsibilities of the position.

You are requested to supply at least one recent character reference, a letter from your current or future employer and details of any previous experience in the liquor industry, or as a bar person.

IMPORTANT MESSAGE

Government Legislation changed on 21 February 2005. As from 1 April 2006, every person applying for, or renewing their General Managers Certificate (excludes Club Managers) must hold the Licence Controller Qualification (LCQ). This is a qualification that demonstrates your knowledge of the Sale of Liquor Act and Host Responsibility practices.

The LCQ qualification must be issued by a recognized service provider.

For further information please refer to either the Hospitality Standards Institute website www.hsi.co.nz; or refer to the Northland Telephone Directory yellow pages under Liquor Industry Consultants.

Please contact either the Kaiwaka Service Centre, State Highway 1, Kaiwaka (0800 100 388) or the Dargaville Office, 42 Hokianga Road, Dargaville (0800 72 70 59) for further information.

Customer Services Team
Kaipara District Council

Application for Manager's Certificate

Character Reference Requirements

As you are aware, the position of Manager, in terms of the Sale of Liquor Act 1989 is an important position in a licensed premise. The references supplied with the application are used to help determine the suitability of the applicant.

To help us undertake this process references must be detailed and relevant to the character and reputation of the applicant and should include the following information:

- Association with the applicant and for how long
 - Suitability of the applicant to hold a Manager's Certificate and why
 - Ability to work and communicate with members of the public
 - Ability to handle and resolve difficult situations in relation to the sale or supply of liquor.
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- The character reference supplied needs to be written and dated within the last twelve months.
 - The address of the referee must be supplied with a contact daytime phone number.
 - The reference must be signed by the referee.

Experience Requirement

Work experience is an essential requirement when application for a General Manager's Certificate is being considered by the Agency.

Applicants are advised to attain a minimum of three months work experience as a bar person which must be indicated on the application form and submit a written confirmation from previous employers as proof thereof.

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Section 118, Sale of Liquor Act 1989

Form 18

Fee: \$134.93

To: The Secretary
Kaipara District Licensing Agency
Private Bag 1001
Dargaville

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

Type of Certificate (*tick appropriate box*)

General Manager's

Club Manager's

Details of Applicant

Full Name: Maiden Name:

Postal Address:

Occupation: Date of Birth:

Postal address for service of documents:

Daytime contact name: Telephone Number:

Has the applicant been convicted of any offence? Yes / No

If yes, please supply a printout from the District Court with this application.

Nature of Offence

Date of Conviction

Penalty Suffered

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Has the applicant had any experience, in particular recent experience, in managing any premises or conveyance in respect of which a licence was in force? Yes / No

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 date was it taken?

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Does the applicant hold any relevant qualifications? Yes / No

If yes, what are the details of each qualification?

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What is the extent of the applicant's involvement in the management and activities of the club? **(To be included only where the applicant seeks a club manager's certificate)**

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

If yes, what are the identifying particulars of those licensed premises? (name and licence number)

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Dated at this day of 20.....

Signature of Applicant:

Notes

- 1 For the matters that are to accompany this application, see Regulation 20 (2) of the Sale of Liquor Regulations 1990.
- 2 If the applicant intends to be the manager of a particular licensed premises, the application must be filed with the District Licensing Agency with which the application was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.

Application for Manager's Certificate:

- (1) An application for a manager's certificate shall be in Form 18.
- (2) Every application for a manager's certificate shall be accompanied by the following:
 - (a) One copy of the application;
 - (b) *(Where the applicant claims previous experience in managing licensed premises)* Evidence in **duplicate** of previous experience;
 - (c) *(Where the applicant intends to be the manager of a particular club)* Evidence in **duplicate** of the applicant's involvement in the management and activities of the club;
 - (d) The prescribed fee.
 - (e) A character reference current within the last twelve months – date and contact address must be provided.
 - (f) A letter of confirmation from the Licenced Premises/Club in which the applicant will be working.
 - (g) Where the applicant is applying for a **General Managers Certificate** - proof of having obtained LCQ units 4646 and 16705 by way of HSI Certificate

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