
How to apply

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

Do you qualify to apply?

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

Be 20 years of age or older

Be working or intend to be working in a licensed premises in New Zealand

Have a least 6 months recent 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 – 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

A colour copy of your New Zealand driver's 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 a later version) and 16705 (version 5 or a later version)

If you need to obtain a certificate, please visit the NZ Qualifications Authority website for more information

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

Important note

You must pay for the application fee of \$316.25 upon application. Your application will not be processed until this fee is paid. To ensure the application is processed quickly, please include all requested documents **and application fee** upon application, otherwise there may be delays with your application.

Payment Options

You can pay by cash, eftpos or credit card in person at Kaipara District Council offices at:

32 Hokianga Road	OR	Unit 5
Dargaville		The Hub
		6 Molesworth Drive
		Mangawhai Village

Alternatively, you can pay online and email your application to kdclicensing@kaipara.govt.nz

Direct Credit: Bank of New Zealand 02-0308-0090743-07
 Reference the applicants name, New Mgr, 1401017;GL

OFFICE USE ONLY

Payment						
Application fee (incl GST)	Receipt no.	Receipt amount	Payment received			Cashier name
		\$		Yes	No	
Administration						
Date application received	Date application vetted	Date complete application received			Administrator	

To the Secretary of Kaipara District Licensing Committee, this application for a manager's certificate is made in accordance with the details as 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:
Postcode: Postcode:
Identification: NZ Drivers Licence or Passport
- 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 offences including drink driving or have any active charges before the courts? If yes, please provide information in the following table: Yes No

Please note any convictions covered by the Criminal Records (Clean Slate) Act 2004 do not need to be disclosed.

Nature of offence	Date of conviction	Penalty suffered
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Employment details

- 5 Are you employed or volunteering at a licensed premises? Yes No*
- *End of application – you must be employed or volunteering at a licensed premises for a new manager's certificate*
- 6 Premises name: License 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 certificate 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
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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	Type of experience	Certified manager (if any)
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Important Notice

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

Applicant's full name:

Applicant's signature:

Date: