

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 and is not refundable or transferable
- 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.

Please note: your application fee is not refundable or transferable.

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

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

- 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)

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: