

## Information Sheet for completing a New Manager's Certificate Application

### Section 219 of the Sale and Supply of Alcohol Act 2012

A Manager's Certificate authorises the holder to manage any licensed premises. You must be 20 years or older to hold a Manager's Certificate. As you are aware the position of Manager, in terms of the Sale and Supply of Alcohol Act 2012, is an important position in licensed premises. 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.

### What to include with your application

- The prescribed fee of \$316.25 (including GST). This fee is not refundable.
- The original of the completed application form (not a photocopy).
- A copy of proof of eligibility to work in New Zealand (if applicable).
- A copy of your LCQ (Licence Controller Qualification certificate).
- A letter from the employer of the licensed premises where you are working or a letter from the Club where you are working, showing your involvement and advising the amount of work experience you have.
- A character reference which needs to include the following information:
  - Written and dated within the last 12 months, signed by the Referee and includes an address and daytime telephone number of the Referee.
  - Includes the Referee's association with the applicant and for how long, the suitability of the applicant to hold a Manager's Certificate, the ability of the applicant to work and communicate with members of the public and the applicant's ability to handle and resolve difficult situations in relation to the sale or supply of alcohol.
- NZ Police Supplement Form to be completed with a copy of photograph identification e.g. New Zealand driver's licence or New Zealand passport.

### Payment Options

**By mail:** Send your cheque and this form to: Kaipara District Council, Alcohol and Licensing Department, Unit 6, The Hub, 6 Molesworth Drive, Mangawhai, 0505

**In person:** Pay by cash, cheque or Eftpos at either Council Office: Unit 13, 6 Molesworth Drive, Mangawhai Village or 42 Hokianga Road, Dargaville

**Direct Credit:** Bank of New Zealand 02-0308-0090743-07. Please [email kdclicensing@kaipara.govt.nz](mailto:kdclicensing@kaipara.govt.nz) if you pay by direct credit.

Office Use only	Cashier name	Comments
Receipt Number:		
Receipt Amount: \$		
NAX Customer Number		

# New Manager's Certificate Application

## Experience Requirement

Work experience is an essential requirement when an application for a Manager's Certificate is being considered by the District Licensing Committee.

Applicants are advised (as per the Alcohol Regulatory Licensing Authority's guidelines) to have attained a recommended minimum of six month's recent and relevant work experience as a bar person within the hospitality industry, which must be indicated on the application form, and submit a written confirmation from previous or current employers as proof thereof.

## Licence Controller Qualification

You will also need to complete and pass a course on the Sale and Supply of Alcohol Act 2012. When you have received your Licence Controllers Qualification (LCQ), you may apply for your Manager's Certificate.

You may choose which service provider suits you to complete the unit standards 4646 and 16705 in order to gain the LCQ certificate. If you wish to participate in one of the regular workshops held within Kaipara District, please contact either Mahurangi Technical Institute Warkworth on 0800 3688 7465 or People Potential Whangarei on 0800 367 2562.

If you have any queries please do not hesitate to contact the Alcohol Team on 0800 105 890 extension 620 or email [kdlicensing@kaipara.govt.nz](mailto:kdlicensing@kaipara.govt.nz).

**To complete the application you will need to answer all the questions that follow, and supply all the documents.**

### **Note:**

- 1 Failure to supply all the required documents may result in this application being returned.
- 2 Where the applicant is presently employed as a Manager, it should be filed with the District Licensing Committee for the district in which the applicant is employed.

# New Manager's Certificate Application

Section 219 of the Sale and Supply of Alcohol Act 2012 Form 17

All questions in this application must be filled out completely.

To the Secretary

Kaipara District Licensing Committee

## 1 Details of the Applicant

Full legal name to be on Certificate:		
Any aliases (known by any other name):		
Physical address:		
	Postcode:	
Postal address for service of documents:		
	Postcode:	
Email address:		
Occupation:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of birth:	Place of birth:	
Daytime contact name and telephone number :		
Preferred mode of contact:		

Has the applicant been convicted of any offence? 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.

Yes       No

If Yes, what are the details of each offence?

Nature of offence:
Date of conviction:
Penalty suffered:

# New Manager's Certificate Application

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?

Current place of employment (trading name of licensed premises):
Address of above-mentioned premises:

List the licensed premises where you have work (paid or unpaid) to show experience including the dates and length of time worked at those premises.

Dates:
Details:

Has the applicant had any relevant training (in-house or tutored courses), in particular recent training?

Yes       No

If **Yes**, what are the dates and details of that training?

Dates:
Details:

<b>Signed at (place)</b>	<b>Date:</b>
<b>Applicant's signature:</b>	
<b>Applicant's name (printed):</b>	

Please remember to sign and date your application and complete the NZ Police Supplement Form before lodging with Council.



## NEW ZEALAND POLICE SUPPLEMENT FORM

The District Licensing Committee must send the application to a member of Police in charge of the Police Station nearest to the premises in respect of which the licence is sought for them to report on. You are entitled to receive a copy of that report. The Police cannot report unless you consent to them releasing relevant information to the District Licensing Committee, which may include details of previous convictions.

Please complete below (Applicant):

I, .....

of (address)

.....  
.....

consent to the New Zealand Police releasing those details.

Signature of applicant: ..... Date: .....

**Please provide the following information for identification purposes:**

Date of birth: ..... Male  Female

Please provide a copy of your Driver's Licence or Passport for ID:

Safer Communities Together



# New Manager's Certificate Application

## Host Responsibility

### What is Host Responsibility?

Host Responsibility is being responsible with the serving of alcohol at any venue, licensed premises, special occasion or special event to reduce the problems that can be caused from excessive drinking.

To follow is a set of guidelines that supports this aim.

As a responsible supplier of alcoholic drinks, you are legally required to ensure that Host Responsibility is followed at all times while alcohol is being served or consumed.

- 1 Provide and promote substantial food as long as alcohol is being served.
- 2 Provide and promote non-alcoholic and low alcohol beverages.
- 3 Offer free non-alcoholic drinks to designated drivers.
- 4 Do not encourage promotions e.g. happy hours, specials, give-aways.
- 5 Have a telephone accessible for your patrons to use to arrange transport options.
- 6 Have a system in place for checking the age of patrons and for refusing service to underage patrons.
- 7 Ensure staff are trained to watch for and be able to recognise patrons that have had too much to drink and prevent driving under the influence of alcohol.
- 8 Ensure that alcohol is not supplied to intoxicated persons.

**Licensing Inspectors together with the Police conduct routine inspections of licensed premises and venues where Special Licences have been granted to ensure compliance with the requirements of the Sale and Supply of Alcohol Act 2012 and licence conditions.**

**If you are applying for a licence for a special occasion or a special event you will need to supply adequate information for the application to be processed speedily. Application forms, Host Responsibility and Special Licence information sheet guidelines are available from the Council offices for your assistance.**