

## Renewal of a Manager's Certificate Application

### Sections 224 of the Sale and Supply of Alcohol Act 2012

#### 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 current Manager's Certificate.
- A copy of your LCQ (Licence Controller Qualification certificate) and Bridging Test if applicable.
- 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:** 02-0308-0090743-07 Reference: Renew Manager/ Applicants name

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

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 For renewal, this application must be filed with the Secretary of the Kaipara District Licensing Committee before the certificate expires. Please note a lapsed certificate cannot be renewed.
- 3 Where the applicant is presently employed as a Manager, the application should be filed with the District Licensing Committee for the district in which the applicant is employed.

Section 224 of the Sale and Supply of Alcohol Act 2012 Form 19.

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)		
Address:		
	Postcode:	
Postal address for service of documents:		
	Postcode:	
Email address (required):		
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:

*Please tick appropriate boxes below*

**Does the applicant hold the Licence Controller Qualification?**

Yes       No      If **Yes**, please supply a copy.

**Do you hold the Licence Controller Bridging Test Certificate?**

Yes       No      If **Yes**, please supply a copy.

**Please advise the current licensed premises you are managing.**

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

## **2      Manager’s Experience**

**List the licensed premises where you have work (paid or unpaid) to show experience including the dates at those premises.**

Dates:
Details:

**3 Reduction of alcohol abuse**

**What steps has the applicant taken to manage the sale and supply of alcohol with the aim of contributing to the reduction of alcohol abuse? State four of the host responsibility guidelines and how you have applied these in the management of your premises.**

1)	
2)	
3)	
4)	

<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 the application and complete 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](#)

## 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 at Mangawhai and Dargaville for your assistance.**