



# Application for New Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012

Date Stamp

Fill this form out with the assistance of the guide attached

Please attach to the application:

**Evidence of Training**  
A copy of your Licence Controller Qualification (LCQ) and a copy of the Sale and Supply of Alcohol Act 2012 LCQ Bridging Test Certificate.

**Evidence of Experience**  
Written references confirming your period, position, duties of employment and confirming your suitability, *signed by the licensee*, from the premises where you have received experience.

**NOTE:** If you work for a club, a written reference from an office holder of the club supporting your application, stating your involvement in the management and activities of the club and confirming your suitability to be a certified manager.

**NOTE - A minimum of six months experience working in a licensed premises is required**

## 1. Applicant Details

a. Your full legal name.....  
Previous or other names known by .....  
Residential Address .....  
Postal address .....  
Phone: Business (.....)..... Private (.....)..... Mobile .....  
Email: ..... Fax (.....).....  
Date of Birth ...../...../..... Place of birth: .....  
Gender: ..... Occupation .....

b. Preferred means for formal correspondence  Mail  Email  Fax

c. Identification - Attach copy of  Photo Driver's Licence  Passport  HANZ 18+ card  
 Work Permit (if applicable)

Continued over

**Application Fee: \$316.25**

(Office Use Only) LIQL  
  
(Date Received) Receipt No. .... Application No. .... Contact ID. ....

**1. Applicant Details (Continued)**

d. Do you intend to work as a certified manager at a particular licensed premises?  Yes  No

If Yes, what is the name and location of the licensed premises and what position will you hold?

.....  
 .....  
 .....

e. Do you have a financial interest in the premises?  Yes  No

If Yes, please indicate in what capacity:

Licensee  Business Partner  Company Director  Other .....

**2. Applicant Convictions**

Have you ever been convicted of any offence?  Yes  No

If Yes, what are the details of each offence?

*(NOTE: You are entitled to protection under the Criminal Records (Clean Slate) Act. Disclose only convictions not eligible for concealment under the Clean Slate Act)*

Nature of Offence	Date of Conviction	Penalty Suffered
.....	...../...../.....	.....
.....	...../...../.....	.....
.....	...../...../.....	.....

*(NOTE: Continue on a separate page if necessary and attach to this application)*

**3. Applicant Experience**

Have you had any experience in working in any licensed premises?  Yes  No

If Yes, provide details as follows *(and attach supporting reference/s)*:

Name of Premises	Location of Premises <i>(eg Tauranga, Auckland)</i>	Dates of Employment <i>(eg April 03 – May 04)</i>	Position Held
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

*(NOTE: Continue on a separate page if necessary and attach to this application)*

Where you are using your certificate at a club, what is the extent of your involvement in the management and activities of the club?

.....  
 .....

#### 4. Applicant Training

Have you had any relevant practical or on the job training?  Yes  No

If Yes, provide details

- Worked with a certified manager: *(state manager's name in full and licensed premises worked in)*  
.....
- Other: *(state details and dates training occurred)* .....
- Licence Controller Qualification [obtained on the following date: .....]  
*NOTE: This is compulsory for a Manager's Certificate application*  
.....
- Licence Controller Qualification Bridging Test Certificate [obtained on the following date: .....]

#### 5. Signature of Applicant

Signature: ..... Date: .....  
*(NOTE: this application must be signed by the applicant personally)*

*Pursuant to the Privacy Act 1993, the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993.*

# OFFICE USE ONLY

## Incomplete Criteria for Counter and Postal Applications

		<b>Applicant</b>	<b>Office Use Only</b>
<b>ENCLOSURES</b>	Evidence of Training  (Licence Controller Qualification (LCQ) and Sale and Supply of Alcohol Act 2012 LQC Bridging Test.	<input type="checkbox"/>	<input type="checkbox"/>
	Written references confirming the period/position/duties of employment and confirming suitability, <i>signed by the licensee</i> , from the premises where they claim to have received a minimum of 6 months recent experience in a licensed premises	<input type="checkbox"/>	<input type="checkbox"/>
<b>APPLICATION</b>			
<b>Section 3</b>	Details of experience. Ensure that the applicant has a minimum of 6 months recent experience in the liquor industry. This should be backed up by references.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 5</b>	Ensure application has been signed and dated by applicant.	<input type="checkbox"/>	<input type="checkbox"/>
<b>All Pages</b>	Check all questions answered fully.	<input type="checkbox"/>	<input type="checkbox"/>

**Note**

**If any criteria have not been met, the application is incomplete**

Is application complete?

If incomplete, date and method of advice to Applicant stating requirements

Date..... Method.....

.....

.....

Accepted by.....

Name.....

# Guide - Application for Manager's Certificate

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

Explanations in this guide are intended to assist you to complete the Renewal of Manager's Certificate form. Numbers on the form relate to the explanatory notes in this guide.

### General Information

It is a requirement of the Sale and Supply of Alcohol Act 2012 that at all times when liquor is being sold or supplied to the public, a certified manager shall be on duty and responsible for compliance with the Act.

A person may not be appointed as a manager of any licensed premise unless that person is the holder of a manager's certificate.

In processing the application, a copy is sent to the Police and the District Licensing Inspector so that they may enquire into, and report on, the suitability of the applicant.

A fee is payable to Western Bay District Council for processing your application for a manager's certificate. This fee does not include additional costs for any required training.

### Guidance notes to assist completion of the Application for Manager's Certificate Form Certificates

There is now only one type of Manager's Certificate:

**Manager's Certificate** – authorises you to manage any licensed premise where an on-licence, off-licence, club licence or special licence is in force.

#### 1. Applicant Details

##### 1a Applicant's name and contact details

Write your details in the space provided.

Provide your date of birth, maiden name (if applicable) and occupation. Full details are required to enable the Police to conduct a check on your suitability as a licensee.

##### 1b Preferred means for formal correspondence

Tick the box that corresponds to how you wish to receive enquiries and updates regarding this application. Correspondence will be sent to the applicant.

**1c** Attach a photocopy of identification (photo New Zealand driver's licence, passport or HANZ 18+ card). Original identification must be available at time of interview.

**1d** Attach a copy of a current work permit if you are not a New Zealand resident or citizen.

#### 2. Applicant Convictions

The Council will refer your manager's certificate application to the Licensing Inspector and the Police. When considering your suitability to be a manager, any convictions against you will be assessed. You are required to declare any convictions on the application form.

Tick the box to state whether or not you have been convicted of any offence.

Provide details of each offence.

#### 3. and 4. Experience and Qualifications

The District Licensing Committee requires evidence that the applicant has sufficient knowledge and recent experience under the Act.

It is required that the applicants obtain the necessary training qualifications and experience prior to submitting their application for a manager's certificate to the District Licensing Committee.

Applicants for manager's certificates must hold the Licence Controller Qualification and (potentially) a Licence Controller qualification Bridging Test Certificate.

#### 5. Applicant's Signature

Please sign and date the form.

# General Information - Please Retain Manager's Certificate

(Refer to Sections 216 – 228 Sale and Supply of Alcohol Act 2012)

## What is a manager's certificate?

- A certificate which allows the holder to be appointed as a duty manager of a licensed premises for the purposes of the Sale and Supply of Alcohol Act 2012 and Sale and Supply of Alcohol Act 2012.
- There is now only one type of certificate:
  - Manager's Certificate: duty manager for any licensed premises.

## When is a duty manager required?

- A person holding a manager's certificate must be on duty at all times when liquor is being sold or supplied to the public on any licensed premises.
- Duty Managers of club premises are exempt from being on site when appointed as the duty manager.

## What are the obligations of a duty manager?

- The duty manager is responsible for the compliance with, and enforcement of, the provisions of the Sale and Supply of Alcohol Act 2012 and the conditions of the licence in force on the premises.
- At all times while on duty, the full name of the manager must be prominently displayed inside the premises so as to be easily read by persons using the premises.

## How do I apply for a new manager's certificate?

- Complete a (new) Manager's Certificate application form available from the Western Bay District Council.
- Ensure all required documentation is attached as outlined on the application form.
- Ensure the required fee of \$316.25 is paid at the time the application is submitted.
- Post the application, documents and fee to the Western Bay District Licensing Committee, Private Bag 12803, Tauranga, or drop it in to the Western Bay District Council Customer Service Centre Cameron Road, Tauranga.

## How will my application be processed?

- If your application is complete and all required documentation is provided, reports on your application will be requested from the Police and from the Licensing Inspector.
- Your suitability to hold a manager's certificate will be assessed in accordance with the following criteria:
  - Character and reputation, including convictions
  - Experience in working in licensed premises
  - Relevant training and qualifications
  - If a manager at a club, the extent of your involvement in the management and activities of the club.

## How long will my application take to process?

- A complete and straightforward application will take approximately four to six weeks to process.
- This period may be longer if an application is incomplete or there is opposition from the Police or the Inspector.
- If there is opposition, and you wish to pursue your application, it will be forwarded to the District Licensing Committee (DLC) for a hearing. In this situation you should expect a delay of some months before your application is determined.

## How do I apply for the renewal of a manager's certificate?

- It is the responsibility of the holder of a manager's certificate to ensure they renew their certificate on time.
- A renewal application must be filed prior to the expiry date, which is usually one year after date of issue and then every three years.
- If you let your certificate expire, a new application will need to be filed.
- The process is the same as for filing a new manager's certificate, including the fee of \$316.25.

## Suspension / cancellation of a manager's certificate

- The Police or Licensing Inspector can apply to the District Licensing Committee to oppose manager certificate applications if it is felt that the manager failed to conduct a licensed premises in a proper manner or the conduct of the manager indicates that he or she is not a suitable person to hold the certificate.
- If the Police or Licensing Inspector lodge a cancellation or suspension application, this is required to be sent to Alcohol Regulatory and Licensing Authority (ARLA) in Wellington for determination. These applications can be made at any time, not just at renewal time.

## **PLEASE READ AND ACTION PRIOR TO MAKING ANY APPLICATION FOR A MANAGER'S CERTIFICATE**

### **The Sale and Supply of Alcohol Act 2012**

New criteria in the Sale and Supply of Alcohol Act 2012 ("the Act") that will directly impact on all manager certificate applicants, effective from 18 December 2013.

Club and General Manager Certificates will cease to exist as at 18 December 2013, the certificate will now be known simply as a Manager's Certificate.

### **Is there a Minimum Age Requirement when applying for a NEW Manager's Certificate?**

**YES** – The minimum age that you can be to apply for a new manager's certificate is now **20 years of age** as set out in Section 216 of the Act. This requirement does not affect anyone under the age of 20 who holds a current manager's certificate.

### **What happens if I don't have an LCQ (Licence Controller Qualification) Certificate?**

If you are the holder of a Club Manager's Certificate, you are now required under the Sale and Supply of Alcohol Regulations 2013, to obtain and/or hold two NZQA Unit Standards. The two Unit Standards are as follows:

- Unit standard 4646 (which requires a person to demonstrate knowledge of the Act, and formerly required a person to demonstrate knowledge of the Sale of Liquor Act 1989); and
- Unit standard 16705 (which requires a person to demonstrate knowledge of host responsibility requirements as a manager).

These two unit standards will need to be completed prior to lodging the manager's certificate application and a copy of the certificate will need to be attached to the application upon lodgement. A copy of the LCQ Bridging Test certificate will also need to be attached.

To find a list of LCQ course providers you can go to [www.serviceiq.org.nz/providers/lcq/lcq-training-providers](http://www.serviceiq.org.nz/providers/lcq/lcq-training-providers)

### **Is my current LCQ certificate still valid under the new Act?**

**YES** – However, you will need to complete the LCQ Bridging Test certification online and produce a copy of this with any new or renewal manager's certificate application lodged after 18 December 2013.

### **What is an LCQ Bridging Test?**

An LCQ (Licence Controller Qualification) Bridging Test must be undertaken to demonstrate knowledge of the new Act. It is an online tool for LCQ holders who are applying for or renewing their Manager's Certificates.

The test contains 20 multiple-choice questions and is completely free of charge (to existing LCQ holders) on the Service IQ website from 9 December 2013.

Upon successful completion of the test, you will be able to print a digital PDF of the LCQ Bridging Test certificate that you will then be required to provide a copy of with your new or renewal Manager's Certificate application.

The test can be completed online from 9 December 2013 at [www.ServiceiqSkillsOnline.org.nz](http://www.ServiceiqSkillsOnline.org.nz)

### **What is the Cost of my Application?**

The new fees regime set out in the Sale and Supply of Alcohol Act Regulations 2013, for Manager's Certificates is now **\$316.25** for all renewal and new certificate applications. This fee is required to be paid at the time of the application being lodged; if it is not paid at the time of lodgement then the application will be considered incomplete and may not be accepted.