



# Application for NEW OR RENEWAL OF MANAGERS CERTIFICATE

Section 219 Sale and Supply of Alcohol Act 2012 (Form 17) or  
Section 224 Sale and Supply of Alcohol Act 2012 (Form 19)

## General Information

It is a requirement of the Sale and Supply of Alcohol Act 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 premises unless that person is the holder of a Managers Certificate.

A Manager's Certificate is initially issued for a 12 month period and then is usually renewed for a further period of 3 years thereafter. It is the responsibility of the certificate holder to ensure that a renewal application is lodged at least 20 working days before the date of expiry of the certificate.

All existing managers that currently hold the Licence Controllers Qualification (LCQ) will have to sit a 'bridging test' or the new LCQ. If you obtain the test before your certificate expires, you can get a three year renewal. If you don't then your certificate can only be renewed for 12 months.

Existing Club Managers will have to complete the new LCQ. Without the LCQ your managers certificate can only be granted for 12 months. If you have completed the new test it can be renewed for three years. The bridging test is available on-line by visiting [www.serviceiq.org.nz/providers/lcq-bridging-test/](http://www.serviceiq.org.nz/providers/lcq-bridging-test/) then click on 'Take the LCQ Bridging Test' link or the LCQ training is available through hospitality trainers and online.

Once the application is received a copy is sent to the Police and District Licensing Inspector so that they may enquire into, and report on the suitability of the applicant. 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. In all other cases, it should be filed with the District Licensing Committee for the District in which the applicant is residing. If there are any matters raised in opposition the District Licensing Committee will refer the application to the Alcohol and Regulatory Licensing Authority (ARLA).

A managers certificate application usually takes 20 working days.



# Application for NEW OR RENEWAL OF MANAGERS CERTIFICATE

To the Secretary, Napier District Licensing Committee

[Please tick one below]

- New Managers - Section 219 Sale and Supply of Alcohol Act 2012 (Form 17) or
- Renewal - Section 224 Sale and Supply of Alcohol Act 2012 (Form 19)

Section 1: Applicant Details:		
Full legal name:		
Any aliases used by applicant:		
Email:		
Full physical address:		Postcode:
Postal address for service:		Postcode:
Contact phone number:		
Occupation:		
Place of birth:		Date of birth:
Have you ever been convicted of an offence? [Please 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)]		<input type="radio"/> Yes <input type="radio"/> No
If yes what are the details of the offence?		
Nature of offence	Date of conviction	Penalty imposed
Do you hold the License Controllers Qualification (LQC) (or a prescribed qualification within the meaning of Section 218 of the Sale and Supply of Alcohol Act 2012)?		<input type="radio"/> Yes <input type="radio"/> No
If yes, please attach a copy of the LQC certificate and write the date obtained here:		
<b>If applying for a New Managers Certificate, go to Section 2 overleaf.</b> <b>If applying for a Renewal go to Section 3.</b>		

**Section 2: New Managers Certificate Only**

Has the applicant had any experience, in particular recent experience in controlling any premises or conveyance for which a license is in force?

Yes  No

If yes, please provide details and dates of that experience:


Have you had any relevant training, in particular recent training?

Yes  No

If yes, please provide details, including name of training, dates and a copy of any certificates:


Do you intend at this time to be the manager of any particular licensed premises?

Yes  No

If yes, please provide the name and address of those premises:


If it is a club, what is the extent of your involvement in the management and activities of the club?


**Section 3: Renewal Only** If applying for a renewal of a Managers Certificate, answer questions below

Please provide details of your Managers Certificate.

Certificate N°.

Date of expiry:

What steps have you taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of alcohol related harm?


If your current Managers Certificate was issued outside of Napier, please state where:

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Have you ever applied for a Managers Certificate (anywhere) and been declined?

Yes  No

**Section 4:**

Please ensure you have you provided;

<input type="radio"/>	Completed application form
<input type="radio"/>	Copy of Licence Controller Qualification Certificate (LCQ)
<input type="radio"/>	Copy of photo identification (drivers licence or passport)
<input type="radio"/>	Copy of proof of eligibility to work in NZ (if applicable. Must be six months or more)
<input type="radio"/>	If applying for a new manager's certificate a supporting reference from your current or previous employer detailing your experience and role at the premise.
<input type="radio"/>	The non-refundable prescribed fee of \$316.25

This application will not be accepted unless all information is provided as per the checklist.

**Signed by:**

Signature:

Name:

Dated:

Town:

City:

This day of: