



If the applicant intends to be the manager of any particular licensed premises, this application must be filed with the District Licensing Committee with which the application for the licence was filed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.



All Applications – Check List

Every application is to be accompanied by the following:

- | | ✓ | * | N/A |
|--|--------------------------|--------------------------|--------------------------|
| a) The original completed application | ☐ | ☐ | ☐ |
| b) Written evidence from the licensed premise supporting the applicant's application | ☐ | ☐ | ☐ |
| c) A copy of the applicant relevant Training Certificate | ☐ | ☐ | ☐ |
| d) A copy of the applicant relevant LCQ Certificate | ☐ | ☐ | ☐ |
| The applicant needs to take the LCQ test under the Sale and Supply of Alcohol Act 2012 | | | |
| e) A copy of applicants identification is required ie New Zealand Drivers Licence, Passport or Kiwi Access card | ☐ | ☐ | ☐ |
| f) A character reference from someone able to verify as to your suitability to hold a Manager's Certificate | ☐ | ☐ | ☐ |
| This person cannot be associated to your licenced premise or related to you, and must be a personal testimony, not a template style reference | | | |
| g) <i>Where the applicant claims previous experience in managing licensed premises/held a managers certificate, please provide written evidence</i> | ☐ | ☐ | ☐ |
| h) The prescribed fee must be paid for application to be processed | ☐ | ☐ | ☐ |
| i) Evidence that the applicant has completed a minimum of six (6) months <u>full time</u> employment in a licensed premises at the time of this application | ☐ | ☐ | ☐ |



Additional Information if Not Born in New Zealand – Check List

If you were not born in New Zealand you must produce proof of your right to be working in New Zealand by means of one of the following:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| a) Copy of valid passport with a current work permit/visa: | ☐ | ☐ | ☐ |
| b) Copy of granting of Permanent Residence for New Zealand: | ☐ | ☐ | ☐ |
| c) Copy of New Zealand Citizenship: | ☐ | ☐ | ☐ |
| d) <u>OR</u> other documentation to satisfy the above requirement: | ☐ | ☐ | ☐ |

Office Use

Vetting officer

Date Received

OZONE Contact No.

Payment date

Notes

☐ Vetting OK

File No.

Fee

Receipt No.

☐ RFI - Return to customer

1

Personal Details

☐

Mr

☐

Mrs

☐

Ms

☐

Miss

Other:

First Name**Middle Name****Last Name****Sex**☐

Male

☐

Female

Any Aliases**Residential Address****Postal Address (if different from above)****Home Phone****Mobile Phone****Email address****Current Place of Employment****Drivers Licence No.****Date of Birth****Place of Birth****Preferred mode of contact**☐

Mail

☐

Email

☐

Phone

2

Further details

Has the applicant previously held a managers certificate?

☐

Yes

☐

No

If yes, when did it expire and why?

Has the applicant had any recent experience in controlling a licenced premise?

☐

Yes

☐

No

If yes, what are the details of that experience? (attach written evidence e.g. copy of expired Manager's Certificate)

Has the applicant had any recent, relevant training?

☐

Yes

☐

No

If yes, what are the details of the training (including training provider), and on what dates was it taken?

Does the applicant hold the Licence Controller Qualification (LCQ)?

☐

Yes

☐

No

If yes, on what date was that qualification obtained?

Does the applicant intend at this time to be the manager of any particular license premises?

☐

Yes

☐

No

If yes, what is the name of the premises where the applicant intends to work?

Additional Information and Notes

[illegible]

Privacy Information and Declaration

- ☐ I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
☐ The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
☐ The information you have provided is required so that your application can be processed and for statistical purposes. Under the Local Government Official Information and Meetings Act 1987, the council may be required to disclose the information to people who request it. If you would like to request access to or correction of your personal information, please contact the council.

Sign here



Date signed

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