



# Application for New Managers Certificate

Sale and Supply of Alcohol Act 2012 – Section 219

ID:3394183



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                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Written evidence from the licensed premise supporting the applicant’s application and present or future employment                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) A copy of the applicant relevant Training Certificate                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) A copy of the applicant relevant LCQ Certificate                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>The applicant needs to take the LCQ test under the Sale and Supply of Alcohol Act 2012</b>                                                               |                          |                          |                          |
| e) A copy of applicants identification is required ie New Zealand Drivers Licence or Passport                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) A character reference from someone able to verify as to your suitability to hold a Manager’s Certificate                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>This person cannot be associated to your licenced premise or related to you, and must be a personal testimony, not a template style reference</b>        |                          |                          |                          |
| g) 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h) <b>The prescribed fee must be paid for application to be processed</b>                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## 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:         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Copy of granting of Permanent Residence for New Zealand:        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Copy of New Zealand Citizenship:                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) <u>OR</u> other documentation to satisfy the above requirement: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Office Use

Vetting officer	<input type="text"/>	<input type="checkbox"/> Vetting OK	<input type="checkbox"/> RFI - Return to customer
Date Received	<input type="text"/>	File No.	<input type="text"/>
OZONE Contact No.	<input type="text"/>	Fee	\$ <input type="text"/>
Payment date	<input type="text"/>	Receipt No.	<input type="text"/>
Notes	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

**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?

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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)

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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?

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

Yes

No

If yes, on what date was that qualification obtained?

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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?

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### **3 Additional Information and Notes**

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### **4 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**