Application No. 023/_____

ROTORUA LAKES COUNCIL
Te kaunihera o ngā roto o Rotorua

Application for a 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	Office use
a) The original completed application				
b) Signed and dated letter from the licensed premise holder evidencing and supporting the application for current and future employment				

The applicant needs to take the LCQ test under the Sale and Supply of Alcohol Act 2012

c) A copy of the applicants LCQ Certificate **and** a copy of the bridging test if LCQ was issued prior to 2012				
d) A copy of applicant's identification is required i.e. New Zealand Drivers Licence or Passport				
e) Evidence that the applicant has completed a minimum of 6 months full time employment or 12 months part time in a licensed premises at the time of this application				
f) A dated 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) The prescribed fee must be paid for application to be processed				
h) **Contact Rotorua Lakes Council to book your Duty Manager's interview**				

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: **Work permit/ Visa conditions must be consistent with this application for a Managers Certificate**				
b) Copy of granting of Permanent Residence for New Zealand:				
c) Copy of New Zealand Citizenship:				
d) OR other documentation to satisfy the above requirement:				

Office Use

Vetting officer		☐ **Vetting OK**	☐ **RFI - Return to customer**
Date Received		**Application number**	
Payment date		**Fee**	$
Receipt No.		**Interview booking**	

Notes

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 – Must be a licenced premises

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 manager's 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?

3 Additional Information and Notes

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**
	