

Application for Renewal of Managers Certificate Checklist



Copies of the following documents must be included with the application.

*

Application form (includes police supplement form). All applications must be signed by the applicant.

Prescribed fee of \$316.25

Copy of your Manager's Certificate (only required if you previously held a Manager's Certificate that has expired or was issued from another Territorial Authority).

A reference from your current place of employment – stating dates of employment and duties. This must be on company letterhead, signed and dated.

A copy of your Licence Controller Qualification and a copy of the LCQ Bridging test if the LCQ was issued under the Sale of Liquor Act 1989, **OR** proof of successfully completing NZQA 4646 (*Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012- Version 8 or any later version*), and NZQA 16705 (*Demonstrate knowledge of host responsibility requirements as a duty manager of licensed Premises – version 5 or any later version*).

LCQ course pass letters will not be accepted.

Your RSA (Australian Responsible of Alcohol Certificate (if applicable).

Your work permit/residency/citizenship confirmation (if applicable). This should be a copy of your current visa in your passport or a letter from immigration, which must show the expiry date.

Current Photo ID – Must be either passport, New Zealand Driving Licence or Hospitality NZ card (18+ or Kiwi Access)

For further information please contact

Please Note:

- Your application will not be formally accepted or processed until all information is lodged.
- This application must be filed with the District Licensing Committee before the certificate expires.

Waitaki District Council
20 Thames Street
Oamaru

Phone: (03) 433 0300

Email: regulatory@waitaki.govt.nz

Application for a renewal of a Managers Certificate



Form 19

To the Secretary
District Licensing Committee Waitaki District Council

Application for a manager's certificate is made in accordance with the details set out below.

Full legal name _____ Gender _____

Aliases _____

Residential Address _____

Date and Place of Birth _____

Email _____ Mobile _____

Occupation _____

Postal Address for Service of documents

Current place of employment _____

Criminal Convictions (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. ***If None, please write Nil or None or your application will not be accepted***)

Conviction _____ Date of Conviction _____

Full name _____

Conviction _____ Date of Conviction _____

Full name _____

What steps does the applicant take, whilst selling or supplying alcohol, to minimise the risk of alcohol-related harm?

Details of Managers Certificate

Number _____ Date of expiry _____

Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012)? Yes No

If yes, on what date was that qualification obtained? _____

Declaration

I confirm, that at the time of writing, all information is true and correct to the best of my knowledge.

Dated at: _____ (place) Date: _____

Signature of applicant _____

Note: If this form is being completed online, a signature is not required but the online lodgement will be treated as confirmation of the above declaration.

The fee must be paid prior to, or at the time of, the application and proof of payment must be submitted with the application.

Payment Method as follows: Amount Paid: \$316.25 Date of Payment _____

Cash/EFTPOS Bank transfer to account 02-0940-0156400-00 (particulars Name, code: Alcohol)

Visa/Mastercard by phone (03) 433 0300 (*Note: credit cards have a 1.5% surcharge*)

NOTE

- This form must be accompanied by the prescribed fee \$316.25
- 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, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.
- The renewal process takes at least 30 days. In the interim you may continue to use your existing certificate, so long as the renewal was lodged prior to the expiry date.
- Please be advised, if you're on a working holiday visa or work permit the following conditions will be imposed on your Manager's Certificate: 1. This Manager's Certificate is only valid with a current New Zealand work permit. 2. The District Licensing Committee will review these conditions upon renewal.
- You may be contacted at any stage if we need more information, or if there's opposition to your application.

New Zealand Police Report



Assessing the suitability of the entity/individual applying for the Licence/Certificate is a requirement under the Sale and Supply of Alcohol Act 2012. The Police are required to report on this application. That report may include the release of any previous convictions you may have. Note: For Licence applications, all directors of the entity are required to complete this form.

Full legal name: _____

Aliases/maiden name: _____

Gender: _____

Date of Birth: _____

Drivers licence number: _____

Country of origin: _____



Signature of applicant: _____

Date: _____

Persons who are not New Zealand residents or citizens are requested to provide the following additional information:

Details of current work or visitors permit:

Your last permanent address: _____

Country: _____

Current passport number: _____

Country where passport issued: _____



QUESTIONNAIRE FOR RENEWAL OF MANAGER'S CERTIFICATE

Section 127, Sale and Supply of Alcohol Act 2012

NOTE: THIS QUESTIONNAIRE FORMS PART OF OUR ASSESSMENT IN DETERMINING YOUR SUITABILITY TO HOLD A MANAGER'S CERTIFICATE.

Details of Applicant:

Full legal name: _____

Contact Numbers: Home: _____ Work: _____ Mobile: _____

Where Do You Currently Use or Intend to Use Your Managers Certificate?

Name Of Business: _____

Name Of Manager/
Owner Of Business _____

Address Of Business

Telephone Number (____) _____

What type(s) of licence do the premises you manage operate?

(Do You Have Access to A Copy of The Sale & Supply of Alcohol Act 2012?) **Yes** **No**

Question 1: In your own words, describe the "object" of the Sale and Supply of Alcohol Act 2012?
"The object of the Act is that -

Question 2: What are the three and a half (3 ½) days of the year that alcohol cannot be sold on premises with an on or off licence?

1. _____
2. _____
3. _____
4. _____

Question 3: What signage must be displayed for the premises in which you are a manager?
Where should each sign be displayed? (On Licence (6), Club Licence (5), Off Licence (4))

1. _____

Displayed _____

2. _____

Displayed _____

3. _____

Displayed _____

4. _____

Displayed _____

5. _____

Displayed _____

6. _____

Displayed _____

Question 4: Under the licence that **your** premises operates, when would a special licence be required?

Question 5: What must always be available free of charge to on-licence and club-licence customers during licensed hours?

Page 2 of 5

Question 6: What do you understand to be the meaning of the following terms used in the Sale and Supply of Alcohol Act 2012?

1. Restricted Area:

2. Supervised Area:

3. Prohibited Person:

4. Minor:

Question 7: Explain a Host Responsibility Policy?

Question 8: When you are alerted to disorderly conduct in your premises, describe at least three ways you could deal with the situation.

1. _____
2. _____
3. _____
4. _____
5. _____

Question 9: Section 239 of the Sale and Supply of Alcohol Act 2012 relates to the sale of alcohol to minors. What are the penalties for a Licensee or Manager who breaches this section?

Question 10: Provide some interventions to slow down the pace of alcohol consumption of a patron who is starting to show signs of intoxication.

Question 11: How long does it take the body to process one standard drink? _____

Question 12: What are the four acceptable “Evidence of Age” documents for the purpose of the Act?

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Question 13: Using the Intoxication Assessment Tool what are the four criteria you would use to assess intoxication.

- 1. _____ 3. _____
- 2. _____ 4. _____

Question 14: Name two categories of people who can purchase alcohol in a licensed club?

- 1. _____
- 2. _____

Question 15: Give three safe transport options you can promote in your licensed premises.

- 1. _____
- 2. _____
- 3. _____

Question 16: Describe what steps you have taken (or initiatives you have introduced) in the last renewal period with the aim of contributing to a reduction in alcohol related harm.

To be completed and returned with application form:

Signature

Date

REMEMBER:

THIS QUESTIONNAIRE FORMS PART OF OUR ASSESSMENT IN DETERMINING YOUR SUITABILITY TO HOLD A

MANAGER'S CERTIFICATE.