

# Application for Managers Certificate Checklist



## Checklist for New Managers Certificate

- Application form (includes police supplement form)
- Prescribed fee of \$316.25
- One reference from your current place of employment – stating dates of employment and duties. All references must be on 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).
- If you are an overseas resident, a copy of your Work Visa and Passport. (Managers Certificate is only valid with a current Work Visa).
- 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)
- All applications must be signed by the applicant.
- 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.
- You must have 6 months experience in a licensed premises in New Zealand. If you have not, your application may be put on hold until you do.

Waitaki District Council  
20 Thames Street  
Oamaru

Phone: (03) 433 0300

Email: [regulatory@waitaki.govt.nz](mailto:regulatory@waitaki.govt.nz)

# Application for a Managers Certificate



Form 17

Section 219, Sale and Supply of Alcohol Act 2012

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 \_\_\_\_\_ Sex \_\_\_\_\_

Aliases \_\_\_\_\_

Residential Address \_\_\_\_\_

Preferred mode of contact \_\_\_\_\_

Occupation \_\_\_\_\_ Any internet site \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Email \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

Postal Address for Service of documents \_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_

Have you had any experience (in particular, recent experience) in controlling any premises or conveyance in respect of which a Licence was in force?

Yes

No

If yes, what are the details of that training and on what dates was it taken?

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Do you 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. \_\_\_\_\_

Current place of employment: \_\_\_\_\_

What licence/s does the premises hold? \_\_\_\_\_

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If it is a club, please state the extent of the applicant's involvement in its management and activities?

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Dated at \_\_\_\_\_ Date \_\_\_\_\_  
(place)

Signature of applicant \_\_\_\_\_

**NOTE**

- This form must be accompanied by the prescribed fee \$316.25
- The fee must be paid prior to, or at the time of, the application and proof of payment must be submitted with the application.
- If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the Licence was filed.
- 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.

# 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: \_\_\_\_\_