

Waimakariri District Licensing Committee

Information Sheet for Application for Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012

Applicant notes and information

If you are wanting to apply for a Manager's Certificate, you must be currently working in licensed premises.

The District Licensing Committee (DLC) requires a minimum of six months experience working in a licensed premises and evidence that the applicant has recent and relevant experience in the control of a licensed premises.

To lodge this application you will need:

The prescribed fee of \$316.25 which is payable on invoice. The fee is non-refundable.

A completed application form.

A copy of your Licence Controller Qualification certificate (LCQ) completed for the Sale and Supply of Alcohol Act 2012 or an LCQ Bridging Test if you completed your LCQ under the Sale of Liquor Act 1989.

Two current references including a letter from the employer of the licensed premises where you are working.

Overseas applicants seeking to work in New Zealand must provide a copy of their passport details, including work visa.

The Licensing Inspector will contact you to arrange a suitable time for an interview.

NOTE:

- Failure to provide references as to your character and/or experience and proof of knowledge of the Act will delay the processing of your application. An affidavit may be accepted if no references can be provided.
- Incomplete applications will not be accepted.

Waimakariri District Licensing Committee

Application for Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012

To: The Secretary
Waimakariri District Licensing Committee
Private Bag 1005
Rangiora 7440

Applications should be lodged with the Waimakariri District Licensing Committee (DLC) if:

- you are employed at a licensed premises within the District, or
- you do not currently work in a licensed premises but you live within the District.

(NOTE: Please seek guidance from an Environmental Health Officer before lodging application.)

The application fee is \$316.25.

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

NOTE: Club Manager's Certificates will no longer be renewed under SSAA. If you wish to change your Club Manager's Certificate to a Manager's Certificate, you must complete the designated training course.

Details of applicant

Full legal name: _____

Other names/aliases known by: _____

Date and place of birth: _____

Gender: _____ Occupation: _____

Driver's licence number: _____ or Passport number: _____

Residential address: _____

Day phone number: _____ Mobile number: _____

Email address: _____

Postal address for service: _____

_____ Post code: _____

Preferred mode of contact: _____

Employment

Current place of employment in alcohol related service: _____

Please provide details of your experience working in licensed premises, including responsibilities relevant to the sale, supply, and management of alcohol in accordance with the Sale and Supply of Alcohol Act 2012, and any alcohol-related training completed

Premises name	Period of employment	Duties, responsibilities and experience in alcohol service (e.g. service, host responsibility)

Convictions

Have you been convicted of any offence (including traffic but not parking)? **Yes** **No**

NOTE: As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualified from driving.

If 'Yes', give details below. You may wish to explain the circumstances on another page.

Nature of offence	Date of conviction	Penalty suffered

Have you had any experience, in particular recent experience, controlling any licensed premises? **Yes** **No**

If 'Yes', what are the details and dates of that experience. Attach proof of experience, such as letters from employers, or an affidavit.

Premises	Position and duties	Date

Have you had any relevant training, in particular recent training (e.g. in-house training courses)? **Yes** **No**

If 'Yes', what are the details of that training and on what dates was it undertaken? (*Attach proof*)

Do you hold a 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', a copy of the qualification is required to be attached to the application.

Do you hold a Licence Controller Qualification Bridging Test? Yes No

If 'Yes', a copy of the qualification is required to be attached to the application.

NOTE: As from 18 December 2013 the DLC cannot issue any Manager's Certificate where the applicant does not hold the Licence Controller Qualification.

This question is for applicants for a Manager's Certificate to use on club premises only:

What is the extent of your involvement in the management and activities of the club?

Do you intend at this time to be a duty manager of any particular licensed premises? Yes No

If 'Yes', what are the identifying particulars of these licensed premises e.g. tavern/hotel/restaurant/club/bottle store/supermarket?

Privacy statement

Information contained in your application and any supporting information will be held by Waimakariri District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. The Council may provide information contained in this application to Immigration New Zealand for the purpose of verifying your immigration status. This information includes:

- The start date of any visa granted to you
- The expiry date of any visa granted to you
- The date on which you were granted entry permission
- The conditions, if any, relating to your immigration status
- Any changes to your immigration status, and the dates of the changes
- Any action taken under the Immigration Act 2009 in relation to you, and the date of the action.

The information will be provided to the statutory reporting agencies (the Police and the Council's Licensing Inspectors) for the purposes of assessing and reporting on your application, and to the Waimakariri District Licensing Committee (DLC) for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Waimakariri DLC and may be used in the Committee's decision for your application. Decisions will be made publicly available. The Council is required to keep a record of every Manager's application filed with the DLC and the Committee's decision on it. This information (which includes the application and all attachments) is made available to the Council's Licensing Inspectors and the Police for the purposes of monitoring ongoing compliance with any Manager's Certificate conditions and undertakings, Duty Manager appointments, and the Act. The Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the Council. The Privacy Act 2020 applies to the Council and under that Act you have the right to see and correct personal information that the Council holds about you.

I have read and understood the above privacy statement. Yes No

Authorisation

Applicant name: _____

Date: _____

Applicant signature: _____

(must not be signed by an Agent or Solicitor).

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

Processing timelines

Applications should be made well before your certificate is required. On average about 5-6 weeks is required for a standard application to allow for processing, statutory reporting on your application, and issuing of a DLC decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application.

Notes for Manager's Certificate

- Where the applicant is presently employed at a licensed premises, this application should be filed with the DLC for the district in which the applicant is employed. In all other cases, it should be filed with the DLC for the district in which the applicant is residing.
- In order for your application to be processed quickly and efficiently, we require the following information to be submitted with your application:

Attachments

Please attach the following documents:

A fully completed and signed application form.

Supporting evidence detailing experience within the hospitality and alcohol industries. A minimum of six months' experience is required by this committee before an application will be considered.

Copy of your Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012.)

Overseas applicants seeking to work in New Zealand should provide a photocopy of their passport details including work visa.

The prescribed application fee of \$316.25, must be paid before any processing can commence.