

ENVIRONMENTAL SERVICES

Waimakariri District Licensing Committee

Information Sheet for Application for Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012

Applicant notes and information

You are about to renew your Manager's Certificate.

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 live within the District. (Note: please seek guidance from the Council's Alcohol Administration Team or one of our Licensing Inspectors in the Environmental Services Unit before lodging your application.)

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 current Manager's Certificate if not issued by the Waimakariri DLC.

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*.

A copy of relevant documentation to demonstrate experience in the industry (i.e. letter from employer).

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: A Manager's Certificate can only be renewed if you apply before the expiry date shown on your current certificate, and have made full payment of the prescribed fee.

ENVIRONMENTAL SERVICES

Waimakariri District Licensing Committee

Application for Renewal of Manager's Certificate

Section 224, 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 licensed premises but you live within the District.

(Note: please seek guidance from the Council's Alcohol Administration Team or one of our Licensing Inspectors in the Environmental Services Unit before lodging application.)

Applications must be lodged before the certificate expires. The application fee is \$316.25.

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

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: _____

Current place of employment: _____

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 not had any convictions in the last 7 years, (from the date of this application) you are not need to declare any previous convictions prior to that 7 year period 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

What steps have you taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

Do you currently 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', what date was the qualification obtained: _____

Details of certificate

Who issued your previous certificate/renewal? _____

Current place of work, or club where certificate used: _____

Certificate number: _____ Expiry date: _____

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*. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to two of the statutory reporting agencies (the Police and the Council's Licensing Inspector) for the purposes of assessing and reporting on your application, and to the Waimakariri District Licensing Committee 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 District Licensing Committee 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 Certificate application (including renewals) filed with the District Licensing Committee 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. 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 Manager's Certificate. Timelines will be longer if there are any agency oppositions or missing information required for your application.