

Applying for a Manager's Certificate

The Role of the Manager

At all times liquor is being sold to the public in or from a licensed premise a "Manager" must be on duty and responsible for compliance with the Act.

The manager is also responsible for compliance with the conditions of the licence, and the conduct of the premises, with the aim of contributing to the reduction of liquor abuse.

(A 'manager' is the holder of a General Manager's Certificate or Club Manager's Certificate pursuant to the Act, and has a variety of statutory powers and obligations.)

The manager must also have his or her name prominently displayed inside the premises at all times while on duty.

Manager to Hold a Certificate

No person shall be appointed as manager of any licensed premise for the purposes of this Act unless that person is the holder of a manager's certificate granted under Section 116 of the Act.

The Licensee

The Licensee must hold a Manager's Certificate in his or her own right, and must take all reasonable steps to enable a manager to comply with the above requirements.

THE APPLICATION



A manager's certificate application must be submitted to your local District Licensing Agency.

There is a standard application form which requests details of any relevant experience and training as well as other necessary information, e.g. any criminal convictions. It is important to complete the application form fully.

Items to provide along with the application are:

General Managers Certificate

- A copy of LCQ (Licence Controller Qualification).
- A reference from current employer in the liquor trade (provides evidence of experience)
- One or two other character reference/s
- The required fee.

Club Manager's Certificate:

- A letter from the Club providing evidence of your involvement in the management/activities of the club.
- Copy of Training Course Certificate

**THE PROCESS**

The DLA will refer your manager's certificate application to the Licensing Inspector and the Police. The DLA or LLA must have regard to the following matters when considering an application for a manager's certificate:

1. The Applicant's character and reputation.
2. Any criminal convictions.
3. Experience, in particular recent experience, in the control of a licensed premise.
4. Training, in particular recent training that the applicant has undertaken.
5. Issues raised by the reports from the Inspector and the Police.
6. For Club manager's applications the DLA will also consider their involvement in the club's activities.

All Manager's Certificates are required to be renewed after an initial 12 month period and then every 3 years thereafter.

It is the responsibility of the certificate holder to ensure that a renewal application is lodged in time (some DLAs send out reminders). The process for renewal is similar to the original application process.

The application is referred to the Licensing Inspector and Police and if there are no matters raised in opposition, the local DLA will renew the certificate.

If there are any matters raised in opposition the DLA will refer the application to the Liquor Licensing Authority.

Registered NZQA Trainers:

The following is a list of qualified trainers who offer the appropriate courses for training on aspects of the Sale of Liquor Act and Host Responsibility practices.

Hospitality Training Company:

Wellington/Kāpiti/Palmerston North

Director James Bennie

Phone: 027 6101874

Email: james@hospotrain.com

Website: www.hospotrain.com

Innovative Hospitality:

Wellington Kāpiti/Palmerston North

Phone: 0800 929 8646

Email: contact@innovative.ac.nz

Website: www.innovative.ac.nz

Hospitality Management Consultants Lower Hutt

Phone: 04 569 4086

Website: www.hospitalitymanagement.co.nz

Tree House, Wellington

Phone: 0800 508733

Website: www.treehouse.org.nz

Brett Jones & Assoc (WA Consulting Grp) Wgtn

Phone: 0800 644 555

Website: www.wacon.co.nz

Liquor Licensing Bureau Ltd – (On Line Training)

www.train2serve.com

Phone: 07 839 1514 Fax: 07 839 6612

Email: ross@liquorlicensing.co.nz

Wgtn/Kapiti – contact Michael Wallace 021 478393

Hospitality Management Elearning Ltd:

www.emanager.co.nz

Phone: 0800 765 228 or 09 379 3333

Fax: 09 379 0096

Email: hospo@xtra.co.nz

For Club Managers Certificates only, contact

Either – SCANZ or Clubs NZ

Email: info@clubsnz.com

Email: bob.clark@sportingclubs.org.nz

A copy of the Sale of Liquor Act can be purchased at Bennetts Book Shop in Wellington, or it can be viewed at the Library or on the Internet, www.legislation.govt.nz

CONTACT DETAILS

Please contact the Kāpiti Coast District Licensing Agency's Licensing Inspector for further information or advice:

Telephone:

Kāpiti Coast District Council
(04) 296 4700

Visit us at:

Kāpiti Coast District Council
Kāpiti Coast District Licensing Agency
175 Rimu Road
PARAPARAUMU

Write to:

Kāpiti Coast District Licensing Agency
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

