

KĀPITI COAST DISTRICT LICENSING AGENCY
APPLICATION FOR
MANAGERS CERTIFICATE

Section 118 Sale of Liquor Act 1989

1. Fee \$134.93

2. TWO copies of application required (form attached).

3. Make cheque payable to Kapiti Coast District Council.

4. Supply all necessary documentation.

- Copy of LCQ (Licence Controller Qualification)
(All applicants for General Managers Certificates **MUST** have their LCQ **before** making application.)
- Reference from current employer in licensed premises, (*provides evidence of experience*) AND
- One or two Character Reference/s

*Contact person: Licensing Inspector
Kāpiti Coast District Licensing Agency
C/- Kāpiti Coast District Council,
175 Rimu Road, Private Bag 60601
Paraparaumu 5254*

Ph (04) 2964805 Fax (04) 2964830

APPLICATION FOR MANAGER’S CERTIFICATE
Section 118, Sale of Liquor Act 1989

To: The Secretary
The District Licensing Agency
at

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

1. TYPE OF CERTIFICATE (tick appropriate box)

GENERAL MANAGER CLUB MANAGER

2. DETAILS OF APPLICANT

(a) Full name, address, and occupation

(b) Applicant’s Date of Birth?

(c) Driver Licence No. or Passport No.

(d) Postal address for service of documents (if different to above)

(e) Daytime contact name and telephone number

(f) Has the applicant been convicted of any offence?YES/NO.....

If Yes, what are the details of any offence?

Nature of Offence	Date of Conviction	Penalty Suffered
.....
.....
.....

Please Note:

The New Zealand Police are required by the Sale of Liquor Act to make enquiries into the suitability of the applicant. This may involve the Police informing the District Licensing Agency and the Liquor Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

(2)

(f) Has the applicant had any experience, in particular recent experience, in managing any premises or conveyance in respect of which a licence was in force?
.....YES/NO.....

If Yes, what are the details and dates of that experience? (provide evidence).....
.....

(g) Has the applicant had any relevant training, in particular recent training?
.....YES/NO.....

If Yes, what are the details of that training and on what dates was it taken?(provide evidence)
.....

(h) Does the applicant hold any relevant qualifications?YES/NO.....

If Yes, what are the details of each qualification? (provide evidence).....
.....

(i) (To be included only where the applicant seeks a club manager's certificate)
What is the extent of the applicant's involvement in the management and activities of the club? (provide evidence).....
.....

(j) Does the applicant intend at this time to be the manager of any particular licensed premises?
.....YES/NO.....

If Yes, what are the identifying particulars of those licensed premises?
.....
.....

Dated at this day of 20.....

.....
Applicant