

# APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE



## Form 19, Section 224, Sale and Supply of Alcohol Act 2012

**Send or deliver your application to:**

The Secretary, District Licensing Committee  
Kapiti Coast District Council

Private Bag 60601, Paraparaumu 5254

175 Rimu Road, Paraparaumu 5032

Telephone (04) 296 4700, Toll Free: 0800 486 486, Email: licence.application@kapiticoast.govt.nz

For Council use
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File #
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### Notes

- 1 This application must be completed in full and contain all relevant documents, and accompanied by the prescribed fee (see <http://www.kapiticoast.govt.nz/services/A---Z-Council-Services-and-Facilities/Alcohol-Licences/alcohol-licensing-fees> for more information).
- 2 This application must be filed with the District Licensing Committee before your current Manager's Certificate expires.
- 3 Where you are presently employed as a Duty Manager, your application for renewal should be filed with the District Licensing Committee in the district in which you are employed. In all other cases, your application should be filed with the District Licensing Committee for the district in which you are residing.
- 4 This application for the renewal of a Manager's Certificate is made in accordance with the details set out below.

### Details of applicant

Full legal name			
Any Alias or maiden names			
Usual Resident Address		Postcode	
Postal address if different from above		Postcode	
Sex		Occupation	
Date of birth		Place of birth	
Telephone		Mobile	
Email			
I have attached a copy of either my <input type="checkbox"/> Passport or <input type="checkbox"/> Drivers Licence			

### Details of current certificate

Number		Expiry Date	
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### Criminal convictions

Do you have any 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)?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
If 'Yes', please advise the nature of the offence, details of conviction, and penalty imposed	

## Employment

Please list your employment history relating to selling and/or supplying alcohol **since your last application**. Include: the name of the employer/Club; how many months/years you have been employed or volunteering (*Club only*); full time or part time (list hours), and if you utilise your Manager's Certificate in each role.

Current:

Other recent experience:

What steps have you taken since your last application to manage the sale and supply of alcohol pursuant to the premises' licence with the aim of contributing to the reduction of alcohol-related harm?

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 or  No      If yes, date obtained

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 or  No      If yes, date obtained

## Signature of applicant

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

Name		Date	
Signature		Electronic Signature	<input type="checkbox"/>

## Privacy statement

Information contained in your application and any supporting information will be held by Kapiti Coast 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. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publically available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

## Questions

**Question 1:** What is the "Object" of the Sale and Supply of Alcohol Act 2012?

<p><b>Question 2:</b> Describe the Alcohol Free Zone restrictions in the area of your current or most recent place of work, naming the street and town, and restrictions. <i>(Refer to online maps at <a href="http://kapiticoast.govt.nz">kapiticoast.govt.nz</a> website if required.)</i></p>
<p><b>Question 3:</b> List five signs, notices and/or documents that must be displayed in or outside a licensed premises, and describe where they should be displayed:</p> <p>a) b) c) d) e)</p>
<p><b>Question 4:</b> List the types of designations that can apply to licensed premises and explain what they mean. Beside each one, give an example of a type of licensed premises where that designation would be applicable.</p> <p>a) b) c)</p>
<p><b>Question 5:</b> List the methods you use to ensure you do not sell or supply alcohol to intoxicated persons and describe what you would do if you had an intoxicated person on your premises:</p>
<p><b>Question 6:</b> Explain a Host Responsibility Policy and what is required in the Policy.</p>
<p><b>Question 7:</b> List four different types of premises alcohol licences and what they mean:</p> <p>a) b) c) d)</p>
<p><b>Question 8:</b> Section 237 of the Sale and Supply of Alcohol Act 2012 relates to irresponsible promotion of alcohol. List four unacceptable promotions.</p> <p>a) b) c) d)</p>
<p><b>Question 9:</b> What is the definition of "low alcohol"?</p>
<p><b>Question 10:</b> List what methods you use to ensure you do not sell or supply alcohol to minors:</p>
<p><b>Question 11:</b> List four responsibilities under Section 214 of the Sale and Supply of Alcohol Act and who is responsible for each (i.e Duty Manager or Licensee):</p> <p>a) b) c) d)</p>

**Question 12:** What records must be kept at the licensed premises as required by Section 232 of the Sale & Supply of Alcohol Act 2012?

**Question 13:** What are the three acceptable “Evidence of Age” documents for the purpose of the Act?

- a)
- b)
- c)

**Question 14:** Using the Intoxication Assessment Tool, what are the four criteria you would use to assess intoxication and list two indicators of intoxication for each:

- a)
- b)
- c)
- d)

**Question 15:** Describe what steps you have taken (or initiatives you have introduced) in the last renewal period with the aim of contributing to a reduction in alcohol related harm.