

## Application for Renewal of Manager's Certificate

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

Current fees to renew your manager's certificate costs \$316.25. Once we've received your complete application and payment, we can assess your application.

You must apply for your manager's certificate from the District Licensing Committee in the region you intend to use it.

#### **Attach the following supporting documents to this application:**

- photo identification, such as your passport or driver licence
- a copy of your current manager's certificate (if your current manager's certificate was not issued by Kāpiti Coast District Council)
- a copy of your Licence Controller Qualification (LCQ), bridging certificate or NZQA accredited trainer certificates for unit standards 4646 and 1670
- a letter confirming your role and length of employment from the licensee of the premises where you are currently using manager's certificate
- a copy of your working visa (if applicable)
- Proof of payment.

#### **Right to work in New Zealand**

- I am a New Zealand or Australian citizen.
- I am a New Zealand or Australian permanent resident.
- I have a work visa or visa with work rights.

If you have a work visa or visa with work rights, complete the following and sign below:

- I undertake to only use my manager's certificate when I have a current visa that allows me to work in New Zealand.
- I undertake to comply with any conditions that apply to my visa – for example, any restriction on where I can work.

**Applicant signature:**

**Date:**

### 1. Applicant's details

**Full legal name:**

*(List any other names, including a birth name, that you may be known by)*

**Address:**

**Phone:**

Home:

Mobile:

**Email:**

**Gender:**

**Date of birth:**

**Place of birth:**

**Occupation:**

## 2. Criminal conviction details

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)?

- No
- Yes (list below)

 **Attach offence details on a separate sheet of paper if you need more room.**

### 3. Training and experience

You must hold unit standards 4646 and 16705 for the Sale and Supply of Alcohol Act 2012 to apply for a manager's certificate.

Do you hold the required prescribed qualifications?

- Yes
- No

Date obtained:

What training have you undertaken or has your employer provided since your manager's certificate was issued or renewed?

List your employment history relating to selling and/or supplying alcohol since your last application. Include: employer's name; number of months/years you've been employed or volunteering (Club only); full/part time (list hours), and if you use your manager's certificate in each role.

### 4. Questionnaire

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?

What is the “Object” of the Sale and Supply of Alcohol Act 2012?

List five signs, notices and/or documents that must be displayed in or outside licensed premises, and describe where they should be displayed:

- 1.
- 2.
- 3.
- 4.
- 5.

List four responsibilities under section 214 of the Sale and Supply of Alcohol Act 2012 and who is responsible for each (for example, duty manager or licensee):

- 1.
- 2.
- 3.
- 4.

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

- 1.
- 2.
- 3.
- 4.

List the six key principles of host responsibility and how you apply these when you manage licensed premises:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

What record must be kept at the licensed premises as required by section 232 of the Sale and Supply of Alcohol Act 2012?

If a certified manager at your premises takes annual leave for two weeks:

1. Would a temporary or acting manager need to be appointed?
2. Where would this appointment be recorded?
3. Who needs to be notified of this appointment?

- 1.
- 2.
- 3.

What are the three acceptable “evidence of age” documents for the purpose of the Act?

- 1.
- 2.
- 3.

## 5. Authorisation

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. The Police inform the District Licensing Committee of any convictions or concerns involving the applicant.

- I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the licensing inspector for the purpose of assessing my suitability.
- I confirm that all the information I have provided in this application is true and correct.

**Name:**

**Signature:**

**Date:**

## 6. Privacy statement

Information contained in your application and any supporting information will be held by Kāpiti 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 Kāpiti 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 Kāpiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly 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 2020. You have the right to see and correct personal information that Council holds about you.