

## Application for Manager's Certificate

### Form 19, Section 219, Sale and Supply of Alcohol Act 2012

Current fees to apply for a new manager's certificate costs \$316.25. Once we've received your complete application and payment, we'll assess your application.

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

We require at least three to six months' experience in the sale and supply of alcohol, depending on the type of premises you work in.

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

- photo identification, such as your passport or driver licence
- a copy of your Licence Controller Qualification (LCQ), bridging certificate or NZQA accredited trainer certificates for unit standards 4646 and 1670
- one reference from your employer where you intend using your manager's certificate, providing evidence of your experience
- one or more character references (from someone other than your employer who has known you longer than six months)
- a copy of your work 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, please 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

Have you had any other relevant training, in particular recent training (aside from the LCQ or Unit Standards, for example what other training has your current employer given you)?

- Yes
- No

If "yes" what are the details and dates of that training:

Have you 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:

Do you intend, at this time, to be the manager of any particular licensed premises?

- Yes
- No

If yes, what is the name of the licensed premises you intend to be a duty manager for?

If it is a licensed club, state the extent of your involvement in the club's management and activities (provide evidence).

#### 4. 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:**

#### 5. 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 1993. You have the right to see and correct personal information that Council holds about you.