



APPLICATION FOR MANAGER'S CERTIFICATE
SECTION 118, SALE OF LIQUOR ACT 1989
KAIKOURA DISTRICT LICENSING AGENCY
PO Box 6, ESPLANADE
KAIKOURA

Applicants should be lodged with the Kaikoura District Licensing Agency if:

- you are employed at a licensed premises within Kaikoura, or
- you do not currently work in licensed premises but you live within Kaikoura.

Please provide an original and one copy of all documents.

1. TYPE OF CERTIFICATE General Manager's Club Manager's

2. DETAILS OF APPLICANT

(a) **Full** name: _____

Any other name(s) used eg *ethnic, maiden name*: _____

Date of birth: _____

Occupation/Current employment: _____

Residential Address: _____

(b) Postal address of service of documents: _____

(c) Daytime contact Name: _____

Daytime contact Telephone number: _____

(d) Have you ever been convicted of any offence (including traffic but not parking)?

Yes **No**

If yes, give details below. (*You may wish to explain the circumstances on another page*)

Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____

(e) Have you had any experience, in particular recent experience, in managing any premises(s) or conveyance in respect of which a licence was in force?

Yes **No**

If Yes, what are the details and dates of that experience?
(attach proof of experience, such as letters from employers, or an affidavit.)

Premises	Position & Duties	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Office Use Only

Receipt: _____ Date: _____

- (f) Have you had any relevant training, in particular recent training? *Eg In-house training courses?*
 Yes **No**

If Yes, what are the details of that training and on what dates was it undertaken? (Attached proof)

- (g) Do you hold the required Licence Controller Qualification (LCQ). and any other relevant qualifications eg Polytechnic, Host Responsibility courses?
 Yes **No**

If Yes, what are details of each qualification? (*Attach a copy of each qualification*).

- (h) This question is for Club Manager's Certificate applicants only:
What is the extent of your involvement in the management and activities of the club?

- (i) For **all** applicants:

Do you intend at this time to be the Manager (including Duty Manager) of any particular licensed premises?

- Yes** **No**

If Yes, Name of premises: _____

Position and duties: _____

Dated at Kaikoura this _____ day of _____ 20 _____

Applicant's signature (*not solicitor nor agent*)

REMEMBER TO ATTACH THE FOLLOWING MATERIAL TO YOUR APPLICATION:

- Character Reference
- Evidence of obtaining Licence Controller Qualification
- Reference (written) from current employer, confirming position/duties and any need for certificate.
- Evidence to support any experience claimed in the liquor industry eg detailed references from employers, or an affidavit.
- Evidence to support any relevant training claimed eg proof of attendance, details of course content.
- Club Manager's Certificate applicants – A detailed letter from a Club Officer setting out your involvement in the management and activities of the Club.
- The fee of **\$134.93** (Cheques to be made payable to Kaikoura District Council)