



Application for Manager's Certificate

Section 217 / 224, Sale and Supply of Alcohol Act 2012

To: The Secretary,
 Kaikoura District Licensing Committee,
 Kaikoura District Council
 PO Box 6
 Kaikoura 7300

New Application

Renewal Application

Please note that you may only apply for a renewal application, if your Manager's Certificate has not yet expired.

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

1. Details of Applicant

(a) Surname: First names:
 Maiden or other name:
 Residential Address:
 Date of Birth: Country of Birth: Place of Birth:
 Gender: Male Female
 Occupation:
 Citizen of NZ Resident of NZ Overseas Visitor Working Visa
 (please supply a copy of working visa if applicable)

(b) Postal address for service of documents:

(c) Home phone: Work phone: Cell phone:
 Email address:

(d) Has the applicant ever applied for a Manager's Certificate with another District Licensing Committee? Yes
If yes, which District Licensing Committee was it with and what was the certificate number.....

(e) Has the Renewal Applicant been convicted of any offence (including traffic but not parking) since the certificate was issued or last renewed? Yes No

(f) Has the New Applicant ever been convicted of any offence (including traffic but not parking)? Yes No

If **yes**, what are the details of each offence?

Nature of offence	Date of conviction	Penalty

(g) Does the applicant hold the Licence Controller Qualification? Yes No

If yes, what Act was that qualification gained under?

Sale of Liquor Act 1989 Sale and Supply of Alcohol Act 2012

Please attach the LCQ Certificate (and Bridging Test Certificate if applicable).

(h) Has the applicant had any experience, in particular recent experience, in managing or working at any premises or conveyance in respect of which a licence was in force? **If yes**, please detail below:

Place of Employment.....
 Dates of Employment.....
 Roles and Responsibilities.....

(i) 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 date was it taken?

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(j) What is the extent of the applicant's involvement in the management and activities of the club? **(For managers of clubs only)**

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(k) Does the applicant intend at this time to be the manager of any particular licensed premises? Yes No

If yes, type of premise and name of premise:

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2. Details of certificate (Renewal Applications Only)

(a) Certificate number:

(b) Where was your certificate issued:

(c) Certificate expiry date:

Signature and Date

Dated at this day of..... 20.....

Signature of applicant:

Notes

- 1 This application must be accompanied by the prescribed fee and the items in the checklist.
- 2 If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
- 3 In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the District in which the applicant is residing.

OFFICE USE ONLY

Receipt: _____

Date: _____



Checklist for Managers Certificates & Renewals

(Sale and Supply of Alcohol Act 2012)

THE FOLLOWING MUST BE PROVIDED WITH YOUR APPLICATION
Use this cover page to assist you to lodge a complete application
<input type="checkbox"/> The completed application and documentation listed below
<p>FEE (inclusive of GST)</p> <p>\$316.25</p> <p>Fee may be paid by</p> <ul style="list-style-type: none"> • Cash • Cheques are payable to the Kaikoura District Council.... • Internet Banking details: Account Name: Kaikoura District Council, • Account Number: 02-0856-0011698-000., • Reference: Licence number (if renewal) and name.
Information to be attached (New Applications)
<input type="checkbox"/> Copy of one form of identification (drivers licence, passport). Police are required to report upon your application. Lodging an application acknowledges that Police will report to the District Licensing Committee. If you are not a New Zealand resident, please include details of your citizenship and passport number and work visa.
<input type="checkbox"/> Licence Controller Qualification (LCQ) 2012 Act inclusive of bridging test, OR LCQ 1989 Act and Bridging Test.
<input type="checkbox"/> Details of convictions (see attached Clean Slate Act notes)
<input type="checkbox"/> Two references, including current employer reference and character reference.
<input type="checkbox"/> Brief CV, detailing experience in hospitality and types of premises worked in.
<input type="checkbox"/> For applicants intending to manage a club, provide details of involvement in the club and a letter of support for the club.
Information to be attached (Renewal Applications)
<input type="checkbox"/> Licence Controller Qualification (LCQ) 2012 Act inclusive of bridging test, OR LCQ 1989 Act and Bridging Test.
<input type="checkbox"/> Copy of current Manager's Certificate.

Kaikoura District Council QUESTIONNAIRE



RENEWAL OF A MANAGERS CERTIFICATE

NAME:

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Q1. What is the object of the Act, of the Sale and Supply of Alcohol Act 2012?

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Q2. What signs related to Alcohol should be displayed on licensed premises.

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Q3. What is the designation of the area in the premise you are employed at and what is the meaning of that designation?

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Q4. Explain the purpose of a Host Responsibility policy and list six key points which should be included in the policy.

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Please turn over for questions 5-8

Q5. Name the responsibilities of the Duty Manager?

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Q6. Describe the signs of intoxication and what action you would take should you find an intoxicated person on your premises?

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Q7. If an intoxicated person has been sold alcohol by a bar person, who may be charged with the offence?

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Q8. Please describe a situation where you have implemented service intervention and the actions that were taken.

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