



Kaikoura District Council
Ko te kaunihera ā rohe o Kaikōura
Sale and Supply of Alcohol Act 2012

Application for Manager's Certificate & Renewal of Manager's Certificate

This application kit contains:

- Checklist
- Application Form
- Renewal of Managers Certificate Questionnaire
- Criminal Records (Clean Slate) Act 2004 information sheet

All forms must be completed and returned with the required information to the Kaikoura District Council office.

Or Scanned and emailed to office@foodandhealth.co.nz

Or Posted to:
The Secretary
Kaikoura District Licensing Committee
C/- Food and Health Standards (2006) Ltd
PO Box 7469
CHRISTCHURCH 8240



Checklist for Manager's Certificate & renewal applications

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

The completed application and documentation listed below

FEE (inclusive of GST) \$316.25

Fee may be paid by

- 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)

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.

Licence Controller Qualification (LCQ) 2012 Act inclusive of bridging test, OR LCQ 1989 Act and Bridging Test.

Details of convictions (see attached Clean Slate Act notes).

Two references, including current employer reference and character reference.

Brief CV, detailing experience in hospitality and types of premises worked in.

For applicants intending to manage a club, provide details of involvement in the club and a letter of support from the club.

INFORMATION TO BE ATTACHED (RENEWAL APPLICATIONS)

Licence Controller Qualification (LCQ) 2012 Act inclusive of bridging test, OR LCQ 1989 Act and Bridging Test.

Copy of current Manager's Certificate.

Completed Renewal of Managers Certificate Questionnaire



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 | | | | | | | | | |
|---|--------------------|--------------------|---------|--|--|--|--|--|--|
| <p>(a) Surname: First names:</p> <p>Maiden or other name:</p> <p>Residential Address:</p> <p>Date of Birth: Country of Birth: Place of Birth:</p> <p>Gender: Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Occupation:</p> <p>Citizen of NZ <input type="checkbox"/> Resident of NZ <input type="checkbox"/> Overseas Visitor* <input type="checkbox"/> Working Visa* <input type="checkbox"/></p> <p style="text-align: right; font-size: small;">*please supply a copy of working visa if applicable.</p> | | | | | | | | | |
| <p>(b) Postal service of documents:</p> <p>.....</p> <p>.....</p> | | | | | | | | | |
| <p>(c) Home phone: Work phone: Cell phone:</p> | | | | | | | | | |
| <p>(d) Has the applicant ever applied for a Manager's Certificate with another District Licensing Committee?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, which District Licensing Committee?</p> | | | | | | | | | |
| <p>(e) Has the Renewal Applicant been convicted of any offence (including traffic but not parking) since the certificate was last renewed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | | | | | | | | |
| <p>(f) Has the New Applicant ever been convicted of any offence (including traffic but not parking)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what are the details of each offence?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left; padding: 5px;">Nature of offence</th> <th style="width: 25%; text-align: left; padding: 5px;">Date of conviction</th> <th style="width: 25%; text-align: left; padding: 5px;">Penalty</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Nature of offence | Date of conviction | Penalty | | | | | | |
| 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 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 provide detail below:

Place of employment:

Dates of employment:

Roles and responsibilities:

(i) Has the applicant has any relevant training, in particular recent training? Yes No

If yes, please provide details and include when it was 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:

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

This application must be accompanied by the prescribed fee and the items in the checklist.

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.

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.



Kaikoura District Council Renewal of Managers Certificate Questionnaire

Sale and Supply of Alcohol Act 2012

NAME:

Q1. What is the object 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 premises you are employed at and what is the meaning of the designation?

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

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Q5. What are the responsibilities of the Duty Manager?

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Please turn over to answer questions 6 - 8

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 a you have implemented service intervention and the actions that were taken.

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Kaikoura District Council

The impact of the Criminal Records (Clean slate) Act 2004 on applications for manager's certificates under the Sale and Supply of Alcohol Act 2012

The Criminal Records (Clean Slate) Act 2004 commenced on Monday 29 November 2004. The Act enables individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility. The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- No convictions within the last seven years;
- Never been sentenced to a custodial sentence (e.g. imprisonment, corrective training, Youth Justice Residence);
- Never been ordered by a Court during a criminal case to be detained in a hospital due to his/ her mental conditions, instead of being sentenced;
- Not been convicted of a 'specified offence' (e.g. sexual offending against children and young people or the mentally impaired – see interpretation section for a full list);
- Paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- Never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs).

There are some exceptions under section 19 of the Act where all convictions must continue to be disclosed. However, no exception applies for the purposes of determining applications for manager certificates under the Sale and Supply of Alcohol Act 2012.

Section 21 of the Criminal Records (Clean Slate) Act 2004 provides that any reference in a provision to an individual's criminal record or character or fitness must be interpreted in a way that is consistent with the clean slate scheme. Therefore, where an individual is eligible for a "clean slate", he or she will be entitled to conceal their criminal record, and their criminal record would not be accessed or used when determining whether or not the individual is a 'fit and proper person'.

There is additional information about the legislation on the Ministry of Justice website: <http://www.justice.govt.nz/privacy/clean-slate.html>. In addition, the Ministry has produced a pamphlet which is available on the website as well as at courts, police stations, citizen's advice bureaux and community law centres.