

# Application for Managers Certificate



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

To: The Secretary  
 Central Otago District Licensing Committee  
 Central Otago District Council  
 PO Box 122  
 Alexandra 9340

### 1. DETAILS OF APPLICANT

Full Name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address for service of documents: \_\_\_\_\_

Contact details: Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Female  Male

Have you ever been convicted of any offence?  Yes  No

*(State all criminal convictions other than convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the criminal records clean slate Act 2004 applies.)*

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

| Nature of Offence | Date of Penalty Suffered | Conviction |
|-------------------|--------------------------|------------|
|                   |                          |            |
|                   |                          |            |
|                   |                          |            |

### 2. DETAILS OF PREVIOUS EXPERIENCE IN THE ALCOHOL INDUSTRY

Have you had any experience, in particular recent experience, in managing any premise(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 |
|-------------------|-------------|
|                   |             |
|                   |             |
|                   |             |

| OFFICE USE ONLY             | Date Sent | Deadline Date | Date Received | Application No. |
|-----------------------------|-----------|---------------|---------------|-----------------|
| Police Report               |           |               |               | Debtor No.      |
| Licensing Inspectors Report |           |               |               |                 |
| Notes                       |           |               |               |                 |

**3. DETAILS OF QUALIFICATIONS AND TRAINING**

Do you hold the Licence Controller Qualification?

Yes       No

If **yes**, attach a copy of the certificate.

If **no**, when do you intend to complete this qualification? \_\_\_\_\_

State the details of any other relevant training you have undertaken \_\_\_\_\_  
\_\_\_\_\_

**4. DETAILS OF CURRENT PLACE OF EMPLOYMENT IN THE ALCOHOL INDUSTRY**

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: \_\_\_\_\_

**5. DETAILS FOR APPLICANTS WHO ARE NOT NEW ZEALAND RESIDENTS OR CITIZENS**

**Persons who are not New Zealand residents or citizens are required to provide the following additional information:**

Details of current work or visitors permit \_\_\_\_\_

Your last permanent address \_\_\_\_\_

Country \_\_\_\_\_

Current passport or certificate identity number \_\_\_\_\_

Country where passport or certificate issued \_\_\_\_\_

\_\_\_\_\_  
**Applicant's** signature (*not solicitor or agent*)

\_\_\_\_\_  
Date

## PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

- A written, signed reference from your current employer confirming your position and duties.
- Supporting evidence detailing managerial experience within the hospitality and alcohol industries. A minimum of 3 months experience is required by this District Licensing Committee before an application will be considered. (eg. attach references from previous employers or character references)
- Copy of your Licence Controller Qualification (LCQ) and any other relevant training certificates.
- The prescribed fee (\$316.25).

## TRAINING: LICENCE CONTROLLER QUALIFICATION

The Sale and Supply of Alcohol Act 2012 (s.218 of the Act and s.23 of the Regulations) requires a 'prescribed qualification' which must be obtained before a manager's certificate can be granted.

Service IQ, has developed two unit standards (NZQA), which need to be completed to gain a Licence Controller Qualification.

These units are:

**NZQA ID: 4646** Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises

**NZQA ID: 16705** Demonstrate knowledge of Host Responsibility requirements as a duty manager of licensed premises

Once you have completed the unit standards you need to apply to the Service IQ to obtain the LCQ certificate. If you have any questions regarding the Licence Controller Qualification please contact Service IQ on 0800 275 4474 or via their website [www.serviceiq.org.nz](http://www.serviceiq.org.nz)

Courses available in the Central Otago area include:

1. Otago Polytechnic – One day course available in Cromwell. Please contact the Cromwell campus on 0800 765 9276.
2. Southern Institute of Technology - Various course options available, taught at the SIT Queenstown campus at Remarkables Park Town Centre in Queenstown. Contact 03 442 5375
3. Liquor Licensing Bureau – Various course options are available including an on-line internet option. Please contact Nik Horn on 03 442 0274 or [www.train2serve.com](http://www.train2serve.com)

## APPLICATION PROCESSING TIMEFRAME

Lodge your complete application with the Central Otago District Licensing Committee. Incomplete applications will not be accepted. (An exception maybe considered if the applicant is appointed as an Acting or Temporary Manager under s.231 of the Act and then we may hold the application pending receipt of the training qualification)

Your application will be forwarded to the Police and Council's Licensing Inspector for review and comment.

If there is no opposition to the application, your application will be determined by the District Licensing Committee. This usually takes between 6 and 8 weeks.

A manager's certificate is issued initially for one year and application for renewal must be made prior to the expiry date on your certificate.

Central Otago District Licensing Committee

PO Box 122  
Alexandra

Phone: 03 440 0056  
Fax: 03 448 9196