



APPLICATION FOR MANAGER'S CERTIFICATE

(SALE OF LIQUOR ACT FORM 18)

Section 118, Sale Of Liquor Act 1989

Applications should be lodged with the Central Otago District Licensing Agency if:

- * you are employed at a licensed premises within the Central Otago area or
- * you do not currently work in licensed premises but you live within Central Otago area.

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 for service of documents: _____

(c) Daytime contact: Name: _____

Telephone number: _____

Fax number: _____

Email: _____

(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 Penalty Suffered	Conviction
_____	_____	_____
_____	_____	_____
_____	_____	_____

(e) 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
_____	_____
_____	_____
_____	_____

	Date Sent	Deadline Date	Date Received
Police Reports			
EHO Report		NA	

OFFICE USE ONLY
Application No. _____
Debtor No. _____

(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? (*Attach proof*)

(g) Do you hold any 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: _____

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

Date

REMEMBER TO ATTACH THE FOLLOWING MATERIAL TO YOUR APPLICATION:

- Character references
- Evidence to support any experience claimed in the liquor industry eg detailed references from employers, or an affidavit.
- Reference (written) from current employer, confirming position/duties and any need for certificate.
- Proof of completion of a course giving Knowledge of the Sale of Liquor Act 1989.
- Evidence to support any relevant training claimed eg proof of attendance, details of course content.
- Evidence to support any qualifications claimed eg photocopies of certificates.
- 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 prescribed fee (\$132.00).

Manager's Certificate

INTRODUCTION

At all times when liquor is available for sale to the public from an On or Off Licensed premise, a Manager (holding a current General Manager's Certificate) must be on duty. The Manager is responsible for compliance with the Sale of Liquor Act 1989 and the conditions of the premises licence.

This does not apply to BYO premises nor some Special Licences.

The name of the Manager on duty must always be displayed on the licensed premises.

There are two types of Manager's Certificates. These are:

1. **General Manager's Certificate:**
Authorises the holder to manage any licensed premises.
2. **Club Manager's Certificate:**
Authorises the holder to manage any premises where a Club Licence is in force.

WHAT DO YOU NEED TO DO BEFORE APPLYING?

The Central Otago District Licensing Agency expects applicants to have undertaken the following steps before applying for a Manager's Certificate:

- Experience in the industry.
Applicants must have a proven background in the liquor industry (generally recent).
- Undertaken a training course in the Sale of Liquor Act 1989 (see Training section).
Have recently (generally within the last 12 months) completed a recognised sale of liquor training course, or NZQA Unit 4646.

MAKING AN APPLICATION

Application forms are available from the Central Otago District Licensing Agency, which is a section of the Central Otago District Council. You must make the application with this Agency if you are working in the Central Otago District Council area. If you are living in Central Otago but working in another area then you will need to submit your application to District Licensing Agency in that area.

Material Required

The following items must accompany an application for a Manager's Certificate:

1. Two (at least) character references provided by someone (not related) who has known you for a reasonable period of time ie 2-3 years plus.
2. Evidence of previous experience/employment
 - (i) Evidence to support any experience (in particular recent) claimed in the liquor industry eg detailed references from employers.
 - (ii) Evidence of other employment history i.e. provide references.
3. Proof of knowledge of the Sale of Liquor Act 1989. (Refer to Section headed "Training".)
4. Evidence to support any other relevant training claimed e.g. in-house courses.
5. Evidence to support any other qualifications claimed eg photocopies of certificates.
6. Where convictions are stated, the applicant should, where appropriate, explain the circumstances.
7. Applicants for Club Manager's Certificates should provide evidence to show their involvement in the management and activities of the Club eg a detailed letter from a Club Officer.
8. The prescribed fee: \$132.00.

Note:

Failure to provide references as to your character and/or experience and proof of knowledge of the Act will delay the processing of your application.

An Affidavit may be accepted if no references can be provided.

APPLICATION PROCESS

Once the application form has been completed, it should be returned **with all required material** to the Central Otago District Licensing Agency. Incomplete applications will **not** be accepted.

(An exception maybe made if the applicant's appointment as an Acting or Temporary Manager has been confirmed in writing.)

Copies of the application are forwarded by the Agency to the relevant Police Station and Liquor Licensing Inspector for their reports. The Police or Inspector may contact you with regard to your application.

If there is no opposition to the application then it will be determined by the Agency.

A Manager's Certificate is issued initially for one year. **Application for renewal must be made prior to expiry.**

TRAINING

Courses available in this area include:

1. *Otago Polytechnic* - One day course are available in Central Otago area. Please contact Larry Naylor of the Cromwell campus on 0800 765 9276.
2. *Liquor Licensing Bureau* – Various course options are available in the Central Otago area. Please contact Nik Horn on 03 442 0274
3. *Hospitality Management Elearning Ltd* – a Internet training course that can be done at anytime. Consists of assessments completed on-line followed by a verbal test by telephone. For more information please phone 0800 SOLACT or hospo@xtra.co.nz

Applicants for Club Manager's Certificates may complete the following course:

- *Sporting Clubs Association of NZ* - A handbook is provided which you can study at your own time, then a "closed book" assessment is completed. Contact Bob Clark on 0800 655 889.

LICENCE CONTROLLER QUALIFICATION

The Sale of Liquor Amendment Act 1999 provided for a 'prescribed qualification' which must be held by holders of General Managers Certificates. It is expected that the requirement to hold this qualification will come in to force in the immediate future

The Hospitality Industry, in particular the Hospitality Standards Institute, has now developed three unit standards (NZQA), which must be completed before a person will be issued with his/her Licence Controller Qualification.

These units are:

- 4646 - Demonstrate knowledge of the Sale of Liquor Act 1989.
- 16705 - Demonstrate knowledge of Host Responsibility requirements as a liquor licence controller.
- 16645 - Perform Host Responsibility Practices in the workplace.

The first two units will require attendance at a course, while the third will involve being assessed in your workplace, by either an NZQA accredited training provider or a Hospitality Standards Institute registered assessor.

If you have any questions regarding the Licence Controller Qualification please contact the Christchurch office of HSI on phone 03 365-4326.

Central Otago District Licensing Agency
P O Box 122
ALEXANDRA

Phone: 03 448 6979
Fax: 03 448 9196