

Application for Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012



Form 19

The Secretary
 South Waikato District Licensing Committee
 C/- South Waikato District Council
 Private Bag 7 (Torphin Crescent)
 TOKOROA 3444

Telephone (07) 885 0340
 Fax (07) 885 0718
 Email: info@southwaikato.govt.nz

Fee:
\$316.25
 (GST inclusive)

Details of Applicant

Full Name:			
Residential Address:			
Sex:		Occupation:	
Date of Birth:		Place of Birth:	
Postal address for Service:			
Contact Name (Daytime):			
Details:	Telephone:		Fax:
	Email:		Mobile:
Current place of employment:			

Criminal Convictions:

[State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies) received since the certificate was issued or last renewed]

	Yes		No
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If "yes" please state the nature of offence, date of conviction, and penalty suffered

What steps has the applicant taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm? *[State]*

Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012)?

	Yes		No
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If Yes, on what date was that qualification obtained? *[State]*

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Details of Current Certificate

Number:		Date of Expiry	
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To assist in completing this application, please see Check List on last page

Notes

1. This application must be filed with the District Licensing Committee before the certificate expires.
2. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Committee for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.
3. Please ensure that all questions are answered and all attachments requested as below are included in this application, failure to complete all sections and include attachments may delay processing.

Privacy Act 1993

1. Personal information obtained in this application is primarily for establishing applicant identity and, when this application has been granted or declined, for administration, monitoring and enforcement.
2. The information may be released to any inquirer about the application, the refusal of the application, or in relation to the exercise of the approval of this application.
3. The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
4. You have the right to access the information and to request its correction.
5. **Disclosure of Police Information:** Applicants for this Manager's Certificate are required to sign the authorisation below. Failure to allow the Police to disclose this information may result in your application not being determined.
6. **Authorisation:** The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?		Yes		No
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Dated at		this		day of		20
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Applicant's Signature:	
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Where this application has been completed by an agent please provide details

Agent name	
Contact number	
Contact address	
Date	
Signed	

Check List

The following must be included with every application:

1. Application Fee - \$316.25	
2. One copy of your LCQ (if your current Manager's Certificate was not issued by this DLC) Note: If your LCQ was issued prior to 18 December 2013, you must also provide evidence that you have completed the LCQ Bridging Test (please find info on this here; http://serviceiq.org.nz/providers/lcq/lcq-bridging-test/)	
3. One copy of your current Manager's Certificate (if your current certificate was not issued by this DLC)	
4. Evidence of experience in the alcohol industry (if your current certificate was not issued by this DLC), this could be a reference from your previous employer.	

5. Two written character references from someone to verify applicant's suitability to hold a Manager's Certificate if your certificate was not issued by this DLC.	
Please note that references may be contacted. Do you consent to your references being contacted? Yes / No please circle. Signed _____	
6. Any other relevant New Zealand qualifications	
7. If your certificate was issued from another DLC please attach confirmation of your current employment on a licensed premises and how long you have been working there.	
8. One form of identification, if you are a New Zealand Citizen or Resident please provide either a copy of your New Zealand driver's licence, birth certificate or New Zealand passport, all other applicants must provide a copy of a current work visa and foreign passport. If you cannot provide either of the above please contact our office to discuss.	
9. Completed Renewal Manager's Certificate Questionnaire. Must be completed by the applicant.	
10. Servewise course certificate, if you have not completed this please follow this link http://www.alcohol.org.nz/alcohol-management-laws/managing-alcohol/host-responsibility/servewise	

For Office Use Only

Date Received:		Invoice:		Amount	
Receipt no:		Debtor:			

Renewal Managers Certificate Questionnaire

1. What is the Object of the Act?	
2. Name the four signs that Must be displayed on a licence premises.	
3. Name the 3 ½ days in the years where the sale of alcohol is restricted.	
4. When can a licensed premises sell alcohol on either of the above days?	
5. What does ARLA stand for?	
6. Does the South Waikato have a LAP?	
7. What does LAP stand for?	
8. How long can a temporary manager be appointed for before notification is given to the DLC and the Police?	
9. What are the national default hours for an On-licence?	
10. What are the national default hours for an Off-licence?	
11. Define the designation "Restricted".	
12. Define the designation "Supervised".	

Renewal Managers Certificate Questionnaire					
13. Define "Undesignated"					
14. How long can an "Acting Manager" be appointed for?					
15. What is the difference between an "Acting Manager" & "Temporary Manager".					
16. What does DLC stand for?					
17. What are the requirements of a responsible Host?					
18. Name four signs of intoxication?					
19. Can a supermarket or grocery store that is licensed sell wine that has an alcohol content of 15.5%?					
20. Can an On-licensed or Club Licensed premises sell spirits in a vessel that is more than 500ml?					
21. The licensed premises you work for circulates a flyer in the mail offering a discount of \$15.00 on a bottle of whiskey that is normally \$45.00, do you see any problems with that?					
22. The licensed premises you are working at is circulating a flyer in the mail offering a free sample bottle of a new alcoholic liqueur with every 12 pack of beer sold, is this ok?					
Total Score		Pass/Resit		Interview Date	