

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: Alcohol@southwaikato.govt.nz

Fee: \$316.25
(GST inclusive)

Check List for Renewal of Manager's Certificate

Please ensure that all relevant documents are attached, failure to attach to the application may result in delayed processing times

The following must be included with application:

(tick)

- | | |
|---|--------------------------|
| 1. Application Fee - \$316.25 | <input type="checkbox"/> |
| 2. Application form, with all sections completed, signed, and dated. | <input type="checkbox"/> |
| 3. One form of photo identification, if you are a New Zealand Citizen or Resident, please provide either a copy of your New Zealand driver's licence 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. | <input type="checkbox"/> |
| 4. Completed Renewal Manager's Certificate Questionnaire. Must be completed by the applicant. | <input type="checkbox"/> |
| 5. One copy of your current Manager's Certificate (if your current Manager's Certificate was not issued by this DLC) | <input type="checkbox"/> |
| 6. 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/) or your NZQA Record of Learning. | <input type="checkbox"/> |
| 7. Confirmation of your current employment on a licensed premises and how long you have been working there (if your current Manager's Certificate was not issued by this DLC) | <input type="checkbox"/> |

1. Details of Applicant

Full Legal Name:	<input type="text"/>		
Residential Address:	<input type="text"/>		
	<input type="text"/>		
Gender:	<input type="text"/>	Occupation:	<input type="text"/>
Date of Birth:	<input type="text"/>	Place of Birth:	<input type="text"/>
Postal address for Service of documents (if different to above):	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Contact Name (Daytime):	<input type="text"/>		
Contact Details:	Telephone:	<input type="text"/>	Email: <input type="text"/>
	Fax:	<input type="text"/>	Mobile: <input type="text"/>

Current place of employment:			
Criminal Convictions:			
<i>[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] e.g., convictions in District & High Courts, drink driving offences.</i>			
	Yes		No
If "yes" please state the nature of offence, date of offence and 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 minimising 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) or Units 4646 & 16705 on your NZQA Record of Learning?		Yes	No
If yes, on what date was that qualification obtained? [State]			
2. Details of Current Certificate			
Number:		Date of Expiry	
<i>To assist in completing this application, please see Check List on front page</i>			
Notes			
<ol style="list-style-type: none"> 1. This application must be accompanied by the prescribed fee. 2. This application must be filed with the District Licensing Committee before the current certificate expires. 3. 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. 4. 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			
<ol style="list-style-type: none"> 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						<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dated at	<input type="text"/>	this	<input type="text"/>	day of	<input type="text"/>	20			
Applicant's Signature:		<input type="text"/>							
Where this application has been completed by an agent, please provide details									
Agent name	<input type="text"/>								
Contact number	<input type="text"/>								
Contact address	<input type="text"/>								
	<input type="text"/>								
Date	<input type="text"/>								
Signed	<input type="text"/>								
For Office Use Only									
Date Received:	<input type="text"/>	Invoice:	<input type="text"/>	Amount	<input type="text"/>				
Receipt no:	<input type="text"/>	Debtor:	<input type="text"/>						

Renewal Managers Certificate Questionnaire

1. What is the Object of the Act?	
2. Name the four signs/notices/legal documents that Must be displayed on a licensed premises. (This does NOT include a Host Responsibility policy)	1. 2. 3. 4.
3. Name the 3 ½ days in the year when the sale of alcohol is restricted.	1. 2. 3.
4. When can a licensed premises sell alcohol on any of the above days?	
5. List 5 offences that could be committed by a manager on a licensed premises?	1. 2. 3. 4. 5.
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 must be 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. Explain the designation "Restricted Area".	
12. Explain the designation "Supervised Area".	
13. Explain what "Undesignated" means?	
14. How long can an "Acting Manager" be appointed for?	

Application for Renewal of Manager's Certificate

15. What is the difference between an "Acting Manager" & "Temporary Manager".	
16. What are the main duties of the Duty Manager?	
17. What are the requirements of being a responsible Host?	
18. List four signs of intoxication?	1. 2. 3. 4.
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. List four techniques you could use to slow down intoxication levels?	

For Office Use Only

Total Score		Pass/Resit		Interview Date	
-------------	--	------------	--	----------------	--