

# Application for Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012  
(Form 17)



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

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

**Fee: \$316.25**  
(GST inclusive)

## Details of Applicant

Full Legal Name:

Residential Address:

Sex:  Occupation:

Date of Birth:  Place of Birth:

Postal address for Service of documents (if different to above):

Contact Name (Daytime):

Contact Details: Phone:  Email:

Fax:  Mobile:

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)]*

Yes  No

If "Yes" state the nature of offence, date of conviction, and penalty suffered

Has the applicant had any experience (in particular recent experience) in controlling any premises or conveyance in respect of which a licence was in force?  Yes  No

If "Yes" what are the details and dates of that experience?

Has the applicant had any relevant training, in particular, recent training?  Yes  No

If "Yes" what are the details of that training and on what dates was it taken?

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

If "Yes" on what date was that qualification obtained?

Does the applicant intend at this time to be the manager of any particular licensed premises?  Yes  No

If "Yes" what are the identifying particulars of those licensed premises? If it is a Club what is the extent of the applicant's involvement in its management and activities?

## Notes

1. This application must be accompanied by the prescribed fee.
2. 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.
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.
4. Please note you will be required to attend an interview with the Licensing Inspector.

## 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

Dated at

this

day of

20

Applicant's Signature:

### Where this application has been completed by an agent please provide details

Agent name

Contact number

Contact address

Date

Signed

## Attachments

The following must be included with every application:

1. Application Fee - \$316.25
2. Copy of Licence Controller Qualification
3. Copy of Training Providers Certificate
4. 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.
5. One written character references from someone to verify applicant's suitability to hold a Manager's Certificate (must not be a co-worker, related or residing with the applicant).  
Please note that referees may be contacted.

6. A letter from your employer stating when you started working for him/her and supporting your application	
7. Any other relevant New Zealand qualifications	
8. Completed Manager's Certificate Questionnaire. <b>Must be completed by the applicant.</b>	

**For Office Use Only**

Date Received:		Invoice:		Amount	
Receipt no:		Debtor:			

## New Managers Certificate Questionnaire

1. What is the Object of the Act?	
2. <b>In your own words</b> , how will you apply the Object of the Act to your place of work?	
3. Name the four signs that <b>must</b> be displayed on a licence premises.  (this does NOT include a Host Responsibility Policy)	1. 2. 3. 4.
4. Name the 3 ½ days in the year where alcohol cannot be sold in Off Licences or Tavern style premises.	
5. What is an "Acting Manager"?	
6. How long can an "Acting Manager" be appointed for?	
7. What is a "Temporary Manager"?	
8. How long can a temporary manager be appointed for?	
9. What are the national default hours for an On-licence?	

<p>10. What are the national default hours for an Off-licence?</p>	
<p>11. Define the designation "Restricted".</p>	
<p>12. Define the designation "Supervised".</p>	
<p>13. Define "Legal Guardian"</p>	
<p>14. Define "Undesignated"</p>	
<p>15. What does DLC stand for?</p>	
<p>16. Name four signs of intoxication?</p>	
<p>17. Can a supermarket or grocery store that is licensed sell wine that has an alcohol content of 15.5%?</p>	
<p>18. Can an On-licensed or Club Licensed premises sell spirits in a vessel that is more than 500ml?</p>	

19. 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? If yes, please justify your answer,

20. What alternative beverages must be available on all Club & On-licensed premises?

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Total Score

Pass/Resit

Interview Date: