

# Application for New 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)

## Check List for New 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 Manager's Certificate Questionnaire. Must be completed by the applicant.	<input type="checkbox"/>
5. Copy of Licence Controller Qualification or Copy of Training Providers Certificate or NZQA Record of Learning  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; <a href="http://serviceiq.org.nz/providers/lcq/lcq-bridging-test/">http://serviceiq.org.nz/providers/lcq/lcq-bridging-test/</a> ) or your NZQA Record of Learning.	<input type="checkbox"/>
6. 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.	<input type="checkbox"/>
7. A letter from your employer stating when you started working for him/her and supporting your application	<input type="checkbox"/>
8. Any other relevant New Zealand qualifications	<input type="checkbox"/>

## 1. Details of Applicant

Full Legal Name:	<input type="text"/>			
Residential Address:	<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"/>			
Contact Name (Daytime):	<input type="text"/>			
Contact Details:	Telephone:	<input type="text"/>	Email:	<input type="text"/>
	Fax:	<input type="text"/>	Mobile:	<input type="text"/>

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)] e.g., convictions in District or High Courts, drink driving offences.*

	Yes		No
--	-----	--	----

If "Yes" state the nature of offence, date of offence and 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) or Units 4646 and 16705 or your NZQA Record of Learning from your training provider?

	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 include a letter from the Club detailing 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?		<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"/>			
<b>Where this application has been completed by an agent, please provide details</b>					
Agent name	<input type="text"/>				
Contact number	<input type="text"/>				
Contact address	<input type="text"/>				
Date	<input type="text"/>				
Signed	<input type="text"/>				
<b>For Office Use Only</b>					
Date Received:	<input type="text"/>	Invoice:	<input type="text"/>	Amount:	<input type="text"/>
Receipt No.	<input type="text"/>	Debtor:	<input type="text"/>	<input type="text"/>	

## 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/notices/legal documents that <b>Must</b> be displayed in licensed 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?	

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 the phrase "Parent" or "Legal Guardian"	
14. Explain "Undesignated"	
15. List 5 things you can do to slow intoxication levels?	1. 2. 3. 4. 5.
16. Name four signs of intoxication?	1. 2. 3. 4.
17. Can a licensed supermarket or grocery store sell wine that has an alcohol content of 15.5%?	
18. List 5 offences you could commit in licensed premises.	1. 2. 3. 4. 5.

<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? Explain why?</p>					
<p>20. What alternative beverages must be available on all Club &amp; On-licensed premises?</p>					
<p>21. Explain what a low-alcohol beverage is?</p>					
<b>For Office Use Only</b>					
Total Score		Pass/Resit		Interview Date:	