



Application for Managers Certificate Pursuant to the Sale of Liquor Act 1989

PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS APPLICATION

You must have a minimum of six (6) months experience in the liquor industry relevant to the type of premises you wish to manage.

Recent criminal conviction(s) may lead to the suspending or declining of this application.

General Managers - You must supply a copy of evidence of attending Unit Standards 4646 and 16705 along with a copy of the Licence Controller Qualification Certificate.

Club Managers – You must supply a copy of evidence of attending an approved training course on the requirements of host responsibility and the Sale of Liquor.

You must supply recent copies of work references (relevant experience does not include a “work experience” placement).

The application fee of \$134.93 must be paid at the time the application is submitted.

PLEASE COMPLETE THE FOLLOWING CHECKLIST BEFORE SUBMITTING THE APPLICATION:

- Minimum six (6) months experience in the liquor industry (*written proof required*)
- All criminal convictions must be disclosed (*refer attached Clean Slate Act sheet*)
- Evidence of completion of Units 4646 and 16705 attached (*General Managers only*)
- Evidence of attending approved training course attached (*Club Managers only*)
- Evidence of Licence Controller Qualification attached (*General Managers only*)
- Employer(s) reference attached advising date of employment
- Letter from Club certifying your membership and involvement (*Club Managers only*)
- Fee of \$134.93 attached (*cheques made payable to Timaru District Council*)