



## 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 \$132.00 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 \$132.00 attached (*cheques made payable to Timaru District Council*)

# APPLICATION FOR MANAGER'S CERTIFICATE

## Section 118 Sale of Liquor Act 1989

Application Number

..... / .....

Fee Paid

\$.....

To: The Secretary  
The District Licensing Agency  
Timaru District Council  
P O Box 522  
**Timaru**

Application for a Manager's Certificate is made in accordance with the details set out below:

**1 TYPE OF CERTIFICATE** (*tick appropriate box*):

General Manager's

Club Manager's

**2 DETAILS OF APPLICATION**

(a) Full name: .....

Address: .....

Occupation: .....

Date of birth: .....

(b) Postal address for service of documents:

.....  
.....

(c) Daytime contact name and telephone number:

.....  
.....

(d) Has the applicant been convicted of any offence? YES / NO

If YES, what are the details of each offence?

| Nature of Offence | Date of Conviction | Penalty Suffered |
|-------------------|--------------------|------------------|
| .....             | .....              | .....            |
| .....             | .....              | .....            |
| .....             | .....              | .....            |

(e) Has the applicant had any experience, in particular recent experience, in managing 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?

.....  
.....

(f) 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?

.....  
.....

(g) Does the Applicant hold the Licence Controller Qualification? YES / NO

If YES, on what date was that qualification obtained?

.....  
.....

(h) *(To be included only where the applicant seeks a Club Manager's Certificate)*. What is the extent of the applicant's involvement in the management and activities of the club?

.....  
.....

(i) 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?

.....  
.....

Dated at .....this ..... day of ..... / .....

.....  
Applicant

**NOTES:**

- 1 For the matters that are to accompany this application, see Regulation 20(2) of the Sale of Liquor Regulations 1990.

ie written evidence is required of, ie: previous experience, relevant training or qualifications, involvement in the management and activities of a club (question 2(h)).

- 2 If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.

## **The Impact of the Criminal Records (Clean Slate) Act 2004 on Applications for Manager's Certificates under the Sale of Liquor Act 1989**

The Criminal Records (Clean Slate) Act 2004 commences on Monday, 29 November 2004. The Act will enable individuals who satisfy all the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility.

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- no convictions within the last 7 years;
- never been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal);
- never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced;
- not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired – see interpretation section for a full list);
- paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs).

There are some exceptions under section 19 of the Act where all convictions must continue to be disclosed. However, no exception applies for the purposes of determining applications for manager's certificates under the Sale of Liquor Act 1989. Section 21 of the Criminal Records (Clean Slate) Act 2004 provides that any reference in a provision to an individual's criminal record or character or fitness must be interpreted in a way that is consistent with the clean slate scheme. Therefore, where an individual is eligible for a "clean slate", he or she will be entitled to conceal their criminal record, and their criminal record would not be accessed or used when determining whether or not the individual is a "fit and proper person".

There is additional information about the legislation on the Ministry of Justice website: <http://www.justice.govt.nz/privacy/clean-slate.html> In addition, the Ministry has produced a pamphlet which will be available on the website as well as at courts, police stations, citizens advice bureaux and community law centres.