

## Application for Manager's Certificate

### Sale and Supply of Alcohol Act 2012 – Section 219



*For office use:*

Application no:	.....	Checked:	.....
Fee paid:	\$316.25	Receipt no:	.....
Police:	.....	Surname:	.....

# Application for Manager's Certificate

Form 17

Section 136, Sale and Supply of Alcohol Act 2012

## 1. Details of Applicant

Applicant title:	Mr	Mrs	Ms	Miss
	Other			
First name:			Middle name:	
Surname:				
Any aliases:				
Gender:	Male	Female		
Occupation:				
Date of birth:			Place of birth:	
Passport number:			Drivers licence number:	
Residential address:				
Postal address (if difference from above):				
Phone number:			Work number:	
Mobile number:				
Email address:				

## 2. Criminal Convictions

Have you ever been convicted of an offence (including traffic but not parking)?

Yes	No
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Note: As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualified from driving. Refer to <http://www.justice.govt.nz/privacy/clean-slate.html>

If yes, give details:

Nature of offence:

Date of conviction:

Penalty suffered:

Nature of offence:

Date of conviction:

Penalty suffered:

Nature of offence:

Date of conviction:

Penalty suffered:

### 3. Employment / Training Details

Name of licensed premises at which you are currently employed / volunteering:

Address of premises:

How long have you been employed at this premises:

What other experience do you have working in and / or controlling licensed premises:

Premise:

Position and duties:

Date employed:

Premise:

Position and duties:

Date employed:

Premise:

Position and duties:

Date employed:

Premise:

Position and duties:

Date employed:

If you are employed / volunteering at a club, what is the extent of your involvement in the clubs management activities:

Which organisation did you obtain your training through:

Polytech

Online

Other (please name):

Do you hold the Licence Controller Qualification (LCQ):

Yes

No

If yes, on what date was that qualification obtained:

#### 4. Signature and Date

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012:

Signature of applicant:

Position:

Date:

***If this form is being completed online, you will not be able, or required to sign this form and the online lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.***

**When complete, please email this form to the email address below.**

For assistance please contact:

Liquor Licencing  
Timaru District Council  
2 King George Place  
PO Box 522  
Timaru 7940

Lodgement Email: [liquoradmin@timdc.govt.nz](mailto:liquoradmin@timdc.govt.nz)

Phone: 03 687 7200

### **Payment of Fees**

Please make payment at the time of lodgement to the following bank account:

Timaru District Council

02 0888 0269159 00

Reference: Mgr Cert

Particulars: Applicant name

Amount: \$316.25

### **Notes**

- 1 This application must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information see [www.justice.govt.nz](http://www.justice.govt.nz)
- 2 The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed. By signing this form, you consent to the release of this information.
- 3 Please note that a person may not be appointed as a manager of any licensed premises unless the person is of or over the age of 20, and holds a manager's certificate (section 216 of the Sale and Supply of Alcohol Act 2012).
- 4 Each applicant is required to attend an interview with a licensing inspector, which will include a test on the Sale and Supply of Alcohol Act 2012. You will be contacted after your application has been received to arrange an appointment for your interview.

## Checklist

**Please read and complete this checklist BEFORE submitting the application.**

Include with application form:

The original completed application.

Written evidence from the licensed premises supporting the applicant's application. You must be currently employed in the industry and have a minimum of six (6) months experience in the liquor industry in New Zealand.

Written evidence of previous employment in the industry if less than six months recent experience with current employer.

All criminal convictions must be disclosed. Recent criminal conviction(s) may lead to the suspending or declining of this application.

Evidence of relevant training certificate (showing unit standards 4646 and 16706) and Licence Controller Qualification (LCQ) Certificate.

If you were not born in New Zealand you must produce proof of your right to be working in New Zealand by means of one of the following:

- Copy of valid passport with current work permit/visa
- Copy of granting of Permanent Residence for New Zealand
- Copy of New Zealand Citizenship

Fee of \$316.25 attached (cheques made payable to Timaru District Council). If you wish to pay online please see information on the previous page.