

FORM 17 APPLICATION FOR MANAGER'S CERTIFICATE CHECKLIST

FOR OFFICE USE ONLY

Checked By

Inspector

Date

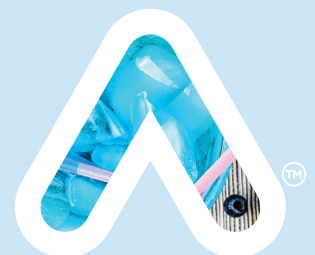
THE FOLLOWING MUST BE INCLUDED WITH YOUR APPLICATION:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Completed, signed and dated application form |
| <input type="checkbox"/> | Copy of Licence Controller Qualification Bridging Test Completion Certificate / if required |
| <input type="checkbox"/> | Copy of Licence Controller Qualification Certificate |
| <input type="checkbox"/> | Photocopy of one source of ID eg: photo drivers licence, passport, HNZ 18+ card or Kiwi Access card If you are on a work, student or resident visa, please supply a copy of the photo and visa pages |
| <input type="checkbox"/> | Written work reference from your current employer |
| <input type="checkbox"/> | Written character reference / family or Police Officers references are not acceptable |
| <input type="checkbox"/> | \$316.25 Manager's Certificate fee / non-refundable |
| <input type="checkbox"/> | This checklist |

Please contact a Licensing Inspector to arrange a pre-lodgement check of your application.

We won't accept your application without an appointment with an inspector.

Phone [06] 356 8199 or email eps@pncc.govt.nz



APPLICATION FOR MANAGER'S CERTIFICATE INFORMATION SHEET



Licensed premises must have a certified manager on duty at all times when alcohol is being sold or supplied to the public - except in the case of special licences and endorsed licences.

The duty manager's name must be prominently displayed inside the premises.

The manager's key responsibilities are to:

- Comply and enforce the provisions of the Sale and Supply of Alcohol Act [SSAA]
- Comply and enforce the conditions of the licence
- Monitor the conduct of patrons
- Promote responsible drinking and reduce alcohol abuse

TEMPORARY / ACTING MANAGER

If a certified manager is ill, absent, dismissed or resigned, the licensee may appoint either an uncertified temporary manager, or an uncertified acting manager. Notification is required and certain conditions apply.

APPLICATION PROCESS

To apply for a Manager's Certificate you must hold the Licence Controller Qualification [LCQ] issued by Service IQ. All applicants must be currently employed in the hospitality industry. You must have a minimum of five [5] months recent experience in the alcohol industry relevant to the type of premises you wish to manage.

The District Licensing Committee [DLC] forwards a copy of your application to the Police and Licensing Inspector for a report.

NOTE: You will be required to have an interview with the Inspector on your knowledge of the SSAA. If there is no opposition to your application you will be issued a Manager's Certificate. If you do not pass the interview questionnaire and/or there is opposition to your application you will be required to attend a public hearing before the DLC.

APPLICATION REQUIREMENTS

- 1 x written work reference from the licensed premises you are working in. This reference needs to include duties performed, length of service, work ethics etc and that your employer supports your application to obtain the Manager's Certificate [**See attached notes**].
- 1 x recent written character reference that attests to your character and reputation [family or Police Officers references are not acceptable] [**See attached notes**].
- A copy of your Licence Controller Qualification from Service IQ.

RENEWING YOUR CERTIFICATE

You must apply to renew your Manager's Certificate before it expires. Your original certificate is valid for one year after which it can be renewed for three-year periods. If you fail to meet the renewal deadline, you will have to apply for a new Manager's Certificate including the interview and test.

The DLC forwards your renewal application to the Police and Licensing Inspector for their reports. If there is no opposition your certificate will be renewed.

APPLICATION FOR MANAGER'S CERTIFICATE REFERENCES

To enable your application to be determined by the District Licensing Committee the following points need to be included in your references:

WORK REFERENCE

A work reference must be written by your Employer on letterhead.

- Date
- The name of the licensed premises
- Position in the premises – eg: waiter, chef, manager, checkout operator
- Period of employment - eg: 1 September 2014 to present
- Training undertaken and by whom
- A list of duties performed
- Work ethics – eg: reliable, courteous, professional, hard-working, dependable
- Employers support of the application
- Name of the writer
- Phone number
- Signature
- Position - eg: General Manager, Licensee

CHARACTER REFERENCE

A Character Reference should be written by a friend, work colleague or someone who has known you for 12 months or more.

If using a work colleague they must refer to your character and reputation, not your work ethics and it should not be on company letterhead or have their position after their signature. Family or Police Officers references will not be accepted.

- Date
- Length of time the writer of the reference has known you
- A statement supporting your character and reputation
- Name of the writer
- Phone number
- Signature

Failure to supply good quality references will see the District Licensing Committee refuse your application.

APPLICATION FOR
MANAGER'S CERTIFICATE

SECTION 219, SALE AND SUPPLY OF ALCOHOL ACT 2012

TO: The Secretary
 District Licensing Committee
 Palmerston North

FEE DUE \$316.25

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

DETAILS OF APPLICANT

| | | | | |
|--|-------------------------------|---------------------------------|--------------------------|--|
| Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female | Prefer to self describe: | <input type="checkbox"/> Prefer not to say |
| Full legal Name / including any middle names, aliases and/or maiden name that you might have been known by | | | | |
| Residential Address | | | | |
| Postal Address / if different from above | | | | |
| Driver's Licence Number | | Passport Number | | |
| Occupation | | | | |
| Name of licensed premises where you are currently working | | | | |
| Date of Birth | | Place of Birth | | |
| Phone / home | | Phone / work | | |
| Mobile | | Email | | |

CRIMINAL CONVICTIONS

Have you been convicted of any offence? Yes No

IF YES, WHAT ARE THE DETAILS OF EACH OFFENCE?

Criminal Convictions: State all criminal convictions. You do not need to declare any convictions for which the Criminal Records [Clean Slate] Act 2001 applies. If you have convictions under the Land Transport Act 1998, only those relating to part 6 [driving offences involving alcohol or drugs] of the Act need to be declared.

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

WHERE HAVE YOU GAINED YOUR EXPERIENCE CONTROLLING ANY PREMISES IN RESPECT OF WHICH A LICENCE IS IN FORCE? [State: premises name, dates you were employed at each premises]

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DESCRIBE ANY TRAINING YOU HAVE UNDERTAKEN EITHER IN-HOUSE OR BY AN EXTERNAL PROVIDER?

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| |

NAME OF LICENSED PREMISES WHERE YOU ARE CURRENTLY WORKING?

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IF IT IS A CLUB, WHAT IS THE EXTENT OF YOUR INVOLVEMENT IN ITS MANAGEMENT AND ACTIVITIES?

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|---------------------------------------|----------------------|---------------|----------------------|---------------------------------|
| Dated at Palmerston North this | <input type="text"/> | day of | <input type="text"/> | <input type="text" value="20"/> |
| | Date | | Month | Year |

Applicant's Signature

PLEASE NOTE

1. This application must be accompanied by the prescribed fee.
2. This application must be filed with the District Licensing Committee before the certificate expires.
3. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Committee for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.