



# HURUNUI

## District Council

Telephone: (03) 3148816  
Fax: (03) 3149181

### APPLICATION FOR MANAGER'S CERTIFICATE

Sections 118, Sale of Liquor Act 1989

To: The Secretary  
The District Licensing Agency  
P O Box 13  
**Amberley**

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 Applicant**

(a) Full Name \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(b) Postal address: \_\_\_\_\_  
(*for service of documents*)  
\_\_\_\_\_

(c) Daytime contact name: \_\_\_\_\_

Daytime contact phone number: \_\_\_\_\_

(d) Have you been convicted of any offence (including traffic but not parking)?

Yes  No

Nature of Offence: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Penalty Suffered: \_\_\_\_\_

Nature of Offence: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Penalty Suffered: \_\_\_\_\_

(e) Have you had any experience, in particular recent experience, in managing licensed premises?

Yes  No

If Yes, what are the details of that experience?

(Attach proof of experience)

Premises Position & Duties Date

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(f) Have you had any relevant training? Eg In-house training courses.

Yes  No

If Yes, what are the details of that training?

(Attach proof)

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(g) Do you hold the Licence Controller Qualification?

Yes  No

If Yes, on what date was that qualification obtained

(Attach Proof)

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(h) *(For applicants who seek a Club Manager's certificate)*

What is the extent of your involvement in the management and activities of the club?

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(i) Do you intend at this time to be the manager of any particular licensed premises?

Yes  No

What are the identifying particulars of these licensed premises?

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Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

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Applicant



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### **NOTES FOR MANAGER'S CERTIFICATE**

In order for your application to be processed quickly and efficiently, we require the following information to be submitted with your application:

**(Please tick)**

- A fully completed and **signed** application form.
- Character Reference.
- Written reference from current employer confirming position, duties and why application is being sought.
- Supporting evidence detailing managerial experience within the hospitality and liquor industries. A minimum of **three months** experience is required by this agency before an application will be considered.
- Copy of Licence Controller Qualification - A General Managers certificate cannot be issued without the prescribed qualification
- The prescribed application fee of \$132.00.

#### **Important Notes:**

**Your application will not be processed until ALL of the above information has been submitted. This may cause delay in your application being granted.**