

APPLICATION FOR MANAGER'S CERTIFICATE



Sections 219, Sale and Supply of Alcohol Act 2012

To: The Secretary
Hurunui District Licensing Committee
P O Box 13
Amberley

Application for a manager's certificate is made in accordance with the details set out below.

1. Details of Applicant

(a) Full legal name: _____
Date and place of birth: _____
Sex: _____ Occupation: _____
Residential address: _____
Postal address for service: _____
Day time contact number: _____ Mobile number: _____
Email address: _____

(b) 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: _____

(d) Have you had any experience, in particular recent experience, controlling any licensed premises?

Yes No

If Yes, what are the details of that experience?
(Attach proof of experience)

Premises	Position & Duties	Date

(e) Have you 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?

(f) Do you hold the Licence Controller Qualification (LCQ) or a prescribed qualification under the Act?

Yes No

If yes please attach a copy of your certificate(s)

(g) Do you intend at this time to work as a duty manager of any particular licensed premises?

Yes No

If yes where do you intend to work and what is the type of premises?
Eg tavern/hotel/restaurant

(h) If it is a club, what is the extent of your involvement in its management and activities?

Dated at _____ this _____ day of _____ 20____

Applicant

NOTES FOR MANAGER'S CERTIFICATE

1. Where the applicant is presently employed at licenced premises, this application 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.
2. 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.
- Supporting evidence detailing experience within the hospitality and alcohol industries. A minimum of **six months** experience is required by this agency before an application will be considered.
- A copy of your Licence Controller Qualification (LCQ) Certificate gained under the SSAA 2012 or a copy of your original LCQ Certificate and a copy of the LCQ Bridging Test certificate.
- Overseas residents seeking to work in New Zealand should provide a photocopy of their passport details including work visa.
- The prescribed application fee of \$316.25