



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.
The prescribed application fee of **\$134.93** must be included with this application.

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: _____

Email address: _____

(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, working in 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, in particular recent training?

Yes No

If Yes, what are the details of that training?

- (g) Do you hold the Licence Controller Qualification?

Yes No

If Yes please attach a copy of your HSI certificate

- (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?

- (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? Eg
Taven/Hotel/Restaurant

Dated at _____ this _____ day of _____

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 experience within the hospitality and liquor industries. A minimum of **six 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 \$134.93

Important Notes:

Your application will not be processed until ALL of the above information has been submitted.