



# HURUNUI

## *District Council*

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

### **APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE**

#### **NOTES**

Please read these notes before completing this application

This application must be filed with the District Licensing Agency before the certificate expires.

Where the applicant is presently employed as a manager, it should be filed with the district Licensing Agency for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Agency for the district in which the applicant is residing.

#### **CHECK LIST**

Every application for the renewal of a manager's certificate should comprise;

- Completed application form
- One photocopy of the completed application form
- Completed questionnaire
- The prescribed application fee of \$134.93



# HURUNUI

## District Council

Telephone: (03) 3148816  
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### APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE

Sections 123, Sale of Liquor Act 1989

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

Application for the renewal of 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. Details of Applicant

- (a) Full Name \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Occupation: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Email address: \_\_\_\_\_
- (b) Postal address: \_\_\_\_\_  
*(for service of documents)*
- (c) Daytime contact name and phone number: \_\_\_\_\_
- (d) Current place of Employment: \_\_\_\_\_
- (e) Do you currently hold a Licence Controller Qualification (LCQ)  
Yes  No
- (f) Have you been convicted of any offences since your last application?  
Yes  No   
If yes, what are the details of each offence:  
\_\_\_\_\_

#### 2. Details of Certificate

- (a) Type of certificate *(Tick appropriate box)*
- General Managers  Club Managers
- Number: \_\_\_\_\_
- Date of expiry: \_\_\_\_\_

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

\_\_\_\_\_  
Applicant

**APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE  
QUESTIONNAIRE**

**Applicants Name** .....

**1. The Sale of Liquor Act 1989**

In your own words describe the objective of the Sale of Liquor Act 1989.

.....  
 .....  
 .....

**2. Intoxication**

Alcohol is an addictive drug that depresses the central nervous system. Consumption of alcohol slows down body and brain functions.

Some of the signs of the **onset** of intoxication include becoming overfriendly, loud and generous. Some of the signs of **escalated** intoxication include staggering, slurred speech, abusive behaviour or language, clumsiness, loss of concentration and a flushed face.

Describe how you would manage a patron that was showing signs of the onset of intoxication to prevent them from becoming intoxicated.

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 .....  
 .....

Complete the following table with the penalties payable.

<b>Offence</b>	<b>Penalty Licensee or Duty Manager</b>	<b>Penalty Bar Staff</b>
Allowing a person to become intoxicated		
Sale or supply to an intoxicated person		
Allowing intoxication or disorderly conduct on a licensed premise		

**3. Designations**

Explain what each designation of a licensed premise means;

**Undesignated** .....

**Restricted** .....

**Supervised** .....

**4. Minimum legal purchase age and proof of age**

What is the minimum age a person must be before you can sell them alcohol? .....

What three forms of identification qualify as a proof of age document?

a.....

b.....

c.....

**5. The Duty Manager**

A Duty Manager, who is a person that holds a General Manager’s Certificate, must be on duty when liquor is being sold to the public from a licensed premise. Their name must be prominently displayed inside the premise while on duty.

Give details of the responsibilities of a Duty Manager

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**6. Host Responsibility**

Each licensed premise should have a Host Responsibility Policy prominently displayed. If you are currently working in a licensed premise locate the Host Responsibility Policy and list the topics that are addressed in the policy. If you are not currently working in a licensed premise list the topics that you would expect to see addressed in a Host Responsibility Policy.

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**7. Acting and Temporary Managers**

The licensee of a premise must give notice of the appointment, cancellation or termination of any manager, temporary manager or acting manager. The licensee must notify the Liquor Licensing Authority, the District Licensing Agency and the Police.

What is the difference between an Acting Manager and a Temporary Manager?

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.....  
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***This is the end of the questionnaire.  
Please submit the completed questionnaire with your application.***