

APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE



Section 224, 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: _____
Premises that you are employed at: _____

(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: _____

(c) What steps have you taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

(d) Do you currently hold a Licence Controller Qualification (LCQ) or LCQ Bridging Test Completion Certificate? (Please supply a copy)

Yes

No

If yes what date was the qualification obtained: _____

2. Details of Manager's Certificate

Number: _____

Date of expiry: _____

Dated at _____ this _____ day of _____ 20____

Applicant

Notes

1. This application must be accompanied by the prescribed fee of \$316.25
2. This application must be filed with the District Licensing Committee before the certificate expires.
3. Non New Zealand Citizens seeking to work in New Zealand must provide a photocopy of their Passport Details for example: Evidence of permanent residency, or current work visa.
4. 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.

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

Applicant's Name

1. The Sale and Supply of Alcohol Act 2012

In your own words describe the object of the Sale and Supply of Alcohol Act 2012.

2. Intoxication

Alcohol is a drug which affects Speech, Coordination, Appearance and Behaviour (S C A B)
The **Intoxication Assessment Tool** has been developed by the Health Promotion Agency, Hospitality New Zealand, New Zealand Police and Licensing Inspectors to assist front line bar staff and managers.

Complete the following table, giving examples of each

	Influenced	Intoxicated
S		
C		
A		
B		

Complete the following table with the penalties payable.

Offence	Penalty Licensee or Duty Manager	Penalty Bar Staff
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 licensed premises mean:

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

At all times alcohol is sold to the public from a licensed premise, a manager must be on duty.

The manager’s full name must be prominently displayed inside the premises at all times while on duty.

The Manager is responsible for the compliance with and enforcement of the:

a.....

b.....

c.....

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 advise the District Licensing Committee and the Police within two working days of the appointment, cancellation or termination of a manager, temporary manager or acting manager.

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

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