



# APPLICATION FOR MANAGER'S CERTIFICATE

## Section 118, Sale of Liquor 1989

Sale of Liquor Regulations 1990

**FIRST SCHEDULE**

**Form 18**

1990/61  
Reg. 20(1)

To The Secretary  
The Waipa District Licensing Agency  
At Te Awamutu

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

### 1 TYPE OF CERTIFICATE *(Please tick appropriate box)*

General Manager's

Club Manager's

### 2 DETAILS OF APPLICANT

- a) Full Name .....
- Date of Birth .....
- Address .....
- Town/City.....Post Code.....
- Occupation .....
- Drivers Licence Number: .....
- b) Postal address for service of documents .....
- .....
- Town/City.....Post Code.....
- c) c) Contact telephone numbers Home:..... Work: .....
- Mobile: .....e-Mail:.....

- d) Has the applicant been convicted of any offence?  
YES/NO

If YES, what are the details of each offence?

| <i>Nature of offence</i> | <i>Date of Conviction</i> | <i>Penalty Suffered</i> |
|--------------------------|---------------------------|-------------------------|
| .....                    | .....                     | .....                   |
| .....                    | .....                     | .....                   |
| .....                    | .....                     | .....                   |

- e) Has the applicant had any experience in managing licensed premises?  
YES/NO

If YES what are the details of that experience? .....

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.....

f) Has the applicant had any relevant training?  
YES/NO

If YES what are the details of that training? .....

.....

.....

g) Does the applicant hold the Licence Controller Qualification? Yes/No

If Yes, on what date was that qualification obtained .....

h) *(To be included only where the applicant seeks a Club Manager's Certificate)*

What is the extent of the applicant's involvement in the management and activities of the club? .....

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i) Does the applicant intend at this time to be the manager of any particular licensed premises?

YES/NO

If YES what are the identifying particulars of those licensed premises?

.....

.....

**DATED AT .....** **THIS .....** **DAY OF .....** **20...**

.....  
**APPLICANT SIGNATURE**

**FOR OFFICE USE ONLY**

*Application No:* .....

*Date Received:* .....

*Fee Paid:* .....

*Receipt No.* .....

# NOTES

- 1 For the matters that are to accompany this application, see Regulation 20(2) of the Sale of Liquor Regulations 1990.
- 2 If the applicant intends to be the manager of any particular licensed premises the application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.

## CHECK LIST – MANAGER’S CERTIFICATE APPLICATION

Information required to accompany application for Manager’s Certificate.

Tick box relevant information is provided.

- a) One copy of the application (Form 18).
- b) Evidence (in duplicate) of previous experiences where the applicant claims previous experience in managing licensed premises.
- c) Evidence (in duplicate) of relevant training or qualifications where the applicant claims relevant training or qualifications. A Licence Controllers Qualification (LCQ) Certificate is required to obtain a General Managers Certificate.
- d) Evidence (in duplicate) of the applicant’s involvement in the management and activities of the club where the applicant intends to be the manager of a particular club.
- e) The prescribed fee \$132.00.