

# Application for Manager's Certificate

*Section 219, Sale and Supply of Alcohol Act 2012*

To: The Secretary Waipā a District Licensing Committee, Waipā District Council, Private Bag 2402, Te Awamutu 3840  
Phone: 0800 924 723 | Web: [www.waipadc.govt.nz](http://www.waipadc.govt.nz) | Email: [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)

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

Details of Applicant	
Full Legal Name: _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
Also known as (alias): _____	Date of Birth: _____
Residential Address: _____	Place of Birth: _____
Town: _____	Post Code: _____
Postal Address: <i>(for service of documents)</i> _____	
Town: _____	Post Code: _____
Contact Phone Number: _____	Mobile Number: _____
Email Address: _____	Drivers Licence No: _____
Licensed Premises Employed at: _____	
How long has applicant worked at current place of employment: _____	
Is this your main employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is your main employment? _____	
Are you a New Zealand Citizen or permanent resident? <i>(If no, please attach a copy of your passport and visa.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Criminal Convictions</b> <i>State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies).</i>	
<i>Detail convictions here – please declare any alcohol related convictions or pending matters including drink driving infringement notices.</i>	

**Have you ever appeared before a District Licensing Committee or the Alcohol Regulatory and Licensing Authority for any reason or have you ever had a Manager's Certificate refused, suspended or cancelled at any stage or been party to a licence that was refused, varied or cancelled at any stage**  Yes  No

*If yes provide details here:*

Has the applicant had any experience (in particular recent experience) in controlling any premises or conveyance in respect of which a licence was in force?  Yes  No

If Yes, what are the details and dates of that experience?


Has the applicant 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?


Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012)?  Yes  No

If Yes, on what date was that qualification obtained? \_\_\_\_\_

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 licenses premises?


If it is a club, what is the extent of the applicant's involvement in its management and activities?


## DECLARATION

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned. The application fee is non-refundable after the application is received by Waipa District Council.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

## Notes:

- 1 This application must be accompanied by the prescribed fee of \$316.25 (including GST).
- 2 If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
- 3 In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.

## Documents required to accompany application:

- 1 Reference from employer stating applicant is currently/will be employed as a manager at the licensed premise and evidence of previous experiences where the applicant claims previous experience in managing licensed premises.
- 2 Where a person holds the Licence Controllers Qualification (LCQ), a copy of the Qualification Certificate shall accompany this application.
- 3 A copy of your CV/ resume and any other evidence regarding character, suitability and training to support your application.

### IF YOU ARE NOT A NEW ZEALAND CITIZEN OR PERMANENT RESIDENT, YOU MUST ALSO PROVIDE:

- A copy of a valid passport and;
- A copy of a current visa and;
- A copy of a current Drivers Licence