



Explanations in this guide are intended to assist you to complete the application for Manager's Certificate—numbers on the form relate to the explanatory notes in this guide

General information

It is a requirement of the Sale and Supply of Alcohol Act that at all times when liquor is being sold or supplied to the public a Certified Manager shall be on duty and responsible for compliance with the Act.

A person may not be appointed as a Manager of any licensed premises unless that person is the holder of a Managers Certificate.

In processing the application, a copy is sent to the Police and District Licensing Inspector so that they may enquire into, and report on the suitability of the applicant.

A fee of \$316.25 is payable to Whanganui District Council for processing your application for manager's certificate. This fee does not include additional costs for any required training.

Guidance notes to assist completion of the Application for Manager's Certificate Form

1. Type of certificates

Manager's Certificate—authorises you to manage any licensed premises where an on-licence, off-licence, club licence or special licence is in force.

1a. Applicant's name and contact details

- Write your details in the spaces provided.
- Provide your full name, date of birth, maiden name (if applicable), residential address and occupation. Full details are required to enable the police to conduct a check on your suitability as a licensee.

1d.The council will refer your manager's certificate application to the licensing inspector and the police. When considering your suitability to be a manager, any convictions against you will be assessed.

You are required to declare any convictions on the application form.
Tick to state whether or not you have been convicted of any offence.

- Provide details of each offence

1e.District Licensing Committee requires evidence that the applicant has sufficient knowledge and recent experience under the Act.

It is a requirement that applicants obtain the necessary training qualifications and experience prior to submitting their application for a Managers Certificate to the District Licensing Committee.


1g. Training providers for License Controllers Qualification

Industry Training Solutions
Level 1, 515 Main Street
Palmerston North
Phone: 0800 GO 4 ITS (0800 464487)
Fax: 06 363 8399
Email: bookings@itsni.co.nz
Website www.itsni.co.nz

Train2serve (LCQ-Online)
Website: www.train2serve.com

Bedford Avenue Developments Ltd
62 Bedford Avenue
Whanganui
Phone: 021 1144968

The Open Polytechnic of New Zealand
Private Bag 31914
Lower Hutt
Phone: 0800 650 200

- Provide details and evidence of your liquor industry experience, training and qualifications
-  Attach copies of any references which detail evidence of your liquor industry experience, training courses attended, qualifications and licensed controller qualification (or a prescribed qualification within the meaning of section 218 of the Sale of Supply of Alcohol Act 2012).

2. Licensed premise employment details

- Tick and provide your premise employment details in the space provided.
- If employed/involved in a club, provide details extent of involvement with the club on club letterhead.

3. Applicant signature

Please sign and date the form

***An application for a Manager's Certificate WILL NOT BE ACCEPTED unless 1 photocopy of the application form are attached plus copy of ID**

Application for Manager's Certificate

Section 219 Sale and Supply of Alcohol Act
2012



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

To the Secretary
District Licensing Committee
Whanganui District Council

Please tick where applicable

1. Applicant details

Fee \$316.25

1a. First name

Second name

Surname

Date of birth / Maiden name

If applicable

Residential address

Occupation

1b. Postal address for the service of documents

1c. Contact numbers

Phone Mobile Fax

Email

1d. Has the applicant been convicted of any offence?
(Includes traffic offences but not parking infringements) Yes No

If YES, what are the details and dates of each offence?

Nature of offence	Date of conviction	Penalty suffered

1e. 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 of that experience? (Please supply copy of any references) Attached

1f. 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? (Please supply copy of any certificates) Attached

1. Applicant details—continued

1g. Does the applicant hold the Licence Controllers Qualification (LCQ) (or a prescribed qualification within the meaning of section 218 of the Sale of Supply of Alcohol Act 2012)? Yes No

If YES, on what date was the qualification obtained? (Please supply a copy the LCQ certificate) Attached

2. Licensed premise employments details

2a. Does the applicant intend at this time to be the manager of any particular licensed premises Yes No

If YES, provide name and address of licensed premises?

2b. If it is a club, what is the extent of the applicant's involvement in the management and activities? (Please supply details on club letterhead)

3. Applicant signature

	Dated at		this		day of	
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Signature (town/city) (month) (year)

Name (print clearly)

4. Notes

Notes:

1. This application must be accompanied by the prescribed fee.
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.

***This WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached plus copy of photo ID**