

## Guide for Renewal of Manager's Certificate

Section 224, Sale and Supply of Alcohol Act 2012



WHANGANUI  
DISTRICT COUNCIL  
Te Kaunihera a Rohe o Whanganui

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

### General information

A Manager's Certificate is initially issued for a 12 month period and then is usually renewed for a further period of 3 years thereafter. It is the responsibility of the certificate holder to ensure that a renewal application is lodged at least 20 working days before the date of expiry of the certificate.

All existing managers that currently hold the the Licence Controllers Qualification (LCQ) will have to sit a 'bridging test' or the new LCQ. If you obtain the test before your certificate expires, you can get a three year renewal. If you don't then your certificate can only be renewed for 12 months.

Existing Club Managers will have to complete the new LCQ. Without the LCQ your managers certificate can only be granted for 12 months. If you have completed the new test it can be renewed for three years.

The bridging test is available on-line by visiting [www.serviceiq.org.nz/providers/lcq-bridging-test/](http://www.serviceiq.org.nz/providers/lcq-bridging-test/) then click on 'Take the LCQ Bridging Test' link or the LCQ training is available through hospitality trainers and online.

The process for renewal of a Managers Certificate is similar to the application process.

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.

If there are any matters raised in opposition the District Licensing Committee will refer the application to the Alcohol and Regulatory Licensing Authority (ARLA).

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.

Please notify the District Licensing Committee of any change of address.

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. Applicant details

##### 1a. Applicant's name and contact details

- Write your details in the space provided
- Provide your date of birth, maiden name (if applicable), and occupation. Contact details are required should the District Licensing Committee need to contact you. Full details are required to enable the police to conduct a check on your suitability as a licensee. Provide your existing managers certificate number and expiry date.

1e. 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

**\*An application for Renewal of Manager's Certificate WILL NOT BE ACCEPTED unless a photocopy of the application form is attached, plus a copy of Photo ID**

1f. At all times when liquor is being sold to the public from a licensed premises a manager must be on duty, who is responsible for compliance with the Act and conditions of the licence, and the conduct of the premises, with the aim of contributing to the reduction of liquor abuse.

- Provide details of each offence

Managers will be reissued manager's certificates if they demonstrate compliance with all of the basic elements of a host responsibility programme:

- Serving alcohol responsibly;
- Providing and actively promoting low and non-alcoholic alternatives;
- Providing and actively promoting appropriate food;
- Identifying and responsibly dealing with under-age and intoxicated people;
- Arranging safe transport options.

### 3. Applicants signature

Please sign and date the form

# Application for Renewal of Manager's Certificate

Section 224 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. Full Legal Name

Residential address

Occupation

Date of birth  /  /  Maiden name   
If applicable

1b. Postal address for the service of documents

1c. Contact numbers     
Phone Mobile Fax

Email

1d. Current place of employment (liquor premise)?

1e. Current Certificate no.  Expiry Date  /  /

1f. Has the applicant been convicted of any offence since the certificate was issued or last renewed?  Yes  No  
(Include traffic offences but not parking infringements)

If YES, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered

1g. What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

  
  


1h. Does the applicant hold the Licence Controller Qualification (LCQ) (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? (Please supply a copy of this certificate)

All existing managers that currently hold the LCQ will have to sit a 'bridging test' or the new LCQ. If you obtain the test before your certificate expires, you can get a three year renewal. If you don't then your certificate can only be renewed for 12 months. Existing club managers will have to complete the new LCQ. Without the LCQ your managers certificate can only be granted for 12 months. If you have completed the new test it can be renewed for three years. The bridging test is available on-line by visiting [www.serviceiq.org.nz/providers/lcq-bridging-test/](http://www.serviceiq.org.nz/providers/lcq-bridging-test/) then click on 'Take the LCQ Bridging Test' link or the LCQ training is available through hospitality trainers and online.

## 2. Signature

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

Signature (town/city) (month) (year)

Name (print clearly)

**Notes:**

1. This application must be accompanied by the prescribed fee.
2. This application must be filed with District Licensing Committee **at least 20 working days** before the original certificate or its renewal expires. **If the certificate was not issued by the Whanganui District Licensing Committee/Agency, please provide a copy of the original certificate or its renewal, when making this application**
3. 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 residing.

**\*This application WILL NOT BE ACCEPTED unless a photocopy of the application form is attached plus copy of Photo ID**

**\*\*If your managers certificate was not issued by the Whanganui District Licensing Committee/Agency, please provide a copy of the original certificate or its renewal, when making this application**