



ŌPŌTIKI/ KAWERAU/ WHAKATĀNE DISTRICT LICENSING COMMITTEES 2023-2024

CHECKLIST FOR APPLICATION FOR NEW MANAGER CERTIFICATE

CHECK THAT YOU QUALIFY TO APPLY FIRST

To hold a manager's certificate, you must:

- Be 20 years or older
- Have a Licence Controller Qualification (LCQ) certificate or LCQ Bridging Test certificate
- Be working in a licensed premise
- have at least six (6) months experience supervising a licensed premise in New Zealand.

To complete this application, you will need to answer all questions that follow and supply all of the documents required and pay the fee:

- The prescribed fee of \$316.25 (includes GST at 15%). This fee is non-refundable
- Completed application form
- A copy of your photo Identification
- A copy of your LCQ certificate
- A copy of your LCQ Bridging Test certificate (if applicable)
- A letter from your employer or your club, confirming that you are employed there
- A character reference letter from a person who has known you for a minimum of five years and is not associated with the licensed premise
- A NZ Police Authorisation form, signed and dated

Note:

1. Failure to supply all of the required documents may result in the application being returned
2. Once you have lodged this application with the Council, we will contact you to attend an interview with an alcohol licensing Inspector.



The Secretary

District Licensing Committee

Opotiki District Council
PO Box 44
OPOTIKI 3122



The Secretary
District Licensing Committee

Kawerau District Council
Private Bag 1004
KAWERAU 3169



The Secretary

District Licensing Committee

Whakatane District Council
Private Bag 1002
WHAKATANE 3158

(CIRCLE APPLICABLE COUNCIL)

**APPLICATION FOR A NEW MANAGERS CERTIFICATE
SECTION 219 OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012**

Application for a Manager Certificate is made in accordance with the details set out below:

DETAILS OF APPLICANT

FULL NAME:

HAVE YOU USED OR BEEN KNOWN BY ANY OTHER NAMES?

DAYTIME PHONE:

CELLPHONE:

EMAIL ADDRESS:

POSTAL ADDRESS:

DATE OF BIRTH:

PLACE OF BIRTH:

MALE

FEMALE

OCCUPATION:

PERSONS WHO ARE NOT NEW ZEALAND CITIZENS

DETAILS OF CURRENT WORK PERMIT:

CURRENT PASSPORT NUMBER:

VISA EXPIRY DATE:

Copy attached

DETAILS OF CRIMINAL CONVICTIONS

Have you received any criminal or traffic convictions?

Excluding speed camera infringement notices or traffic infringement offence notices or convictions that have been 'clean slated' under the Criminal Records (Clean Slate) Act 2004

YES NO

Nature of Offence	Conviction Date	Sentence

Please record any further convictions on a separate sheet

QUALIFICATION DETAILS

Do you hold the Licence Controller Qualification (LCQ) certificate or an LCQ Bridging test certificate?

YES NO

EMPLOYMENT DETAILS

WHICH LICENSED PREMISE DO YOU, OR WILL YOU WORK AT?

TRADING NAME OF LICENSED PREMISE:

ADDRESS OF PREMISE:

DO YOU INTEND AT THIS TIME TO BE THE MANAGER OF THIS OR ANY OTHER LICENSED PREMISE?

YES NO

ARE YOU EMPLOYED BY A CLUB? YES (Provide details) NO

WHAT IS YOUR CURRENT ROLE AT THE CLUB?

WHAT MANAGEMENT OR OTHER ACTIVITIES ARE YOU INVOLVED WITH AT THE CLUB?

TRAINING AND EXPERIENCE

HAVE YOU UNDERTAKEN ANY ADDITIONAL TRAINING?

YES NO

DETAILS OF TRAINING:

Type of experience	Name of licensed premise

SIGNATURE OF APPLICANT

Applicant's signature _____ Date _____

'Pursuant to the Privacy Act 1993 the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993'

DLC OFFICE USE ONLY

Application fee must be paid with application

Date lodged: _____

Fee Paid: \$316.25 Receipt number: _____

NEW ZEALAND POLICE AUTHORISATION

SECTION 103 OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012

Assessing the suitability of the applicant of a manager's certificate is a requirement under the Sale and Supply of Alcohol Act 2012. The Police are required to report on this application. That report may include the release of any previous convictions that you may have, (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.

AUTHORISATION

"The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?"

YES NO

(Tick One)

SIGNATURE OF APPLICANT: _____

FULL NAME OF APPLICANT: _____

DATE: _____

THE IMPACT OF THE CRIMINAL RECORDS (CLEAN SLATE) ACT 2004 ON APPLICATIONS FOR MANAGER'S CERTIFICATES UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012

The Criminal Records (Clean Slate) Act 2004 commenced on Monday 29 November 2004. The Act enables individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- No convictions within the last seven years;
- Never been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal)
- Never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced
- Paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- Never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs)

Additional info: <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>