



Explanations in this guide are intended to assist you to complete the application for a manager's certificate - new form. Numbers on the form relate to the explanatory notes in this guide.

### Background

Under the Sale and Supply of Alcohol Act 2012, a certified manager shall be on duty and responsible for compliance with the Act. The Act aims to:

- Promote the safe and responsible sale, supply and consumption of alcohol.
- Minimise the harm caused by excessive or inappropriate consumption of alcohol.

A newly issued manager's certificate is valid for 12 months.

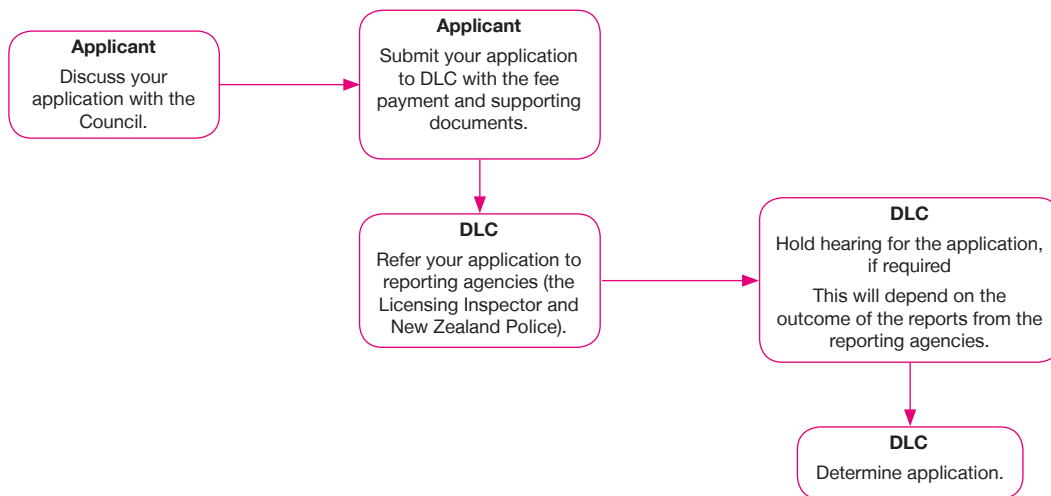
### Requirements

You will need to submit your manager's certificate application to New Plymouth District Licensing Committee (DLC) if:

- You intend to be a manager of a licensed premises within New Plymouth District, or
- In all other cases, you live within New Plymouth District.

When you submit your application, you must attach a copy of the evidence that you hold a licence controller qualification (LCQ), otherwise your application will not be accepted.

### Process



### Fees

The application fee for a manager's certificate is \$316.25 (incl. GST). This fee is only for the processing of the application and does not include costs relating to training.

### Processing times

The application process can take between two to 10 weeks. The timeframe depends on whether your application will need to go through a hearing.

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Binding interpretations of the Acts, regulations and bylaws can only be issued by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

## Guidance notes

### 1. Applicant details

- |  |  |
|--|--|
| <p>1a. Write your full name(s). This is the name that will be used on the certificate.</p> <p>1b. Write any other names you are known by or have ever been known by.</p> <p>1c. Write the complete physical address where you currently live.</p> <p>1d. Write your occupation.</p> <p>1e. Write your date of birth.</p> | <p>1f. Write your country of birth.</p> <p>1g. Indicate your gender.</p> <p>1h. Write the address where you prefer to receive correspondence relating to your application.</p> <p>1i. Provide your daytime contact details.</p> <p>1j. Write your email address.</p> |
|--|--|

### 2. Criminal convictions

The DLC will refer your application to the New Zealand Police. When considering your suitability to be a manager, any convictions against you will be taken into account.

Indicate whether you have been convicted of any offence. If you have been convicted of any offence, you are required to provide details such as the nature of the offence, the date of conviction and the penalty issued.

### 3. Applicant experience

The DLC requires evidence that you have sufficient knowledge and recent experience under the Act. Indicate whether you have any experience or have been employed in any licensed premises or conveyance. If you have any relevant experience working in the alcohol industry, provide details and dates of that experience.

It is recommended that you obtain the necessary experience prior to submitting your application for a manager's certificate.

### 4. Applicant training

Indicate whether you have any relevant and recent training.

Provide details and dates of the training as applicable.

### 5. Licensed premises employment details

- |   |   |
|---|---|
| <p>5a. Indicate whether you intend to be the manager of any particular licensed premises.</p> <p>5b. Indicate whether you are currently appointed as a temporary manager under section 229 of the Sale and Supply of Alcohol Act 2012. If you are currently appointed as a temporary manager, provide the name and physical address of the licensed premises.</p> | <p>5c. If you intend to be a manager of a club, provide details of your involvement in the management and activities of the club, as well as details of the premises.</p> |
|---|---|

### 6. Relevant qualification

Indicate whether you hold an LCQ. Provide the date when you obtained the qualification.

### 7. Documents (and fee) to be submitted with your application

- You need to provide a copy of the following supporting documents and fee:
- Your LCQ.
  - Identification such as your driver's licence or passport or Hospitality NZ 18+ card.
  - A reference stating your experience in the alcohol industry.
- Completed Police questionnaire.
  - Application fee.

### 8. Applicant's declaration

Please sign and date the form to confirm that the details provided in your application are true and correct. It must be signed by the applicant, not their agent. Please also name the location where the form was signed.



Complete this form with the assistance of the application for a manager's certificate guide. Numbers on this form relate to explanatory notes in the guide.

**Fee \$316.25**

1. This application must be accompanied by the prescribed fee.
2. This application must be filed with the New Plymouth District Licensing Committee if:
  - a. the applicant intends to be the manager of a licensed premises in New Plymouth District, or
  - b. in all other cases, if the applicant resides in New Plymouth District.

**1. Applicant details**

1a. Full legal name    
First name(s) Surname

1b. Any aliases

1c. Residential address (include postcode)

1d. Occupation

1e. Date of birth  1f. Country of birth

1g. Gender  Male  Female

1h. Postal address (if different from residential address)

1i. Daytime contact details     
Phone Mobile Fax

1j. Email address

**2. Criminal convictions**

Has the applicant been convicted of any offence?  Yes  No

If yes, 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).

Nature of offence	Date of conviction	Penalty

Please turn over

**OFFICE USE ONLY**

Applicant advised of website information (tick)

Date received	<input type="text"/>	Applicant ID	<input type="text"/>	Application #	<input type="text"/>
Time received	<input type="text"/>	Document #	<input type="text"/>	Receipt #	<input type="text"/>
Received by	<input type="text"/>	Property ID	<input type="text"/>	Amount paid	<input type="text"/>
		Land ID	<input type="text"/>		\$ <input type="text"/>

### 3. Applicant experience

Has the applicant had any experience (in particular, recent experience) in controlling any premises or conveyance in respect of which an alcohol licence was in force?

Yes No

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

### 4. Applicant training

Has the applicant had any relevant training, in particular recent training?

Yes No

If yes, what are the details and dates of that training?

### 5. Licensed premises employment details

5a. Does the applicant intend to be the manager of any particular licensed premises?

Yes No

If yes, provide the name and address of the licensed premises:

5b. Is the applicant currently appointed as a temporary manager under section 229 of the Sale and Supply of Alcohol Act 2012?

Yes No

5c. If it is a club, what is the extent of the applicant's involvement in its management and activities?

### 6. Relevant qualification

Does the applicant hold a licence controller qualification (LCQ)?

Yes No

If yes, on what date was the qualification obtained?

### 7. Documents (and fee) to be submitted with this application

Copy of licence controller qualification (LCQ).

Application fee.

I.D. (e.g. driver's licence, passport or Hospitality NZ 18+ card).

Police questionnaire.

A reference stating the applicant's experience in the alcohol industry.

### 8. Applicant's declaration

#### PRIVACY STATEMENT:

Information on this form is to be provided under the Sale and Supply of Alcohol Act 2012 and regulations and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

Signature of applicant

Date

Place where dated and signed, e.g. New Plymouth



## **TO: THE APPLICANT**

The Police are just one of the agencies tasked with promoting the principals of the Sale and Supply of Alcohol Act. It is well known that alcohol is a key aggravator in crime and in particular family violence, street disorder, anti-social behaviour and the road toll. Strategies have been put in place by the Police to reduce the numbers of such incidents and crimes occurring.

Police enquiries will be made to establish whether you are a fit and proper person to be granted the licence or certificate applied for, and whether you are considered capable of exercising proper control over the premises or the sale and supply of alcohol to patrons.

The Police may object to the granting of the licence or certificate if you have previous court convictions or if enquiries reveal that you have not operated the licence or certificate in such a way so as to contribute to the reduction of alcohol abuse in accordance with the objects of the Act. Previous convictions need not stop you getting an 'On' or 'Off' Licence or a Manager's Certificate, but they may be a factor in any decision made to object to the granting of your application.

Please complete the attached questionnaire to enable the Police to prepare a report to the District Licensing Committee in accordance with the provisions of the Act. Police Officers may visit your premises or check with you on the validity of answers given in the questionnaire.

If you have any queries, the following Police Officers are responsible for Alcohol Harm Prevention in the Taranaki District and they will be able to help you.

New Plymouth:     Acting Sergeant Kane Moses  
[kane.moses@police.govt.nz](mailto:kane.moses@police.govt.nz)

Stratford:           Senior Sergeant Allan Whaley  
[alan.whaley@police.govt.nz](mailto:alan.whaley@police.govt.nz)



## QUESTIONNAIRE FOR ALL NEW APPLICANTS

Manager's Certificate     On-Licence     Off-Licence     Club Licence  
(Please tick appropriate box or boxes)

1. Applicant's full name: \_\_\_\_\_

Male     Female

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Driver's licence number: \_\_\_\_\_

3. Applicant's maiden or former name: \_\_\_\_\_

4. Applicant's address (physical location): \_\_\_\_\_  
\_\_\_\_\_

5. Applicant's postal address: \_\_\_\_\_  
\_\_\_\_\_

6. Telephone number(s): Home: \_\_\_\_\_ Business: \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Applicant's previous address: \_\_\_\_\_  
\_\_\_\_\_

8. Previous licensed premises - Managed or Employed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Previous alcohol licenses or certificates held (date held and location):  
\_\_\_\_\_  
\_\_\_\_\_

10. Details of previous applicable courses attended:  
\_\_\_\_\_  
\_\_\_\_\_

11. Previous Court convictions (if in doubt, list):

OFFENCE	DATE	COURT LOCATION

New Zealand Police Questionnaire for all new applicants - continued

12. Are you a New Zealand citizen?:  Yes  No  
(If you answered no, please answer questions 13-18.)

13. Passport number : \_\_\_\_\_

14. What country are you from? \_\_\_\_\_

15. How long have you been in New Zealand? \_\_\_\_\_

16. What type of Visa do you hold? (i.e. Visitors Visa/Working Visa) \_\_\_\_\_

17. When does your Visa expire? \_\_\_\_\_

18. List of previous convictions from your own country:

OFFENCE	DATE	COURT LOCATION

Signature: \_\_\_\_\_

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

**Note: If the applicant is a company, details of principals and proposed duty managers will also be required.**