



Explanations in this guide are intended to assist you to complete the application for renewal of a manager's certificate 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 renewed manager's certificate is valid for three years.

Renewal applications must be submitted before the expiration of your current certificate. Otherwise you will need to apply for a new manager's certificate.

## Requirements

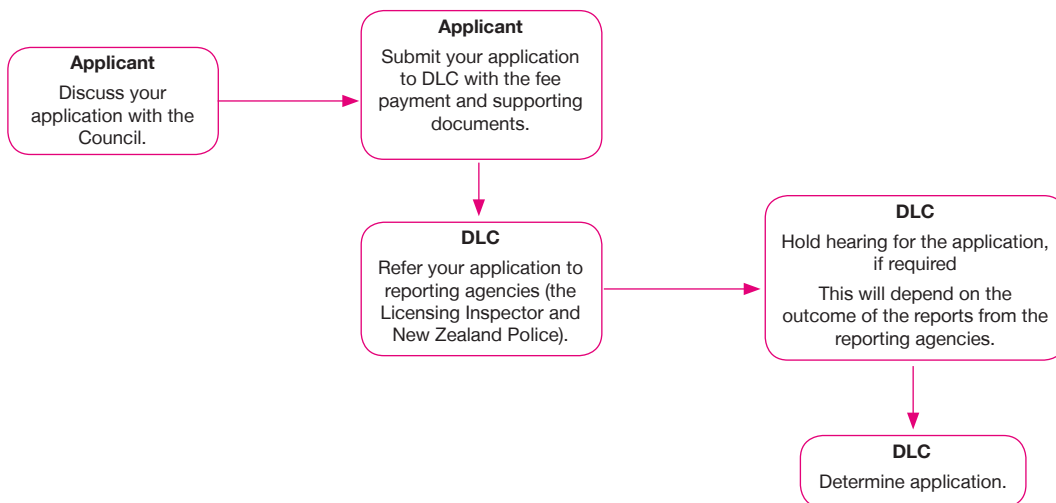
You will need to submit your renewal application before your current certificate expires. Your application must be lodged with the New Plymouth District Licensing Committee (DLC) if:

- 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.

### For subsequent renewal applications under the Sale and Supply of Alcohol Act 2012.

Since you have already complied with the qualification requirement at the time of your application for a new or renewal of manager's certificate, you do not need to submit evidence of passing the LCQ with your application.

## 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

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

### 2. Certificate details

- 2a. Write the issue date of your latest certificate.
- 2b. Indicate which authority issued your latest certificate.  
Select New Plymouth for New Plymouth District Licensing Committee. If not, select Other and state the name of the authority that issued your latest certificate.
- 2c. Write your certificate number as indicated in your latest certificate.
- 2d. Write the date of expiry of your latest certificate.

### 3. Relevant qualification

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

### 4. Managing the sale and supply of alcohol

At all times when alcohol is being sold or supplied to the public from a licensed premises, the certified manager on duty is responsible for the:

- Compliance with the Sale and Supply of Alcohol Act 2012 and the conditions of the licence, and
- Conduct of the premises, with the aim of contributing to the reduction of alcohol-related incidents/harm.

The manager must also comply with the basic elements of the host responsibility programme, such as:

- Serving alcohol responsibly.
- Providing and actively promoting low and non-alcoholic alternatives.
- Providing and actively promoting appropriate food.
- Identifying and responsibly dealing with minors and intoxicated people.

Describe the steps you have taken as a certified manager to manage the sale and supply of alcohol in order to reduce alcohol-related harm or incidents.

### 5. 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.

### 6. Documents and fee to be submitted with this application

You need to provide the following supporting documents and fee:

- A copy of your identification (driver's licence, passport or Hospitality NZ 18+ card).
- A copy of your current manager's certificate (if not issued by New Plymouth District Licensing Committee).
- A reference stating your experience in the alcohol industry.
- Application fee.

### 7. 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 renewal of a manager's certificate guide. Numbers in 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 District Licensing Committee before the certificate expires.**
3. This application must be filed with the New Plymouth District Licensing Committee if:
  - a. the applicant is presently employed as a 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

1k. Licensed premises where you are currently working

**2. Certificate details**

2a. Date certificate issued

2b. Issued by  New Plymouth  Other (please state)

2c. Certificate number

2d. Date of expiry

**3. Relevant qualification**

Do you (the applicant) hold a licence controller qualification (LCQ)?

Yes  No

If yes, on what date was that qualification obtained?

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"/>		

#### 4. Managing the sale and supply of alcohol

What steps has the applicant taken to manage the sale and supply of alcohol pursuant to the certificate with the aim of contributing to the reduction of alcohol-related harm?


#### 5. 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) **received since the certificate was issued or last renewed.**

Nature of offence	Date of conviction	Penalty

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

- I.D. (e.g. driver's licence, passport or Hospitality NZ 18+ Card).
- Existing manager's certificate - this is required if the certificate was not issued by the New Plymouth District Licensing Committee.
- A reference stating the applicant's experience in the alcohol industry.
- Application fee.

#### 7. 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.

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Signature of applicant

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Date

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