



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 of Liquor 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 \$134.93 is payable to Wanganui 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

There are two types of certificates:

Club Manger's Certificate—this limits you to managing premises that hold a club licence or where special licence is in force

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

Tick to indicate whether your application is for a General Manager's certificate or a Club Manager's Certificate.

2. Applicant details

2a. Applicant's name and contact details

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

2d.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

2e.District Licensing Agency 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 Agency.

HTP Limited Hospitality Training Professionals
PO Box 19
Foxton Beach
Phone: 06 363 8299
Fax: 06 363 8399
Email: httpoppy@xtra.co.nz

Bedford Avenue Developments Ltd
62 Bedford Avenue
Wanganui
Phone: 06 347 9008
Fax: 06 347 8545
Email: bedfordaveltd@hotmail.com

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

Provide details of your liquor industry experience and qualifications

***An application for a Manager's Certificate WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached plus copy of ID**

2. Type of certificates

2h. Complete this section only if your application is for a club manager's certificate.

- Provide details of your involvement in the management and activities of the club, as well as details of the premises.

3. Applicant signature

Please sign and date the form



Fill this form out with the assistance of the Application for Manager's Certificate Guide—numbers on this form relate to explanatory notes in the guide.

1. Type of certificate

Fee \$134.93

(Tick appropriate circle)

1a. General manager's

Club Manager's

2. Applicant details

2a. First name

Second name

Surname

Date of birth

 / /

Maiden name

If applicable

Residential address

Occupation

2b. Postal address for the service of documents

2c. Contact numbers

Phone

Mobile

Fax

Email

2d. Has the applicant been convicted of any offence?

(Includes traffic offences but not parking infringements)

Yes

No

If YES, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered

2e. Has the applicant had any experience, in particular recent experience, in managing any liquor premise 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)

2f. 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)

2. Applicant details—continued

2g. Does the applicant hold the Licence Controllers Qualification (LCQ)?

Yes

No

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

To be included only where the applicants seeks a club manager's certificate

2h. What is the extent of the applicant's involvement in the management and activities of the club?
(Please supply details on club letterhead)

Licensed premise employments details

2i. 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?

3. Applicant signature

<input type="text"/>	Dated at		this		day of	
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Signature

(town/city)

(month)

(year)

Name (print clearly)

4. Notes

Notes:

1. For the matters that are to accompany this application, see Regulation 20(2) of the Sale of Liquor Regulations 1990.
2. If the applicant intends to be the manager of any particular licensed premises, that application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.

***This WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached**