



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 before the date of expiry of the certificate.

From the 1st April 2006 all currently holders of a General managers Certificate will need to hold the nationally recognised Licence Controller Qualification. All General Managers will need to have unit standard 4646 and 16705 (hooked on to NZQA) and then apply for your LCQ from Hospitality Standards Institute (H.S.I.). This can be obtained by filling out the application form, which can be downloaded from the H.S.I. website, provide evidence of holding the two units or NZQA Record of Learning and post to H.S.I. with the required payment included.

If you currently hold the LCQ attach a copy of it to your renewal application and your certificate will be renewed for a period of 3 years.

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 Agency for the District in which the applicant is employed.

In all other cases, it should be filed with the District Licensing Agency for the District in which the applicant is residing.

If there are any matters raised in opposition the District Licensing Agency will refer the application the Licensing Authority.

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 Agency of any change of address.

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. 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. Full details are required to enable the police to conduct a check on your suitability as a licensee.

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

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.

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

2. Type of certificates

There are two types of certificate:

Club Managers Certificate—this limits you to managing premises that hold a club licence or where a special licence for use in a club is in force.

General Manager Certificate—authorises you to manage any licensed premise 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

3. Applicant signature

Please sign and date the form



1. Applicant details

Fee \$134.93

1a. First second and surname

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

If YES, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered

1f. 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 liquor abuse?

1g. Does the applicant hold the Licence Controller Qualification? Yes No

If yes, on what date was that qualification obtained?

2. Details of certificate

2a. General Manager's Club Manager's

2b. Certificate number: / / 2c. Date of Expiry / /

3. Signature

Dated at _____ this _____ day of _____
Signature (town/city) (month) (year)

Name (print clearly)

Notes:

- This application must be filed with the District Licensing Agency before the certificate expires. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Agency for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Agency for the district in which the applicant is residing.
- For the matters that are to accompany this application, see Regulation 21(2) of the Sale of Liquor Regulations 1990.

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