



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 \$132 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 Manager'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 licenced 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.

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.

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

- 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.

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

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.

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

- 2e.** District Licensing Agency requires evidence that the applicant has sufficient knowledge and recent experience under the Act.

It is recommended that applicants obtain the necessary training qualifications and experience prior to submitting their application for a Managers Certificate to the District Licensing Agency.

Applicants for managers Certificates must hold the Licence Controller Qualification from 1 April 2006.

Training Providers offering Courses on the Sale of Liquor Act in our District include:

In the absence of the experience and training qualifications, it is unlikely that the Licensing Inspector will be able to recommend approval of the application.

- Provide details of your liquor industry experience and qualifications.

Club Manager's Certificate

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.