

# Application for Manager's Certificate

**Section 219, Sale and Supply of Alcohol Act 2012**

## General information:

- If you are currently employed as a duty manager, the application should be filed with the District Licensing Committee nearest to the licensed premises where you work. If you are not currently employed as a duty manager, the application should be filed with the District Licensing Committee for the district in which you are currently living. Please only submit this application if you are eligible in the Hamilton City Council district.
- You will be required to attend an interview with a Licensing Inspector, which will include a test on the Sale and Supply of Alcohol Act 2012. You will be contacted after the application has been received to arrange an appointment for your interview.

Office  
Use  
Only

## Application Checklist:

### Supporting documents you need to provide with your application:

- Application fee: \$316.25**  
This is an application fee and is non-refundable after the application is received by the Hamilton City Council.
- A written reference from your employer at the licensed premises at which you are currently working. This should confirm your employment on licensed premises, how long you have worked there and relevant duties.
- A written character reference from someone able to verify your suitability to hold a manager's certificate (references from your employer at the licensed premises at which you are currently working, family members or relatives are NOT acceptable).
- A copy of your Licence Controller Qualification (LCQ) certificate.
- A copy of your CV/ resume and any other evidence regarding character, suitability and training to support your application.

### If you are not a New Zealand citizen or permanent resident, you must also provide:

- Copy of valid passport
- Copy of current visa
- Copy of Drivers Licence (if applicable)

### If you are applying for the Manager's Certificate on behalf of someone else you must also provide:

- A copy of the authority to act as an agent of the applicant, signed by the applicant

Applications can be delivered to the Customer Service Centre in Garden Place  
or posted to Hamilton City Council, Private Bag 3010, Hamilton 3240.

You can also apply online on our website: [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

FEE DUE:

**\$316.25**

### Office Use Only:

Accepted by: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Receipt date: \_\_\_\_\_

T310 – 287.50 T311 – 28.75

# Application for Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012

**To the Secretary  
District Licensing Committee, Hamilton City Council**

Application for a manager's certificate is made in accordance with the details set out below.

## Applicant details

1. Title

Mr

Mrs

Ms

Miss

Dr

Prof

Sir

.....

2. Surname:

3. First name(s):

4. Middle name(s):

5. Any aliases:

6. Sex:

7. Date of birth:

8. Place of birth:

9. Driver's licence or passport number:

10. Residential address:

11. Postal address (for service of documents):

Postcode:

12. Home phone:  Work phone:

Mobile phone:

13. E-mail address:

14. **Daytime contact details** (if different from above)

Name:

Phone number:  Mobile number:

E-mail address:

## Application details

15. Are you a New Zealand citizen or permanent resident?

Yes  No

***If no, please attach copy of your passport and visa.***

16. Do you have any 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)*

Yes  No

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

17. Name and address of licensed premises at which you are currently employed.

18. Your occupation / duties at this licensed premises:

19. How long have you been employed at this licensed premises?

20. How many hours per week (on average) do you work at this licensed premises?

21. Is this the licensed premises that you require your manager's certificate for?

Yes

No

If NO, what is the name and address of that licensed premises?

22. Is this your main employment?

Yes

No

If NO, what is your main employment?

23. What experience do you have working in and/or controlling licensed premises (where / when / duties)?

24. Do you hold the Licence Controller Qualification (LCQ)?

Yes

No

If YES, on what date was that qualification obtained?

25. Have you had any OTHER relevant training (in particular, recent training)?  Yes  No

If YES, what are the details of that training and on what dates was it taken?

## Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

[Applicant name]

[Signature]

[Date]

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Service Centre - Ground Floor, Garden Place, Hamilton

# Manager's Certificate information

## What is a manager's certificate?

A manager's certificate allows the holder to be appointed as a duty manager of licensed premises for the purposes of the Sale and Supply of Alcohol Act 2012. A certificated manager must be on duty at all times when alcohol is being sold or supplied to the public on any licensed premises.

## The obligations of a duty manager

The duty manager is responsible for the compliance with and enforcement of the provisions of the act and the conditions of the licence in force on the premises. While on duty, the name of the manager must be prominently displayed.

## Making an application for manager's certificate

Applicants must be 20 years of age or over. Complete an application form and ensure all required documentation is attached as outlined in the application checklist. **Incomplete applications will be returned.**

## Criteria

Your suitability to hold a manager's certificate will be assessed in accordance with the following criteria:

- Character and reputation
- Any previous convictions recorded
- Experience working on licensed premises - a reasonable amount of recent experience is required, usually at least six months
- Relevant training and qualifications – applicants are required to have the Licence Controller Qualification (LCQ)
- You must be currently working in the alcohol industry

## Licence Controller Qualification (LCQ)

All applicants must obtain the LCQ before you can hold a manager's certificate. The qualification consists of two NZQA unit standards:

- 4646:** Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises
- 16705:** Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises

For further information, see the Service IQ website: [www.serviceiq.org.nz/providers/lcq/](http://www.serviceiq.org.nz/providers/lcq/)

## LCQ Bridging Test

The LCQ Bridging Test was an online test for people who completed their LCQ training under the repealed Sale of Liquor Act 1989. It was available from 18 December 2013 until 31 January 2017.

If you obtained your LCQ before December 2013 under the Sale of Liquor Act 1989 and did not complete the bridging test within the above dates, you will need to complete the LCQ course again under the new Act.

If you have already completed the LCQ Bridging Test, you can obtain a copy of your completion certificate at <http://www.serviceiq.org.nz/lcq/lcq-bridging-test/>

## The application process

Applications can take approximately 4-6 weeks to process, or longer if there is any opposition. A copy of the application is sent to the Police and the Licensing Inspector who will report on the application. You will be required to attend an interview with the Licensing Inspector, which will include a test on the Sale and Supply of Alcohol Act 2012. You will be contacted after your application has been received to arrange an appointment. Please allow up to three weeks for us to contact you for an interview.

Finally, once all documentation and reports are received, the application is then put before the District Licensing Committee (DLC) for their decision. If your application is opposed, a hearing may be required. You will receive notification of the DLC's decision via mail.

## Renewal applications

All manager's certificates expire after an initial 12 month period, unless you apply to renew it. **It is responsibility of the manager's certificate holder to ensure the application for renewal is made before it expires.** An expired certificate cannot be renewed. If your certificate expires, you will need to make an application for a new manager's certificate again. Once your certificate is renewed, it will be valid for another three years before it needs to be renewed again.

## Suspension/cancellation of manager's certificate

The police or licensing inspector can apply to the Alcohol Regulatory and Licensing Authority (ARLA) to suspend or cancel a manager's certificate if they believe that the manager failed to conduct licensed premises in a proper manner or the conduct of the manager indicates that he or she is not a suitable person to hold a manager's certificate.

## Temporary manager

A temporary manager can be appointed if a manager is ill or absent for any reason, or resigns. The licensee may appoint a person who is not the holder of a manager's certificate as a temporary manager. A Notice of Management Change must be completed by the licensee and sent to the DLC and police. If the DLC does not approve of the appointment, they have five working days to advise of this.

The person appointed as a temporary manager must apply for a manager's certificate within two working days. He or she may then continue as a temporary manager until the application for a manager's certificate is determined.

## Acting manager

An acting manager can be appointed when a manager is ill or absent for a maximum of three weeks. It is not necessary for this person to apply for a manager's certificate. Once again the Notice of Management Change must be completed by the licensee and sent to the DLC and Police.