



## Information Sheet for completing an application for a New Manager's Certificate

### Section 219 of the Sale and Supply of Alcohol Act 2012

A Manager's Certificate authorises the holder to manage any licensed premises. You must be 20 years or older to hold a Manager's Certificate. As you are aware the position of Manager, in terms of the Sale and Supply of Alcohol Act 2012, is an important position in licensed premises. The references supplied with the application are used to help determine the suitability of the applicant. To help us undertake this process, references must be detailed and relevant to the character and reputation of the applicant.

The following is to be provided when lodging your application:

	The prescribed fee of \$316.25 (including GST). This fee is not refundable.
	The completed application form.
	A copy of proof of eligibility to work in New Zealand (if applicable).
	A copy of your prescribed qualification.
	One recent written work reference that provides evidence of your character, reputation, duties and responsibilities. The reference must state the length of time that you have been involved in the sale and supply of alcohol and must be signed and dated. A minimum of six (6) months experience is required.

#### Payment Options

**Post** this form to: Alcohol and Licensing Department  
 Kaipara District Council  
 Unit 5  
 The Hub  
 6 Molesworth Drive  
**Mangawhai 0505**

**Email:** [kdclicensing@kaipara.govt.nz](mailto:kdclicensing@kaipara.govt.nz)

***Please remember to pay by direct credit when using these options.***

**In person:** Pay by cash or Eftpos at either Council Office:  
 Unit 5 or 32 Hokianga Road  
 The Hub **Dargaville**  
 6 Molesworth Drive  
**Mangawhai Village**

**Direct Credit:** Bank of New Zealand 02-0308-0090743-07  
 Reference the applicants name, New Mgr, 1401017;GL

Office Use Only	Cashier Name	Comments
Receipt Number		
Receipt Amount \$		
NAX Customer Number		

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## **New Manager's Certificate Application**

### **Experience Requirement**

Work experience is an essential requirement when an application for a Manager's Certificate is being considered by the District Licensing Committee.

Applicants are advised (as per the Alcohol Regulatory Licensing Authority's guidelines) to have attained a recommended minimum of six (6) month's recent and relevant work experience as a bar person within the hospitality industry, which must be indicated on the application form, and submit a written confirmation from previous or current employers as proof thereof.

### **Prescribed Qualification**

You will also need to complete and pass a course on the Sale and Supply of Alcohol Act 2012. When you have received your prescribed qualification, you may apply for your Manager's Certificate.

A 'prescribed qualification' is a document from a training organisation that has 'consent to assess' unit standards 4646 and 16705 from the NZQA, that states that a person has successfully completed the 2unit standards.

The following will be accepted as a prescribed qualification.

- An LCQ (under the former Act – SOLA 1989) with the LCQ bridging certificate,
- Or an LCQ under the current Act,
- Or a document from an approved training provider that says that the applicant has successfully completed the required unit standards (and version), being 4646 (version 8 or later) and 16705 (version 5 or later).

**To complete the application, you will need to answer all the questions that follow and supply all the documents.**

### **Note:**

- 1 Failure to supply all the required documents may result in this application being returned.
- 2 Where the applicant is presently employed as a Manager, it should be filed with the District Licensing Committee for the district in which the applicant is employed.

## New Manager's Certificate Application

### Section 219 of the Sale and Supply of Alcohol Act 2012 Form 17

All questions in this application must be filled out completely.

**To the Secretary**

**Kaipara District Licensing Committee**

**Email: [kdclicensing@kaipara.govt.nz](mailto:kdclicensing@kaipara.govt.nz)**

#### 1 Details of the Applicant

Full legal name to be on certificate:			
Any aliases (known by any other name):			
Address:			Postcode:
Postal address for service of documents:			Postcode:
Email address (required):			
Occupation:		Male	Female
Date of birth:		Place of birth:	
Daytime contact name and telephone number:			
Preferred mode of contact:			
Identification:	NZ Drivers Licence _____ Please include your number above.	<b>or</b>	Passport _____ Please include your number above.

Has the applicant been convicted of any offence? 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.

Yes
  No

If **Yes**, what are the details of each offence?

Nature of offence:
Date of conviction:
Penalty suffered:

**Does the applicant intend at this time to be a Manager of any particular licensed premises?**

Yes  No    If **Yes**, what are the identifying particulars of those licensed premises?

**Please advise the current licensed premises you are managing.**

Current place of employment (trading name of licensed premises):

Address of above-mentioned premises:

**List the licensed premises where you have work (paid or unpaid) to show experience including the dates at those premises.**

Dates:

Details:

Signed at (place):

Date:

Applicant's signature:

Applicant's name (printed):

Please remember to sign and date the application and complete the checklist before lodging with Council.

## Host Responsibility

### What is Host Responsibility?

Host Responsibility is being responsible with the serving of alcohol at any venue, licensed premises, special occasion or special event to reduce the problems that can be caused from excessive drinking.

To follow is a set of guidelines that supports this aim.

As a responsible supplier of alcoholic drinks, you are legally required to ensure that Host Responsibility is followed at all times while alcohol is being served or consumed.

- 1 Provide and promote substantial food as long as alcohol is being served.
- 2 Provide and promote non-alcoholic and low alcohol beverages.
- 3 Offer free non-alcoholic drinks to designated drivers.
- 4 Do not encourage promotions e.g. happy hours, specials, give-aways.
- 5 Have a telephone accessible for your patrons to use to arrange transport options.
- 6 Have a system in place for checking the age of patrons and for refusing service to underage patrons.
- 7 Ensure staff are trained to watch for and be able to recognise patrons that have had too much to drink and prevent driving under the influence of alcohol.
- 8 Ensure that alcohol is not supplied to intoxicated persons.

Licensing Inspectors together with the Police conduct routine inspections of licensed premises and venues where Special Licences have been granted to ensure compliance with the requirements of the Sale and Supply of Alcohol Act 2012 and licence conditions.

If you are applying for a licence for a special occasion or a special event you will need to supply adequate information for the application to be processed speedily. Application forms, Host Responsibility and Special Licence information sheet guidelines are available from the Council offices at Mangawhai and Dargaville for your assistance.