



Renewal of a Manager's Certificate Application

Section 224 of the Sale and Supply of Alcohol Act 2012

What to include 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 Manager's Certificate.
	A copy of your prescribed qualification, or LCQ (Licence Controller Qualification certificate) and Bridging Test if applicable.
	A letter from your employer of the licensed premises, confirming that you are currently working there.

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

Please remember to pay by direct credit when using this option.

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:
Renew Manager/Applicant Name/1401017

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

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 For renewal, this application must be filed with the Secretary of the Kaipara District Licensing Committee before the certificate expires. Please note a lapsed certificate cannot be renewed.
- 3 Where the applicant is presently employed as a Manager, the application should be filed with the District Licensing Committee for the district in which the applicant is employed.

Section 224 of the Sale and Supply of Alcohol Act 2012 Form 19

All questions in this application must be filled out completely.

To: The Secretary
Kaipara District Licensing Committee
Email: 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	
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.	or	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:

Please tick appropriate boxes below

Does the applicant hold a prescribed qualification?

Yes No If **Yes**, please supply a copy?

Does the applicant hold the Licence Controller Qualification?

Yes No If **Yes**, please supply a copy?

Does the applicant hold the Licence Controller Bridging Test Certificate?

Yes No If **Yes** please supply a copy?

Please advise the current licensed premises you are managing.

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

Address of abovementioned premises:

2 Manager's Experience

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

Dates:

Details:

3 Reduction of alcohol abuse

What steps has the applicant taken to manage the sale and supply of alcohol with the aim of contributing to the reduction of alcohol abuse? State four of the host responsibility guidelines and how you have applied these in the management of your premises.

1

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Signed at (place):	Date:
Applicant's signature:	
Applicant's name (printed):	

Please remember to sign and date the application 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.