



# Application for manager's certificate or renewal of manager's certificate

Section 219 OR Section 224, Sale and Supply of Alcohol Act 2012

**Please read the information sheet "Alcohol Licensing – Manager's Certificate" before completing this form.  
Further information is available at [www.tasman.govt.nz](http://www.tasman.govt.nz) search for 'Manager'.**

To: The Secretary  
Tasman District Licensing Committee  
Private Bag 4  
Richmond 7050

Application for:  New certificate  Renewal of certificate

## Applicant details

Full legal name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Sex:  Male  Female

Occupation: \_\_\_\_\_

D.O.B:        /        /                                  Place of Birth: \_\_\_\_\_

Ph.(Bus): \_\_\_\_\_ Ph.(Pvt): \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address for service of documents: \_\_\_\_\_

Current place of employment: \_\_\_\_\_

## Criminal convictions

Have you been convicted of any offence, diversion or any matter currently before the Court (including traffic offences)?  Yes  No

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

Nature of Offence	Date of Conviction	Penalty Suffered

## Qualification

Do you hold the NZQA Unit Standards 4646 (*Demonstrate knowledge of the Act*) and 16705 (*Demonstrate knowledge of Host Responsibility*)?  Yes  No

Do you hold the Licence Controller Qualification (LCQ)?  Yes  No

If "Yes", on what date was that qualification obtained? *(Attach copy of certificate)*

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If your LCQ was issued under the Sale of Liquor Act 1989, have you completed the LCQ Bridging Test?  Yes  No

If "Yes", on what date was that qualification obtained? *(Attach copy of certificate)*

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## For new applications:

Have you had any experience (*in particular recent experience*) in controlling any premises or conveyance in respect of which a licence was in force?  Yes  No

If "Yes", what are the details and dates of that experience?

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Have you had any relevant training, in particular, recent training?  Yes  No

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

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Do you intend to be the Duty Manager of any particular licensed premises?  Yes  No

If "Yes", which premises?

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If it is a club, what is the extent of your involvement in its management and activities?

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## For renewal applications:

### Details of certificate

Managers Certificate #: \_\_\_\_\_ Expiry Date of Managers Certificate:     /     /

What steps have you taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

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## IMPORTANT – PLEASE ENSURE THE APPLICATION FORM IS SIGNED

Signature of applicant:

Date:

### Attachments

#### Attach all of the following documents:

##### For NEW Managers:

- Licence Controller Qualification (LCQ)
- Bridging Test Certificate if your LCQ was obtained under the Sale of Liquor Act 1989
- Evidence of your NZQA Unit Standards, if they are not referenced on your LCQ Certificate
- Proof of Date of Birth, e.g. Drivers Licence, Passport
- Character reference from a non-relative who has known you for at least 2–3 years
- Letter from your current employer confirming your role and employment in the business
- Evidence of any other training, experience, employment history, or a CV
- If you are a manager at a Club, attach a letter from the Club confirming your position and involvement in the management and activities of the Club
- Fee of \$316.20, or
- paid by internet banking **ASB 12–3193–0002048–03** using 'Manager' and your surname as a reference.

##### For RENEWAL Applications:

- Bridging Test Certificate
- Evidence of your NZQA Unit Standards, if they are not referenced on your LCQ Certificate
- Letter from your current employer confirming your role and employment in the business
- Fee of \$316.20, or
- paid by internet banking **ASB 12–3193–0002048–03** using 'Manager' and your surname as a reference.

### Notes

- 1 This application must be accompanied by the prescribed fee.
- 2 For renewal applications, this application must be filed with the District Licensing Committee before the certificate expires.
- 3 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. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.