



## 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.

Feel free to contact us:



Tasman District Council  
Email [info@tasman.govt.nz](mailto:info@tasman.govt.nz)  
Website [www.tasman.govt.nz](http://www.tasman.govt.nz)  
24 hour assistance

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189 Queen Street  
Private Bag 4  
Richmond 7050  
New Zealand  
Phone 03 543 8400  
Fax 03 543 9524

Murchison  
92 Fairfax Street  
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New Zealand  
Phone 03 523 1013  
Fax 03 523 1012

Motueka  
7 Hickmott Place  
PO Box 123  
Motueka 7143  
New Zealand  
Phone 03 528 2022  
Fax 03 528 9751

Takaka  
14 Junction Street  
PO Box 74  
Takaka 7142  
New Zealand  
Phone 03 525 0020  
Fax 03 525 9972

## Section 1: Applicant to complete and submit with application

### Personal Information

Full name :

Gender:

(M)  (F)  (Other)

Date of birth:   
(dd/mm/yyyy)

NZ Driver Licence number:  
Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

### Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

### Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Electronic Signature