

# Alcohol Licensing – Manager’s Certificate

At all times when alcohol is available for sale to the public in an On or Off Licensed premises, a Manager holding a current Manager’s Certificate must be on duty. The Manager is responsible for compliance with the Sale and Supply of Alcohol Act 2012 and the conditions of the premises licence. The name of the Manager on duty must always be displayed on the licensed premises.

This does not apply to BYO premises.

## Type of Certificate

There is now only one type of certificate which will be called a Manager’s Certificate. This will allow you to manage any licensed premises. If you hold an existing Club Manager’s Certificate or a General Manager’s Certificate it is valid until the expiry date, and you will then need to meet the new criteria before it can be renewed as a Manager’s Certificate.

## Criteria

When deciding whether to issue a Manager’s Certificate, the Licensing Committee will consider:

- i. Your suitability to be a manager
- ii. Any convictions
- iii. What experience you have in controlling licensed premises – usually 6 months recent experience is required
- iv. Your qualifications – see overleaf for requirements.
- v. Any reports from the Police or Inspector.
- vi. Your age – you must be over 20 years old.

## Making an application

Application forms are available from the Council web site [www.selwyn.govt.nz/alcohol](http://www.selwyn.govt.nz/alcohol) or from Food & Health Standards on 03 365 1667.

## Material required

The following items must accompany an application for a Manager’s Certificate:

1. Proof of date of birth i.e. Driver’s Licence, Passport
2. One written character reference provided by someone (not related) who has known you for a reasonable period of time i.e. 2-3 years plus.
3. Letter from employer confirming employment and role in business.
4. The Licence Controller Qualification under the Sale and Supply of Alcohol Act 2012.

5.
  - i) Evidence to support any recent experience in the liquor industry e.g. detailed references from employers.
  - ii) Evidence of other employment history i.e. references.
  - iii) A curriculum vitae detailing your employment history would be helpful.
6. Evidence to support any other relevant training or qualifications held.
7. Where convictions are stated, the applicant should, where necessary, explain the circumstances.
8. Applicants for Manager’s Certificates associated with Club premises should provide evidence to show their involvement in the management and activities of the Club e.g. a detailed letter from a Club Officer.
9. The prescribed fee: \$316.25.

## Application process

Once the application form has been completed, it should be returned **with all required material** to the Selwyn District Licensing Committee c/- Food & Health Standards. Incomplete applications will **not** be accepted.

Applications will take a minimum of 20 working days to process, sometimes longer. A licensee can appoint you as a Temporary Manager if you have made a full application. The licensee must notify us of this using the Notification of Management Change form available on the Council website.

Copies of the application are forwarded to the Police and Licensing Inspector for their reports.

You will be contacted by the Licensing Inspector to discuss your knowledge and experience in the sale of alcohol.

The application will then be determined by the District Licensing Committee.

A Manager’s Certificate is issued initially for one year. It can then be renewed for three years.

## Renewal applications

Those Managers whose records are on file with the Selwyn District Licensing Committee will be sent a renewal application form before their certificate expires.

As the form will be sent to the last known postal address, please ensure the Committee is informed of any changes.

A Manager's Certificate cannot be renewed after it has expired. You will be required to reapply for a new Certificate should it expire.

After application for renewal is made, the same process as above is followed and the District Licensing Committee will determine the application.

**To have your certificate renewed you must meet the new qualification requirement explained below.**

## Qualifications

To apply for a Managers Certificate you must have obtained the Licence Controller Qualification (LCQ). This requires that you undertake training, pass two Unit Standards, and then obtain the LCQ certificate. The process is as follows:

1. Undertake the training through a training provider- see below for local providers.
2. Obtain your Unit Standards certificate from your training provider.
3. Apply to ServiceIQ (previously called HSI the Hospitality Standards Institute) for your Licence Controller Qualification-see below for details.
4. Attach a copy of your Licence Controller Qualification to your application form, along with the other documents

## Training Providers

Courses available in this area include:

- [Avonmore Tertiary Institute](#)
- [Christchurch Polytechnic Institute of Technology](#)

Both courses offer a seminar and assessment to achieve the required unit standards which cover management responsibilities, host responsibility, types of licences, the roles of the Police, the District Licensing Committee and Public Health Service.

The training provider will provide you with a certificate to show you passed the Unit Standards.

These units are:

4646: Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012.

16705: Demonstrate knowledge of Host Responsibility requirements as a duty manager of a licensed premises.

## Licence Controller Qualification

You will need to apply to ServiceIQ (formerly called HSI - the Hospitality Standards Institute) for your Licence Controller Qualification certificate by sending them your unit standards certificate and an application form.

Service IQ can be contacted on [lcq@ServiceIQ.org.nz](mailto:lcq@ServiceIQ.org.nz) or by phone 0800 863 693 or website [www.serviceiq.org.nz/lcq](http://www.serviceiq.org.nz/lcq)

## Club Manager's Certificate holders

Before your club manager's certificate expires, you will need to apply for a new Manager's Certificate and hold the new qualification explained above. If you haven't obtained the qualification by the time your renewal is due, you may be issued with a limited one year certificate to allow you time to obtain the qualification.

## Host Responsibility

The District Licensing Committee can provide information and signs on Host Responsibility issues. A wider range is Community & Public Health on 03 364 1777.