



# Checklist for Managers Certificates & Renewals

(Sale and Supply of Alcohol Act 2012)

## THE FOLLOWING MUST BE PROVIDED WITH YOUR APPLICATION

Use this cover page to assist you to lodge a complete application

☐ The completed application and documentation listed below

### FEE (inclusive of GST)

**\$316.25**

Fee may be paid by

- Cash
- Cheques are payable to Food and Health Standards (2006) Ltd
- Internet Banking details: Account Name: Food and Health Standards, Account Number: 02-0828-0032109-02, Reference: Licence number (if renewal) and name.

## Information to be attached (New Applications)

- ☐ Copy of one form of identification (drivers licence, passport). If you are not a New Zealand resident, please include details of your citizenship and passport number and work visa. Police are required to report upon your application. Lodging an application acknowledges that Police will report to the District Licensing Committee.
- ☐ Licence Controller Qualification (LCQ) Certificate under the Sale and Supply of Alcohol Act 2012.
- ☐ Details of convictions (see attached Clean Slate Act notes)
- ☐ Two references, including current employer reference and character reference.
- ☐ Brief CV, detailing experience in hospitality and types of premises worked in.
- ☐ Completed Questionnaire – This MUST be submitted with the application.
- ☐ For applicants intending to manage a club, provide details of involvement in the club and a letter of support for the club.

## Information to be attached (Renewal Applications)

- ☐ Licence Controller Qualification (LCQ) Certificate under the Sale and Supply of Alcohol Act 2012.
- ☐ Copy of current Manager's Certificate.
- ☐ Completed Questionnaire – This MUST be submitted with the application.



# Application for Manager's Certificate

## Section 217 / 224, Sale and Supply of Alcohol Act 2012

**To:** The Secretary,  
Selwyn District Licensing Committee,  
C/- Food and Health Standards (2006) Limited,  
PO Box 746  
**CHRISTCHURCH 8240**

**New Application**

☐

**Renewal Application**

☐

**Please note:** You may only apply for a renewal application, if your Manager's Certificate has not yet expired.

Application for a manager's certificate is made in accordance with the details set out below:

### 1. Details of Applicant

(a) Full name: .....  
Maiden or other name: .....  
Residential Address: .....  
.....  
Occupation: .....  
Date and Place of Birth: .....  
Gender: ☐ Male ☐ Female

(b) Postal address for service of documents:

.....  
.....

(c) Daytime contact name and telephone number(s): .....

.....  
Email address: .....

(d) Has the applicant ever applied for a Manager's Certificate with another District Licensing Committee?

Yes ☐ No ☐

**If yes,** which District Licensing Committee was it with and what was the certificate number?.....

(e) Has the applicant been convicted of any offence since the certificate was issued or last renewed?

Yes ☐ No ☐

**If yes,** what are the details of each offence? In the case of a New Manager, please list and convictions.

Nature of offence	Date of conviction	Penalty

Nature of offence	Date of conviction	Penalty

Does the applicant hold the Licence Controller Qualification? Yes ☐ No ☐

If yes, what Act was that qualification gained under?

☐ Sale of Liquor Act 1989

☐ Sale and Supply of Alcohol Act 2012

Please attach the LCQ Certificate (and Bridging Test Certificate if applicable).

(f) Has the applicant had any experience, in particular recent experience, in managing or working at any premises or conveyance in respect of which a licence was in force? Yes ☐ No ☐

**If yes**, please detail below:

Place of Employment.....

Dates of Employment.....

Roles and Responsibilities.....

(g) Are you on a current Resident Permit or Working Visa or Student Visa Holder WITH Conditions attached? (Provide a photocopy of your current passport and current permit / visa conditions)

Yes ☐ No ☐

(h) Has the applicant had any relevant training, in particular recent training? Yes ☐ No ☐  
**If yes**, what are the details of that training and on what date was it taken?

.....

.....

(i) What is the extent of the applicant's involvement in the management and activities of the club? **(For managers of clubs only)** .....

.....

(j) Does the applicant intend at this time to be the manager of any particular licensed premises?

Yes ☐ No ☐

**If yes**, type of premise and name of premise: .....

.....

## 2. Details of certificate (Renewal Applications Only)

(a) Certificate number: .....

(b) Where was your certificate issued: .....

(c) Certificate expiry date: .....

## Signature and Date

Dated at ..... this .....day of..... 20.....

Signature of applicant: .....

## Notes

- 1 This application must be accompanied by the prescribed fee and the items in the checklist.
- 2 If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
- 3 In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the District in which the applicant is residing.