

# Checklist for Managers Certificates & Renewals

(Sale and Supply of Alcohol Act 2012)

## PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION

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

The completed application and documentation listed below is required before the application is put into process

Fee (Inclusive of GST)

\$316.25

Fee may be paid by:

- Cash
- Internet Banking details  
Account Name: Food & 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 were not born in New Zealand**, please include details of your citizenship, 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 Alcohol Act 2014
- ☐ 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

## Information to be attached (Renewal Applications)

- ☐ Licence Controller Qualification (LCQ) Certificate under the Sale and Supply Alcohol Act 2012
- ☐ Copy of current Manager's Certificate
- ☐ Completed Questionnaire – This **MUST** be submitted with the application
- ☐ Copy of one form of identification (drivers' licence, passport). **If you were not born in New Zealand**, please include details of your citizenship, 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



# Application for Manager's Certificate

Sections 217 & 224 – Sale and Supply of Alcohol Act 2012

To: The Secretary  
Selwyn District Licensing Committee  
C/- Food and Health Standards (2006) Ltd  
PO Box 7469  
Sydenham  
CHRISTCHURCH 8240

Email: [alcohol@selwyn.govt.nz](mailto:alcohol@selwyn.govt.nz)

- ☐ New Application  
☐ Renewal Application

Please note: You may 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:

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Maiden or other name:

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Residential address:

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Occupation:

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Date of birth:

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Place of birth:

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**If you were born outside of New Zealand please attach evidence of residency or your visas allowing you to resid and work in New Zealand**

Gender:

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b. Postal address for service documents:

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c. Applicants telephone number (s):

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Applicants email address:

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

☐ Yes

☐ No

If yes, what was the result? If a certificate was granted, what was the certificate number?

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If it was not granted, why not?

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e. List any active charges the applicant is facing:

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f. List any convictions:

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g. Does the applicant hold a Licence Controller Qualification (LCQ)?

☐ Yes

☐ No

If yes, what Act was that qualification gained under?

- ☐ Sale of Liquor Act 1989 – if so, please attach your Bridging Test Certificate
- ☐ Sale and Supply Alcohol Act 2012 – if so, please attach your LCQ Certificate

- h. Has the applicant had any experience in managing or working anywhere where an alcohol licence was in force? (Approximately six months of recent experience working in a licensed premises is required).

- ☐ Yes  
☐ No

If yes, please detail below

Place of employment: \_\_\_\_\_

Dates of employment: \_\_\_\_\_  
(month & year)

Roles and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- i. Are you on a resident visa, working visa or other visa?  
(Provide a photocopy of your current passport and current permit/visa conditions)

- ☐ Yes  
☐ No

- j. Which licensed premise does the applicant intend to utilise their Manager's Certificate at?

\_\_\_\_\_

## 2. Details of current manager's certificate (renewal applicants only)

- a. Certificate number (eg: 59/CERT/123/2025) \_\_\_\_\_
- b. Where was your manager's certificate issued: \_\_\_\_\_
- c. Certificate expiry date: \_\_\_\_\_

## Signature and date

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
(Town) (eg.21st) (Month) (Year)

Signature of applicant: \_\_\_\_\_

### Notes:

1. This application must be accompanied by the prescribed fee and items in the checklist.
2. If the applicant intends to be the manager of any 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 DLC for the District in which the applicant is residing.