

To: The Secretary
Nelson District Licensing Committee
PO Box 645, Nelson 7040

Application for: New Certificate Renewal of Certificate

1. Applicant Details

Full legal name

Postal Address

Sex Male Female Date of birth _____

Occupation

Ph (bus) _____ Ph (pvt) _____

Mobile _____ Email _____

Postal Address for service of documents

Current place of employment

Date employed at current position

List of duties relating to alcohol at current employment (or voluntary)

Previous place of employment

2. Criminal History

Has the Applicant*:
**including traffic offences*

- (a) Been convicted of **any** offence; Yes No
- (b) Been given diversion; Yes No
- (c) Received any warnings; Yes No
- (d) Have any matter(s) currently before the Courts; Yes No

If **Yes**, what are the details of each matter?

Details of offence, diversion, warning or matter before the Courts	Date of conviction, diversion, warning	Penalty Imposed

3. Matters before the Alcohol Regulatory & Licensing Authority

Does the Applicant have any matters before, or had any matters determined by, the Alcohol Regulatory & Licensing Authority (or previous Liquor Licensing Authority) for any reason?

Yes No

If **Yes**, what are the details?

Reason for appearance	Date of decision	decision number

4. Qualification

Do you hold a Licence Controller Qualification (or a prescribed qualification within the meaning of Section 218 of the Sale and Supply of Alcohol Act 2012)? (attach copy of certificate)

Yes No

If **"Yes"**, on what date was the qualification obtained:

If you answer **"No"** to the first question, have you completed the LCQ Bridging Test?

Yes No

If **"Yes"**:

Date completed: _____ (attach copy of certificate)

If **"No"**, you need to resit your LCQ. For more information, visit: <http://www.serviceiq.org.nz/lcq/licence-controller-qualification/>

5. For New Applications Only

Do you have any experience (in particular recent experience) working in licensed premises?

Yes No

If **"Yes"**, what are the details (place of employment, duties) and dates of that experience?

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?

Do you intend at this time to be the manager of any particular licensed premises:

Yes No

If **"Yes"**, what is the name and address of those licensed premises?

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

6. For Renewal Applications Only

Manager's Certificate number:

Expiry date of Manager's Certificate:

Please provide examples of what steps you have taken in your work to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol related harm.

7. Signature

Signed at:

date:

(location e.g. Nelson)

Applicant's Name

Signature

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

By signing this form, you consent to the release of this information.

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries please contact 546 0200 or email regulatory@ncc.govt.nz

Licence Controller Qualification Training Courses

The following is a list of course providers in Nelson for the qualification you must have in order to apply for a Manager's Certificate.

<p>Nelson Marlborough Institute of Technology, Nelson and Marlborough www.nmit.ac.nz Ph: 0800 422 733</p>
<p>WA Consulting Training Ltd www.wacon.co.nz Ph: 0800 644 555</p>
<p>The Learning Place (previously Industry Training Solutions South Island) www.thelearningplace.co.nz Ph: 0800 800 415 Nelson based contact Natalie De Goldi, 021 138 6234</p>
<p>Get LCQ Online www.getlcq.co.nz</p>

What Next?

- Your application must be accompanied by the prescribed fee. Once received, it will be assessed to make sure you have provided all of the required information. You will be sent a letter of acknowledgement once your application has been assessed as complete.
- Once all the information is provided it generally takes 20 working days to process your application.
- You may be contacted for further information or to arrange an interview.