

MANAGER'S CERTIFICATE OR RENEWAL OF MANAGER'S CERTIFICATE

Sections 219 or Section 224,
Sale and Supply of Alcohol Act 2012

Receipt Number:

You must apply to renew your Manager's Certificate **on or before the date** on which the current Certificate expires. If you apply after this date it will be treated as a new application and can only be granted for one year.

Out of District Renewal applications – if applying to renew in Nelson please provide a copy of your previous manager's certificate.

USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:	✓
1. Completed application with ALL required documents attached New Certificate <input type="checkbox"/> Renewal of Certificate <input type="checkbox"/>	<input type="checkbox"/>
2. FEE This application must be accompanied by the prescribed fee • \$316.25 (all cheques to be made payable to Nelson City Council)	<input type="checkbox"/>
3. IDENTIFICATION • A clear colour copy of your photo identification e.g. passport, or driver's licence • Copy of work/residence visa if not a New Zealand citizen	<input type="checkbox"/>
4. REFERENCES • References must be signed, dated and include contact details • A reference from your current employer in support of your application, stating how long you have been employed and describing your duties • NEW applications only - one other character reference from someone who has known you for longer than one year describing the referee's relationship to you and how long they have known you • References from partners/spouses, family members or relatives will not be accepted	<input type="checkbox"/>
5. EVIDENCE OF QUALIFICATIONS • NEW applications - a copy of your Licence Controller Qualification and a copy of your Bridging Test Certificate if your LCQ refers to the Sale of Liquor Act 1989. • Renewal Applications – a copy of your LCQ Certificate which refers to the Sale and Supply of Alcohol 2012 Act or a copy of your LCQ Bridging Test Certificate* <small>*(note that the Bridging test is no longer available so if your LCQ refers to the Sale of Liquor Act 1989 and you do not have a Bridging Test Certificate, you must obtain a new LCQ Certificate which refers to the Sale of Alcohol 2012).</small>	<input type="checkbox"/> <input type="checkbox"/>
6. EVIDENCE OF EXPERIENCE • NEW applications only – you must demonstrate at least six months experience working in licensed premises. Provide details of your employment history in relation to working in, or managing, licensed premises (attach C.V)	<input type="checkbox"/>
PLEASE NOTE THAT YOU HAVE TO BE OF OR OVER THE AGE OF 20 TO APPLY FOR A MANAGER'S CERTIFICATE	

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

2. **Employment Details**

a) Current place of employment in Nelson

b) Date employed at current position

c) Previous place of employment

3. **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

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.

Please complete the form on the next page.

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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Consent to release information

- 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
- NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
- If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
- 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.
- Information provided in this consent form may be used to update New Zealand Police records.
- I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
- 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

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