

# 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 <b>ALL</b> required documents attached New Certificate <input type="checkbox"/> Renewal of Certificate <input type="checkbox"/>	<input type="checkbox"/>
2. <b>FEE</b> This application must be accompanied by the prescribed fee • \$316.25	<input type="checkbox"/>
3. <b>IDENTIFICATION</b> • A <b>clear colour copy</b> 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. <b>REFERENCES</b> • References must be <b>signed, dated</b> and include <b>contact details</b> • A reference from your <b>current employer</b> in support of your application, stating how long you have been employed and describing your duties • <b>NEW</b> 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. <b>EVIDENCE OF QUALIFICATIONS</b> • <b>NEW</b> applications - a copy of your Licence Controller Qualification <b>and</b> a copy of your Bridging Test Certificate if your LCQ refers to the Sale of Liquor Act 1989. • <b>Renewal</b> Applications – a copy of your LCQ Certificate which refers to the Sale and Supply of Alcohol 2012 Act <b>or</b> a copy of your LCQ Bridging Test Certificate* *(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).	<input type="checkbox"/>          <input type="checkbox"/>
6. <b>EVIDENCE OF EXPERIENCE</b> • <b>NEW</b> 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"/>
<b>PLEASE NOTE THAT YOU HAVE TO BE OF OR OVER THE AGE OF 20 TO APPLY FOR A MANAGER'S CERTIFICATE</b>	

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

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Postal Address

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Sex  Male  Female Date of birth \_\_\_\_\_

Occupation

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Ph (bus) \_\_\_\_\_ Ph (pvt) \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Postal Address for service of documents

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**2. Employment Details**

a) Current place of employment in Nelson

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b) Date employed at current position

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c) Previous place of employment

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**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?

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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?

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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?

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

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**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.

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**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 may 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.

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](mailto: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><b>Nelson Marlborough Institute of Technology</b>, Nelson and Marlborough www.nmit.ac.nz Ph: 0800 422 733</p>
<p><b>WA Consulting Training Ltd</b> www.wacon.co.nz Ph: 0800 644 555</p>
<p><b>The Learning Place</b> (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><b>Get LCQ Online</b> 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.