

Application for renewal of manager's certificate



GL 5137150
\$316.25

Upper Hutt City Council District Licensing Agency Section 219, Sale and Supply of Alcohol 2012

To: The Secretary
District Licensing Committee
Upper Hutt City Council
Private Bag 907
Upper Hutt 5140

Application for the renewal of a Manager's Certificate is made in accordance with the details set out below.

1. Details of applicant

1.1 Full name and address:

1.2 Occupation:

1.3 Date of birth:

1.4 Postal address for your manager's certificate (if different from above):

1.5 Daytime contact name and telephone number:

1.6 Current place of employment (needs to be in Upper Hutt):

1.7 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?

Nature of offence	Date of conviction	Penalty suffered

Note: By signing this form I am authorising the New Zealand Police to disclose any convictions recorded against me to the District Licensing Committee or the Liquor Licensing Authority.

1.8 What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?

2. Details of certificate

2.1 Type of certificate (tick appropriate box):

General Manager

Club Manager

2.2 Licence number:

2.3 Date of expiry:

Dated at _____ this _____ day of _____ 20____
(Town/City) (date) (month)

Applicant: _____
(Signature)

Notes

1. This application must be filed with the District Licensing Committee before the certificate expires. Where the applicant is presently employed as a Manager it should be filed with the District Licensing Committee for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.
2. In addition to the original form, applicants must submit one copy of the application and the prescribed fee of \$316.25 – **Please remember to include a copy of your Work Visa or Residents Certificate if you are not a New Zealand Citizen.**
3. If you are applying for your renewal with the Upper Hutt District Licensing Committee for the first time, please also include a copy of your current licence as issued by another District Licensing Committee and LCQ for our records.
4. Club managers who do not hold a License Controller Qualification (LCQ) will be required to obtain this certificate, which will be based on the new Sale and Supply of Alcohol Act 2012. General Managers, or those already holding a LCQ, will need to sit a short bridging test about the new laws and include the certificate with their renewal application.

Please visit the following website to sit the free online LCQ Bridging Test;

<http://www.hsi.co.nz/lcq>

Sale and Supply of Alcohol Act 2012 -Training Providers

The following is a list of NZQA registered providers for the relevant Sale and Supply of Alcohol Act 2012 course. The qualification is required before a Manager's Certificate can be issued. Most of the providers below hold courses for units 4646 and 16705 and some can provide Bridging Tests for LCQS:

Manager's Certificate Training

Innovative Hospitality	Phone:	0800 929 8646
Hospitality Training Company	Mobile:	027 610 1874
WA Consulting Group Ltd	Phone:	07 348 0630
HMC Hospitality Expertise	Phone:	04 569 4086
Bridging Course Test	Website:	www.hsi.co.nz/lcq