

# Application for new manager's certificate



## Applicant checklist:

- Application (signed and all pages completed)
- Work Visa or Residents Certificate
- A copy of your LCQ or Bridging Test Certificate
- Two written character references
- Photocopy of driver's licence or passport
- Payment of \$316.25

GL 5137150  
\$316.25

## Upper Hutt City Council District Licensing Committee Section 219 | Sale and Supply of Alcohol Act 2012

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

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

### 1. Details of applicant

1.1 **FULL LEGAL NAME** and address:

1.2 **Occupation:**

1.3 **Date of birth:** (please note: only someone 20 years of age or over can be issued a Manager's Certificate)

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

1.5 **Daytime contact name and telephone number and email address:**

1.6 Has the applicant been convicted of any offence?

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.**

1.7 Has the applicant had any experience, in particular recent experience, in managing or working in any premises or conveyance in respect of which a licence was in force (please note at least 5-6 months experience is required):

Yes

No

If yes, what are the details and dates of that experience? (attach evidence):

1.8 Has the applicant had any relevant training, in particular, recent training:

Yes

No

If yes, what are the details and dates of that training? (attach evidence):

1.9 Does the applicant hold any relevant qualifications:

Yes

No

If yes, what are the details of each qualification? (attach evidence):

1.10 Please answer this question if this application relates to a Club Manager's certificate:  
What is the extent of the applicant's involvement in the management and activities of the Club (attach evidence):

- 1.11 Does the applicant intend at this time to be the manager of any particular licensed premises:  
 Yes  No

If yes, what are the identifying particulars of those licensed premises?

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(Town/City) (date) (month)

Applicant: \_\_\_\_\_  
(Signature)

## Notes

This application must be accompanied by:

1. The prescribed fee of \$316.25 (inclusive of GST)
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the District Licensing Committee with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Committee for the district in which the applicant is residing.
3. Two written character references with photo id of the writer.
4. Copy of your Licence Controller Qualification and Bridging Test Certificate.
5. Photocopy of driver's licence, 18+ Card or passport.

## 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 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