

AUCKLAND DISTRICT LICENSING COMMITTEE

PRACTICE NOTE

MANAGER'S CERTIFICATES – EXPERIENCE EXEMPTIONS

28 January 2026

This practice note supersedes the Managers – Remote Licences Practice Note dated January 2023

The DLC requires that a person applying for a manager's certificate must have at least 3 months experience managing the sale, supply and consumption of alcohol on licensed premises. This can be as a temporary or acting manager, or under the guidance of a certified manager.

There are two exceptions to this requirement:

- Where the applicant is intending to manage the sale and supply of alcohol under an off-licence endorsed as a remote-only seller (s.40). The exception will only apply if the applicant provides an undertaking that they will only manage the sale and supply of alcohol under that type of licence
- Where the applicant is working solely in a retirement village complex and provides an undertaking that they will only manage the sale and supply of alcohol on such premises.

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- *the information provided does not alter the Sale and Supply of Alcohol Act 2012 ('the Act') or other laws of New Zealand and other official guidelines and requirements*
- *this document sets out general principles which may be used as guidance for matters relating to the interpretation and application of 'the Act' and other statutory instruments; it is not intended to interfere with, or fetter, the professional views and opinions of council officers when they are performing any function or exercising any power under 'the Act'. Each consent application will be considered on a case-by-case basis and on its own merits*
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