

How to apply for a new manager's certificate



Under Section 219 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to apply for your manager's certificate which authorises the holder to manage any licensed premises. Where the words 'you' or 'your' are used this refers to the applicant certificate holder.

Check you qualify to apply first

To hold a manager's certificate you must:

- be 20 years or older.
- have a Licence Controller Qualification (LCQ) certificate or LCQ Bridging Test certificate (see below) or have successfully completed unit standards 4646 (version 8 or a later version) and 16705 (version 5 or a later version).
- be working or intend to be working in a licensed premises.
- have at least 3 months experience supervising licensed premises in New Zealand.

What you need to do next

To apply for a new manager's certificate, you need to:

- supply the documents listed in the 'What to include' section on this page
- pay the application fee — **page 2**
- answer all the questions in the form that apply to you — **page 4**
- attend an interview with an alcohol licensing inspector (after we receive your form, we will contact you to arrange a time).

If you need help with this form, call **09 301 0101** or visit **aucklandcouncil.govt.nz/manager**

How to submit your application

Choose any one of the following ways to submit your application:

- apply online at **aucklandcouncil.govt.nz/manager**
- drop off your application at any of our libraries offering council services, visit **aucklandcouncil.govt.nz/report-problem/visit-us**

How to get LCQ certification or complete Unit Standards 4646 and 16705

If you don't have an LCQ certificate, an LCQ Bridging Test or haven't passed unit standards 4646 and 16705, you can get further information from the New Zealand Qualifications Authority website.

What to include

You must supply all the documents listed below. We will send your application back if any of these documents are missing

- This completed application form.
- A copy of your photo identification.
- A copy of your LCQ certificate, LCQ Bridging certificate or proof that you have successfully completed unit standards 4646 (version 8 or later) and 16705 (version 5 or later).
- A letter from your employer or club, confirming that you are or will be employed there.

Paying your fee

You must pay the fee of \$316.25 (including GST at 15%). This fee is not refundable or transferable.

In person

You can pay by eftpos or credit card (MasterCard or Visa) at any of our libraries offering council services, find these at aucklandcouncil.govt.nz/report-problem/visit-us

Online

You can pay online at aucklandcouncil.govt.nz/manager

Office use only	Comments
Receipt number	
Receipt amount: \$	
Transaction number	
Date	

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New manager's certificate application form



Under Section 219 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the District Licensing Committee, this application for a new manager's certificate is made in accordance with the details set out below.

Tick the location of the licensed premises you work or will work at

- Auckland Central
 Franklin
 Manukau
 North Shore
 Papakura
 Rodney
 Waitākere

Your details

1. What is your full name?

2. Have you used or been known by any other names?

- Yes (write the name or names below)
 No (go to question 3)

Other name or names you have used or been known by:

3. What is your address?

Postcode:

4. What is your mailing address (if different from above)?

Postcode:

5. What is your email address? Note: We will send your certificate to you by email.

6. What is your phone number?

7. What is your occupation?

8. When and where were you born?

Date of birth:

Place of birth:

Criminal conviction details

9. Have you been convicted of any offences including driving offences involving alcohol or drugs?

Exclude any convictions that have been 'clean slated' under the Criminal Records Clean Slate Act 2004.

- Yes (supply details below) No (go to question 9)

Attach offence details on a separate sheet of paper if you need more space.

Nature of offence	Conviction date	Sentence

Qualifications details

10. Do you hold a Licence Controller Qualification (LCQ) certificate or have you successfully completed unit standards 4646 & 16705 or are you a temporary manager?

- Yes (go to question 11)
- No (you need an up-to-date LCQ certificate or to have successfully completed these unit standards before you can apply. Go to page 1 for details).

11. When did you obtain your LCQ certificate or complete the unit standards?

Date: _____

Employment details

12. Do you intend to be the manager of any particular licensed premises?

- Yes (go to question 13) No (go to question 17)

13. Which licensed premises do you or will you work at?

Trading name of licensed premises: _____

Address: _____

Postcode: _____

14. Are you employed by a club?

- Yes (go to question 15) No (go to question 17)

15. What is your current role at the club?

16. What management or other activities are you involved with at the club?

List the activities or write 'none'.

Training and experience details

17. Have you had any relevant and recent training?

Relevant training includes on-the-job-training. Recent means within the last 18 months.

Yes (supply details below)

No

Date of training	Training course or type of on-the-job training	Training provider or place

18. Do you have at least 3 months experience managing a licensed premises?

Recent means within the last 18 months.

Yes (supply details below)

No (do not submit your application until you have at least 3 months experience)

Date	Type of experience	Name of licensed premises

Important privacy information

Information contained in your application and any supporting information will be held by Auckland Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the police and the council's licensing inspectors) for the purposes of assessing and reporting on your application, and to the Auckland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Auckland District Licensing Committee and may appear in the hearing agenda and be used in the committee's decision for your application. Decisions will be made publicly available. The council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the committee's decision on it. This information (which includes the application and all attachments) is made available to the council's licensing inspectors and the police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, duty manager appointments, and the Act. The council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. The Privacy Act 2020 applies to the council and under that Act, you have the right to see and correct personal information that the council holds about you.

Applicant's signature:

On (date):
