

MGR: _____

Application for a new manager's certificate – checklist

As the applicant you will be invited to attend an online Teams interview with a Licensing Inspector, which will include your knowledge on manager's responsibilities under the Sale and Supply of Alcohol Act 2012.

Please **PRINT** clearly

Have you provided the following?

Supporting documents

You must provide copies of all these documents and payment with your application – if you don't, your application can be delayed or rejected.

- Licence Controller Qualification or proof of Unit Standards obtained
- Employer reference
- Character reference (not a family member)
- Photo ID (for example passport, driver licence)
- Evidence of experience (CV, or training details)
- Fee - \$316.20

Right to work in New Zealand

You must have the right to work in New Zealand to be issued a certificate.

Tick the option that applies:

- I am a New Zealand or Australian citizen
- I am a New Zealand or Australian permanent resident
- I have a work visa or visa with work rights

If you have a visa or visa with work rights, please complete the following:

I undertake to only use my manager's certificate when I have a current visa that allows me to work in New Zealand. I undertake to comply with any conditions that apply to my visa – for example, any restrictions on where I can work.

Signed:

Date:

Notes:

- You must apply for your manager's certificate with the District Licensing Committee at the council in the district where you work;
- You must be of or over the age of 20 years to apply for a manager's certificate.
- Once your completed application and payment is received, you will be invited for an online interview with an inspector. You will receive an email and calendar invite with all the details.

Need help?

Phone Tasman District Council and ask for Alcohol Licensing on **03 543 8400** or email **regulatory.admin@tasman.govt.nz**

Tasman District Council
 Email info@tasman.govt.nz
 Website www.tasman.govt.nz
 24 hour assistance

Richmond
 189 Queen Street
 Private Bag 4
 Richmond 7050
 New Zealand
Phone 03 543 8400

Murchison
 92 Fairfax Street
 Murchison 7007
 New Zealand
Phone 03 523 1013

Motueka
 7 Hickmott Place
 PO Box 123
 Motueka 7143
 New Zealand
Phone 03 528 2022

Tākaka
 78 Commercial Street
 PO Box 74
 Tākaka 7142
 New Zealand
Phone 03 525 9972

Application for a new manager's certificate

Section 120 or 127, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

The following information is taken from our records. Please fill in any blank boxes and make any alterations on this form. **Please PRINT clearly.**

Applicant details

Full legal name(*include a list of any other names, including a maiden name, that you may be known by*):

Home Address:

Postal address for service of documents:

Contact details

Phone number(s):

Email (*this is our preferred way of contacting you*):

Occupation:

Date of Birth:

Place of Birth:

Sex:

Male

Female

gender diverse/gender non-binary

Workplace and Certificate Details

Current place of employment where you intend to be duty manager:

How long have you been employed there?

Do you own/operate the premises? Yes No

If you are or will be working at a Club, what will your involvement in the club be?

Do you hold a Licence Controller Qualification

Yes

No

You must hold unit standards 4646 and 16705 for the Sale and Supply of Alcohol Act 2012 to apply for a manager's certificate

Criminal Offences and Police History Disclosure:

Please answer the following questions:

1. Have you ever been convicted of an offence? (excluding minor traffic infringements)
 Yes No
2. Have you ever been received diversion for an offence?
 Yes No
3. Have you ever received a formal warning from Police for offending?
 Yes No
4. Do you currently have any active charges before the Court?
 Yes No

If you have answered "Yes" to any of the above, please provide details below (including dates and nature of the offence):

Further details

Have you had any experience in managing a licensed premises?

- Yes No

If yes, describe your experience.

Provide details of any on-the-job training. Attach copies of any training record or details, including dates of training completed.

Please note: The New Zealand Police are required by the Sale and Supply of Alcohol Act to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concern involving the applicant. The Medical Officer of Health is also required to enquire into the application. Any concerns will be forwarded to the applicant. By signing this form, you consent to the release of this information.

Sign and Date

Dated at (place):

on (date):

Print name:

Applicant's signature:

Payment

The fee is \$316.200 and payment can be made by:

- Internet banking to ASB 12-3193-0002048-03
- By cash or card at any Council Office (credit card payments will incur a fee)