

# 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.

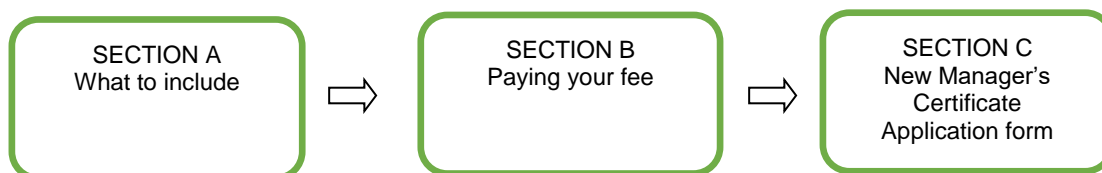
## Check you qualify to apply first:

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 or have successfully completed unit standards 4646 (version 8 or a later version) and 16705 (version 5 or a later version)
- Be working at a licensed premises
- Have at least 3 months experience supervising licensed premises in New Zealand
- Work in the Matamata-Piako District Council

## What do you need to do?

To apply for a new manager's certificate, you need to complete the following Sections:



## How do you submit your application?

Choose any of the following ways to submit your application:

- Submit your application at any of our council offices, visit [mpdc.govt.nz](http://mpdc.govt.nz) for our contact details.
- Submit your application online by emailing it to [info@mpdc.govt.nz](mailto:info@mpdc.govt.nz).

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## SECTION A – What to include (please tick)

**You must supply all the documents listed below. We will not be able to process your application if any documents are missing and it will be sent back to you.**

- This completed application form
- A copy of your photo identification
- A written reference from your employer at the licensed premises at which you are currently working
  - This should confirm your employment at a licensed premises,
  - How long you have worked there and
  - Relevant duties
- Two written character references from someone able to verify your suitability to hold a manager's certificate
  - References from your employer at the licensed premises at which you are currently working
  - Family members or relatives are NOT acceptable
- A copy of your Licence Controller Qualification (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 copy of your CV/resume
- Any other evidence regarding character, suitability and training to support your application

**If you are not a New Zealand citizen or permanent resident, you must also provide:**

- Copy of your valid passport
- Copy of your current visa
- Copy of your driver's licence (if applicable)

**You must also supply any of the documents below that apply to your application:**

If you are applying for the Manager's certificate on behalf of someone else you must also provide:

- A copy of the authority to act as an agent of the applicant, signed by the applicant

## SECTION B – Paying your fee

The fee payable will be the following:

	Total of Fee (including GST)
Managers certificate application fee <i>(This is an application fee and is non-refundable after the application is received by Matamata-Piako District Council)</i>	\$316.25

### How to pay?

- **Pay at one of our three offices:**  
35 Kenrick Street, Te Aroha  
56-62 Canada Street, Morrinsville  
Cnr Tainui and Tui Streets, Matamata
- **Online via Internet Banking:**  
Please use the following details:  
Account Name: Matamata-Piako District Council  
Bank: Bank of New Zealand  
Branch: Te Aroha  
Bank Account No: 02 0436 0021611 00  
Payee Name: < your name >

**SECTION C - 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.

**Applicant details**

Title

- |                               |                                |
|-------------------------------|--------------------------------|
| <input type="checkbox"/> Mr   | <input type="checkbox"/> Dr    |
| <input type="checkbox"/> Mrs  | <input type="checkbox"/> Prof  |
| <input type="checkbox"/> Ms   | <input type="checkbox"/> Sir   |
| <input type="checkbox"/> Miss | <input type="checkbox"/> Other |

Surname: \_\_\_\_\_

First name (s): \_\_\_\_\_

Middle name (s): \_\_\_\_\_

Any aliases: \_\_\_\_\_

Gender: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Driver's licence or passport number: \_\_\_\_\_

Residential address: \_\_\_\_\_

\_\_\_\_\_

Postal address (for service of documents): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Daytime contact details *(if different from above)*:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you a New Zealand citizen or permanent resident?  Yes  No

Do you have any criminal convictions?  
(Other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (clean slate) Act 2004 applies)

Yes  No

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

Name and address of licensed premises at which you are *currently* employed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your occupation / duties at this licensed premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you been employed at this licensed premises?

\_\_\_\_\_

How many hours per week (on average) do you work at this licensed premises?

\_\_\_\_\_

Is this the licensed premises that you require your manager's certificate for?

Yes  No

If No, what is the name and address of that licensed premises?

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Is this your main employment?  Yes  No

If No, what is your main employment?

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What experience do you have working in and / or controlling licensed premises (where/when/duties)?

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Do you hold the Licence Controller Qualification (LCQ)  Yes  No

If Yes, on what date was the qualification obtained?

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Have you had any other relevant training (in particular, recent training)?

Yes  No

If Yes, what are the details of that training and on what dates was it taken?

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**Attending and Interview:**

You will be required to attend an interview with the Licensing Inspector, which will include a test on the Sale and Supply of Alcohol Act 2012

You will be contacted after your application has been received to arrange an appointment.

Please allow for up to three weeks for us to contact you for an interview.

**Declaration**

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant.

Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the fee is paid
- I understand that my application will not be lodged with Council until all required documents are supplied. Incomplete applications will be returned.

Applicant name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact us:**

Phone: (07) 884 0060

E-mail: [info@mpdc.govt.nz](mailto:info@mpdc.govt.nz)

Website: [www.mpdc.govt.nz](http://www.mpdc.govt.nz)

Location: 35 Kenrick Street, Te Aroha