



## Renewal Application

Those Managers whose current records are on file with the District Licensing Agency will be sent a renewal application form before their certificate expires. As the form will be sent to the last known postal address, **please ensure the Agency is informed of any changes. It is the managers responsibility to apply for renewal of their managers certificate.**

A Manager's Certificate **cannot** be renewed after it has expired. You will be required to reapply for a new Certificate.

After application is made, Police and Inspector's reports are obtained. If these reports raise no opposition then the Certificate is renewed for three years. If there is any opposition the application will be determined by the Liquor Licensing Authority.

## Host Responsibility

The District Licensing Agency can provide information and signs on Host Responsibility Policy issues. A wider range is available from Ashburton Community Alcohol & Drug Service, adjacent to Ashburton Hospital.

Further Information can be obtained from the following web sites;

[www.ashburtondc.govt.nz/services/](http://www.ashburtondc.govt.nz/services/) - Liquor Licensing

[www.alac.org.nz](http://www.alac.org.nz)

## Forms and Applications

All Application forms and supporting information packs are available from:

(a) [www.ashburtondc.govt.nz/services/Forms](http://www.ashburtondc.govt.nz/services/Forms) and

(b) The Ashburton District Licensing Agency (DLA), which is a section of the Ashburton District Council. Ask for the relevant information from the main Council Reception.

## Liquor Licensing Environmental Services Division Ashburton District Council

5 Baring Square West  
PO Box 94  
Ashburton

Phone: 03 307 7700  
Fax: 03 308 1836  
Email: [info@adc.govt.nz](mailto:info@adc.govt.nz)  
Web: [www.adc.govt.nz/liquor](http://www.adc.govt.nz/liquor)

## ASHBURTON DISTRICT COUNCIL LIQUOR LICENSING



## Sale of Liquor Act 1989 Managers Certificate



Information for groups and organisations  
seeking assistance from their local authority



## Introduction / Type of Licences

At all times when liquor is available for sale in an Licensed premise, a Manager holding a current General or Club Manager's Certificate **must** be on duty. The Manager is responsible for compliance with the Sale of Liquor Act 1989 and the conditions of the premises licence.

A Manager's Certificate is issued initially for one year. Application for renewal must be made prior to expiry. Once renewed, a Manager's Certificate is valid for 3 years.

This does not apply to **Bring Your Own (BYO)** premises.

The name of the Manager on duty must always be displayed on the licensed premises.

There are two types of Manager's Certificates. These are:

1. **General Manager's Certificate**  
Authorises the holder to manage any licensed premises.
2. **Club Manager's Certificate**  
Authorises the holder to manage any premises where a Club Licence is in force.

## Temporary / Acting Manager

A Temporary or Acting Manager may be appointed as a short term measure while an application for a Manager's Certificate is being processed or a manager is absent unexpectedly. A Temporary/Acting Manager appointment is short term and not a substitute for an inadequate number of duty Managers.

Notification of appointment of a Temporary / Acting Manager **must** be made on the appropriate application form.

## Making an Application and Information Required

Applications will **not** be accepted if any of the following Information and Fee are missing at time of submission.

1. The prescribed fee: **\$132.00**
2. Two character references provided by someone (not related) who has known you for a reasonable period of time, e.g., 2-3 years or more.
3. Course training certificate showing completion of **NZQA 4646 and 16705**. LCQ certificate is required for all applications for General Manager's Certificate.
4.
  - i. Evidence to support any experience (in particular recent) claimed in the liquor industry, e.g. detailed references from employers, previous renewal details (where applicable).
  - ii. Evidence of other employment history, i.e. provide references. Employment history outside the liquor industry may be taken into account.
5. Evidence to support any other relevant training claimed, e.g. in-house courses.
6. Evidence to support any other qualifications claimed, e.g. photocopies of certificates.
7. **All** convictions should be stated, noting the provisions of the Clean Slate Act 2004. If you believe a conviction may result in Police objecting to your application, this should be discussed with the Police Licensing Officer, Ashburton Police.
8. Applicants for Club Manager's Certificates should provide evidence to show their involvement in the management and activities of the Club, e.g. a detailed letter from a Club Officer.
9. Provide proof of Identity—e.g., NZ Driver's Licence, Passport (including any current work permits or residency permits—where applicable)

**Note:** Failure to provide references as to your character and/or experience and proof of ID and or knowledge of the Act will delay the processing of your application

## Licence Controller Qualification

All applicants for new and renewed General Managers Certificates **must** hold the Licence Controller Qualification (LCQ).

The unit standards (NZQA) must be completed **before** a person will be issued with his/her Licence Controller Qualification. These units are:

**4646:** Demonstrate knowledge of the Sale Of Liquor Act 1989.

**16705:** Demonstrate knowledge of Host Responsibility

## Available Training Outlets

Courses available in this area include:

- Liquor Licensing Training (ChCh) Ltd.
- Aoraki Polytechnic, Timaru and Ashburton Campus
- Christchurch Polytechnic (CPIT)
- Online training is available from:  
[www.train2serve.com](http://www.train2serve.com)

Course content covers management responsibilities, host responsibility, types of licences, the roles of the Police, the District Licensing Agency and Public Health.

**For further information contact**

District Licensing Agency  
Ashburton District Council  
PO Box 94  
Ashburton  
Phone 03 307 7700