



Checklist for Managers Certificates & Renewals

(Sale and Supply of Alcohol Act 2012)

THE FOLLOWING MUST BE PROVIDED WITH YOUR APPLICATION	
Use this cover page to assist you to lodge a complete application	
<input type="checkbox"/> The completed application and documentation listed below	
FEE (inclusive of GST)	
\$316.25	
Fee may be paid by	
<ul style="list-style-type: none"> • Cash, Eftpos, • Cheques are payable to Ashburton District Council • Internet Banking details: Account Name: Ashburton District Council, Account Number: 03-1592-0521970-000, Reference: Licence number (if renewal) and name. 	
Information to be attached (New Applications)	
<input type="checkbox"/>	Identification (drivers licence, passport). Police are required to report upon your application. Lodging an application acknowledges that Police will report to the District Licensing Committee. If you are not a New Zealand resident, please include details of your citizenship and passport number and work visa.
<input type="checkbox"/>	Licence Controller Qualification (LCQ) inclusive of bridging test, OR LCQ and bridging test.
<input type="checkbox"/>	Details of convictions (see attached Clean Slate Act notes)
<input type="checkbox"/>	Two references, including current employer.
<input type="checkbox"/>	Brief CV, detailing experience in hospitality and types of premises worked in.
<input type="checkbox"/>	For applicants intending to manage a club, provide details of involvement in the club and a letter of support for the club.
Information to be attached (Renewal Applications)	
<input type="checkbox"/>	LCQ (inclusive of Sale and Supply of Alcohol Act 2012 upgrade) or Bridging test completion certificate.

Criminal Records Clean Slate Act 2004

Impact of the Criminal Records (Clean Slate) Act 2004 on applications for managers' certificates under the Sale and Supply of Alcohol Act 2012.

The Criminal Records (Clean Slate) Act 2004 commenced on Monday 29 November 2004. The Act enables individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility.

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be referred to for full information.

The applicant must:

- have no convictions within the last 7 years;
- never have incurred a custodial sentence (i.e. imprisonment, corrective training, borstal);
- never have been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced;
- not have been convicted of a 'specified offence' (e.g. sexual offending against children and/or young people or the mentally impaired – see interpretation section for a complete list);
- have paid in full any fine, reparation or costs ordered by a Court in a criminal case;
- never have been indefinitely disqualified from driving under s.65 of the Land Transport Act 1998 or an earlier equivalent provision (that section relates to mandatory penalties for repeat offences involving the use of alcohol or drugs).

There are a number of exceptions under s.19 of the Act where all convictions must continue to be disclosed. However, no exception applies for the purposes of determining applications for managers' certificates under the Sale and Supply of Alcohol Act 2012. Section 21 of the CR(CS) Act 2004 provides that any reference in a provision to an applicant's criminal record or character or fitness must be interpreted in a way that is consistent with the 'clean slate' scheme. Therefore, where an applicant is eligible for a 'clean slate', (s)he will be entitled to conceal his/her criminal record, and that record would not be accessed or used when determining whether or not the applicant is a "fit and proper person".

Additional information is available on the Ministry of Justice website: www.justice.govt.nz/privacy/clean-slate.html. In addition, the Ministry has produced a pamphlet, which will be available on the website, as well as at, courts, police stations, citizens' advice bureaux and community law centres.



Application for Manager’s Certificate

Section 219, Sale and Supply of Alcohol Act 2012

To: The Secretary,
 Ashburton District Licensing Committee,
 PO Box 94,
 Ashburton 7740

Application for a manager’s certificate is made in accordance with the details set out below:

1. Details of Applicant		
(a) Full name: Maiden or other name: Address: Occupation: Date of Birth:		
(b) Postal address for service of documents:		
(c) Daytime contact name and telephone number:		
(d) Has the applicant been convicted of any offence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , what are the details of each offence?		
Nature of offence	Date of conviction	Penalty
(e) Has the applicant had any experience, in particular recent experience, in managing any premises or conveyance in respect of which a licence was in force? Yes <input type="checkbox"/> No <input type="checkbox"/>		
(f) Has the applicant had any relevant training, in particular recent training? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , what are the details of that training and on what date was it taken?		

(g) Does the applicant hold the Licence Controller Qualification? Yes No

If **yes**, on what date was that qualification obtained?

(h) What is the extent of the applicant's involvement in the management and activities of the club? **(For club manager's only)**

(i) Does the applicant intend at this time to be the manager of any particular licensed premises? Yes No

If **yes**, what are the identifying particulars of those licensed premises?

Signature and Date

Dated at _____ this _____ day of _____ 20__

Signature of applicant: _____

Notes

1. This application must be accompanied by the prescribed fee and the items in the checklist.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with this Secretary of the District Licensing Committee with which the application for the licence was filed.
3. In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the District in which the applicant is residing.