



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

The completed application and documentation listed below

FEE (inclusive of GST)

\$316.25

Fee may be paid by

- 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)

- 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.
- Licence Controller Qualification (LCQ) inclusive of bridging test, **OR** LCQ and bridging test.
- Details of convictions (see attached Clean Slate Act notes)
- Two references, including current employer.
- Brief CV, detailing experience in hospitality and types of premises worked in.
- 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)

- LCQ (inclusive of Sale and Supply of Alcohol Act 2012 upgrade) or Bridging test completion certificate.



Application for Renewal of Manager's Certificate

Section 224, 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:

Residential Address:

.....

Occupation:

Date and Place of Birth:

Gender: Male Female

(b) Postal address for service of documents:

.....

.....

(c) Daytime contact name and telephone number:

(d) Has the applicant been convicted of any offence since the certificate was issued or last renewed? Yes No

If **yes**, what are the details of each offence?

Nature of offence	Date of conviction	Penalty

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

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

(f) Has the applicant completed a prescribed qualification within the meaning of Section 218 of the Sale and Supply of Alcohol Act 2012? (eg. bridging test) Yes No

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

(g) Please provide details of work experience since your certificate was last issued/renewed?

(h) Where are you currently working as Duty Manager?

2. Details of certificate

(a) Certificate number:

(b) Where was your certificate issued:

(c) Certificate expiry date:

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 the 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.