

## Checklist for Managers 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,
- 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 (Renewal Applications)

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

Copy of your current managers certificate (if issued by another territorial authority)

Copy of your work visa and passport (only required if you are an overseas resident)



# 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

info@adc.govt.nz

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

<b>1. Details of Applicant</b>		
(a) Full name: ..... Maiden or other name: ..... Residential Address: ..... ..... Occupation: ..... Date and Place of Birth: ..... Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
(b) Postal address for service of documents: ..... .....		
(c) Daytime contact name and telephone number: Email address:		
(d) Has the applicant been convicted of any offence since the certificate was issued or last renewed?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
If <b>yes</b> , what are the details of each offence?		
<b>Nature of offence</b>	<b>Date of conviction</b>	<b>Penalty</b>
(e) Does the applicant hold the Licence Controller Qualification?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
If <b>yes</b> , 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.



**RENEWAL OF A MANAGER’S CERTIFICATE QUESTIONNAIRE**

**NAME:**.....

**Q1. What is the object of the Sale and Supply of Alcohol Act 2012?**

.....  
.....  
.....

**Q2. Name six signs related to Alcohol that should be displayed on licensed premises.**

1.	4.
2.	5.
3.	6.

**Q3. What is the DESIGNATION of the area in the premises you are employed and what is the meaning of that designation?**

Designation: .....

Meaning: .....

.....

**Q4. Explain the purpose of a Host Responsibility policy and list six key points which should be included in the policy.**

Purpose: .....

.....

Key Points:

1.	4.
2.	5.
3.	6.

**Q5. Name the responsibilities of the Duty Manager?**

.....  
.....  
.....  
.....

**Q6. What must you do at the beginning and end of your shift?**

.....

**Q7. Explain when a minor can drink on a licensed premises?**

.....  
.....  
.....

**Q8. Describe the signs of intoxication and what action you would take should you find an intoxicated person on your premises?**

Signs: .....

.....

Action: .....

.....

**Q9. Name the types of age identification acceptable under the Act?**

.....  
.....  
.....

**Q10. If an intoxicated person has been sold alcohol by a bar person, who may be charged with the offence?**

.....  
.....  
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