

# RENEWAL OF MANAGER'S CERTIFICATE

*Sale and Supply of Alcohol Act 2012*



**If your Manager's Certificate has expired, it cannot be renewed. You must apply for a new Manager's Certificate.**

**The following must be included in your application or it will be returned**

- Completed application form*
- Prescribed fee \$316.25*
- A copy of identification (NZ driver's licence, passport, birth certificate)*
- A copy of your valid New Zealand work permit (if applicable)*
- A copy of your current Manager's Certificate (if the current certificate was not issued by the district you are applying to)*
- A copy of your Licence Controller Qualification*

## Notes:

- ***The application fee is non-refundable***
- ***Further information may be requested by the Secretary after the application has been received***
- ***Each applicant may be contacted by an inspector for an interview, which will include a test on the Sale and Supply of Alcohol Act 2012***
- ***The application must be signed by the applicant***

## FEES

The Manager's Certificate fee of \$316.25 includes GST and is non-refundable.

## OFFICE USE ONLY

Notes:

Payment received:

# RENEWAL OF MANAGER'S CERTIFICATE

*Sale and Supply of Alcohol Act 2012*



**To:** The Secretary District Licensing Committee

*Please tick one)*

**NCS No:**

*Completed application form*

*Prescribed fee \$316.25*

*A copy of identification (NZ driver's licence, passport, birth certificate)*

## APPLICANT DETAILS

a) **Full name:**

**Date of Birth:**

**Postal Address:**

**Residential address:**

**Name of current workplace:**

**Telephone:**

**Mobile:**

**Email:**

**Drivers Licence No:**

or

**Passport No:**

**Preferred means of formal contact**

**Mail**

**Email**

b) *State all criminal convictions (other than convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies):*

*No criminal convictions*

*Convictions - list here:*

c) *What steps has the applicant taken to manage the sale and supply of alcohol with the aim of contributing to the reduction of alcohol-related harm?*

# RENEWAL OF MANAGER'S CERTIFICATE

*Sale and Supply of Alcohol Act 2012*



- d) Licence Controller Qualification issued (date)
- e) If you hold the Licence Controller Bridging Test Certificate, date issued:
- f) Current Manager's Certificate number
- Expiry date

## NOTES:

- 1) If the applicant intends to be the manager of any particular licensed premises, the Managers's Certificate application must be filed with the Secretary of the District Licensing Committee that approved the licence.
- 2) In all other cases, the application should be filed with the Secretary of the District Licensing Committee in the district where the applicant resides.
- 3) The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

## PRIVACY STATEMENT:

Personal information contained in your application and any supporting information will be held by the District Council. As part of the licensing process the information will be provided to the District Licensing Committee, Police, licensing inspectorate, and possibly the licensing authority. Personal information and supporting information may be included in the District Licensing Committee's decision which will be made publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

Dated this  day of  20

Signature of Applicant

Applications must be submitted to the relevant local council:

**District Licensing  
Committee Masterton  
District Council**

PO Box 444 Masterton  
5840 T 06 370 6300 E  
alcohol@mstn.govt.nz  
www.mstn.govt.nz

**District Licensing  
Committee Carterton  
District Council**

PO Box 9 Carterton 5743  
T 06 379 4030 E  
info@cdc.govt.nz  
www.cdc.govt.nz

**District Licensing  
Committee South  
Wairarapa District Council**

PO Box 6 Martinborough  
5741 T 06 306 9611 E  
health@swdc.govt.nz  
www.swdc.govt.nz

Applicant name

Licensed Premises you work in

Length of employment

Position

How many hours per week do you work as the Duty Manager

**What are the responsibilities of the duty manager?**

**In your own words, what is the object of the Sale and Supply of Alcohol Act 2012?**

**Name the four signs of intoxication and provide at least one example for each**

**What techniques do you use when someone is becoming influenced by alcohol?**

**An intoxicated person is on your licensed premises. What must you do?**

**What are the 3 acceptable forms of proof of age documents?**

**Who is responsible for checking ID?**

**Where is the duty manager's name required to be displayed on licensed premises?**

**What type of licence does your workplace have? List three conditions on your workplace licence**

**List three signs, related to alcohol, that must be displayed on all licensed premises**

**Describe 3 host responsibility policy strategies at your workplace**

**One of your staff has been caught selling alcohol to an intoxicated person, who may be charged with the offence?**

**Your workplace advertises half price drinks on social media. Do you see any problems with that?**

**What is the maximum size vessel permitted for the sale of any spirit for consumption on a licensed premises? Would you sell this size?**

**Who is responsible for apply for a renewal before the expiry of your Manager's Certificate?**