

Information sheet for a manager's certificate



Section 118, Sale of Liquor Act 1989

To: Auckland Franklin Manukau North Shore Papakura Rodney Waitakere

Applicant Notes and Form

You are about to apply for a Manager's Certificate, that is, you are working in a licensed premises (or conveyance) where alcohol is sold and supplied.

The District Licensing Agency (the Agency) requires a minimum of 3 months experience overseeing the Sale and Supply of liquor in licensed premises

To complete this application you will need to answer all the questions that follow and supply all the documents required.

First

- (i) You need to complete and pass a course on the Sale of Liquor Act 1989.

- (ii) When you have received your course certificate, you may apply for your Manager's Certificate.

Then

When you have all of the following, lodge your application with the local District Licensing Agency for processing:

1. The prescribed fee of \$132.00 (GST inclusive). The fee is not refundable.
2. This application and two copies of the application and all documentation.
3. A copy of your course certificate.
4. A copy of your Licence Controller Qualification certificate (LCQ) (only if you are applying for a General Manager's certificate).
5. A letter from the employer of the licensed premises where you are working, showing your involvement.
6. If applying for a Club Manager's Certificate, a letter from the Club you are working at, showing your involvement.

When the Agency has received the required report from the Police you will be notified in writing of the time and date of your interview with an Inspector.

Note: Failure to supply all the required documents may result in your application being returned.

Application for manager's certificate



Section 118, Sale of Liquor Act 1989
Regulation 20, Sale of Liquor Regulation 1990

Form 18

To: Auckland Franklin Manukau North Shore Papakura Rodney Waitakere

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

1. TYPE OF CERTIFICATE (Tick appropriate box)

General Manager <input type="checkbox"/>	Club Manager's <input type="checkbox"/>
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2 DETAILS OF APPLICANT

Full Name: Date of birth:

Address: Occupation:

Postal address for service of documents: Postcode:

Daytime contact name and telephone number

E-mail address: Fax number:

Has the applicant been convicted of any offence? Yes No

If yes – what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered

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 No

If yes – what are the details and dates of that experience?

Details: Date:

Has the applicant had any relevant training, in particular recent training? Yes No

If yes – what are the details of that training and on what dates was it taken?

Details: Date taken:

Does the applicant hold the Licence Controller Qualification?

Yes

No

If yes, on what date was the LCQ obtained?

(To be included only where the applicant seeks a club manager's certificate)

What is the extent of the applicant's involvement in the management and activities of the club?

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?

Current place of employment (*trading name of licensed premises*):

Address of above-mentioned premises:

Applicant's
Signature:

Date:

Notes:

1. For the matters that are to accompany this application, see regulation 20(2) of the Sale of Liquor Regulations 1990.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing

IMPORTANT PRIVACY INFORMATION

If you would like to request access to, or correction of, your details, please contact the Council.

New Zealand Police Supplement

The District Licensing Agency must send the application to a member of police in charge of the police station nearest to the premises in respect of which the licence is sought for them to report on if necessary. You will receive a copy of that report. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions.

Please complete below (Applicant):

I,

of (address):

consent to the New Zealand Police releasing those details.

Applicant's
Signature:

Date:

Please provide the following information for identification purpose:

Date of birth:

Male Female

Driver's licence number or Passport number, or similar:

Have you attached the following?

- The fee of \$132.00 (GST inclusive). The fee is not refundable.
- Three copies of the application (this one and two photocopies) – completed & signed.
- A copy of your Licence Controller Qualification.
- Proof of Identification i.e. photocopy of passport or drivers licence (should the applicant have just arrived in New Zealand, a copy of the work permit which is in the passport).

The impact of the Criminal Records (Clean Slate) Act 2004 on Applications for manager's certificates under the Sale of Liquor Act 1989

The Criminal Records (Clean Slate) Act 2004 commences on Monday 29 November 2004. The Act will enable 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 consulted for full information.

The Individual must have:

- No convictions within the last 7 years;
- Never been sentenced to a custodial sentence (e.g. imprisonment corrective training, borstal);
- Never 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 been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired see interpretation section of the Act for a full list);
- Paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- Never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs).

There are some exceptions under section 19 of the Act where all convictions must continue to be disclosed. However, no exception applies for the purposes of determining applications for manager's certificates under the Sale of Liquor Act 1989.

Section 21 of the criminal Records (Clean Slate) Act 2004 provides that any reference in a provision to an individual's criminal record or character or fitness must be interpreted in a way that is consistent with the clean slate scheme. Therefore, where an individual is eligible for a "clean slate", he or she will be entitled to conceal their criminal record, and their criminal record would not be accessed or used when determining whether or not the individual is a "fit and proper person".

There is additional information about the legislation on the Ministry of Justice website:

<http://www.justice.govt.nz/privacv/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, citizen advice bureaux and community law centres.