

New Manager's Certificate Application



Section 219 of the Sale and Supply of Alcohol Act 2012

How to apply

Follow the instructions below to apply for a new manager's certificate which authorises the holder to manage a licensed premise. Check you qualify to apply. To hold a manager's certificate you must:

- Be 20 years or older
- Have a licence controller qualification (LCQ) certificate
- Be working or intend to be working in a licensed premises in New Zealand
- Have at least 3 months experience supervising a licensed premises in New Zealand

What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include')
- Pay the application fee (please note payment is to be made upon application)
- Attend an interview with an alcohol licensing inspector (once you have submitted your application we will contact you to arrange a time)

What to include

- Completed application form
- Application fee
- A colour copy of your New Zealand Drivers Licence or Passport
- A copy of your Licence Controller Qualification (LCQ) and any other relevant qualifications. You must hold a current LCQ and bridging test certificate (if LCQ was issued prior to 18/12/2013) in order to apply. If you need to obtain a certificate please see www.serviceiq.org.nz/lcq/licence-controller-qualification/ for more details
- A written reference from your employer at the licensed premises at which you are currently employed. This should confirm;
 - » Your employment
 - » How long you have worked there
 - » Any relevant duties

If you are not a New Zealand Citizen or permanent resident, you must also provide:

- A colour copy of current passport
- Copy of current visa

Managers Certificate Fee \$316.25

Payment options

In person - You can pay by cash, eftpos or credit card at any of our service centers Thames, Whangamata, Whitianga and Coromandel

Online at www.tcdc.govt.nz/internetbanking

Office use only	APPLICATION FEE (Including GST)	RECEIPT NUMBER	RECEIPT AMOUNT	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	\$		\$		
COMMENTS					

Application for New Manager's Certificate



Section 219, Sale and Supply of Alcohol Act 2012

To the Secretary of the Thames-Coromandel District Licensing Committee this application is made in accordance with the details set out below.

Applicants details

1) Full name	
Are you known by any other names (eg. maiden, aliases)	
Occupation	
Contact phone number	Email address
Residential address	Postal address for service documents
Applicant's date of birth	Gender
Drivers Licence Number	Passport number

3) Are you a New Zealand citizen or permanent resident? YES NO
(Ensure you have provided a copy of your work visa)

4) Do you have any Criminal Convictions? YES NO
If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

Employment details

5) Trading name
Address

6) How long have you been employed at the current premises? _____

7) What are the current duties at the licensed premises?

8) How many hours per week (average) do you work at this licensed premises? _____

9) Do you have the Licence Controller Qualification (LCQ)? YES NO (you must hold an up to date LCQ certificate before you can apply)

10) Date LCQ was obtained DD / MM / YYYY
(if issued after 18/12/2013, go to question 13)

11) Do you hold a LCQ bridging test certificate YES NO (you must hold an up to date LCQ certificate before you can apply)

12) Date LCQ bridging certificate was obtained DD / MM / YYYY

Training and experience

13) Have you any other relevant training (in particular, recent training)? YES (supply details below) NO

Date of training	Training course or on the job training	Training provider

14) Do you have at least 3 months recent experience managing the sale, supply and consumption of alcohol on a licensed premises in New Zealand, as a temporary or acting manager, or under the guidance of a certified manager? YES (supply details below) NO

Date of experience	Type of Experience	Name of Licensed premises	Location of Licensed Premises

IMPORTANT NOTE:

The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by TCDC in accordance with our privacy statement, available at www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)