

APPLICATION FORM: MANAGER'S CERTIFICATE

Liquor Licence Application and Supporting Documents

IF ALL OF THE FOLLOWING ARE NOT ATTACHED, THIS APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING

Office Use Only

✓ Tick if attached:

All applicants must attach

- 3 copies of Fully completed application form (Form 18)
- Payment of \$132.00
- Two testimonials (one of which must confirm experience, the other may be a character reference.)

General Managers Only

- Copy of Licence Controller Qualification

Club Managers Only

- Letter from Club Secretary must be supplied, detailing involvement in the management and activities of the Club.
- Evidence of relevant qualifications. If they have none, and have been appointed as a Temporary Manger, then evidence of enrolment on an approved course must be attached.

Temporary Manager's Appointment

Has been appointed as a Temporary Manager? **Yes / No**

If yes: A Temporary Manager Appointment Notice from the Licensee must be supplied with this application.

Checked by Customer Reception: _____
Print Name / Signature

Date: _____

To: **The Secretary**
Gisborne District Licensing Agency
PO Box 747
Gisborne

Section 118, Sale of Liquor Act 1989

Application for Manager's Certificate
Form 18
\$132.00

1.
Type of Certificate

(✓ *appropriate box*) **General Manager** **Club Manager**

2.
Details of Applicant

(a) Full Name: _____
Preferred Name: _____
Residential Address: _____

Occupation: _____
Drivers Licence Number: _____
Date of Birth: _____

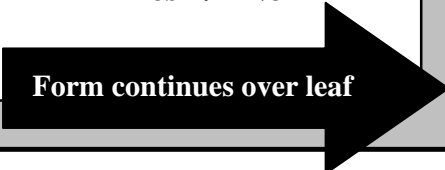
(b) Postal address for service of documents: _____

(c) Daytime contact:
Name: _____ Telephone Number: _____

(d) Has the applicant been convicted of any offence: **Yes / No**
If Yes, what are the details of each offence?

Name of offence	Date of conviction	Penalty suffered
.....
.....
.....

(e) 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**



(f) 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? _____

(g) Does the applicant hold the Licence Controller qualifications? **Yes / No**

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

To be included only where the applicant seeks a Club Manager's Certificate

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

(i) 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 particulars? _____

Dated at **GISBORNE** this _____ day of _____ 20____

Applicant: _____

**3.
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.