

Manager's Certificate



Read notes prior to completing the application.
Tick boxes when completed or yes is the answer.

Notes

- Ensure all parts of the form are completed, accurate and true.
- State criminal convictions other than for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (clean slate) Act 2004 applies.
- The issue of a licence will take approximately 40 working days if no objections, oppositions or other issues arise.
- This form must be accompanied by the prescribed fee. Application fees may not be refundable.

Is your application complete

- One copy of completed application form
- Prescribed fee (paid)
- One reference relating to your experience and current involvement in the alcohol industry
- Copy of Licence Controller Qualification (LCQ) dated 18 December 2013 or after
- Copy of Training Certificate showing completion of Unit Standards 4646 and 16705 dated 18 November 2013 or after
- Copy of driver's licence or
- Copy of passport
- Is the applicant to be appointed as a temporary manager?

If yes, a Notice of Management Change form must be attached to this application form or submitted within 7 days of lodging this application.

Your application cannot be considered unless information as requested is supplied.

OFFICE USE ONLY

Amount: \$316.25 (incl GST)

Scanned objective No.

Payment received by GDC:

Officer:

Code: LIQL 3100030316

Application for Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012



To: The Secretary
District Licensing Committee (Gisborne District Council)
PO Box 747
Gisborne 4040

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

1. Applicant details

Name:
Surname First Name(s)

Any other name the applicant is known by:

Usual residential address:

No. Street/Road Suburb

Town/City Postcode

Postal address for service documents (if different from above):

Sex: Male Female Date of birth: Place of birth:

Phone:
Day Mobile:

Email:

Occupation:

Are you a New Zealand citizen? Yes No

If no, supply a copy of your current New Zealand work visa.

2. Criminal offences

Has the applicant been convicted of any offences? Yes No

If yes, what are the details of each offence? (refer to notes)

Nature of offence	Date of conviction
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

3. Experience and qualification

Has the applicant had any experience (in particular recent experience) in controlling 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?

Date	Details
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Where will your Manager's Certificate be exercised?

What will be your role (regarding alcohol) at the premises?

How many hours will you work per week?

Will the roll be: Full time Part time

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 date(s) was it taken?

Date	Details
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012)? Yes No

If yes, what date was that qualification obtained?

4. Proof of identity and signature

Copy of driver's licence provided, or

Copy of passport provided

Signature of the applicant:

Dated at this day of 20
Place