

Manager's Certificate

! **Read notes prior to completion the application.**
Ensure all parts of this form are completed as accurate and true. Tick boxes when completed or yes is the answer.

Notes

- 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 certificate can take up to 20 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.

Checklist

The following must be attached/completed before the application will be accepted for processing.

One copy of completed application form

Prescribed fee paid (if paid by internet, please provide a copy of proof of payment)

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; and/or

Copy of Training Certificate showing completion of Unit Standards 4646 and 16705 dated 18 November 2013 or after

Copy of photo ID (eg. NZ driver's licence, passport, Kiwi Access Card)

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.

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

Office use only

Amount \$316.25 (GST inc)

Scanned objective no:

Payment received by GDC:

Receipt No:

Code: **LIQL 3100030316**

Application for Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012



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

1. Applicant details

Name in full:

Surname:

First Name(s)

Any other name the applicant is known by?

Sex: Male Female Other (please specify):

Date of birth:

Place of birth:

Usual residential address:

No. Street/Road Suburb

Town/City Postcode

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

Mobile: Other phone:

Email:

Occupation:

Are you a New Zealand citizen? Yes No

If not a New Zealand citizen, 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

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

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 role 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

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?

5. Proof of identity and signature

Copy of driver's licence provided Copy of passport provided Copy of Kiwi Access Card provided Other
Signature of the applicant:

Dated at:

(place)

this

day of

20