



Manager's Certificate Checklist

Sale and Supply of Alcohol Act 2012, Section 219

The following must be included with your application or your application will be returned to you.

- Completed application form
- The application fee **\$316.25**
- A copy of evidence of identification (i.e. NZ driver licence, passport, birth certificate)
- A copy of your Licence Controller Qualification or other prescribed qualification certificate (*if this has not been provided to the District Licensing Committee*)
- (*New Application*) One written reference from your current employer that provides evidence of your character, reputation, duties and responsibilities.

NOTES

- § The application fee is non-refundable
- § Further information may be requested by the Secretary after the application has been received.

APPLICATIONS MUST BE SUBMITTED TO THE LOCAL COUNCIL
WHERE THE LICENSED PREMISES IS LOCATED



Masterton District Council
PO Box 444
Masterton 5840
Phone: (06) 370 6300
Email: health@mstn.govt.nz
www.mstn.govt.nz



Carterton District Council
PO Box 9
Carterton
Phone: (06) 379 4030
Email: info@cdc.govt.nz
www.cdc.govt.nz



South Wairarapa District Council
PO Box 6
Martinborough
Phone: (06) 306 9611
Email: health@swdc.govt.nz
www.swdc.govt.nz



Form 17
Application for
manager's certificate

Section 219, Sale and Supply of Alcohol Act 2012

Application No.

NCS No.:

TO: **The Secretary**
District Licensing Committee

Masterton	<input type="checkbox"/>	Carterton	<input type="checkbox"/>	South Wairarapa	<input type="checkbox"/>
-----------	--------------------------	-----------	--------------------------	-----------------	--------------------------

(please tick appropriate box)

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

1. DETAILS OF APPLICANT

(a) Full name(s):	
(b) Residential Address:	
(c) Postal address for service of documents:	
(d) Daytime Phone number:	Mobile number:
Email address:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation:
Date of Birth:	Place of Birth:
(e) <i>Criminal convictions [state all criminal convictions (other than convictions 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)]</i>	
(f) Do you have any experience (in particular recent experience) in controlling any premises or conveyance in respect of which a licence was in force? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what are the details and dates of that experience? Premises Position Date	

(g) Have you 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?

(h) Do you 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, on what date was that qualification obtained?

Please attach a copy of your LCQ or prescribed qualification.

(i) Do you 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?

(j) If a club, what is the extent of the applicant's involvement in its management and activities?

Dated at (place)..... this..... day of 20

.....
Applicant Signature

NOTES:

1. This application must be accompanied by the prescribed fee.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
3. In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.