



## Application form

Sale of Liquor Act 1989 Section 118

### The following must be attached before the application will be accepted for processing

(✓ tick when done)

- 3 copies of completed application form
- Fee of \$134.93
- Two references:
  - (i) Both must confirm your experience in the liquor industry where possible.
  - (ii) Alternatively, one may be a character reference.

### For General Manager's only

- Copy of Licence Controller Qualification certificate (LCQ)

### For Club Manager's only

- A letter from the Club Secretary must be supplied detailing your involvement in the management and activities of the Club.
- Evidence of any Sale of Liquor Act and Host Responsibility training. If you have none, then you must provide evidence of having enrolled in an approved training course.

Is the Applicant to be appointed as a Temporary Manager? Yes / No - (see Notes)

- If yes, a 'Notice of Management Change' form must be attached to this application form or submitted within 2 days of lodging this application.

For further information see **Guide to Applying for a Manager's Certificate**

Office Use:

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Amount \$134.93 (GST inclusive) - Code LIQL

## Notes

1. Application fees are not refundable. Please make cheques payable to the Gisborne District Council. If paid in cash, the fee will be rounded down to the nearest 10 cents.
2. Management changes are subject to Sections 128, 129 and 130 of the Act. In the case of Temporary or Acting Manager appointments the applicant **must be replacing an existing Duty Manager** e.g. due to illness, resignation, annual leave etc. The notice of appointment of a Temporary or Acting Manager is not intended to act as a stop-gap measure whilst the Application for a Manager's Certificate is being processed.
3. The applicant must attend an interview with a DLA Inspector in relation to their Sale of Liquor Act and Host Responsibility knowledge.
4. For the matters that are to accompany this application, see Regulation 20(2) of the Sale of Liquor Regulations 1990.
5. If the applicant intends to be the manager of any licensed premises, the application must be filed with the District Licensing Agency with which the application for the certificate was filed. In all other cases the application should be filed with the District Licensing Agency where the applicant resides.
6. The issue of a licence will take approximately 20 working days if no objections, oppositions or other issues arise.

NB. A *working day* as defined in the Act, does not include a Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's Birthday and Waitangi Day, and any day in the period from 20 December to 15 January inclusive.

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EH -n-137238 – v2 Updated September 2010



## Application form

Sale of Liquor Act 1989 Section 118

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

### 1. Type of certificate (tick)

General Manager

Club Manager

### 2. Details of applicant

(a) Full name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_ Date of birth: \_\_\_\_\_

(b) Postal address for service of documents: \_\_\_\_\_  
\_\_\_\_\_

(c) Daytime contact name and telephone number: \_\_\_\_\_

Driver's licence number: \_\_\_\_\_ Email: \_\_\_\_\_

(d) Has the applicant been convicted of any offence: Yes/No

If yes, what are the details of each offence?

**Nature of Offence**

**Date of Conviction**

**Penalty Suffered**

Nature 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

If yes, provide details of when and where \_\_\_\_\_  
\_\_\_\_\_

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(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 Qualification? Yes/No

If yes, on what date was that qualification obtained? \_\_\_\_\_

(h) 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 licensed premises? \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated at (place) \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Applicant's signature \_\_\_\_\_

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