

## Application for Manager's Certificate Section 219 – Sale and Supply of Alcohol Act 2012

**Fee: \$316.25 (includes GST)**

### Please read this first

This form will be scanned by electronic equipment. If you are filling this form with a pen, it is important that you:

- Use a blue or black pen to mark your answers;
- Use block capitals; and
- Print clearly.

### Privacy Statement:

Personal information contained in your application and any supporting information will be held by Central Hawke's Bay District Council. It will be provided to the District Licensing Committee, Police, and the Licensing Inspectorate, and may be provided to the Licensing Authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

To: The Secretary  
District Licensing Committee  
Central Hawke's Bay District Council  
PO Box 127  
Waipawa

### Details of applicant (Please print in CAPITALS)

Full legal name

List any other names (including a maiden name) that you may have been known by

Gender:

Male

Female

Residential Address

Postal Address

### Office Use only

Date Received:		Record Number:	
Receipt Number:		Licence Number:	
Amount Paid:		DLC Decision Number:	

**Details of applicant** (Please print in CAPITALS)

Occupation

Date of Birth:

Place of Birth:

Passport Number:

Driver's Licence Number:

Phone Number:

Mobile Number:

Email Address:

**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)

**Experience**

Have you had any experience, in particular recent experience, in managing a licensed premises or conveyance?

Yes       No

If Yes:

(i) State length of most recent experience

Years:

Months:

(i) Please supply evidence of your experience by attaching details of your employment history.

Have you had any relevant, in particular recent, on-the-job training ?

Yes       No

If yes, please supply evidence of your training by attaching copies of any relevant records to your application, or providing details and dates of the training.

Do you hold the Licence Controller Qualification?

Yes       No

If yes, on what date was the qualification obtained?

**Details of applicant** (Please print in CAPITALS)

At this time do you intend to be the manager of a particular licensed premises?

Yes       No

If yes, what are the details (name and address) of the licensed premises?


If it is a Club, what will be the extent of your involvement in its management and activities?


**Signature**

**Please note:** The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will be informed.

Dated at		this		day of		2	0		
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Print Name:	
Signature of Applicant:	

**You are required to provide the following:**

- The application and all documentation
- Fee: \$316.25** (includes GST). This is an application fee and is non-refundable once the application is received by the District Licensing Committee. **Cheques to be made payable to Central Hawke's Bay District Council**
- Two written work references that are less than one year old providing evidence of your character and reputation. Each reference must be signed and dated. **(References from family members and relatives are not acceptable)**
- A list of your current duties at your place of employment.
- A copy of your employment history if you have had experience in managing licensed premises.
- A copy of your photo identification – e.g. passport or drivers licence (as requested by the Police)
- A copy of the Licence Controller Qualification (LCQ). **If your certificate is dated prior to 18 December 2013 you must also provide a copy of the LCQ Bridging Test completion certificate.** The LCQ Bridging Test is available at [ServiceIQ.org.nz](http://ServiceIQ.org.nz)