

Manager's certificate

You are required to provide the following:

Use this cover page to assist you to lodge a complete application.

- TWO COPIES of application and all documentation**
 - FEE OF: \$134.93 [inclusive of GST.** This is an application fee and is non-refundable after the application is received by the District Licensing Agency (DLA).]
- (cheques to be payable to Wellington City Council)**

Related documents

- two written **work** references **that are less than a 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 the Licence Controller Qualification (LCQ)
- a copy of your employment history if you have had experience in managing licensed premises.

Note: File this application with the District Licensing Agency nearest to the licensed premises where you work.

Each applicant must indicate which licensed premises they intend to manage. All applicants **must** be working in the industry.

Each applicant must attend an interview with a DLA Inspector, which will include a test on the Sale of Liquor Act

**The application is to be signed only by the applicant or the applicant's solicitor NOT an agent.
The above information must be included with your application for it to be accepted.**

For further information please phone 499 4444, or contact
the Secretary, District Licensing Agency, PO Box 2199, Wellington 6140.

Application for manager's certificate

Absolutely

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WELLINGTON CITY COUNCIL

Wellington

Section 118, Sale of Liquor Act 1989

To: The Secretary
District Licensing Agency
PO Box 2199
Wellington 6140

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

1. Type of certificate

General manager

Club manager

(Please tick appropriate box.)

1. Details of applicant

(a) Full name [your full legal name as on your birth certificate and a list of any other names (including a maiden name) that you may be known by.]

Male Female (Please tick appropriate box.)

Maiden name (if applicable):

Residential address:

Postal address:

Occupation:

(b) Applicant's date of birth:

Passport number:

Driver licence number:

(c) Fax number:

Phone number:

Email address:

(d) Have you been convicted of any offence?

Yes No (Please tick appropriate box.)

If yes, what was the nature of the offence; date of conviction; penalty suffered? (Please continue on a separate sheet if necessary.)

(e) Have you had any experience, in particular recent experience, in managing licensed premises?

Yes No (Please tick appropriate box.)

If yes, please supply evidence of your experience by attaching to your application details of your employment history.

(f) Have you had any relevant on the job training?

Yes No (Please tick appropriate box.)

If yes, please supply evidence of your training by attaching to your application copies of any relevant records.

(g) If applying for a club manager's certificate, what is the extent of your involvement in the management and activities of the club?

(h) Write the name and address of the licensed premises you intend to manage.

Please note:

Personal information requested in this application is required in order to correctly identify the applicant and avoid delays in processing the application. The District Licensing Agency, Liquor Licensing Authority and the Police will have access to this information. You have the right to access and correct any personal information held at the District Licensing Agency and the Liquor Licensing Authority.

Dated at Wellington this

day of

20

Print name

Applicant's signature

Manager's certificate training courses

The following is a list of course providers for manager's certificate applicants in the Wellington region.

Innovative Hospitality

One-day course – 9am–5pm

First and third Monday of the month

For further details, please phone 0800 929 8646 or email contact@innovative.ac.nz or visit innovative.ac.nz

Hospitality Training Company

One-day course – 9am–5pm

Venue – Moore Wilson Cuisine Centre
14 College Street
Wellington

Fortnightly on a Monday

For further details, please contact James Bennie 027 610 1874 or email james@hospotrain.com or visit hospotrain.com

Liquor Licensing Bureau

Online and correspondence courses

For further details, please phone 0800 227 872 or email karen@liquorlicensing.co.nz or enrol online at liquorlicensing.co.nz

Treehouse

One-day course – 9am–5pm

Monthly

For further details please phone 0800 508 733 or email info@treehouse.org.nz or visit treehouse.org.nz

Sporting Clubs Association of New Zealand (Incorporated) – SCANZ

Correspondence course

For further details, please contact Bob Clark on 0800 655 889 or fax 03 455 8697 or email admin@sportingclubs.org.nz

Notice of appointment of acting manager

Sale of Liquor Act 1989, Section 129

The following **must** be notified of the appointment:

The Secretary
District Licensing Agency
PO Box 2199
WELLINGTON 6140
Fax 801 3012

The Secretary
Liquor Licensing Authority
Private Bag 32 001
Panama Street
WELLINGTON 6146
Fax 462 6686

Liquor Licensing Sergeant
New Zealand Police
PO Box 693
WELLINGTON 6140
Fax 470 1614

Date:

Premises/conveyance (ie train, boat, plane) trading name:

Premises address:

Fax number:

Phone number:

Email address:

Notice is given of the appointment of:

Full name:

Date of birth:

Male Female (Please tick appropriate box.)

As acting manager of the above named premises. This person is/will be relieving for the period from:

to

Who are you replacing/relieving for:

(Must be the holder of the liquor licence where the manager will be working)

Signed by:

Print name:

(Tick applicable signatory)

- Licensee (if licence in name of natural person)
- Director of licensee company (under Companies Act 1993)
- Partner in partnership (if licence in name of two or more people.)

Notice of appointment of temporary manager

Sale of Liquor Act 1989, Section 128

The following **must** be notified of the appointment:

The Secretary
District Licensing Agency
PO Box 2199
WELLINGTON 6140
Fax 801 3012

The Secretary
Liquor Licensing Authority
Private Bag 32 001
Panama Street
WELLINGTON 6146
Fax 462 6686

Liquor Licensing Sergeant
New Zealand Police
PO Box 693
WELLINGTON 6140
Fax 470 1614

Date:

Premises/conveyance (ie train, boat, plane) trading name:

Premises address:

Fax number:

Phone number:

Email address:

Notice is given of the appointment of:

Full name:

Date of birth:

Male Female *(Please tick appropriate box.)*

As temporary manager of the above named premises, this person will lodge his/her manager's certificate application no later than: (Note: the date specified must be within two working days of the date of this appointment.)

Who are you replacing/relieving for:

(Must be the holder of the liquor licence where the manager will be working)

Signed by:

Print name:

(Tick applicable signatory)

- Licensee (if licence in name of natural person)
- Director of licensee company (under Companies Act 1993)
- Partner in partnership (if licence in name of two or more people.)

Notice of appointment of manager

Sale of Liquor Act 1989, Section 130

The following **must** be notified of the appointment:

The Secretary
District Licensing Agency
PO Box 2199
WELLINGTON 6140
Fax 801 3012

The Secretary
Liquor Licensing Authority
Private Bag 32 001
Panama Street
WELLINGTON 6146
Fax 462 6686

Liquor Licensing Sergeant
New Zealand Police
PO Box 693
WELLINGTON 6140
Fax 470 1614

Date:

Premises/conveyance (ie train, boat, plane) trading name:

Premises address:

Fax number:

Phone number:

Email address:

Notice is given of the appointment of:

Full name:

Date of birth:

Male Female *(Please tick appropriate box.)*

Manager's certificate No:

Date of expiry:

Who are you replacing (if applicable):

(Must be the holder of the liquor licence where the manager will be working)

Signed by:

Print name:

(Tick applicable signatory)

- Licensee (if licence in name of natural person)
- Director of licensee company (under Companies Act 1993)
- Partner in partnership (if licence in name of two or more people.)