



MANAGERS APPLICATION

Sale and Supply of Alcohol Act 2012

Under Section 216 and 218 of the new Act, an appointed Manager must be 20 years or older and must hold the relevant training certificates. The Act no longer differentiates between Club and General Managers. All Managers must now obtain the same training and certification and every holder of an On, Off or Club Licence must appoint a manager.

- *All Managers must hold a **Licensing Controller's Qualification (LCQ)**. If this was obtained **before 18 December 2013 you must now complete a Licensing Controller Qualification Bridging Course**. This can be completed on line at www.serviceiq.org.nz. This is a free on line qualification and we recommend, where possible that the LCQ Bridging Course is completed prior to application.*
- If you do not hold an LCQ **you must** do so before applying for your Manager's Certificate. Information on LCQ's can be found at www.hsi.co.nz.

Application Process:

To apply for a Manager's Certificate fully complete [form 17 Manager's Certificate](#). All questions must be answered and the form signed where indicated.

In addition the applicant must provide:

- One reference from your current place of employment – stating dates of employment and a full description of your duties in regards to your direct involvement in the sale and supply of alcohol. Please note all references must be dated and signed.
- One reference from a previous New Zealand employer - stating dates of employment and a full description of your duties in regards to your direct involvement in the sale and supply of alcohol (if applicable). If your previous employer was outside New Zealand then you must provide a character reference from someone in New Zealand.
- A copy of your Prescribed Qualification - if you do not have your certificate then you must provide evidence that you have enrolled in a course. Your manager's certificate will not be issued until we receive a copy of your LCQ certificate. Do not attach your original certificate.
- Copy of Work Permit (if applicable) – this should be a photocopy of the current visa in your passport.
- Copy of your Manager's Certificate (only required if you previously held a manager's certificate and it has expired).

Please note that a Manager's Certificate can only be issued to those with:

- Current employment in licensed premises
- Six months experience in a licensed premise in New Zealand (if you do not have six months experience your application may be put on hold until you do).
- A valid work permit for New Zealand
- Payment of the \$316.25 fee

Completed Application:

- Please post or deliver your application with the application fee of \$316.25 made out to the Invercargill City Council DLC, 101 Esk Street, Private Bag 90104, Invercargill 9840.

It is **important** that you also make an **appointment** with the **Licensing Inspector** (03) 211 1777 for your face to face interview on the Sale and Supply of Alcohol Act 2012.

The completed application will be forwarded to the Police who have 15 working days to file a report. Once the reports are received from the Police the Licensing Inspector will write their report and recommendation. The application and reports are presented to the Invercargill District Licensing Committee who will consider and determine the application. The total process will take approximately 30 working days.

The criteria assessed for any application include:

- The applicant's suitability to be a Manager;
- Any convictions recorded against the applicant;
- Any experience, in particular recent experience, that the applicant has had in controlling any premises for which a licence was in force (in New Zealand);
- Any relevant training (in particular recent training) that the applicant has undertaken;
- Evidence that the applicant holds the prescribed qualification
- Any other matters raised by the Police or Licensing Inspector's reports.

Please don't hesitate to contact a member of the Invercargill City Council District Licensing Committee on (03) 211 1777 if you require any further information.