



# How to apply for a new Manager's Certificate

Under Section 219 of the Sale and Supply of Alcohol Act 2012

A Manager's Certificate authorises you to manage any licensed premises. Follow the instructions below to apply for one.

## First, check you qualify to apply

To hold a manager's certificate you need to:

- be 20 years or older
- have a Licence Controller Qualification (LCQ) certificate
- be working or intend to be working in a licensed premises
- have at least six months experience supervising licensed premises in New Zealand

## What you need to do next

To apply for a new manager's certificate, you need to:

- supply the documents listed in the 'What to include' section on this page
- pay the application fee of \$316.25
- answer all the questions in the form that apply to you
- attend an interview (*after we receive your form, we will contact you to arrange a time.*)

## How to submit your application

Choose any one of the following ways to submit your application:

- Email your application to [dlc@icc.govt.nz](mailto:dlc@icc.govt.nz)
- Drop off your application at the Civic Administration Building, Esk Street, Invercargill
- Post your application to Private Bag 90104, Invercargill 9840

## How to get LCQ certification

- If you don't have an LCQ certificate, find out how to get one at [serviceiq.org.nz/lcq/license-controller-qualification](http://serviceiq.org.nz/lcq/license-controller-qualification)
- If you have an LCQ certificate, check it is up to date. If your LCQ certificate stated 'Sale and Supply of Alcohol Act 2012' on it, your certificate is up to date.

## What to include

You must supply all the documents listed below. (We will send your application back if any of these are missing):

- The completed application form
- A copy of your photo identification
- A copy of your LCQ certificate
- A letter from your employer or club, confirming that you are or will be employed there
- Two references, one industry related and one a character reference

## Payment

You must pay the fee of \$316.25 (including GST). This fee is not refundable or transferable.

You can pay:

- In person - pay by cash, cheque, eftpos or credit card (*credit card payments incur a surcharge*)
- Electronic banking – our bank account 02 0924 0019668 03– using reference *MC followed by your name*. Email your application and supporting documentation to [dlc@icc.govt.nz](mailto:dlc@icc.govt.nz)
- By mail - send your cheque and the application form to:  
Invercargill City Council  
Private Bag 90104  
Invercargill 9840

# Application for a new Manager's Certificate

Section 219, Sale and Supply of Alcohol Act 2012



To: The Secretary  
District Licensing Committee  
Invercargill City Council  
Private Bag 90104  
Invercargill 9840  
03 211 1777

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

## Details of applicant

Male  Female

First name  Last name

Maiden / previous name or any alias:

Usual address:

Date of birth:  Place of birth:

Contact number:  Mobile number:

Email address:

Do you have any convictions?  Yes  No

*If yes, please give details:*

## Employment details

Do you intend to be the manager of any particular licensed premises?  Yes  No

Current place of employment:

Details of position you hold:

Name of licensed premises you are working at:

How long have you worked at this premises?

Do you have a work Visa?  Yes  No  N/A

*If yes, you must supply a copy of your visa with this application.*

If you work in a club are you employed or a volunteer?  Employed  Volunteer

What is your current role at the club?

What management or other activities are you involved with at the licensed premises?

List the activities or write 'none'

### Details of training and experience

Have you ever held a manager's certificate in the past?

Yes  No

If yes, provide details of dates and where it was issued:

Have you had any relevant and recent training?  Yes  No

(Relevant training includes the LCQ and on-the-job training. Recent means within the last 18 months.)

Date of training	Training course or type of on-the-job training	Training provider or place

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 (you need an up-to-date LCQ certificate before you can apply)

If yes, on what date was the qualification obtained?

Have you had any recent experience managing a licensed premises?  Yes  No

(Recent means within the last 18 months.)

Date of training	Type of experience	Name of licensed premises

What steps do you intend to take to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach the following:**

- A character reference.
- A written reference from a current employer or club committee confirming the position/duties and any need for a certificate.
- Evidence to support experience claimed in the alcohol industry, e.g. detailed references from employers, or an affidavit.
- Licence Controller Qualification (LCQ) and any Bridging Test certificate if appropriate.
- Evidence to support any training/qualification claimed.
- Photographic identification e.g. drivers licence or passport.
- If applicable, a copy of your Visa.
- A copy of your passport details if you are an overseas residents seeking work in New Zealand.
- The fee of \$316.25.