

# 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 in a 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 (the fee is non refundable and non transferable).
- 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**
- 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 copy of your Visa (if required)
- A written reference from a current employer or club committee confirming position, duties and experience.

**Payment**

You must pay the fee of \$316.25 (including GST). This fee is not refundable and non 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  
Email: [dlc@icc.govt.nz](mailto:dlc@icc.govt.nz)

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

## Details of applicant

Male  Female

Full legal 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, or if there are any criminal matters pending, please give details:*


## Employment details

Name of licensed premises you are working at:

Title of position you hold:  
*i.e. Bar Staff, Front of House, Maitre'd, Owner*

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  N/A

What is your current role at the club?


What are the duties involved in your job at the licensed premises?

*i.e. serving food/alcohol, bookings, till reconciliation, ordering or restocking, opening up etc.*


**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:*

Start Date	Name of Premises and Job Position	End Date

Have you had any relevant and recent training?  Yes  No

*(Relevant training includes the LCQ and on-the-job training i.e. in-house. Recent means within the last 18 months.)*

Start Date	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?

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Provide details of recent (*recent means within the last 18 months*) and previous experience in any other licensed premises.

Start Date	Name of Premises and Job Position	End Date

What steps do you intend to take to contribute to the reduction of alcohol related harm?


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

**Please attach the following:**

- 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.
- 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. The fee is non refundable and non transferable.