



# How to renew your Manager's Certificate

Under Section 224 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to apply for your manager's certificate to be renewed.

## First, check that you qualify to apply

To apply you need to:

- be employed at a licensed premises
- have an up-to-date Licence Controller Qualification (LCQ) certificate (see "How to get LCQ certificate" below)

## What you need to do

To apply to renew your manager's certificate, you need to:

- supply the documents listed in the 'What to include' section
- pay the application fee of \$316.25 (the fee is non refundable and non transferable). You will be sent an invoice with payment details after your application is received.
- answer all the questions in the form that apply to you
- Attend an interview (follow the instructions in the acknowledgement letter that you will be sent when you submit your application to book an interview).

## 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) (*this is our preferred option*)
- 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/licence-controller-qualification](http://serviceiq.org.nz/lcq/licence-controller-qualification)
- If you have an LCQ certificate, check it is up to date. If your LCQ certificate states '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 letter from your employer or club, confirming that you are or will be employed there
- A written reference from your employer or club committee confirming position, duties and experience.

If your Manager's Certificate was issued by another Council, also include:

- A copy of your LCQ Certificate, and a copy of your Bridging Test (*if applicable*)

## **Paying your fee**

When your application is processed the invoice will be emailed to you. 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, 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.*

# Application for renewal of Manager's Certificate

Section 224, 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 the renewal of a manager's certificate is made in accordance with the details set out below:

## Details of applicant

Male  Female

First legal name:

Preferred 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*

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## Employment details

Name of licensed premises you are working at:

Details 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.*

Certificate Number:  Expiry Date:

Do you have an Undertaking on your Certificate?  Yes  No

What Council issued your previous certificate? (if applicable)

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

If yes, on what date was the qualification obtained?

If you obtained your LCQ before 18 December 2013, have you completed the LCQ Bridging Course?  Yes  No

If yes, on what date was this completed?

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 copy of your Work Visa (*if required*)
- Overseas residents seeking work in New Zealand should provide a copy of their passport details.
- A copy of your photo identification.
- A letter from your employer or club, confirming you are or will be employed there.

If your Manager's Certificate was issued by another Council, also attach:

- A copy of your existing manager's certificate.
- A copy of your LCQ Certificate and, if applicable, your Bridging Test Certificate.