

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 in Invercargill City
- 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). 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** (*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/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 Work Visa (if required)
- A written reference from a current employer or club committee confirming position, duties and experience.

Payment

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 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

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, [State all criminal convictions (other than convictions for offences against provisions of the [Land Transport Act 1998](#) not contained in Part 6, and offences to which the [Criminal Records \(Clean Slate\) Act 2004](#) applies) received since the certificate was issued or last renewed] 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 your 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.
- A copy of your Work Visa if applicable.
- A copy of your Passport details if you are an overseas resident seeking work in New Zealand.
- The fee \$316.25. The fee is non refundable and non transferable.