



Southland*district*Licensing*agency*
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE Section 123 Sale of Liquor Act 1989

General Information

What is the latest date that I can submit this application?

The application must be filed with the District Licensing Agency before the date of the expiry of the certificate.

In no case may the application be filed after the certificate has expired.

How long does the application process take?

The Police have 15 working days to report. Note the Sale of Liquor Act defines the period between 20 December and 15 January as non-working days.

If the application is opposed by the Inspector or Police, the application is determined before the Licensing Authority. The Authority usually sits in Invercargill two to four times a year.

The Inspector has no statutory limit on time to report. Typically if the application is complete, the Inspector will report soon after the Police. If the application is incomplete, the Inspector will place the application on hold until all the supporting documentation has been submitted.

What happens if my licence expires while I am waiting for the grant of the renewal?

Provided your application for renewal was made prior to the expiry date of the existing licence, the licence continues in effect until the application is determined.

I have had criminal convictions since my last application; can I still apply?

The Agency recommends that you discuss this with the Invercargill Police Liquor Licensing Squad (phone 03 211 0400) before making your application.

If I decide to withdraw my application, can I get a refund of my application fee?

The application fee is not refundable.

Which Council do I apply to?

You apply to the Council that licenses the premises that you are managing, or in any other case, to the Council that rates the property where you are residing.

What is a LCQ?

The LCQ or Licence Controller Qualification is a qualification that must be held when applying for a renewal of a General Manager's Certificate. This is a one-off certificate that does not need to be obtained again. Club Managers do not need this qualification. This is a qualification developed by the hospitality industry to standardise the skills of managers.

How do I get a LCQ?

The LCQ is issued by the Hospitality Standards Institute (HSI). All the information you need on the LCQ can be found on the HSI website, such as the application form, and list of training providers.

You will qualify for the LCQ if it can be proven that unit standards 4646 and 16705 are held.

HSI contacts:

www.hsi.co.nz
0800 ASK 4 HSI (0800 275 4474)

I haven't got my LCQ, can I still apply?

Yes you can apply - your application will be placed on hold until the Agency receives a copy of the LCQ. The LCQ will need to be submitted within a reasonable time.

I am not currently employed in the liquor industry, can I still apply?

In most cases the reporting agencies will oppose an application if the person is not currently employed in the industry. In some cases the Authority may renew the certificate for a reduced period if there is good reason, however it is recommended that before making application you first discuss this with the Licensing Inspector.



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Checklist

Please use the appropriate checklist below before submitting your application.

General Managers	Club Managers
<p>The following must be included with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The fee of \$134.93. <input type="checkbox"/> (If not submitted in a previous application) Your LCQ certificate. 	<p>The following must be included with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The fee of \$134.93.

This page may be detached for your records



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Application for renewal of Manager's Certificate is made in accordance with the details set out below:

Please PRINT Clearly

1. **DETAILS OF APPLICANT** Mr Mrs Miss Ms (tick one)

(a) **Last Name**

First Names

Place and Date of Birth / /

Street Address

Occupation

(b) **Postal address for the service of documents**

(c) **Daytime contact name and telephone number:**

Name

Telephone No.

(d) **Licensed Premises that Applicant Manages:**

If you are not currently employed within the liquor industry the reporting agencies may oppose your application. It is recommended to speak to the inspector prior to submitting your application

(e) **Has the applicant been convicted of any offence since the certificate was issued or last renewed?** (tick one)

Yes No

If Yes, what are the details of each offence?

Nature of offence

Date of conviction

Penalty suffered

If you have been convicted of more than three offences, please attach details on a separate sheet.

It is vital that the information is accurate. Any failure to disclose may result in the Police objecting to the renewal of the certificate.

(f) **What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?**

Give a brief statement as to how you have operated the premises, such as the promotion of low- and non-alcoholic beverages and food, ensuring prohibited persons do not gain access to liquor, promotion of alternate transport options.

(g) **(General Managers only) Does the applicant hold the Licence Controller Qualification?**

(tick one)

Yes No

If yes, what date was that qualification obtained?

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