



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. You can apply for one by following the instructions below.

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
- 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 sdcsouthlanddc.govt.nz
- Drop off your application at the Southland District Council building 15 Forth Street, Invercargill
- Post your application to PO Box 903, 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 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.

Invoices will be made out to the applicant unless we are specifically advised otherwise beforehand.

You can pay:

- in person - pay by cash, eftpos or credit card
- electronic banking – our bank account 02-0924-0064987-00 – using reference *LIQMC* followed by *your surname*. Email your application and supporting documentation to sdcc@southlanddc.govt.nz
- by mail - send your application form and accompanying documents to:
Southland District Council
PO Box 903
Invercargill 9840

Application for a new Manager's Certificate



Section 219, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Southland District Council
PO Box 903
Invercargill 9840
0800 732 732

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:

Postal 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?

Office use only
Date received:

Payment:
Cash Eftpos Online payment
Date paid:

Document number:

Receipt number or PP/LIQ number:

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?

Date: _____

Signature of Applicant: _____

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 or Residency document.
- a copy of your passport details if you are an overseas residents seeking work in New Zealand.
- the fee of \$316.25. (Invoices will be issued under the name of the applicant unless you advise us otherwise beforehand)