

## What is a manager's certificate?

A manager's certificate allows the holder to be appointed as a duty manager of a licensed premises for the purposes of the Sale and Supply of Alcohol Act 2012.

There is now only one type of certificate:

- Manager's Certificate - duty manager for any licensed premises.

## When is a duty manager required?

A person holding a manager's certificate must be on duty at all times when liquor is being sold or supplied to the public on any licensed premises.

## What are the obligations of a duty manager?

The duty manager is responsible for the compliance with, and enforcement of, the provisions of the Sale and Supply of Alcohol Act 2012 and the conditions of the licence in force on the premises.

At all times while on duty, the name of the manager must be prominently displayed inside the premises so as to be easily read by persons using the premises.

## Making an application

Complete an application for manager's certificate. Ensure all required documentation is attached as outlined in the application checklist.

Applicants must be 20 years of age or over.

## Criteria

Your suitability to hold a manager's certificate will be assessed in accordance with the following criteria:

- Character and reputation (must be shown in written references)
- Experience working in licensed premises (a reasonable amount of recent experience is required)
- Relevant training and qualifications - applicants are required to have the LCQ (Licence Controller Qualification).
- You must be currently working in the liquor industry - proof is required within your references and premise details completed in the application.

## Licence Controller Qualification (LCQ)

Under the Sale and Supply of Alcohol Regulations 2013, all applicants are required to hold the LCQ. The LCQ is required to be completed prior to lodging your application and a copy must be included.

The qualification consists of the following unit standards:

- 4646: Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises.
- 16705: Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises.

For further information on the LCQ visit Service IQ [www.hsi.co.nz](http://www.hsi.co.nz).

## LCQ course options

- Wintec - Hamilton  
Phone: (07) 834 8850, Email: [hospitality@wintec.ac.nz](mailto:hospitality@wintec.ac.nz)
- The Training Bureau - Hamilton  
Day and evening courses, correspondence  
Phone: 0800 227 872, Email: [tricia@bartrain.co.nz](mailto:tricia@bartrain.co.nz)

## Licence Controller Qualification (LCQ) Bridging Test

If your LCQ was issued under the Sale of Liquor Act 1989, you are also required to complete the LCQ Bridging Test. The Bridging Test updates LCQ holders and tests their knowledge of changes in legal obligations under the new Sale and Supply of Alcohol Act 2012.

The test contains 20 multiple-choice questions and is free of charge (to existing LCQ holders).

Upon successful completion of the test you will be able to print a digital LCQ Bridging Test certificate and this must be included in your application for renewal, along with your current LCQ Certificate.

The test can be completed online at [www.serviceiqskillsonline.org.nz](http://www.serviceiqskillsonline.org.nz)

## Procedure

If your application is complete and all required documentation is provided, reports will be requested from the Police and the Licensing Inspector. All applicants will be required to attend an interview with the Licensing Inspector which will include a test on the Sale and Supply of Alcohol Act 2012.

## How long will my application take to process?

A complete application will take approximately 4 to 6 weeks to process. This period may be longer if an application is incomplete or there is opposition from the Police or the Licensing Inspector.

If there is opposition and you wish to pursue your application, a hearing will be held District Licensing Committee (DLC) for a hearing. In this situation you should expect a delay of some months before your application is determined.

## Renewal Applications

- It is the responsibility of the holder of a manager's certificate to ensure they renew their certificate on time
- A renewal application must be filed prior to the expiry date, which is one year after date of issue and then every three years.
- If you let your certificate expire, a new application will need to be filed.

## Suspension/cancellation of a manager's certificate

The Police or Licensing Inspector can apply to the District Licensing Committee to oppose manager certificate applications if it is felt that the manager failed to conduct a licensed premises in a proper manner or the conduct of the manager indicates that he or she is not a suitable person to hold the certificate.

If the Police or Licensing Inspector lodge a cancellation or suspension application, this is required to be sent to Alcohol Regulatory and Licensing Authority (ARLA) for determination. These applications can be made at any time, not just a renewal time.

## Temporary manager

A temporary manager can be appointed if a manager is ill or absent for any reason or resigns. The licensee may appoint a person who is not the holder of a manager's certificate as a temporary manager.

The person appointed as a temporary manager must apply for a manager's certificate within two working days. Failure to do this will result in the appointment as a temporary manager being invalid. He or she may then continue as a temporary manager until the application for a manager's certificate is determined.

A Notification of Management Change form must be completed and sent to the DLC and Police. The DLC has 5 working days to advise that they do not approve of the appointment.

### **Acting manager**

An acting manager can be appointed when a manager is ill or absent for a maximum of 3 weeks. It is not necessary for this person to apply for a manager's certificate. Once again the Notification of Management Change form must be completed.

# Checklist

## New Manager's Certificate

- **Where the applicant is presently employed as a manager, the application should be filed with the District Licensing Committee for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.**
- **All questions on the application form must be answered accurately and in full.**
- **All required documents must be included with your application before it will be accepted.**
- **Failure to complete the application form and attach the required information could result in delays processing your application.**

Office Use

Applicant Use

- |   |  |
|---|--|
| <input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/> | <input type="radio"/> Application Fee \$316.25<br><input type="radio"/> <b>Original plus 1 copies</b> of the application and supporting documentation<br>The application must be signed by the applicant. If employing an agent or lawyer who signs on your behalf a written 'authority to act' must be submitted.<br><input type="radio"/> At least one written reference less than a year old providing evidence of your character and reputation. (References from family members and relatives will not be accepted).<br><input type="radio"/> A written reference from your current place of employment supporting your application and confirming your position, duties and period of employment. All applicants must be working in the industry.<br><input type="radio"/> Copy of Licence Controller Qualification Certificate<br><input type="radio"/> Copy of LCQ Bridging Test Certificate ( <i>if LCQ issued under the 1989 Act</i> )<br><input type="radio"/> Completed Police Supplement Form |
|---|--|

I certify that the above information is included with this application and all questions within the application have been answered in full.

Name (print clearly)

Signature

Date

Office Use Only

Accepted and checked by

Date

Amount paid

Receipt no

**To the Secretary, District Licensing Committee, Waitomo District Council**

Application for a manager's certificate is made in accordance with the details set out below.

## 1. Details of Applicant

Full legal name

Aliases (if applicable)

Residential address

Postal address (if different from above)

Contact numbers     
Phone (home) Phone (work) Mobile

Email

Date of birth  Occupation

Do you intend at this time to be the manager of any particular licensed premises?  Yes  No

If yes, what are the identifying particulars of those licensed premises?

If it is a club, what is the extent of the applicant's involvement in its management and activities?  
**(Please supply details/evidence on club letterhead)**

Do you have a financial interest in the premises?  Yes  No

If yes, please indicate in what capacity:

Licensee  Business Partner  Company Director  Other

## 2. Applicant Convictions

Has the applicant been convicted of any offence?  Yes  No

(State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 no contained in Part 6 and offences to which the Criminal Records (Clean Slate) Act 2004 applies))

If yes, what are the details of each offence?

Nature of Offence	Date of Conviction	Penalty Suffered

### 3. Applicant Experience

Has the applicant had any experience (in particular recent experience) in controlling any premises or conveyance in respect of which a licence was in force?

Yes

No

If Yes, what are the details of that experience?

### 4. Applicant Training

Has the applicant had any relevant training, in particular recent training?

Yes

No

If Yes, what are the details of that training and on what dates was it undertaken?

Does the applicant hold the Licence Controller Qualification?  
(please attach copy)

Yes

No

If Yes, on what date was the qualification obtained?

Does the applicant hold the Licence Controller Qualification  
Bridging Test certificate? (please attach copy)

Yes

No

If yes, on what date was the certificate obtained?

### 5. Applicant Signature

Name (print clearly)

Signature

Dated at

this

day of

20

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

By signing this form, you consent to the release of the information.

## APPLICANT AUTHORISATION

Name (print clearly)

Signature

Date