

Renewal of manager's certificate

- Club and General Manager Certificates ceased to exist as at 18 December 2013, the certificate is now known simply as a Manager's Certificate.
- 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.
- The renewal application must be filed with the District Licensing Committee for the district in which the applicant is employed.
- If you let your certificate expire, a new application will need to be filed.
- The process for applying for a renewal is the same as for filing a new manager's certificate. You must still meet all the criteria.

Making an application

Complete a renewal of manager's certificate application form. Ensure all required documentation is attached as outlined in the application checklist.

Licence Controller Qualification (LCQ)

If you are a holder of a club manager's certificate and do not hold the LCQ, you are now required under the Sale and Supply of Alcohol Regulations 2013 to obtain and hold this qualification.

The qualification consists of the following unit standards:

- 6446: 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.

The Act does allow the issue of a limited renewal certificate which is valid for one year to allow the certificate holder sufficient time to obtain this qualification.

For further information on the LCQ visit Service IQ <https://www.serviceiq.org.nz/licence-controller-qualification>

LCQ course options

- Wintec <https://www.wintec.ac.nz/professional-programmes/programmes>
- The Training Bureau <https://www.trainingbureau.co.nz/lcq-courses/>

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 it will be forwarded to the District Licensing Committee (DLC) for a hearing. In this situation you should expect a delay of some months before your application is determined.

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

Renewal of 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"/> | <input type="radio"/> Prescribed Fee \$316.25 |
| <input type="radio"/> | <input type="radio"/> Original plus 1 copies of the application and supporting documentation
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. |
| <input type="radio"/> | <input type="radio"/> If this is the first time renewing your Managers Certificate, please provide a copy of the original certificate. |
| <input type="radio"/> | <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. |
| <input type="radio"/> | <input type="radio"/> Copy of Licence Controller Qualification (LCQ) Certificate |
| <input type="radio"/> | <input type="radio"/> Copy of LCQ Bridging Test Certificate (if LCQ issued under the 1989 Act) |
| <input type="radio"/> | <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 the renewal of a manager's certificate is made in accordance with the details set out below.

1. Certificate Details

Certificate number

Expiry date

2. 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

Current place of employment and length of time employed (licensed premises)

3. Applicant Convictions

Has the applicant been convicted of any offence since the certificate was issued or last renewed?

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) received since the certificate was issued or last renewed.)

If yes, what are the details of each offence?

Nature of Offence	Date of Conviction	Penalty Suffered

4. Managing Sale and Supply of Liquor

What steps has the applicant taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

5. Qualifications

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?

6. 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