

## 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) Bridging Test

Existing managers are required to update their knowledge of the Sale and Supply of Alcohol Act 2012. The LCQ Bridging Test has been developed to cover this requirement.

The LCQ Bridging Test is an online tool for those who have completed their LCQ training under the Sale of Liquor Act 1989. 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 question 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)

## Qualification Documentation Required

Please provide ONE of the following

- A Licence Controller Qualification (LCQ) under the former Act – SOLA 1989 along with the LCQ bridging certificate, **OR**
- An LCQ under the current Act, **OR**
- A letter from a training provider that says that the applicant has successfully completed the required unit standards (and version), being 4646 (version 8 or later) and 16705 (version 5 or later).

## Course providers

- 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)

## 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 managers certificate as a temporary manager.

The person appointed as a temporary manager must apply for a managers 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 of 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"/><br><br><input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/> | <input type="radio"/> Prescribed Fee \$316.25<br><br><input type="radio"/> 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><br><input type="radio"/> If this is the first time renewing your Managers Certificate, please provide a copy of the original certificate.<br><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><br><input type="radio"/> Copy of Qualification<br><br><input type="radio"/> Copy of LCQ Bridging Test Certificate (if LCQ issued under the 1989 Act)<br><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 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