



Explanations in this guide are intended to assist you to complete the application for renewal of a manager's certificate form. Numbers on the form relate to the explanatory notes in this guide.

Under the Sale and Supply of Alcohol Act 2012, a certified manager shall be on duty and responsible for compliance with the Act. The Act aims to:

- Promote the safe and responsible sale, supply and consumption of alcohol.
- Minimise the harm caused by excessive or inappropriate consumption of alcohol.

A renewed manager's certificate is valid for three years.

Renewal applications must be submitted before the expiration of your current certificate. Otherwise you will need to apply for a new manager's certificate.

Requirements

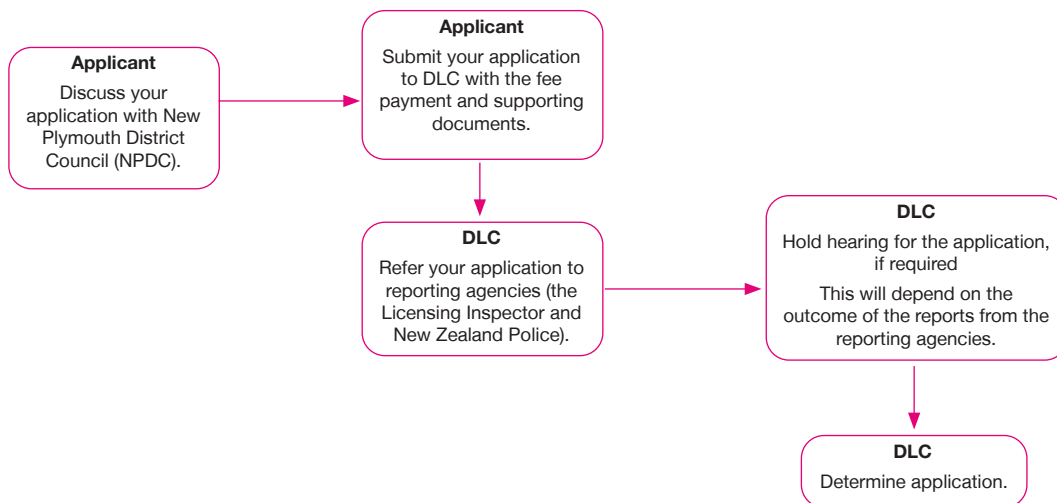
You will need to submit your renewal application before your current certificate expires. Your application must be lodged with the New Plymouth District Licensing Committee (DLC) if:

- You intend to be a manager of a licensed premises within New Plymouth District, or
- In all other cases, you live within New Plymouth District.

For subsequent renewal applications under the Sale and Supply of Alcohol Act 2012.

Since you have already complied with the qualification requirement at the time of your application for a new or renewal of manager's certificate, you do not need to submit evidence of passing the LCQ with your application.

Process



Fees

The application fee for a manager's certificate is \$316.25 (incl. GST). This fee is only for the processing of the application and does not include costs relating to training.

Processing times

The application process can take between two to 10 weeks. The timeframe depends on whether your application will need to go through a hearing.

Please turn over

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

Guidance notes

1. Applicant details

- 1a. Write your full name(s). This is the name that will be used on the certificate.
- 1b. Write any other names you are known by or have ever been known by.
- 1c. Write the complete physical address where you currently live.
- 1d. Write your occupation.
- 1e. Write your date of birth.
- 1f. Write your country of birth.
- 1g. Indicate your gender.
- 1h. Provide your daytime contact details.
- 1i. Write your preferred email address, where certificates and correspondence are to be sent.
- 1j. Write the name of the licensed premise where you are currently working.

2. Certificate details

- 2a. Write the issue date of your latest certificate.
- 2b. Indicate which authority issued your latest certificate.
Select New Plymouth for New Plymouth District Licensing Committee. If not, select Other and state the name of the authority that issued your latest certificate.
- 2c. Write your certificate number as indicated in your latest certificate.
- 2d. Write the date of expiry of your latest certificate.

3. Relevant qualification

Indicate whether you hold an LCQ and provide the date when you obtained the qualification.

4. Managing the sale and supply of alcohol

At all times when alcohol is being sold or supplied to the public from a licensed premise, the certified manager on duty is responsible for the:

- Compliance with the Sale and Supply of Alcohol Act 2012 and the conditions of the licence, and
- Conduct of the premise, with the aim of contributing to the reduction of alcohol-related incidents/harm.

The manager must also comply with the basic elements of the host responsibility programme, such as:

- Serving alcohol responsibly.
- Providing and actively promoting low and non-alcoholic alternatives.
- Providing and actively promoting appropriate food.
- Identifying and responsibly dealing with minors and intoxicated people.

Describe the steps you have taken as a certified manager to manage the sale and supply of alcohol in order to reduce alcohol-related harm or incidents.

5. Criminal convictions

The DLC will refer your application to the New Zealand Police. When considering your suitability to be a manager, any convictions against you will be taken into account.

Indicate whether you have been convicted of any offence. If you have been convicted of any offence, you are required to provide details such as the nature of the offence, the date of conviction and the penalty issued.

6. Documents and fee to be submitted with this application

You need to provide the following supporting documents and fee:

- A copy of your identification (driver's licence, passport or Kiwi Access Card).
- A copy of your current manager's certificate (if not issued by New Plymouth District Licensing Committee).
- A reference stating your experience in the alcohol industry.
- Application fee.
- Completed NZ Police questionnaire.

7. Applicant's declaration

Please sign and date the form to confirm that the details provided in your application are true and correct. It must be signed by the applicant, not their agent. Please also name the location where the form was signed.



Complete this form with the assistance of the application for renewal of a manager's certificate guide. Numbers in this form relate to explanatory notes in the guide.

Fee \$316.25

1. This application must be accompanied by the prescribed fee.
2. **This application must be filed with the District Licensing Committee before the certificate expires.**
3. This application must be filed with the New Plymouth District Licensing Committee if:
 - a. the applicant is presently employed as a manager of a licensed premises in New Plymouth District, or
 - b. in all other cases, if the applicant resides in New Plymouth District.
4. All correspondence, certificates and documents pertaining to your application will be emailed to the email address provided.

1. Applicant details

1a. Full legal name
First name(s) Surname

1b. Any aliases

1c. Residential address (include postcode)

1d. Occupation

1e. Date of birth 1f. Country of birth

1g. Gender Male Female

1h. Contact details
Work Home Mobile

1i. Email address where correspondence is to be sent

1j. Licensed premises where you are currently working

2. Certificate details

2a. Date certificate issued

2b. Issued by New Plymouth Other (please state)

2c. Certificate number

2d. Date of expiry

3. Relevant qualification

Do you (the applicant) hold a licence controller qualification (LCQ)?

Yes No

If yes, on what date was that qualification obtained?

Please turn over

OFFICE USE ONLY

Applicant advised of website information (tick)

Date received	<input type="text"/>	Applicant #	<input type="text"/>	Application #	<input type="text"/>
Time received	<input type="text"/>	Property #	<input type="text"/>	Document #	<input type="text"/>
Received by	<input type="text"/>	Land #	<input type="text"/>	Amount paid	\$ <input type="text"/>

4. Managing the sale and supply of alcohol

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

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5. Criminal convictions

Has the applicant been convicted of any offence? Yes No

If yes, **state all criminal convictions** (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies).

Nature of offence	Date of conviction	Penalty

6. Documents (and fee) to be submitted with this application

- I.D. (e.g. driver's licence, passport or Kiwi Access Card)
- Existing manager's certificate - this is required if the certificate was not issued by the New Plymouth District Licensing Committee
- A reference stating the applicant's experience in the alcohol industry
- Application fee
- NZ Police questionnaire

7. Applicant's declaration

PRIVACY STATEMENT:

Information you provide in this application and any supporting documents will be used by New Plymouth District Council (NPDC) to process your application under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public upon request, and will be shared with the District Licensing Committee, the Police, the Medical Officer of Health and NPDC licencing inspectors. This information may form part of a public hearing or other consideration of your application before the District Licencing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available.

NPDC is required to keep a record of all alcohol licence applications and the District Licensing Committee's decisions on them. NPDC is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to see and correct personal information that NPDC holds about you.

DECLARATION:

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

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Signature of applicant

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Date

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Place where dated and signed, e.g. New Plymouth



QUESTIONNAIRE FOR ALL APPLICANTS

Manager's Certificate On-Licence Off-Licence Club Licence
(Please tick appropriate box or boxes)

1. Applicant's full name: _____

Male Female

Date of birth: ____/____/____

2. Driver's licence number: _____

3. Applicant's maiden or former name: _____

4. Applicant's address (physical location): _____

5. Applicant's postal address: _____

6. Telephone number(s): Home: _____ Business: _____ Mobile: _____

7. Applicant's previous address: _____

8. Previous licensed premises - Managed or Employed:

9. Previous alcohol licenses or certificates held (date held and location):

10. Details of previous applicable courses attended:

11. Previous Court convictions (if in doubt, list):

OFFENCE	DATE	COURT LOCATION

New Zealand Police Questionnaire for all new applicants - continued

12. Are you a New Zealand citizen?: Yes No
(If you answered no, please answer questions 13-18.)

13. Passport number : _____

14. What country are you from? _____

15. How long have you been in New Zealand? _____

16. What type of Visa do you hold? (i.e. Visitors Visa/Working Visa) _____

17. When does your Visa expire? _____

18. List of previous convictions from your own country:

OFFENCE	DATE	COURT LOCATION

Signature: _____

Date: _____/_____/_____

Note: If the applicant is a company, details of principals and proposed duty managers will also be required.



TO: THE APPLICANT

The Police are just one of the agencies tasked with promoting the principals of the Sale and Supply of Alcohol Act. It is well known that alcohol is a key aggravator in crime and in particular family violence, street disorder, anti-social behaviour and the road toll. Strategies have been put in place by the Police to reduce the numbers of such incidents and crimes occurring.

Police enquiries will be made to establish whether you are a fit and proper person to be granted the licence or certificate applied for, and whether you are considered capable of exercising proper control over the premises or the sale and supply of alcohol to patrons.

The Police may object to the granting of the licence or certificate if you have previous court convictions or if enquiries reveal that you have not operated the licence or certificate in such a way so as to contribute to the reduction of alcohol abuse in accordance with the objects of the Act. Previous convictions need not stop you getting an 'On' or 'Off' Licence or a Manager's Certificate, but they may be a factor in any decision made to object to the granting of your application.

Please complete the attached questionnaire to enable the Police to prepare a report to the District Licensing Committee in accordance with the provisions of the Act. Police Officers may visit your premises or check with you on the validity of answers given in the questionnaire.

If you have any queries please contact New Plymouth Police on 06-759 5500.