

Managers: things you need to know



There are lots of things you need to remember when you manage licensed premises. To make your job easier, this handy reference sheet outlines some of the legal requirements.

You need to know about

What to do

Renewing your manager's certificate

A complete application to renew your manager's certificate must be made **before your certificate expires**.

If your manager's certificate has expired, we can't renew it - you'll need to apply for a new one. For a new application, you'll need to provide references and details of training. You'll also have to come in for an interview with an Inspector, but you won't need to retake your LCQ.

We won't remind you to renew your manager's certificate, so you'll need to keep track of when it expires. **You might want to enter this important date in your calendar now.**

Following your licence and the law when you are on duty

When you are the manager on duty you are responsible for making sure that the premises follows the conditions of its licence and the requirements of the Sale and Supply of Alcohol Act 2012.

READ THE CONDITIONS ON THE LICENCE AND MAKE SURE THAT YOU FOLLOW THEM.

Key rules to follow under the Act:

- **Only sell alcohol to people who are 18 or older**
- **Don't let people get intoxicated**
- **Don't sell alcohol to people who are intoxicated**
- **Don't let people who are intoxicated on the premises**
- **Only sell alcohol to people during your licensed hours**
- **Don't drink or let staff drink while on duty**
- **Don't serve spirits in vessels bigger than 500ml**
- **Don't allow disorderly conduct on the premises**
- **Don't let minors into restricted (R18) areas, or into supervised areas unless they are with a parent or legal guardian**
- **Promote alcohol responsibly**

Police and Licensing Inspectors can inspect your premises. If you're not doing what your licence or the law says, they can take action against you personally. Your manager's certificate could be suspended or cancelled and you could get a fine.

You need to know about

What to do

Displaying your name when you are on duty

If you are the manager on duty, you must make sure that your name is displayed on a sign at the principal entrance to the premises. If you don't do this, you could be fined.

Having a Manager's Register and telling the DLC/Police about any changes

If your employer appoints a new, Acting or Temporary manager, or if they terminate a manager's appointment, they have to tell us within 2 working days. You may be asked to do this. You should log this appointment in your manager's register.

There is a form for doing this here: wellington.govt.nz

For every manager change you make, you need to complete and send the form to the Secretary of the Wellington District Licensing Committee (secretarydlc@wcc.govt.nz) and to the Police (AHPO.Wellington@police.govt.nz)

The District Licensing Committee might not approve the appointment of a Temporary or Acting manager, in which case we will let you know and you will have to find someone else.

Moving districts

If you have changed jobs and your manager's certificate needs renewing, you need to apply to the Council that covers the area where you are working.

Telling us if you change address

You need to tell us if you change your address.

You also need to let us know if your right to work in New Zealand changes, eg if you get a new visa or if your visa is withdrawn.

Finding other information

The Health Promotion Agency publishes a guide for managers. You can find a copy here:

http://www.hpa.org.nz/sites/default/files/The_Manager%27s_Guide2014_0.pdf



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