

# Application for a new manager's certificate - checklist

## Have you provided the following?

**Fee:** \_\_\_\_\_

Applying for a new manager's certificate costs \$316.25.

You must ensure that payment is submitted with your application form. If you don't, your application won't be processed and is likely to be rejected.

### Supporting documents

You must provide copies of all these documents with your application - if you don't, your application can be delayed or rejected.

Check [wellington.govt.nz/managers-certificate](http://wellington.govt.nz/managers-certificate) for detailed information about what to provide for each of these documents.

A copy of your LCQ certificate

A copy of your LCQ bridging test certificate - if your LCQ was issued under the Sale of Liquor Act 1989

A copy of a photo identification - for example, a passport or driver licence

Two work references, including one from the business you'll be managing

The name of the licensed premises you will manage and a list of your current duties

Details of any criminal convictions

### Right to work in New Zealand

You must have the right to work in New Zealand to be issued a certificate.

Tick the option that applies:

I am a New Zealand or Australian citizen

I am a New Zealand or Australian permanent resident

I have a work visa or visa with work rights

If you have a work visa or visa with work rights, please complete the following:

I undertake only to use my manager's certificate when I have a current visa that allows me to work in New Zealand.

I undertake to comply with any conditions that apply to my visa - for example, any restriction on where I can work.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Need help?

Phone Alcohol Licensing on 04 801 3760 or email [SecretaryDLC@wcc.govt.nz](mailto:SecretaryDLC@wcc.govt.nz)

# Application for a new manager's certificate

## Section 219, Sale and Supply of Alcohol Act 2012

To: The Secretary  
District Licensing Committee  
PO Box 2199  
Wellington 6140

Please PRINT clearly.

### Applicant details

Full legal name *(list any other names, including a maiden name, that you may be known by):*

Male      Female      Gender diverse/gender non-binary:

Home address:

Postal address:

Postcode:

Phone number:

Contact name if not applicant:

Email *(this is our preferred way of contacting you):*

Occupation:

Date of birth:

Place of birth:

Passport number:

Driver licence number:

If applicable, list all criminal convictions *(except offences to which the Criminal Records (Clean Slate) Act 2004 applies)*. State the type and date of each conviction:

Have you had any experience in managing licensed premises?

Yes      No

If yes, describe your experience:

Length of experience:

Provide details of any on-the-job training.

Attach copies of any training record or details, including dates of training completed.

Do you hold the Licence Controller Qualification?

Yes      No

You must hold unit standards 4646 and 16705 for the Sale and Supply of Alcohol Act 2012 to apply for a manager's certificate.

Do you intend to be the manager of a specific licensed premises? *(To apply for a manager's certificate, you must be working in a licensed business or intending to own or run a business.)*

Yes      No

What is the name of the licensed premises that you intend to be a duty manager for?

If you are or will be working at a club, what will be your involvement in the club be?

Each applicant must attend an interview with a licensing inspector, which will include an oral test on a manager's responsibilities under the Sale and Supply of Alcohol Act 2012. Tick the box for the time you would prefer:

Morning      Afternoon

### Authorisation

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. The Police inform the District Licensing Committee of any convictions or concerns involving the applicant.

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the licensing inspector for the purpose of assessing my suitability.

Print name:

Date:

Applicant's signature:

### Privacy statement

Information you provide in this application and any supporting documents will be used by Wellington City Council (WCC) 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 Wellington District Licencing Committee, the Police and WCC's Licencing Inspectors.

This information may form part of a public hearing or other consideration of your application before the Wellington District Licencing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available.

WCC is required to keep a statutory register of all alcohol licence applications. Anyone can request a copy of information held on the register from [SecretaryDLC@wcc.govt.nz](mailto:SecretaryDLC@wcc.govt.nz). The District Licencing Committee's decision on applications can be found at [www.nzlii.org](http://www.nzlii.org). WCC is required to report statistics about applications to the Alcohol Regulatory and Licencing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. You have the right to see and correct personal information that WCC holds about you, and you can do so by contacting [info@wcc.govt.nz](mailto:info@wcc.govt.nz).