

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

Your current manager's certificate

Photo identification, such as your passport or driver licence

A copy of your Licence Controller Qualification (LCQ)

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

Your service request (SR) number issued by Wellington City Council - you'll find this under the certificate number on your current certificate

### 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: \_\_\_\_\_

**Note:** You must apply to renew your manager's certificate with the District Licensing Committee at the council nearest to the licensed premises where you work.

## Need help?

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

# Application for renewal of a manager's certificate

## Section 224, 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:

Current place of employment as a duty manager. *(If you are not currently employed as a duty manager, please provide details of your recent experience in, or plans to return to, a manager role):*

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:

List the six key principles of host responsibility and how you apply these when you manage a licensed premises:  
(Use a separate sheet if necessary.)

Do you hold the Licenced Controller Qualification?

Yes      No      If yes, please supply a copy.

Do you hold the Licence Controller Bridging Test Certificate?

Yes      No      If yes, please supply a copy.

### Certificate details

Original manager's certificate number:

Expiry date of certificate or renewal certificate:

### 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 Licensing Committee, the Police and WCC's Licensing Inspectors.

This information may form part of a public hearing or other consideration of your application before the Wellington District Licensing 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 Licensing 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 Licensing 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).