



APPLICATION FOR MANAGER'S CERTIFICATE

Incomplete applications will not be processed

You need to apply for your manager's certificate at the council nearest to the licensed premises where you work.

This application must be accompanied by the prescribed fee (note fees are non-refundable).

You will be required to attend an interview to assess your suitability to be a manager of a licensed premise. A licensing inspector will contact you to arrange a time.

Please use separate pages to provide extra information where necessary.

If you have any questions while completing this form, please contact Dunedin DLC staff on 03 474 3481 or email dla@dcc.govt.nz.

Please read and complete the following checklist before submitting the application

- ☐ The prescribed fee of \$316.25
- ☐ A copy of your licence controller qualification (LCQ)
- ☐ The LCQ bridging test if your LCQ certificate shows units gained under the Sale of Liquor Act 1989
- ☐ Copy of photo identification – driver's licence, passport or HANZ 18+/Kiwi Access card
- ☐ Signed and dated letter from your employer or club confirming you are employed there (in the case of a club, a letter confirming that you have a role in the sale of alcohol there and that they support your application)
- ☐ Signed and dated character reference (not from your employer or a relative). It must include:
 - the person's relationship to the applicant
 - how long they've known the applicant
 - a statement of recommendation
 - the referee's contact details.
- ☐ Applicant is 20 years or over
- ☐ Minimum six (6) months' recent and relevant experience in the alcohol industry
(If you've had experience at premises other than where you are working now, please include a reference from your previous employer)
- ☐ All criminal convictions disclosed

Office use only

Date received:

☐

Pre-pay

☐

Invoice

APPLICATION FOR MANAGER'S CERTIFICATE

Section 219 of the Sale and Supply of Alcohol Act 2012

To the Secretary, Dunedin District Licensing Committee

Application for a new manager's certificate is made in accordance with the particulars set out below:

Applicant details

Full legal name:			
Any other names you may be known by:			
Home address:			
	Postcode:		
Postal address (if different from above):			
	Postcode:		
Phone:			
Email:			
Occupation:			
Date of birth:	Place of birth:	Gender:	
Driver's licence/passport number, or similar (please specify ID type):			

Criminal convictions

Have you ever been convicted of an offence? ☐ Yes ☐ No

Please 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.

Conviction	Date of conviction

Experience

Please detail any experience, and in particular recent experience, you have in managing any licensed premises or conveyance (also state where and when)

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Details of training

Please detail any relevant training, such as fire warden training (include where and when completed)

Licence controller qualification

Do you hold the licence controller qualification? ☐ Yes ☐ No

If 'Yes', date it was obtained:

Name of training provider:

Place of employment

Do you currently work in a licensed premises? ☐ Yes ☐ No

If 'Yes', state name and address of premises:

If it is a club, state the extent of your involvement in the club's management and activities

Right to work in New Zealand

You must have the right to work in New Zealand to be issued a manager's 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:

Place:

Privacy statement

The information you provide in this application, and any supporting documents, will be used by the Dunedin City Council to process your application under the Sale and Supply of Alcohol Act 2012. The information will be shared with the Dunedin District Licensing Committee (DLC), DCC Licensing Inspectors, Police and the Medical Officer of Health as part of the approval process. If required, the information may form part of a public hearing before the DLC and may be used in any subsequent decision relating to your application. The decision will be publicly available.

If your application is publicly advertised, the associated information will be publicly available.

The DCC is required to keep a statutory register of all alcohol licence applications and anyone can request a copy of the 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. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at privacy@dcc.govt.nz or 03 477 4000.