District Office
15 Galileo Street
Private Bag 544
Ngaaruawaahia 3742

Huntly Office 142 Main Street
Raglan Office 7 Bow Street
Tuakau Office 2 Dominion Road

Telephone *(all hours)* 07 824 8633
Call free 0800 492 452

Email: rss@waidc.govt.nz
www.waikatodistrict.govt.nz

How to apply for a new manager's certificate

Section 219 Sale and Supply of Alcohol Act 2012

Follow the instructions below to apply for your manager's certificate which authorises the holder to manage any licensed premises. Where the words 'you' or 'your' are used, this refers to the applicant certificate holder.

Check you qualify to apply first

To hold a manager's certificate you must:

- Be 20 years or older.
- Have a Licence Controller Qualification (LCQ) certificate, LCG Bridging Test certificate (see below) or have a successfully completed unit standards 4646 (versions 8 or a later version) 16705 (version 5 or a later version).
- Be working or intend to be working in a licensed premises.
- Have at least 6 months experience supervising licensed premises in New Zealand.

What you need to do next

To apply for your new manager's certificate, you need to:

- Supply the documents listed in the 'What to include' section – page 2.
- Pay the application fee – page 2.
- Answer all the questions in the Application for a manager's certificate form that apply to you.
- Attend an interview with an alcohol licensing inspector (after we receive the form, we will contact you to arrange a time).
- If you need help with this form, call 0800 492 452 or visit www.waikatodistrict.govt.nz/alcohol-licensing

How to submit your application

- Drop off your application to any Waikato District Council office.
- Email your application to rss@waidc.govt.nz
- Mail your application to:
  Waikato District Council
  Private Bag 544
  Ngaaruawaahia 3742

How to get LCQ certification or complete Unit Standards 4646 and 16705

If you don't have a LCQ certificate, a LCQ Bridging Test or haven't passed unit standards 4646 and 16705, you can get further information from the New Zealand Qualifications Authority website, www2.nzqa.govt.nz

What to include (please tick) *You must supply all the documents listed below or your application will be returned.*
☐ This completed form.
☐ A copy of your photo identification. *Eg. Current passport, New Zealand driver's licence or a current hospitality New Zealand card – Kiwi Access card or 18+ card.*
☐ A copy of your Visa if applicable.
☐ A copy of your Licence Controller Qualification (LCQ) certificate, LCG Bridging certificate or proof that you have a successfully completed unit standards 4646 (version 8 or a later version) and 16705 (version 5 or a later version).
☐ A letter from your employer or club, confirming your employment.
☐ If you use an alcohol-licensing consultant: a letter of authorization for the consultant.

Pay your fee

You must pay the fee of $316.25 (includes 15% GST). This fee is not refundable or transferable.

Payment options

You can find a number of payment options via our website, www.waikatodistrict.govt.nz/pay-it

Office use only	**Comments**
Application number	
Receipt number	
Receipt amount	$
Date Paid	
Cashier name	

Waikato District Council
Te Kaunihera aa Takiwaa o Waikato

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Application for a manager's certificate

Section 219 Sale and Supply of Alcohol Act 2012

To the Secretary of the District Licensing Committee, this application for a new manager's certificate is made in accordance with the details set out below.

Applicant details		
Full legal name		
Also known as		
Residential address *(Including postcode)*		
Mailing address *(If different fromabove)*		
Sex	☐ Male	☐ Female
Occupation		
Date of birth		
Place of birth		
Email address *Note: wewill sendthe certificate via email*		
Daytime phone		

Criminal conviction details

Have you been convicted of any offence including traffic offences involving alcohol or drugs?

Exclude any convictions that have been 'clean slated' under the Criminal Records Clean Slate Act 2004.

Attach offence details on a separate sheet of paper if you need more space.

☐ Yes – *Supply details below* ☐ No

Nature of offence	Conviction date	Sentence

Qualification details

Do you hold a Licence Controller Qualification (LCQ) certificate, have you successfully completed unity standards 4646 and 16705 or are you a temporary manager?

☐ Yes ☐ No – *you need an up-to-date LCQ certificate or have successfully completed these unit standards to apply.*

Please provide the date you obtained your LCQ certificate or completed the unit standard?	

Employment details

Do you intend to be the manager of any particular licensed premises?

☐ Yes – *Supply details below* ☐ No

Trading name of licensed premises	
Address *(Including postcode)*	
Are you employed by a club?	
What is your role at the club?	
What management or other activities are you involved with at the club? *(List theactivities or write 'none')*	

Training and experience details

Have you had any relevant and recent training? Relevant training includes on-the-job training. Recent means within the last 18 months.

☐ Yes – *Supply details below* ☐ No

Date of training	Training course or type of -on-the-job training	Training provider or place.

Do you have at least 6 months recent experience managing a licensed premises? Recent means within the last 18 months.

☐ Yes – *Supply details below* ☐ No – *Do not submit your applicationuntil you have at six months experience.*

Date	Type of experience	Name of licensed premises

Important privacy information

The personal information that you provided in this form will be held and protected by Waikato District Council in accordance with our Privacy Statement (available on our website or at any of our Library or office locations) and with the Privacy Act 1993. The privacy statement explains how we use and share your personal information in relation to any interaction you have with council, and how you can access and correct that information. You should familiarize yourself with the statement before submitting this form.

Applicant's Signature: .....

Date: .....