



Renewal of Manager's Certificate

Sale and Supply of Alcohol Act 2012

The following must be included in your application or it will be returned

If your Manager's Certificate has expired, it cannot be renewed. You must apply for a new Manager's Certificate.

Please tick when completed:

- ☐ Completed application form
- ☐ Prescribed fee \$316.25
- ☐ A copy of identification (NZ driver's licence, passport, birth certificate)
- ☐ A copy of your valid New Zealand work permit (if applicable)
- ☐ A copy of your current Manager's Certificate (if the current certificate was not issued by the district you are applying to)
- ☐ A copy of your Licence Controller Qualification
- ☐ A copy of your Licence Controller Qualification Bridging Test Certificate

Notes:

- The application fee is non-refundable
- [REDACTED]
- Further information may be requested by the Secretary after the application has been received
- Each applicant may be contacted by an inspector for an interview, which will include a test on the Sale and Supply of Alcohol Act 2012
- The application must be signed by the applicant

Fees

The Manager's Certificate fee of \$316.25 includes GST and is non-refundable.

Office Use Only

Notes:

Payment received:

/ /

Application



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau



CARTERTON
DISTRICT COUNCIL



Renewal of Manager's Certificate

Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee

(Please tick one)

- ☐ Carterton
☐ Masterton
☐ South Wairarapa

Ref No. _____

Applicant Details

a) Full name

Date of Birth ☐ Male ☐ Female

Postal address

Residential address

Name of current workplace

Telephone Mobile

Email Drivers Licence No.

Preferred means of formal contact ☐ Mail ☐ Email or Passport No.

b) State all criminal convictions (*other than convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies*):

- ☐ No criminal convictions
☐ Convictions - list here:

c) What steps has the applicant taken to manage the sale and supply of alcohol with the aim of contributing to the reduction of alcohol-related harm?

d) Licence Controller Qualification issued (date)

e) If you hold the Licence Controller Bridging Test Certificate, date issued:

f) Current Manager's Certificate number

Expiry date

NOTES:

1. If the applicant intends to be the manager of any particular licensed premises, the Managers's Certificate application must be filed with the Secretary of the District Licensing Committee that approved the licence.
2. In all other cases, the application should be filed with the Secretary of the District Licensing Committee in the district where the applicant resides.
3. The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

PRIVACY STATEMENT:

Personal information contained in your application and any supporting information will be held by the District Council. As part of the licensing process the information will be provided to the District Licensing Committee, Police, licensing inspectorate, and possibly the licensing authority. Personal information and supporting information may be included in the District Licensing Committee's decision which will be made publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

Dated this _____ day of _____ 20_____

Signature of Applicant _____

Applications must be submitted to the relevant local council:

District Licensing Committee Masterton District Council PO Box 444 Masterton 5840 T 06 370 6300 E alcohol@mstn.govt.nz www.mstn.govt.nz	District Licensing Committee Carterton District Council PO Box 9 Carterton 5743 T 06 379 4030 E info@cdc.govt.nz www.cdc.govt.nz	District Licensing Committee South Wairarapa District Council PO Box 6 Martinborough 5741 T 06 306 9611 E health@swdc.govt.nz www.swdc.govt.nz
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Renewal of Manager's Certificate Questionnaire

Complete this questionnaire as part of your renewal application

Applicant name			
Licensed premises you work at			
Position			
Length of employment		How many hours per week do you work as the Duty Manager?	

1. What is the object of the Sale and Supply Act 2012?
2. What are your responsibilities as a duty manager?
3. What training have you undertaken or has your employer provided since your manager's certificate was issued or last renewed?
4. Name 2 types of people who you are not allowed to sell alcohol to?
5. Name the 4 signs of intoxication and provide at least one example for each
6. You observe a staff member serving alcohol to a customer who you believe is intoxicated. What would you do immediately and what follow-up actions would you take?

7. If one of your staff has been caught selling alcohol to an intoxicated person, who may be charged with the offence?
8. Describe a situation where you have intervened in the service of alcohol and the actions that were taken
9. An intoxicated person has entered your workplace. What must you do?
10. Who is responsible for checking ID?
11. A person turns 18 today. What year were they born in?
12. You have asked a customer for ID to verify age. Would you accept the following? Please circle
Firearms Licence – Yes / No Student ID – Yes / No NZ Drivers Licence – Yes / No
13. A group of younger people come into your premises, and you think some may be under 18 years old. Describe what you would do?
14. Where is the licence displayed at your workplace? Have you read the conditions of the licence?
15. Provide examples of both a responsible alcohol promotion and an irresponsible alcohol promotion. What would you do if an irresponsible promotion was occurring on your premises?
16. How would you document an alcohol incident at your workplace and any follow-up actions taken?
17. Where is the duty manager's name required to be displayed on licensed premises?