

# Application for a new manager's certificate - checklist

## Have you provided the following?

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

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

If you submit your application by post or email, you'll be sent an invoice with payment details after your application is received. Once you've paid, your application will be assessed.

### 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

**Before completing your application, please ensure that your place of work is within Wellington City Council boundaries.**

## 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.

Before completing this application, please ensure that your place of work is within Wellington City Council boundaries.

### 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, 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*):

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?

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 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).