

# New Manager's Certificate Application



Section 219 of the Sale and Supply of Alcohol Act 2012

## How to apply

Follow the instructions below to apply for a new manager's certificate which authorises the holder to manage a licensed premise.

Check you qualify to apply. To hold a manager's certificate you must:

- Be 20 years or older
- Have a licence controller qualification (LCQ) certificate
- Be working or intend to be working in a licensed premises in New Zealand
- Have at least 6 months experience supervising a licensed premises in New Zealand

## What you need to do

- Supply completed application form
- Supply all required supporting documents
- Pay the application fee
- Attend an interview with an alcohol licensing inspector (after you have submitted your form we will contact you to arrange a time)

## How to submit your application

- Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand
- Email - [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz)
- Drop off your application at any of our service centres

## What to include

- A copy of passport or New Zealand Drivers Licence
- A written reference from your employer at the licensed premises at which you are currently employed. This should confirm your employment, how long you have worked there and relevant duties
- A copy of your Licence Controller Qualification (LCQ) and any other relevant qualifications

If you are not a New Zealand Citizen or permanent resident, you must also provide:

- A copy of current passport
- Copy of current visa

**Managers Certificate \$316.25**

## Payment options

By Mail - Send a cheque with the application to Thames-Coromandel District Council, Private Bag 1001, Thames 3540

In person - You can pay by cash, eftpos or credit card at any of our service centers Thames, Whangamta, Whitianga and Coromandel or online at [www.tcdc.govt.nz/internetbanking](http://www.tcdc.govt.nz/internetbanking)

<b>Office use only</b>	APPLICATION FEE (including GST)	RECEIPT NUMBER	RECEIPT AMOUNT	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	\$		\$		
COMMENTS					

# Application for New Manager's Certificate



Section 219, Sale and Supply of Alcohol Act 2012

To the Secretary of the Thames-Coromandel District Licensing Committee this application is made in accordance with the details set out below.

Full name Mrs / Miss / Ms / Mrs	
Occupation	
Maiden name/ Aliases (if applicable)	
Contact phone number	Email address
Residential address	Postal address for service documents
Applicant's date of birth	Gender
Drivers Licence Number	Passport number

Are you a New Zealand citizen or permanent resident?  YES  NO

Do you have any criminal convictions?  YES  NO

If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

Name and address of licensed premises at which you are currently employed:

What are the current duties at the licensed premises? Please also outline previous experience working in or controlling a licensed premises (when/where/duties):

How long have you been employed at this licensed premises? \_\_\_\_\_

How many hours per week (average) do you work at this licensed premises? \_\_\_\_\_

Do you have the Licence Controller Qualification (LCQ)?  YES  NO

*If YES, on which date was this obtained?*

Have you any other relevant training (in particular, recent training)?  YES  NO

*If YES, what are the details of that training and on what date was it taken?*

**IMPORTANT NOTE:**

The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The form is also publicly available on request.

_____ Applicant Name	_____ Applicant Signature	_____ Date (DD/MM/YYYY)
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