

Application for new manager's certificate



Applicant checklist:

- Application (signed and all pages completed)
- A copy of your LCQ
- Two written character references
- Payment of \$134.93

GL 5137150
\$134.93

Upper Hutt City Council District Licensing Agency Section 118 | Sale of Liquor Act 1989

To: The Secretary
District Licensing Agency
Upper Hutt City Council
Private bag 907
Upper Hutt 5140

Application for a new Manager's Certificate is made in accordance with the details set out below.

1. Type of certificate (tick appropriate box):

General Manager

Club Manager

2. Details of applicant

2.1 Full name and address:

2.2 Occupation:

2.3 Date of birth:

2.4 Postal address for your manager's certificate (if different from above):

2.5 Daytime contact name and telephone number:

2.6 Has the applicant been convicted of any offence since the certificate was issued or last renewed?:

Yes

No

If yes, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered

Note: By signing this form I am authorising the New Zealand Police to disclose any convictions recorded against me to the District Licensing Agency or the Liquor Licensing Authority.

- 2.7 Has the applicant had any experience, in particular recent experience, in managing any premises or conveyance in respect of which a licence was in force:
 Yes No

If yes, what are the details and dates of that experience? (attach evidence):

- 2.8 Has the applicant had any relevant training, in particular, recent training:
 Yes No

If yes, what are the details and dates of that training? (attach evidence):

- 2.9 Does the applicant hold any relevant qualifications?:
 Yes No

If yes, what are the details of each qualification? (attach evidence):

- 2.10 Please answer this question if this application relates to a Club Manager's certificate:
What is the extent of the applicant's involvement in the management and activities of the Club? (attach evidence):

- 2.11 Does the applicant intend at this time to be the manager of any particular licensed premises?:
 Yes No

If yes, what are the identifying particulars of those licensed premises?

Dated at _____ this _____ day of _____ 20____
(Place) *(date)* *(month)*

Applicant: _____
(Signature)

Notes

This application must be accompanied by:

1. The prescribed fee of \$134.93 (inclusive of GST).
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.
3. Two written character references.
4. Copy of your Licence Controller Qualification.

As at July 2011