

# Form 17 - Application for New Manager's Certificate

V1.0 4/6/2024



A Manager's Certificate allows you to work as a duty manager for a business that sells or supplies alcohol.

## Notes:

- Manager's Certificates can only be issued to applicants who:
  1. Are currently employed at a licensed premises.
  2. Have at least six months' experience working in a licensed premises in New Zealand. If you do not have the required level of experience, your application will be placed on hold until you do.
  3. Hold the Licence Controller Qualification (LCQ).
- If you are on a working holiday visa or work permit, the following conditions will be imposed on your Manager's Certificate:
  1. This Manager's Certificate is only valid with a current New Zealand work permit.
  2. The District Licensing Committee will review these conditions upon renewal.
- You may be contacted at any stage if we need more information, or if there's opposition to your application.
- Your application will be emailed once approved.

## Section 219, Sale and Supply of Alcohol Act 2012

*To the Secretary, Buller District Licensing Committee.*

*Application for a manager's certificate is made in accordance with the details set out below.*

1 DETAILS OF APPLICANT		
1.a	Full legal name	
1.b	Aliases (if applicable)	
1.c	Gender	
1.d	Date of birth	
1.e	Place of birth	
1.f	Email	
1.g	Residential address	
1.h	Postal address	
1.i	Mobile number	
1.j	Work number	

2 CURRENT EMPLOYMENT		
2.a	<b>Primary place of employment</b> <i>Please provide premises name, address and contact number.</i>	
2.b	<b>Position / job title</b>	
2.c	<b>Start date</b>	
2.d	<b>Name of premises where the applicant intends to be appointed as duty manager</b>	
2.e	<b>If premises is a club, to what extent is the applicant involved in its management and activities?</b>	

3 EXPERIENCE AND TRAINING		
3.a	<b>What experience does the applicant have in the sale and supply of alcohol in a licensed premises?</b> <i>Include dates, duties and places of employment.</i>	
3.b	<b>What training (other than the LCQ) has the applicant had in respect to the sale and supply of alcohol?</b> <i>Include dates and locations where possible.</i>	
3.c	<b>LCQ provider</b> (E.g. SIT, Liquor Licensing Bureau)	
3.d	<b>On what date was the LCQ obtained?</b> <b>If prior to 18 Dec 2013 did you complete the Bridging Test? If so please supply details</b>	

4 CRIMINAL CONVICTIONS		
4.a	<b>State all criminal convictions</b> <i>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. .I agree to the release of any information obtained by police when complying background check.</i>	

## 5 SUPPORTING DOCUMENTS

**Copies of the following documents must be included with the application.**

- ☐ One reference from your current place of employment, stating dates of employment and alcohol-related duties.
- ☐ If you have been with your current employer less than six months – one reference from a previous NZ employer stating dates of employment and alcohol-related duties.

**References must be on company letterhead, signed, and dated within the past month. A job description cannot be accepted in lieu of a reference.**

- ☐ One Character Reference, from a person who is not associated with the licenced premises in which you currently work, and who has known you for a minimum of five years.
- ☐ Your LCQ certificate. Course pass letters will not be accepted.
- ☐ Your LCQ bridging course certificate (if applicable).
- ☐ Your work permit/residency/citizenship confirmation (if applicable). This should be a copy of your current visa in your passport or a letter from immigration, which must show the expiry date.
- ☐ Current Photo ID – Must be either passport, New Zealand Driving Licence or Hospitality NZ card (18+ or Kiwi Access).
- ☐ If the application is signed by someone else on behalf of the applicant, a letter from the applicant stating that they give permission for that person to act on their behalf.
- ☐ Application Fee

**Your application cannot be processed until all information has been received.**

## 6 DECLARATION / SIGNATURE

Full name	
Dated at (date and place)	
Signature	

**I confirm that, at the time of writing, all information provided is true and correct to the best of my knowledge.**

*If the declaration is signed by someone other than the applicant (e.g. an agent), a letter from the applicant must be supplied stating that they give permission for that person to act on their behalf.*

**Note:** If this form is being completed online, a signature is not required but the online lodgement will be treated as confirmation of the above declaration.

## 7 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any Buller District Council office, or via email to [licenses@bdc.govt.nz](mailto:licenses@bdc.govt.nz).

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

The Secretary, Buller District Licensing Committee  
Buller District Council  
PO Box 21  
Westport 7866

## 8 PAYMENT

Manager's Certificate applications cost \$316.25, and applications will not be formally accepted or processed until full payment is received. Payment can be made as follows:

- **In person.** Visit any BDCC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team on 03 788 9111.
- **By bank transfer.** Account number for payment 03 0897 0084770 000.

Reference the payment using "MC" and the applicant's name, or the 'Application Reference' from the invoice (if received).

**Please note:** Payments by credit card incur an additional 1.4% fee over the counter and 1.8% over the phone

## 9 FURTHER INFORMATION

For more information on Manager's Certificates, please visit the [Buller District Council website](#) or contact:

**Phone:** 03 788 9637

**Email:** [licenses@bdc.govt.nz](mailto:licenses@bdc.govt.nz)

### BDC Offices

#### Westport

6 Brougham St  
Westport

#### Reefton

67-69 Broadway  
Reefton

**Opening Hours:** 8.30am – 4.30pm, Monday to Friday (except public holidays).

### PRIVACY STATEMENT

Information contained in your application and any supporting information will be held by Buller District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Licensing Inspector) for the purposes of assessing and reporting on your application, and to the Buller District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Buller District Licensing Committee and may be used in the Committee's decision for your application. Decisions can be made publicly available. The Council is required to provide a copy of all applications and related decision along with the issued certificate 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. You have the right to see and correct personal information that the Council holds about you.

Record Number		Debtor Number	
Date Lodged		Invoice	
Application Fee		Receipt	