

“Little but a Manager’s Character and suitability may stand between upholding the law and turning a blind eye. Self imposed standards in accordance with the law may be set holders of General Manager’s Certificates”

**Judge Gatley
Chairman Liquor Licensing Authority**

APPLICATION

for a

MANAGER’S CERTIFICATE

(General and Club)

IMPORTANT

Please read the contents of this application carefully and ensure all information is provided. Insufficient information will cost time delays. Agency staff will provide assistance towards accomplishing a speedy and efficient issue of the Certificate.



NOTES and REQUIREMENTS FOR APPLICATION

Please ensure the necessary documents accompany the application and the application is completed in accordance with the following notes:

1. Original application plus two (2) copies.
2. **General Manager's Certificate**
Copy of your Licence Controller Qualification (LCQ)

Club Manager's Certificate
 - (a) Copy of Unit Standard 4646 Knowledge of the Sale of Liquor Act 1989 and Unit Standard 16705 Knowledge of Host Responsibility requirements.
OR
 - (b) Appropriate SCANZ Certificate
3. (*Where the applicant claims previous experience in managing licensed premises*). Evidence in duplicate of previous experience.
4. (*Where the applicant claims relevant training*). Evidence in duplicate of the training.
5. (*Where the applicant intends to be the manager of a particular **CLUB***). Evidence in duplicate of the applicant's involvement in the management and activities of the Club.
6. A recent Industry reference or testimonial.
7. Where the applicant is presently employed as a Manager, the application should be filed with the District Licensing Agency for the District in which you work.
8. In other cases the application should be filed with the District Licensing Agency for the area in which you reside.
9. Application Fee of \$132.00 (incl. GST) payable to Napier City Council.
10. Please supply a copy of:
 - (a) Driver's Licence
 - (b) Passport
 - (c) Birth Certificate

**APPLICATION
for
MANAGER'S CERTIFICATE**

1. TYPE OF CERTIFICATE (*tick appropriate box*)

General Managers Club Manager's

2. DETAILS OF APPLICANT

(a) Full name

(Maiden Name)

Address

Suburb Postcode*

*Compulsory

Date of Birth Occupation

(b) Postal address for service of documents

(c) Daytime contact name Phone No:

(d) Has the applicant been convicted of any offences?YES/NO

If YES, what are the details of each offence?

Nature of Offence	Date of Conviction	Penalty Suffered
.....
.....
.....

(e) Has the applicant had any experience in particular recent experience in managing licensed premises?.....YES/NO

If YES, what are the details and dates of that experience ?

.....
.....
.....

(f) Has the applicant had any relevant training in particular recent training?
..... YES/NO

If YES, what are the details of that training and on what dates?
.....
.....

(g) **General Manager's Certificate**

Does the applicant hold the Licence Controller Qualification? YES/NO

If YES, what are the details of each qualification.
.....

(h) **Club Manager's Certificate**

(i) Does the applicant hold any relevant qualifications? YES/NO

If YES, what are the details of each qualification.
.....

(ii) What is the extent of the applicant's involvement in the management and activities of the Club?

.....
.....
.....

(i) 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

.....
Applicant

The impact of the Criminal Records (Clean Slate) Act 2004 on applications for manager's certificates under the Sale of Liquor Act 1989

The Criminal Records (Clean Slate) Act 2004 commences on Monday, 29 November 2004. The Act will enable individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility.

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- no convictions within the last 7 years;
- never been sentenced to a custodial sentence (eg. Imprisonment, corrective training, borstal);
- never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced;
- not been convicted of a "specified offence" (eg. Sexual offending against children and young people or the mentally impaired – see interpretation section for a full list);
- paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs).

There are some exceptions under section 19 of the Act where all convictions must continue to be disclosed. However, no exception applies for the purposes of determining applications for manager's certificates under the Sale of Liquor Act 1989. Section 21 of the Criminal Records (Clean Slate) Act 2004 provides that any reference in a provision to an individual's criminal record or character or fitness must be interpreted in a way that is consistent with the clean slate scheme. Therefore, where an individual is eligible for a "clean slate", he or she will be entitled to conceal their criminal record, and their criminal record would not be accessed or used when determining whether or not the individual is a "fit and proper person".

There is additional information about the legislation on the Ministry of Justice website:

<http://www.justice.govt.nz/privacy/clean-slate.html>.

In addition, the Ministry has produced a pamphlet which will be available on the website as well as at courts, police stations, citizens advice bureaux and community law centres.