

Rangitikei District Council

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## APPLICATION FOR MANAGERS CERTIFICATE

Form 18, Section 118, Sale of Liquor Act 1989

To: The Secretary  
The District Licensing Agency,  
At Marton

DATE RECEIVED

\_\_\_/\_\_\_/20\_\_\_

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

### TYPE OF CERTIFICATE

General Manager

Club Manager

### DETAILS OF APPLICANT

Full name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_ Date of Birth \_\_\_\_\_

**FULL** postal address for service of documents

\_\_\_\_\_

\_\_\_\_\_

**DAYTIME** contact name and telephone number

\_\_\_\_\_

Has the applicant been convicted of any offence?

Yes

No

If yes, what are the details of each offence?

Please provide details of all convictions to which the Criminal Records (Clean Slate) Act 2004 does not apply. All applications for Managers Certificates are reviewed by New Zealand Police. For minor convictions, the Rangitikei District Council Liquor Licensing Policy states that the general guidelines will be that the applicant has observed a stand down period of 2 years or more.

Nature of Offence

Date of Conviction

Penalty Suffered

_____	_____	_____
_____	_____	_____
_____	_____	_____

Has the applicant had any experience, in particular recent experience, in managing any licensed premises or conveyance in respect of which a license was in force?

Yes

No

If yes, what are the details of that experience?

\_\_\_\_\_

\_\_\_\_\_

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 was it taken?

\_\_\_\_\_

\_\_\_\_\_

Does the applicant hold the Licence Controller Qualification?

Yes

No

If yes, on what date was that qualification obtained?

\_\_\_\_\_

(To be included only where the applicant seeks a club manager's certificate).

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

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Does the applicant intend at this time to be the manager of any particular premises?

Yes

No

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

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Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Applicant \_\_\_\_\_

## FEES

Manager's Certificate \$134.93 Receipt \_\_\_\_\_ Date \_\_\_\_\_

## NOTES

1. For matters that are to accompany this application, see regulation 20 (2) of the Sale of Liquor Regulations 1990.
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.

## CHECKLIST

1 copy of the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The fee attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Photo identification (sighted and photocopied)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed Questionnaire	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there 2 copies of the Liquor Controller qualification attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1 letter of experience (2 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 letters of reference (2 copies)	<input type="checkbox"/> Yes	<input type="checkbox"/> No