

Application for Renewal of Managers Certificate

Form 19, Section 224, Sale and Supply of Alcohol Act 2012

To: The Secretary
The District Licensing Agency,
At Marton

Application for the renewal of a manager's certificate is made in accordance with the details set out below:

Details of applicant	
Full legal name:	
Any aliases:	
Address:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Rather not say
Date of birth:	
Place of birth:	
Phone number:	
Occupation:	
Current place of employment*:	

* You must supply a letter from your employer verifying you still work there.



Criminal convictions		
Has the applicant been convicted of any offence (since the certificate was last issued or renewed)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what are the details of each offence?		
Please provide details of all convictions (other than convictions for offences to which the Criminal Records (Clean Slate) Act 2004 and offences against provisions of the Land Transport Act 1998 not contained in Part 6 applies). 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

Application for Renewal of Managers Certificate

Criminal convictions

What steps has the applicant taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol-related harm?

Does the applicant hold the Licence Controller Qualification?

(Or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol Act 2012) ☐ Yes ☐ No

If yes, on what date was that qualification obtained?

Have you supplied the Bridging Test Certificate if required? ☐ Yes ☐ No

Details of Certificate

Number:	
Date of Expiry:	
Dated at	
this	
day of	
year	

Applicants Signature:	
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If no signature we will not accept the application, it will be sent back to you.

NOTES

1. This application must be accompanied by the prescribed fee.
2. This application must be filed with the District Licensing Committee before the certificate expires.
3. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Committee for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.
4. You must supply some form of ID when submitting your application

Prescribed Fee

\$316.50*

* Please see Current Fees and Charges.

Questionnaire For Applicants for Managers Certificates

Sale and Supply of Alcohol Act 2012

Note: This questionnaire forms part of our assessment in determining your suitability to hold a managers certificate. A copy of the completed questionnaire is also sent to the Police.

To be completed and returned with application form

Details of applicant	
Full legal name:	
Address:	
Date of birth:	
Phone number:	
Where do you currently use or intend to use your manager's certificate?	
Business Name:	
Name of Manager:	
Name of Owner:	
Business Address:	
Contact Phone:	
Do you have access to a copy of the Sale and Supply of Alcohol Act 2012? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Questionnaire	
QUESTION 1	What type(s) of licence do the premises you intend to manage operate?
QUESTION 2	What is the "Object" of the Sale and Supply of Alcohol Act 2012?

Questionnaire For Applicants for Managers Certificates

QUESTION 3	What does section 214 of the Act require?
QUESTION 4	What are the three and a half (3 ½) days of the year that liquor cannot be sold to causal drinkers or for off sales?
QUESTION 5	What must always be available free of charge to on licence and club licence customers during licenced hours?
QUESTION 6	Name 2 types of prohibited persons?

Questionnaire For Applicants for Managers Certificates

QUESTION 7	What pieces of signage should be displayed for your premise in which you are a manager? Where should each sign be displayed? (On Licence 6, Club Licence 5)
Type of signage	Displayed where?

QUESTION 8	What 4 pieces of signage should be displayed on an off licence premises selling liquor? Where should each sign be displayed?
Type of signage	Displayed where?

QUESTION 9	List 6 points that should be included in a host responsibility policy for a premise?
Points	

QUESTION 10	A 17 year old goes to a restaurant with his/her parents. Can that person order alcohol?

Questionnaire For Applicants for Managers Certificates

QUESTION 11	Explain what are the signs of intoxication?					
QUESTION 12	What steps would you take once you become aware that someone was intoxicated?					
QUESTION 13	What are the acceptable "Evidence of Age" documents for the purpose of the Act?					
QUESTION 14	When is it acceptable for a manager not to be present on licensed premises?					
QUESTION 15	Define the term "authorised customer" in relation to the premises for which a club licence is held?					
QUESTION 16	Name 4 types of sufficient food that must be available at all times alcohol is being supplied or sold?					
<table border="1" style="width: 100%;"> <thead> <tr style="background-color: #e1f5fe;"> <th>Type of Food</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </tbody> </table>		Type of Food				
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Questionnaire For Applicants for Managers Certificates

QUESTION 17	If your premises are found to be in breach of the requirements of the Sale and Supply of Alcohol Act 2012, what penalties, other than fines can be imposed?							
QUESTION 18	Name the 2 designations that can be imposed on licensed premises and what does each mean?							
<table border="1"> <thead> <tr> <th>Name of designation</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>		Name of designation						
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QUESTION 19	Name 3 standard conditions of the liquor licence for the premises that you intend to use your Manager's Certificate at.							
<table border="1"> <thead> <tr> <th>Standard condition</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>		Standard condition						
Standard condition								
QUESTION 20	List 3 of the 6 actions required a Manager in the event of a fire? (per Evacuation and Safety Procedure, New Zealand Fire Service)							
<table border="1"> <thead> <tr> <th>Action required</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>		Action required						
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Applicants Signature:	
Date:	

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