

Rangitikei District Council

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## APPLICATION FOR MANAGERS CERTIFICATE

Form 17, Section 219, Sale and Supply of Alcohol Act 2012

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:

### DETAILS OF APPLICANT

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

Any aliases \_\_\_\_\_

Residential address \_\_\_\_\_  
\_\_\_\_\_

Sex

Male

Female

Occupation \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Email address \_\_\_\_\_

Contact phone number(s) \_\_\_\_\_

Preferred mode of contact \_\_\_\_\_

### POSTAL ADDRESS

FULL postal address for service of documents

\_\_\_\_\_  
\_\_\_\_\_

## CRIMINAL CONVICTIONS

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 (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
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 and dates 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?

*(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?

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

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

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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?

Name of Licensed Premises: \_\_\_\_\_

Licence No: \_\_\_\_\_

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

**Applicants Signature** \_\_\_\_\_

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

**Prescribed Fee \$316.50**

**NOTES**

1. This application must be accompanied by the prescribed fee.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
3. In all other cases, the application should be filed with the Secretary of the District Licensing Committee in 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
A copy of the Liquor Controller qualification attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1 letter of experience from a person that has worked alongside you in the hospitality industry, the length of time you worked there and the reference must be within the last 12 months	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 letters of reference	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of Bridging Test Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No



## 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*

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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 Number \_\_\_\_\_

Do you have access to a copy of the Sale and Supply of Alcohol Act 2012?

Yes

No

### 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?

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**QUESTION 3**

What does section 214 of the Act require?

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**QUESTION 4**

What are the three and a half (3 ½) days of the year that liquor cannot be sold to casual drinkers or for off sales?

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**QUESTION 5**

What must always be available free of charge to on licence and club licence customers during licenced hours?

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**QUESTION 6**

Name 2 types of prohibited persons?

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### 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)

1. \_\_\_\_\_

Displayed \_\_\_\_\_

2. \_\_\_\_\_

Displayed \_\_\_\_\_

3. \_\_\_\_\_

Displayed \_\_\_\_\_

4. \_\_\_\_\_

Displayed \_\_\_\_\_

5. \_\_\_\_\_

Displayed \_\_\_\_\_

6. \_\_\_\_\_

Displayed \_\_\_\_\_

### QUESTION 8

What 4 pieces of signage should be displayed on an off licence premises selling liquor?

Where should each sign be displayed?

1. \_\_\_\_\_

Displayed \_\_\_\_\_

2. \_\_\_\_\_

Displayed \_\_\_\_\_

3. \_\_\_\_\_

Displayed \_\_\_\_\_

4. \_\_\_\_\_

Displayed \_\_\_\_\_

**QUESTION 9**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**QUESTION 10**

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

Explain your answer.

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**QUESTION 11**

Explain what are the signs of intoxication?

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**QUESTION 12**

What steps would you take once you become aware that someone was intoxicated?

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**QUESTION 13**

What are the acceptable "Evidence of Age" documents for the purpose of the Act?

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**QUESTION 14**

When is it acceptable for a manager not to be present on licensed premises?

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**QUESTION 15**

Define the term "authorised customer" in relation to the premises for which a club licence is held?

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**QUESTION 16**

Name 4 types of sufficient food that must be available at all times alcohol is being supplied or sold?

1. \_\_\_\_\_
2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**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?

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**QUESTION 18**

Name the 2 designations that can be imposed on licensed premises and what does each mean?

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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

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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)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**REMEMBER:**

**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**