

FORM 18

APPLICATION FOR MANAGER'S CERTIFICATE

Section 118 Sale of Liquor Act 1989

To: The Secretary
District Licensing Agency
PO Box 21
WESTPORT

Phone: (03) 788 9112
Fax: (03) 788 8041

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

1 Type of Certificate *(tick appropriate box)*

General Manager's

Club Manager's

2 Details of Applicant

(a) Full Name
Residential address
.....
Occupation
Date of birth:

(b) Postal address for service of documents:.....
.....

(c) Daytime telephone number:
Email address:

(d) Have you been convicted of any offence? Yes / No

If Yes, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered
.....
.....
.....

(e) Have you had any experience, in particular recent liquor experience, in any premises or conveyance in respect of which a licence was in force? Yes / No
If Yes, what are the details and dates of that experience?

.....

- (f) Have you 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?

- (g) Do you hold any relevant qualifications? Yes / No
 If Yes, what are the details of each qualification?
- (h) *(to be included only where the applicant seeks a club manager's certificate)*
 What is the extent of your involvement in the management and activities of the club?
- (i) Do you 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?

- (j) Are you currently employed at a licensed premise? State name and address of licensed premise:

DATED at this day of 20.....

.....
 Applicant's Signature

NOTES

1. For the 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 for Special Licence Application

- (a) Application form filled in correctly and signed and dated.
- (b) Evidence of completion of an approved General Manager's Course (e.g. copy of certificate) must be attached to this application.
- (c) Evidence of previous experience in the hospitality industry, e.g. reference from previous and/or current employer.
- (e) The prescribed fee of **\$132.00. Please make cheque payable to Buller District Council.**