

# APPLICATION FOR NEW MANAGER'S CERTIFICATE

Section 118, Sale of Liquor Act 1989

**Application To:** The Secretary  
Buller District Licensing Agency  
PO Box 21  
WESTPORT 7866

Telephone: (03) 788-9111  
Fax: (03) 788-8041  
E-mail: (03) info@bdc.govt.nz

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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  
 Club Manager

2. **Details of Applicant**

(a) Full Name and Residential Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

(b) Postal Address for service of documents: \_\_\_\_\_

(c) Contact details:

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

(d) Have you been convicted of any offence?  Yes  No If yes, what are the details:

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?

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(g) Do you hold any relevant qualifications? If Yes, what are the details of each qualification?  Yes  No

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(h) LCQ Certificate attached  Yes  No

Date LCQ qualification issued:

(i) Do you intend at this time to be the duty manager of any particular licensed premises?  Yes  No

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

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(j) Are you currently employed at a licensed premise? State name and address of premise.  Yes  No

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**(k) (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?

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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 MANAGER'S CERTIFICATE APPLICATION**

- Original application form completed in full and signed
- Application fee \$132.00 (make cheques payable to Buller District Council)
- Supporting evidence of previous experience and qualifications within the liquor trade
- References both personal and professional
- LCQ Certificate
- Details of involvement and duties in club activities (Club Manager's only)

# CRIMINAL RECORDS (CLEAN SLATE) ACT 2004

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

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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 seven 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 conditions, 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, citizen's advice bureaux and community law centres.