

- Details of involvement and duties in club activities (Club Manager's only)

Once the application is lodged, the application will be referred to the Police and to the Liquor Licensing Inspector for reports.

Any applications which attract any objections will be forwarded to the Liquor Licensing Authority in Wellington for a decision. All other applications will be referred to the Buller District Licensing Agency for a decision.

Every applicant must attend an interview with the Liquor Licensing Inspector (LLI). The LLI will contact you to arrange a suitable time once your application form, with all supporting documents, has been received. You will need to bring some form of photo identification to this interview for verification of personal details.

### **Contact Information**

#### **Liquor Licensing Inspector, Buller District Council**

Joy Donaldson  
PO Box 21, WESTPORT  
Phone (03) 788-9111  
Fax (03) 788-8041

Or visit: <http://www.bullerdc.govt.nz>

#### **Hospitality Standards Institute (HSI)**

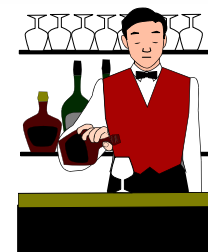
Christchurch phone: (03) 365-4326  
Wellington phone: (04) 385 9563  
Or visit: <http://www.hsi.co.nz>



Updated: 12 September 2008



## **ALL ABOUT APPLYING FOR A MANAGER'S CERTIFICATE**



This is a guide to the process involved in obtaining a Manager's Certificate. Please note that the suggestions contained in this document are intended as a guide only and any person intending to make application for a Manager's Certificate should first obtain a copy of the Sale of Liquor Act 1989 and familiarise themselves with the requirements of the Act.

### **Types of Manager's Certificates**

There are two kinds of Manager's Certificates:-

- A **General Manager's Certificate**, which authorises the holder to manage any licensed premises (On, Off, Club or Special).
- A **Club Manager's Certificate**, which authorises the holder to manage only Club licensed or special licensed premises.

If you are involved with club premises only and have had no previous experience with an On or Off Licensed premises, you can only apply for a Club Manager's Certificate. Check with the Liquor Licensing Inspector if you are unsure.

### **Criteria for Manager's Certificates**

In considering any application for a Manager's Certificate, the District Licensing Agency Committee (and the Liquor Licensing Authority) shall have regard to the following matters:

- The character and reputation of the applicant
- Any convictions recorded against the applicant

- Any experience, in particular recent training, that the applicant has had in managing any premises or conveyance in respect of which a licence was in force
- Any relevant training, in particular recent training, that the applicant has undertaken and any relevant qualifications that the applicant holds.
- Reports from the Police and the Liquor Licensing Inspector (Sec 119 of the Act)
- In respect of Club Manager's Certificates only the extent of the applicant's involvement in the management and activities of the club.

### Character and Reputation

Two references attesting to the character and reputation of the applicant must be provided. A reference from the licensed premises where you are currently or have recently been working, and a character reference from someone who is not a relation and not part of your workplace. References must be recent and have a contact phone number.

### Convictions

If you have a conviction/s it does not necessarily mean you cannot obtain a Manager's Certificate. If you have a conviction, read the information about the Clean Slate Act attached. If in any doubt please check with the Police to avoid any future problems. Failure to record a conviction when required would raise doubts about your suitability as a manager.

### Experience

Recent experience in **managing** licensed premises is required except for certain circumstances. If you have no experience in managing licensed premises but have experience in working in licensed premises, you may be able to apply for a Manager's Certificate. Evidence (such as references) of any experience claimed, must be supplied. If in doubt regarding your experience check with the Liquor Licensing Inspector.



### Relevant Training and Qualifications

Applicants for Manager's Certificates are required to have recently completed a 'recognised' course on the Sale of Liquor Act 1989 prior to applying for a Manager's Certificate. Information on a number of approved courses recognised by the Buller District Licensing Agency may be obtained from the Liquor Licensing Inspector. You must obtain NZQA Unit Standards 4646 and 16705.

### Licence Controllers Qualification (LCQ) Certificate

All persons applying for a General Manager's Certificate must first obtain an LCQ Certificate from the Hospitality Standards Institute (HSI). To qualify for this Certificate you must provide evidence of passing NZQA Unit Standards 4646 and 16705 and make application to the HSI together with the application fee. Application forms are available from this office or from the HSI website <http://www.hsi.co.nz>

### Club Manager's Certificate

If you are applying for a Club Manager's Certificate, the experience required is less than for a General Manager's Certificate. A letter is required from your club supporting your application stating what your involvement or position is with the club. Check with the Liquor Licensing Inspector if you are unsure of what is required.



### The Application

An application for a Manager's Certificate must be made on the official application form, copies are available from the Westport and Reefton office of the Buller District Council or from our website <http://www.bullerdc.govt.nz> Make sure that you complete **all** the questions in full. Incomplete applications will not be accepted.

A complete application requires the following:

- 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