

CLUB MANAGER'S CERTIFICATE

If you are applying for a Club 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.

A LCQ Certificate is not required but you will be required to supply evidence of having completed a "recognised" course on the Sale of Liquor Act 1989.

Information on a number of approved courses "recognised" by the Rangitikei District Licensing Agency may be obtained from the Liquor Licensing Inspector.

THE APPLICATION

An application for a Manager's Certificate must be made on the standard form available from the Council. Each application should include the following: (Regulation 20, Sale of Liquor Regulations 1990)

One copy of the application:

(Where the applicant claims previous experience in managing licensed premises) Evidence is to be supplied, in particular recent experience

(Where the applicant claims relevant training or qualifications) Evidence of relevant training, in particular recent training, and evidence of relevant qualifications

(Where the applicant intends to be the manager of a particular club) Evidence of the applicant's involvement in the management and activities of the club.

The prescribed fee, \$132.00 (including GST)

A Completed "Questionnaire for Applicants", a copy of which is attached to the application form.

NOTE: Failure to provide references as to your character and/or experience and proof of knowledge of the Act will delay the processing of your application.

THE APPLICATION PROCESS

Your application, and completed questionnaire (ensure that you complete all the questions in the application in full) should be submitted to the District Licensing Agency and should contain all necessary references etc.

Once the application has been lodged, the Rangitikei District Licensing Agency will then refer the application to the relevant Police and Liquor Licensing Inspector for their reports. An interview may be required for new and renewal applications.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

This pamphlet is one in a series published by the Rangitikei District. It is intended to provide general information only. It is not intended as a legal document and may not be applicable to all circumstances. For specific details on any consent application, please contact:



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MANAGER'S CERTIFICATES



Rangitikei

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INTRODUCTION

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 apply for a Manager's Certificate should first obtain a copy of the Sale of Liquor Act 1999 and familiarise themselves with the requirements of that 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 Licence).
- A **Club Manager's Certificate**, which authorises the holder to manage **only** club licensed or special licensed premises.

A Manager's Certificate is issued initially for one year. Application for renewal (for a period of 3 years) **must** be made before the expiry date shown.

If you are involved with a 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.

CRITERIA FOR THE MANAGER'S CERTIFICATE

Section 121 of the Sale of Liquor Act 1989 provides the criteria, which is considered in determining an application for a Manager's Certificate.

- The character and reputation of the applicant.
- Any convictions recorded against the applicant.
- Any experience, in particular recent experience that the applicant has had in managing any premises or conveyance in respect of which a license was in force.
- Any relevant training, in particular recent training, that the applicant has undertaken and any relevant qualifications that the applicant holds.
- Any matters dealt with in any report made under section 119.

In considering any application for a Club Manager's Certificate, the Licensing Authority or District Licensing Agency have regard to the criteria outlined above AND

Where the applicant intends to be the manager of a particular club, the extent of the applicant's involvement in the management and activities of the club.

Two references attesting to the character and reputation of the applicant must be provided. A reference from the licensee of the establishment, your Manager's application is in respect of, should reinforce your experience and make a positive statement in regard to you being the "Manager on Duty" for the purpose of their license.

If you have conviction/s it does not necessarily mean you cannot obtain a Manager's Certificate. If you have a conviction/s it is imperative you

disclose the conviction/s as it will raise doubts about your honesty if you do not. The Criminal Records (Clean Slate) Act 2004 relates also to your application. If in doubt, check with the Liquor Licensing Inspector.

Experience in managing a licensed premise is required except for certain situations. If you have no experience managing a licensed premise though 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.

LICENSE CONTROLLER QUALIFICATION FOR GENERAL MANAGERS ONLY

The Sale of Liquor Amendment Act 1999 provided for a 'prescribed qualification' which must be held by holders of General Manager's Certificates. The requirement to hold this qualification came into force on 1 April 2006 and is known as the LCQ.

The Hospitality Standards Institute has now developed two unit standards (NZQA), which must be completed before a person will be issued with his/her License Controller Qualification. These units are:

- 4646: Demonstrate knowledge of the Sale of Liquor Act 1989.
- 16705: Demonstrate knowledge of Host Responsibility requirements as a Liquor Licence Controller.