

## Application for New Managers Certificate

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### Check you qualify to apply first

To hold a manager's certificate, you must:

- be 20 years or older
  - have a Licence Controller Qualification (LCQ) certificate and/or LCQ Bridging Test certificate (see below)
  - have at least 6 months experience working in licensed premises in New Zealand.
  - be working in a licenced premise
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### Where do I apply?

You must lodge your application with the Council in the area that the licensed premises you are working in is located. Contact details are noted above.

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### Checklist

Use this checklist to ensure you have provided all the required information to lodge your application and attach completed checklist to your application. Incomplete applications will not be accepted.

### **EVERY application must be accompanied by the following:**

Signed Application form completed in full

The prescribed fee being \$316.25 including GST

Form of Photo Identification - Current drivers licence or passport

Current Resident Permit or Working Visa or Student Visa holder with conditions attached. (Must provide a photocopy of your current passport and current permit/visa **(if applicable)**)

Copy of Licence Controller Qualification (LCQ) certificate issued on or after 18 December 2013. To obtain your LCQ you will need to attend an approved General Manager's certificate course and pass NZQA units standards 4646 and 16705. Further Information on a Licence Controller Qualification can be found at [www.serviceiq.org.nz/providers/lcq](http://www.serviceiq.org.nz/providers/lcq)

OR:

Copy of Licence Controller Qualification (LCQ) certificate issued before 18 December 2013 and evidence of successful completion of the LCQ bridging test.

A work reference including name and contact details of current or recent employment at licensed premises supporting this application



Administration Use Only
Date lodged:
Record No.:
Application Fee:
Receipt:

## Application for New Manager's Certificate [Form 17]

*Section 219 Sale and Supply of Alcohol Act 2012*

To: The District Licensing Committee Secretary, Grey District Council

*Application for a manager's certificate is made in accordance with the details set out below.*

### Details of Applicant

1. **Full legal name: Surname** \_\_\_\_\_  
**Christian Name/s** \_\_\_\_\_ **Maiden Name** \_\_\_\_\_
2. **Alias (if applicable):** \_\_\_\_\_
3. **Usual residential address:** \_\_\_\_\_
4. **Postal address for service of documents:** \_\_\_\_\_  
 \_\_\_\_\_
5. **Daytime contact number:** \_\_\_\_\_
6. **Email Address:** \_\_\_\_\_
7. **Date and Place of Birth:** \_\_\_\_\_
8. **Gender:**    Male        Female
9. **Occupation:** \_\_\_\_\_
10. **Identification: Driver's Licence Number:** \_\_\_\_\_ **and /**  
**or Passport Number:** \_\_\_\_\_ **Country of Issue** \_\_\_\_\_ **Date of Expiry:** \_\_\_\_\_  
 \* Supply copy of passport photo ID and work permit if you are not a New Zealand Resident
11. **Are you currently employed in a licenced premise?**        Yes        No  
**If yes, state name and address of premises.** \_\_\_\_\_
12. **Have you had any Criminal Convictions?**        Yes        No        **If yes, state details** *(State all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies) – Use separate page if required. Note: As per the Criminal Records (Clean Slate) Act 2004, if you have had no convictions in the last 7 years, you need not declare any convictions prior to that other than convictions relating to imprisonment or indefinite disqualification from driving.*

Nature of offence	Date of Conviction	Penalty

13. **I agree to the release of information obtained by the Police when compiling background checks.**  
 Yes        No        (Note that failure to allow Police to disclose this information may result in your application being determined at a hearing.)



# **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 and Supply of Alcohol Act 2012**

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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 and Supply of Alcohol Act 2012. 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.