Checklist for

Manager's Certificate

Sections 219, Sale and Supply of Alcohol Act 2012

GISBORNE DISTRICT COUNCIL

The following must be attached before the application will be accepted for processing

Please tick when completed:

- ☐ One copy of completed application form
- ☐ Prescribed Fee (paid)
- ☐ One reference relating to your experience and current involvement in the alcohol industry
- ☐ Copy of Licence Controller Qualification Certificate (LCQ)
- ☐ Copy of Training Certificate showing date of completing Unit Standards 4646 and 16705.

Is the applicant to be appointed as Temporary Manager? ☐ Yes ☐ No

☐ If **yes**, a 'Notice of Management Change' form must be attached to this application form or submitted within 2 days of lodging this application.

Please ensure all parts of this form are completed as relevant.

OFFICE USE ONLY

Amount $316.25 (GST incl)		Scanned Objective No.	
Payment Received by GDC	/ /20	Officer	
Code LIQL 3100030316			

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Application for

Manager's Certificate

Sections 219, Sale and Supply of Alcohol Act 2012

GISBORNE DISTRICT COUNCIL

To the Secretary
District Licensing Committee (Gisborne District Council)
PO Box 747
GISBORNE 4040

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

Details of Applicant

Name in full:

Surname | First Name | Middle Name

Any other name the applicant is known by:

Usual Residential Address:

Postal Address:
(for service of documents)

Sex: ☐ Male ☐ Female Date of Birth: Place of Birth:

Occupation:

Phone:
Day | Mobile

Email:

Current place of employment:

Criminal Offences

Has the applicant been convicted of any offence: ☐ Yes ☐ No

What are the details of each offence? (refer to notes)

Nature of Offence	Date of Conviction

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Experience and Qualifications

Has the applicant has any experience (in particular recent experience) in controlling 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?

Date	Details

Has the applicant had any relevant training, in particular, recent training? ☐ Yes ☐ No

If **yes**, what are the details of that training and on what date(s) was it taken?

Date	Details

Does the applicant hold the Licence Controller Qualification (or a prescribed qualification within the meaning of section 218 of the Sale and Supply of Alcohol 2012)? ☐ Yes ☐ No

If **yes**, what date was that qualification obtained?

Does the applicant 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?

If it is a club, what is the extent of the applicant's involvement in its management and activities?

Signature

Signature of the Applicant

Dated at (place) this day of 20

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Notes

1. This form must be accompanied by the prescribed fee. Application fees are not refundable.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
3. In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.
4. State criminal convictions **other than** 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.
5. Training to obtain Unit Standards 4646 and 16705 must have been completed after **18 November 2013**. Training prior to this date is **not** accepted under the Sale and Supply of Alcohol Regulations 2013.
6. The issue of a licence will take approximately 40 working days if no objections, oppositions or other issues arise.

   NB: *A working day as defined in the Act, does not include a Saturday, Sunday, Good Friday, Easter Monday, Anzac day, Labour day, the Sovereign's birthday and Waitangi day, and any day in the period from 20 December to 15 January inclusive.*

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