



# RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946 Ph. (07) 895-8188 Fax. (07) 895-3256

## MANAGER'S CERTIFICATE APPLICATION

### FORM 18

**Section 118 Sale of Liquor Act 1989, Section 20(2) Sale of Liquor Regulations 1990**

**Office Use Only**

Ref: \_\_\_\_\_ File: \_\_\_\_\_ Doc: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

To: The Secretary  
 District Licensing Agency  
 Private Bag 1001  
 Taumarunui 3946

Full name (legal name as per your birth certificate): \_\_\_\_\_

Any other names which your known by: \_\_\_\_\_

Address where you are residing: \_\_\_\_\_

Postal address: (if different from above) \_\_\_\_\_

Male  Female

Passport number: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Phone (hm): \_\_\_\_\_ Phone (wk): \_\_\_\_\_

Mobile phone number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Occupation/ current employment: \_\_\_\_\_

**Have you been convicted of any offence?**  YES  NO

If yes, what are the details of each offence? (Please continue on separate sheet if necessary)	Nature of Offence	Date of Conviction	Outcome

Has the applicant had any experience, in particular recent experience, in managing any premises or conveyance in respect of which a licence was in force?  Yes  No

If Yes, what are the details of that experience?

\_\_\_\_\_

Has the applicant had any relevant training and on what dates was it taken?

What is the extent of your involvement in the management and activities of the Club? (To be included only if you seek a Club Manager's Certificate)

As from 1 April 2006 it is compulsory for General Managers to hold a Licenced Controller Qualification from the Hospitality Standards Institute.

**Do you intend to be the Manager of any particular licensed premises at this time?**  YES  NO

If yes, what are the particulars of the licensed premises? (i.e. name of premise, type of licence)

Type of Certificate  General Manager  Club Manager

Signature

Date


**RUAPEHU DISTRICT COUNCIL**

**PLEASE NOTE:** Every Application shall be accompanied with the following: Please note if your applying for a General Managers, point 4 and 9 may not be applicable.

Point 1	This application form	3 copies	<input type="checkbox"/>
Point 2	Evidence of previous experience, i.e. reference from within the Liquor industry	1 copy	<input type="checkbox"/>
Point 3	Evidence of training or relevant qualifications	1 copy	<input type="checkbox"/>
Point 4	Applicant's involvement in the management and activities of the club	1 copy	<input type="checkbox"/>
Point 5	Character references (from someone who is not a relative and has known you for longer than three years).	1 copy	<input type="checkbox"/>
Point 6	SOLA 1989 course certificates	1 copy	<input type="checkbox"/>
Point 7	Identification (Drivers Licence, HANZ 18 card, or passport)	1 copy	<input type="checkbox"/>
Point 8	The prescribed fee for a Manager's Certificate application	*	<input type="checkbox"/>
Point 9	Copy of Licenced Controller Qualification issued by the Hospitality Standards Institute	1 copy	<input type="checkbox"/>
Point 10	In the case of where you are not a New Zealand Resident, a copy of your passport and work permit	1 copy	<input type="checkbox"/>

\*Please see attached Fees and Charges

The applicant will be required to attend an interview where you will need to complete a questionnaire on the Sale of Liquor Act 1989 and questions relating to the premises where your working. Applicants must have employment within the Liquor Industry.

- For the matters that are to accompany this application, see Regulation 20(2) of the Sale of Liquor Regulations 1990.
- If the applicant intends to be the manager of any particular licensed premises, this application must be filed with the District Licensing Agency who issued the licence. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.

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**OFFICE USE ONLY**

**Fees:** \$ \_\_\_\_\_  
 \$ \_\_\_\_\_ to Licensing Authority      Code Ref: MCL  
 \$ \_\_\_\_\_ to Ruapehu Licensing Agency      Code Ref: MC

**Receipt No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RUAPEHU DISTRICT COUNCIL****DISCLOSURE OF POLICE INFORMATION**

As applicant for this Licence / Manager's Certificate, you are requested to sign the authority below. Failure to allow Police to disclose this information may result in your application only being determined at a Hearing by the Liquor Licensing Authority where you will be required to attend and present the information for this Authority's consideration.

**Authorisation**

The police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?

Yes / No

Signature of applicant: \_\_\_\_\_

Dated at                    this day                    of                    200