

Application for Manager's Certificate



Please complete this checklist before submitting your application.

- One reference from your current place of employment - stating dates of employment and duties. Please note:** All references must be dated and signed
- One reference from a previous New Zealand employer - stating dates of employment and duties.** If your previous employer was outside New Zealand then you must provide a character reference from someone in New Zealand.
- Copy of your Licence Controller Qualification –** if you do not have your certificate then you must provide evidence that you have enrolled in a course. Your managers certificate will not be issued until we receive a copy of your LCQ certificate. Do not attach your original certificate
- Copy of Work Permit (if applicable) –** this should be a photocopy of your current visa in your passport.
- Copy of your Manager's Certificate (only required if you previously held a managers certificate and has it expired)**
- Application and Police report signed**
- Prescribed fee of \$134.93(chèques payable to Lakes Environmental Limited)**

Please note managers certificates can only be issued to those with

- Current employment in a licensed premises
- Six months experience in a licensed premises in New Zealand (if you do not have 6 months experience you will be put on hold until you do)
- A valid work permit for New Zealand

Incomplete applications filed with this District Licensing Agency will not be processed until all information is lodged.

For further information contact:

Queenstown Lakes District Licensing Agency
C/- Lakes Environmental Limited
74 Shotover Street
Private Bag 50077
Queenstown

Phone: (03) 450 0300
Fax: (03) 442 4778
Email: enquiries@lakesenv.co.nz

Application for Manager's Certificate



Section 118, Sale of Liquor Act 1989

TYPE OF CERTIFICATE

- General Manager's Club Manager's

DETAILS OF APPLICANT

Full Name: _____

Residential Address: _____

(Do not give P O Box number) _____

Occupation: _____

Date of Birth: _____

Postal Address for Service of Documents: _____

Work Number: _____ (Fax) _____

Home Number: _____ (Email) _____

Mobile Number: _____

Has the applicant been convicted of any offence? (Circle your answer) Yes No

Ensure that all convictions have been included. The failure to disclose a conviction may have greater adverse impact than the original offence. While a final decision is the prerogative of the Liquor Licensing Authority a history of offending, drug offences, offences on licensed premises, or drinking offences involving alcohol (less than two years old) may all be reasons for Police or Licensing Inspectors to oppose this application.

If yes, what are the details of each offence.

Nature of Offence	Date of Offence	Penalty
_____	_____	_____
_____	_____	_____

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, in particular recent training? Yes No

If yes, what are the details of that training and when was it completed? _____

Does the applicant hold any relevant qualifications? Yes No

If yes, what are the details of each qualification? _____

Does the applicant hold the Licence Controller Qualification? Yes No

If yes, on what date was the qualification obtained? _____

QUEENSTOWN LAKES DISTRICT LICENSING AGENCY

(To be included only where the applicant seeks a club manager's certificate) What is the extent of the applicant's involvement in the management and activities of the club? _____

Does the applicant intend to be the manager of any particular licensed premises?

Yes No

If yes, what are the identifying particulars of those licensed premises? _____

Please give details of your current place of employment including trading name and physical address (**do not give P O Box address**): _____

I declare that all the information contained within this application form is correct.

Signed: _____ Dated: _____

Fee enclosed being \$134.93 (cheque/cash only)

**CHEQUES MADE PAYABLE TO:
Lakes Environmental Limited**

NOTES

1. For the matters that are to accompany this application, see regulation 20(2) of the Sale of Liquor Regulations 1990.
2. The prescribed fee in respect of this application is \$134.93 (Inc GST).

Please forward your application and prescribed fee to:

The Secretary
Queenstown Lakes District Licensing Agency
C/- Lakes Environmental Limited
Private Bag 50077
QUEENSTOWN 9348

Contact Details:

Lakes Environmental Limited
74 Shotover Street
Private Bag 50077, Queenstown 9348

Phone: 03-450 0300
Fax: 03-442 4778
E-mail: enquiries@lakesenv.co.nz

NEW ZEALAND POLICE REPORT

The Police are required to report on this application. That report may include the release of any previous convictions you may have which will be a public record. You will receive a copy of that report.

Full Name of Applicant: _____

Date of Birth: _____

Male/Female: _____

Maiden (or other) names: _____

Driver's Licence: Identity Number: _____ Country of Origin: _____

Persons who are not New Zealand residents or citizens are requested to provide the following additional information:

Details of current work or visitors permit: _____

Your last permanent address: _____

Country: _____

Current Passport or certificate identity number: _____

Country where passport or certificate issued: _____

Signature of Applicant: _____

Date: _____