

# Form 19 - Application for Renewal of Manager's Certificate

A manager's certificate allows you to work as a duty manager for a business that sells or supplies alcohol. Ensure your renewal application is lodged prior to the expiry of your current certificate.

## Notes:

- The renewal process takes at least 30 days. In the interim you may continue to use your existing certificate, so long as the renewal application was lodged prior to the expiry date.
- Applicants should be currently employed in the hospitality industry. If you are not, you will be required to provide evidence that the certificate will be actively used.
- To apply in the Queenstown Lakes district, you must reside or work in the district.
- If you are on a temporary work visa, the renewal of your certificate will be contingent upon you retaining the right to live and work in New Zealand.
- You may be contacted at any stage if we need more information, or if there is opposition to your application.

## Section 224, Sale and Supply of Alcohol Act 2012

To the Secretary, Queenstown Lakes District Licensing Committee.

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

1 DETAILS OF APPLICANT		
1.a	Full legal name	
1.b	Aliases (if applicable)	
1.c	Gender	
1.d	Title (E.g. Mr/Mrs/Ms/Miss/Mx)	
1.e	Date of birth	
1.f	Place of birth	
1.g	Email	
1.h	Residential address	
1.i	Postal address	
1.j	Mobile number	
1.j	Work number	

2 CURRENT EMPLOYMENT	
2.a	<b>Primary place of employment</b> <i>Premises name, address and contact number.</i>
2.b	<b>Employment start date</b>
2.c	<b>Current role / job title</b> <i>(must match employer reference)</i>
2.d	<b>Premises where the applicant intends to be appointed as duty manager</b>

3 EXPERIENCE AND TRAINING	
3.a	<b>LCQ provider</b> <i>(E.g. SIT, Liquor Licensing Bureau)</i>
3.b	<b>On what date was the LCQ obtained?</b>
3.c	<b>What steps does the applicant take, whilst selling or supplying alcohol, to minimise the risk of alcohol-related harm?</b>

4 CRIMINAL CONVICTIONS	
4.a	<b>State all criminal convictions (with year)</b> <i>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.</i>  <b><i>Important:</i></b> <i>If no convictions are held, write "None".</i>

5 DETAILS OF CURRENT MANAGER'S CERTIFICATE	
5.a	<b>Certificate number</b>
5.b	<b>Date of expiry</b>

## 6 SUPPORTING DOCUMENTS CHECKLIST

Copies of the following documents must be included with the application.

References must be on company letterhead, signed, and dated within the past month. They must state your job title, start and end date(s), and alcohol-related duties. A job description cannot be accepted in lieu of a reference.

Current Photo ID – Must be either passport, New Zealand Driving Licence or Hospitality NZ card (18+ or Kiwi Access).

Your Licence Controller Qualification (LCQ) certificate. Course pass letters cannot be accepted.

Your LCQ bridging course certificate (if applicable).

A reference from your current employer – see note above for reference requirements.

Your work visa/residency/citizenship confirmation (if applicable). This should be a copy of your current visa in your passport or a letter from Immigration NZ, which must show the expiry date.

If on a work visa: your Job Description. Please ensure the job title matches your visa and employer's reference.

Your current manager's certificate.

Your RSA (if applicable – the RSA is a certificate provided in Australia to show that an individual has successfully completed the 'Responsible Service of Alcohol' training course).

If the application is signed by someone else on behalf of the applicant, a letter from the applicant stating that they give permission for that person to act on their behalf.

## 7 DECLARATION

I confirm that, at the time of writing, all information provided is true and correct to the best of my knowledge.

(If on a visa) I acknowledge that information provided on this form may be shared with Immigration NZ to verify my status to work and reside in NZ and/or confirm that I have left the country.

<b>Full name</b>	
<b>Dated at (date and place)</b>	
<b>Signature</b>	

**Note:** If this form is being completed online, a signature is not required but the online lodgement will be treated as confirmation of the above declaration.

## 8 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any QLDC office, or via email to [corpsupport@qldc.govt.nz](mailto:corpsupport@qldc.govt.nz).

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

The Secretary, Queenstown Lakes District Licensing Committee  
c/o Queenstown Lakes District Council  
Private Bag 50072  
Queenstown 9348

## 9 PAYMENT

Manager's certificate renewal applications cost \$316.25, and applications will not be formerly accepted or processed until full payment is received. Payment can be made as follows:

- **In person.** Visit any QLDC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team on 03 441 0499.
- **By bank transfer.** Account number for payment is 02 0948 0002000 00. (See note below for reference).
- **Via the [QLDC website](#).** (See note below for reference).

Reference the payment using "MC" and the applicant's name, or the 'Application Reference' from the invoice (if received).

**Please note:** Payments by credit card incur an additional 1.5% fee.

## 10 FURTHER INFORMATION

For more information on manager's certificates, please visit the [QLDC website](#) or contact:

**Phone:** 03 441 0499 (Queenstown) or 03 443 0024 (Wānaka)  
**Email:** [services@qldc.govt.nz](mailto:services@qldc.govt.nz)

### QLDC Offices

#### Queenstown

10 Gorge Road  
Queenstown 9300

#### Wānaka

47 Ardmore Street  
Wānaka 9305

**Opening Hours:** 8.00am – 5.00pm, Monday to Friday (except public holidays).