

All About Applying for a General Manager's Certificate

1. Introduction

The purpose of this pamphlet is to provide sufficient information for any person who wishes to make application for a General Manager's Certificate under the Sale of Liquor Act 1989.

2. The Role of the Manager

At all times liquor is being sold to the public from a licensed premise a manager must be on duty and responsible for compliance with the act, the conditions of the licence and the conduct of the premise, with the aim of contributing to the reduction of liquor abuse. (A "manager" is the holder of a General Manager's Certificate or Club Manager's Certificate pursuant to the Act and has a variety of statutory powers and obligations.)

The manager must also have his or her name prominently displayed inside the premise at all times while on duty.

3. Information Required with Managers' Certificate Applications.

An application for a Manager's Certificate must be submitted to the Marlborough District Council who is the District Licensing Agency (DLA). **The applicant must complete all sections of the application form carefully.**

The applicant must be currently working in the liquor industry to be granted a manager's certificate.

The applicant must have completed a training course in the "Sale and Supply of Liquor". As from 1 April 2006 all applicants must hold the Licence Controller Qualification (LCQ) (see note 8)

The DLA may have further information on the courses available in your area.

The applicant must supply the following documentation to accompany the application form:

- (a) References from employers giving details of your work experience. **At least 200 hours relevant experience in the liquor industry will be required.**
- (b) Copy of liquor training course certificate/s
- (c) Where the applicant intends to be the Manager of a particular Club, evidence of the applicant's involvement in the management and activities of the Club.
- (d) Application fee.

Incomplete applications filed with the District Licensing Agency will not be accepted.

4. Processing of the Application – by the District Licensing Agency.

- a) A copy of the application will be sent to the Police, and Licensing Inspector appointed under the Act, for a report.
- b) The applicant will receive a copy of these reports.
- c) The DLA or Liquor Licensing Authority (LLA) must have regard to the following matters when considering an application for a manager's certificate.

- The applicant's character and reputation
- Any criminal convictions.
- Experience, in particular recent experience, in the control of licensed premises.
- Training, in particular recent training that the applicant has undertaken.
- Any issues raised by the reports from the Police and Licensing Inspector.
- For Club managers' applications the DLA will also consider their involvement in the Club's activities.

5. Objections

If there are no objections from the Police or Licensing Inspector and the DLA is satisfied that the applicant meets all the criteria they will issue the manager's certificate. If there are matters raised in opposition by the Police or Licensing Inspector the DLA will refer the application to the LLA for determination.

6. Temporary Manager

A temporary manager can be appointed where a manager is ill or absent for any reason or is dismissed, or resigns. A licensee may appoint a person who is not the holder of a manager's certificate as a temporary manager. **The person appointed as a temporary manager must, within two working days, apply for a manager's certificate** and may then continue as a temporary manager until such time as the application is determined. You must notify the DLA and Police in writing of the appointment of a temporary manager.

7. Acting Manager

A licensee can appoint someone who is not the holder of a manager's certificate as an acting manager for any period not exceeding three weeks at any one time due to the manager being unable to act due to absence or illness. An individual cannot be appointed as an acting manager for any period totalling more than six weeks in a 12 month period. You must notify the DLA and Police in writing of the appointment of an acting manager with the dates they are to be acting as manager.

8. Licence Controller Qualification

As from 1 April 2006 all new applicants and current holders of a General Manager's Certificate, will need to hold the nationally recognised "Licence Controllers Qualification". This qualification has been developed by the hospitality industry to standardise and improve the overall quality and skills of managers working in licensed premises. To gain your LCQ you can either take part in the unit standard process and gain the 2 unit standards required OR have your current experience recognised through the Transition Test (available to existing General Manager's Certificate holders only). Contact Hospitality Standards Institute for further information. 0800 ASK 4 HSI (0800 275 4474) or visit www.hsi.co.nz

9. Further Information

If further information is required, please contact the Marlborough District Licensing Agency, telephone (03) 520-7400 and a Customer Service Officer (CSO) will assist you.

Marlborough District Licensing Agency



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