



Application for Managers Certificate

Form 17 - Section 219 - Sale and Supply of Alcohol Act 2012

To: The Secretary
Marlborough District Licensing Committee
15 Seymour Street
PO Box 443
Blenheim 7240

Date Stamp:

Office Use Only:

CERT/_____/____

Receipt #

Surname:

Checklist

Please provide the following with your application:

- ☐ Completed application and documentation (incomplete applications will not be processed)
- ☐ APPLICATION FEE – \$316.25 (*inclusive of GST*) - This is an application fee and is therefore non-refundable after the application is received by Marlborough District Council

☐ Cash / Eftpos

☐ Internet Banking – Pay to Account No. 02 0600 0202861 02
(use applicants name as reference)

Date Paid _____

- ☐ A copy of a completed qualification prescribed by regulations made under the Act. This is to confirm the following 2 NZ Qualifications Authority Units Standards:
- i) version 8 (or any later version) of Unit Standard 4646 and;
 - ii) version 5 (or any later version) of Unit Standard 16705
- Or a completion of a LCQ bridging test.
- ☐ A reference from your employer at the licensed premises at which you are currently working. This should confirm your employment on licensed premises, your role, how long you have been working there and your experience in the sale and supply of alcohol.
- ☐ A copy of your photo identification e.g. passport or driver's licence.

Invoice Details – If your employer is paying for the invoice, please supply details below

Name of fee payer for this application:

Billing email address: _____

Purchase order (if applicable): _____

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

Details of Applicant

First Name: _____ Surname: _____
(Include middle names)

Sex: Male / Female / Other Date of Birth: _____ Place of Birth: _____

Occupation: _____

Email: _____

Phone: _____ Mobile: _____

Home address: _____

Postcode: _____

Postal address (if different from above): _____

Postcode: _____

Criminal Convictions *(State all criminal convictions 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)*
This doesn't include speeding offence/parking tickets but does include drivers' licence disqualification

Has the applicant had 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: _____

Has the applicant had any relevant training, in particular, recent training (e.g. onsite):

☐ Yes ☐ No

If yes, what are the details of that training and on what dates was it taken: _____

Does the applicant hold a prescribed qualification (as per the front page)?

☐ Yes ☐ No

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

Does the applicant intend at this time to be the Duty Manager of any particular licensed premises?

☐ Yes ☐ No

If yes, what are the identifying particulars of those licensed premises? i.e. name and type of premises:

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

Signature of Applicant: _____
(type your name if submitting online)

☐ I confirm that the above information is true and correct.

Date: _____

Notes

1. This application must be accompanied by the prescribed fee.
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.

Once you have completed and signed this form, either save it and send via email to mdc@marlborough.govt.nz or you can print it out and drop it into the offices on Seymour Street or post to: Marlborough District Council, PO Box 443, Blenheim 7240.