

Application for new Manager's Certificate

For office use only:

Connect Ref:

ALC / /

Section 219, Sale and Supply of Alcohol Act 2012

About this application:

Please complete this form and forward it with all required documents. You can submit the form (and documents) online through the webpage or in person, or post to Christchurch City Council, 53 Hereford Street, PO Box 73013, Christchurch 8154.

This application cannot be accepted if the form is incomplete and documents are missing. Filing is not complete unless your invoice is paid. You will be provided an invoice (in person or by email) when you submit your application.

Accepted methods of payment are: CASH – EFTPOS – Internet Banking.

Note: All application fees are for processing of an application and are non-refundable, they must be paid when you apply.

We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).

Any questions contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or alcohollicensing@ccc.govt.nz

Please provide ONE copy of all documents. Applications should be lodged with the Christchurch District Licensing Committee if:

- You are currently employed at a licensed premises within Christchurch

If you answer NO to the above but are currently working in another Council area, e.g. Selwyn (including Lincoln) or Waimakariri, then you must apply for your certificate with that Council.

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

1. Details of Applicant

- a. Please give **full legal name** as appears on your birth certificate or passport, or if your legal name has been changed by deed poll or marriage please provide a copy of the relevant document:

First name(s): _____ Middle: _____

Family:

Any other name(s) used, e.g. ethnic, maiden name:

Known as (or are you known by any other name, including any previous legal name?):

Date of birth: _____ Country of birth: _____

Sex: Male Female

- b. **Eligibly to work in New Zealand and Employment details:**

You must have the right to work in New Zealand to be issued a certificate (tick the option that applies)

NZ Citizen – If no, what is your country of Citizenship?

NZ Resident (provide a copy of your passport, permit and any conditions) Expiry Date: _____

Working Visa (provide a copy of your Visa and any conditions) Expiry Date: _____

Student Visa (provide a copy of your Visa and any conditions) Expiry Date: _____

NZ Driver's Licence No. _____ OR Passport No. _____

(please provide a photocopy of either of these ID's with your application)

Occupation/Current employment in the Alcohol industry:

Current place of work in Christchurch:

Is this your main occupation? Yes No – what is your main occupation?

Council Use Only

Connect Invoice number:

Receipt No.:

Date:

c. Contact details for the applicant:

Personal email:

Work email:

Residential address: (must be default home address)

Is this address used for any other business with Council? e.g. Rates; dog registration. Yes No

If Yes and your residential address has changed recently please go to the "Contact us" link at ccc.govt.nz/contact-us to update your address details for all other Council business.

Postal address for service of documents (if different from above): Personal Work address

Daytime contact details of applicant: (this is your details, not your employers)

Phone:

Mobile:

Email:

Preferred mode of contact:

d. Criminal Conviction: Have you ever been convicted of any offence (including traffic but not parking)?

Note: As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinitely disqualified from driving.

Yes No

If YES, give details below. (You may wish to explain the circumstances on another page. NB: Information on how to check your criminal record history details can be found at justice.govt.nz/criminal-records)

Name of offence:	Date of conviction:	Penalty suffered:
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e. Experience and Training: Have you had any experience, in particular recent experience, in working in any premise(s) in respect of which a licence was in force. Yes No

If YES, what are the details and dates of that experience. (Attach proof of experience, such as letters from employers, or an affidavit.)

Premises:	Position and duties	Date
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Have you had other any relevant training, in particular recent training (e.g. In-house training courses)? Yes No

If YES, what are the details of that training and on what dates was it undertaken? (Attach proof)

f. Does the applicant hold the Licence Controller Qualification? Yes No

Date qualification was obtained:

Does the applicant hold the Licence Controller Qualification Bridging Test? Yes No

If YES, a copy of the qualification is required to be attached.

Note: As from 18 December 2013 the DLC cannot issue any Manager's Certificate where the applicant does not hold the Licence Controller Qualification.

g. This question is for applicants for a managers certificate to use on club premises only: What is the extent of your involvement in the management and activities of the Club?

h. For all applicants: Do you intend at this time to be the Manager (including Duty Manager) of any particular licensed premises in Christchurch: Yes No

If YES, name of premises:

Position and duties:

2. Please attach the following:

All applicants MUST provide a copy of photo identification: a current NZ Drivers Licence or a current Passport, or of Birth Certificate. If your legal name has been changed please provide a copy of the relevant document, e.g. marriage certificate or deed poll

Holders of a current Residents Permit, Working Visa, or Student Visa: seeking to work in New Zealand must provide a photocopy of their current passport and current visa details, AND any conditions attached. *NB: These documents MUST be attached otherwise your application will not be processed.*

Character reference (this must be in writing)

Licence Controller Qualification (LCQ) (Provide a copy of your Certificate, not the results notification)
(contact Alcohol Licensing Team, telephone (03) 941 8827 or (03) 941 8821 for details of courses.)

Reference (written) from current employer, confirming position/duties and any need for certificate. This **does not** include "an offer of employment" letter.

Evidence to support any experience claimed in the alcohol industry, e.g. detailed references from employers, or an affidavit

Evidence to support any relevant training/qualification claimed, e.g. proof of attendance, details of course content

NB: Information on how to check your criminal record history details can be found at justice.govt.nz/criminal-records

*Note: Separately from your Managers Certificate application, once your certificate is issued, your employer needs to complete a **Notice of Duty Manager Appointment or Change form**, and return this to the Council and Police, to formally appoint you as a Duty Manager for your place of work so that you can then work as a duty manager for that premises.*

3. Payment and submitting the application

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4. Authorisation You must complete this section in full

Have you completed ALL relevant sections of this form and attached ALL requested documents? **Yes** **No**

Incomplete applications WILL be returned. **We can only process your application once we have BOTH the Proof of Payment of fees AND the required paperwork (application form and required documents).**

Privacy Statement

Information contained in your application and any supporting information will be held by Christchurch City Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012.

The Council may provide the information contained in this application to Immigration New Zealand for the purpose of verifying your immigration status, and you consent to Immigration New Zealand providing information to the Council about your immigration status for the purposes of reporting on this application. Information about your immigration status includes

- the start date of any visa granted to you:
- the expiry date of any visa granted to you:
- the date on which you were granted entry permission:
- the conditions, if any, relating to your immigration status:
- any changes to your immigration status, and the dates of the changes:
- any action taken under the Immigration Act 2009 in relation to you, and the date of the action.

The information will be provided to the statutory reporting agencies (the Police and the Council's Licensing Inspectors) for the purposes of assessing and reporting on your application, and to the Christchurch District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Christchurch District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly available.

The Council is required to keep a record of every Duty Manager's application filed with the District Licensing Committee and the Committee's decision on it. This information (which includes the application and all attachments) is made available to the Council's Licensing Inspectors and the Police for the purposes of monitoring ongoing compliance with any Manager's Certificate conditions and undertakings, Duty Manager appointments, and the Act.

The Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority.

Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the Council. The Privacy Act 2020 applies to the Council and under that Act, you have the right to see and correct personal information that the Council holds about you.

I have read and understood the above privacy statement **Yes** **No**

Dated at Christchurch this _____ day of _____ 20____

Applicant's Signature:

*(must not be signed
by an Agent or Solicitor)*

5. Processing Timelines:

Manager Certificate applications should be made well before your certificate is required. On average about 5-6 weeks is required for a standard application to allow for processing, statutory reporting on your application, and issuing of a District Licensing Committee (DLC) decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application. More information about statutory timelines can be found at ccc.govt.nz/alcohol