

Application for renewal of Manager's Certificate

For office use only:

Connect Ref:

ALC / /

Section 224, 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. Invoices are posted to you 2 months in advance of the due date to your last address provided to us.

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

Note: Application fees are non-refundable and are for the processing of your application and must be paid when you apply for your renewal.

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).

Applications must be lodged before the Certificate expires. Any questions contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or alcohollicensing@ccc.govt.nz

Applications should be lodged with the Christchurch District Licensing Committee if:

- You are employed at a licensed premises within Christchurch, or
- You do not currently work in a licensed premises but you live within Christchurch AND are actively looking for work in the industry.

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

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

1. Details of Certificate Currently Held

a. Your existing certificate was issued by which Council?

(If you are transferring from another Council area, please attach a copy of your Current Managers Certificate)

b. Current place of work, or club where certificate used in Christchurch:

c. Certificate Number: / CERT / Expiry Date:

2. 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:

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

b. Date of birth: Place of birth:

c. Sex: Male Female

d. Occupation/Current employment in the alcohol industry:

Council Use Only

Fee: \$316.25

Connect invoice number: /

Receipt no: /

Invoice ALC REF: ALC / /

Date: / /

e. Personal email:

Work email:

f. Residential address: (must be default home address)

g. 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.

h. Postal address for service of documents (if different from above):

i. Daytime contact details for the Applicant (NB: this is your contact details NOT your employers)

j. Convictions of Company Directors, Partners, or individuals:

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 indefinite 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:

k. What steps has the applicant taken to manage the sale and supply of alcohol pursuant to the licence with the aim of contributing to the reduction of alcohol abuse?

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

If yes, on what date was the qualification obtained?

m. Current place of employment in Christchurch:

n. Are you on a current Resident Permit or Working Visa or Student Visa holder WITH Conditions attached? (Provide a photocopy of your current passport and current permit/visa conditions) Yes No

3. Please attach the following:

- Copy of Photo ID (current NZ Drivers Licence or current Passport or Birth Certificate. If your legal name has been changed please provide a copy of the relevant document e.g. marriage certificate or deed poll.)
- Current Resident Permit or Working Visa or Student Visa holder WITH Conditions attached? (MUST provide a photocopy of your current passport and current permit/visa conditions)
- If you are transferring from another Council area, please attach a copy of your Current Managers Certificate Completed Questionnaire

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.*

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 your 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 Duty 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. Payment

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

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

6. 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