

# CHECKSHEET FOR MANAGER'S CERTIFICATE RENEWAL APPLICATION



<b>Email to:</b> <a href="mailto:sol@huttcity.govt.nz">sol@huttcity.govt.nz</a>	<b>Deliver to:</b> Hutt City Council 30 Laings Road Lower Hutt	<b>Post to:</b> The Secretary District Licensing Committee Hutt City Council Private Bag 31912 Lower Hutt 5040
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## NOTE IMPORTANT INFORMATION

1. You need to apply to renew your Manager's Certificate with the District Licensing Committee nearest to the licensed premises where you work. **If your Manager's Certificate has expired, you must apply for a new Manager's Certificate.**
2. If this is the first time you are applying for renewal through Hutt City Council, you will be required to attend an interview with a Licensing Inspector which will include an oral test on a manager's responsibilities under the Sale and Supply of Alcohol Act 2012.
3. Indicative time for processing this application is 20 working days.
4. The application must be signed by one of the following:
  - applicant or
  - applicant's solicitor or
  - applicant's agent if a letter of authorisation signed by the applicant is received with the application.
5. **Incomplete applications filed with the District Licensing Committee will not be accepted.**

For further information please phone 04 570 6666 or email: [sol@huttcity.govt.nz](mailto:sol@huttcity.govt.nz).

## HAVE YOU PROVIDED THE FOLLOWING?

<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	The Licence Controller Qualification (LCQ) Certificate is only required if it is your first time applying for your renewal through Hutt City Council. If so, please provide: <ul style="list-style-type: none"> <li>▪ A <b>copy</b> of the LCQ Certificate issued with the Sale and Supply of Alcohol 2012 unit standards.</li> <li>Or</li> <li>▪ A <b>copy</b> of the LCQ Certificate issued with the Sale of Liquor Act 1989 unit standards AND a copy of the LCQ Bridging Test Certificate.</li> </ul>
<input type="checkbox"/>	A copy of your current Manager's Certificate, and latest renewal notice (if applicable), if not issued by the Lower Hutt District Licensing Committee.
<input type="checkbox"/>	A copy of your photo identification if you are renewing with Hutt City Council for the first time.
<input type="checkbox"/>	Evidence or proof of your right to work in New Zealand, eg work visa.
<input type="checkbox"/>	A current letter <b>signed and dated</b> from the employer of the licensed premises where you are working, confirming your employment.
<input type="checkbox"/>	<b>Fee: \$316.25. Invoice will be provided upon receipt of completed application for immediate payment.</b>

# APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE



Section 224, Sale and Supply of Alcohol Act 2012

**NOTE: Some renewal applications will require an interview. A Licensing Inspector will contact you to discuss.**

### 1. Details of applicant

(a)	Full legal name (Include a list of any other names including a maiden name that you may be known by).		
(b)	Gender		
	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Gender diverse/gender non-binary .....
(c)	Home address		
(d)	Postal address (if different from home address)		
(a)	Applicant's email address	Applicant's contact number	
(e)	Job title		
(f)	Date and place of birth		
(g)	Evidence of your right to work in New Zealand. You must have the right to work in New Zealand to be issued a certificate (Tick the option that applies).		
	<input type="checkbox"/>	NZ Citizen	
	<input type="checkbox"/>	NZ Resident	Expiry Date: .....
	<input type="checkbox"/>	Working Visa (Provide a copy of your Visa)	Expiry Date: .....
	<input type="checkbox"/>	Provide an undertaking if your visa has an expiry date.	
	<input type="checkbox"/>	Do you wish to request an undertaking to be removed from current certificate (if applicable).	
(h)	Driver's licence number		

### 2. Contact details for application (if different from the applicant)

(b)	Contact person for this application		
(c)	Email address	Phone number(s)	

**OFFICE USE ONLY**

Certificate number: ..... Checked by: .....

Fee: ..... Vetted on: .....

Date received: .....

### 3. Further details of applicant

<p>(a) What is the name and address of all licensed premises that you are currently employed at? (If you are not currently employed as a duty manager, please provide details of your recent experience in, and plans to return to hospitality work).</p>
<p>(b) Criminal convictions (if applicable). Please state type and date of each conviction.</p> <p><input type="checkbox"/> I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.</p>
<p>(c) What are the six key principles of host responsibility and how do you apply these when you manage licensed premises? (Use a separate sheet if necessary).</p>
<p>(d) Do you hold the Licence Controller qualification? If yes, please supply a copy if first time applying with Hutt City Council.</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p>(e) Do you hold the Licence Controller Bridging Test Certificate? If yes, please supply a copy if first time applying with Hutt City Council.</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>

### 4. Details of certificate

<p>(a) Original Manager's Certificate number</p>
<p>(b) Expiry date of certificate or renewal notice</p>

Dated at		this		day of		20
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Applicant signature	Print name
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**Privacy statement**

The information in your application and any supporting information will be held by Hutt City Council for processing your application under the Sale and Supply of Alcohol Act 2012. Information about this application will be made available to the public on request. The information will also be provided to the:

- Lower Hutt District Licensing Committee,
- Police,
- Alcohol Regulatory and Licensing Authority,
- Council's Licensing Inspectors, and
- Medical Officer of Health.

This information may form part of a public hearing of your application before the Lower Hutt District Licensing Committee and may be used in the Committee's decision for your application.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or have it corrected, please contact us at [sol@huttcity.govt.nz](mailto:sol@huttcity.govt.nz) or come in and see us at 30 Laings Road, Lower Hutt 5010. For more information see our [privacy statement](#).