



# Application for Manager's Certificate Instruction Sheet

***SOUTH WAIRARAPA DISTRICT  
LICENSING AGENCY***  
 PO Box 6, Martinborough 5741  
 Telephone (06) 306 9611  
 Fax: (06) 306 9373

## Regulation 20

1. An application for a manager's certificate shall be on Form 18.
  
2. Every application for a manager's certificate shall be accompanied by the following:
  - Two copies of the application:
  
  - (*Where the applicant claims previous experience in managing licensed premises*)  
Evidence of previous experience, in particular recent experience:
  
  - (*Where the applicant claims relevant training or qualifications*)  
Evidence of relevant training, in particular recent training, and evidence of relevant qualifications:
  
  - (*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:
  
  - A minimum of two written references
    - one character reference
    - one work related reference (Liquor Industry or if applicable, from Club where Certificate will be used)
  
  - A copy of License Controller Qualification (LCQ) must be supplied
  
  - The prescribed fee **\$134.93**



# Application for Manager's Certificate

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PO Box 6, Martinborough 5711  
Telephone (06) 306 9611  
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*Sections 118, Sale of Liquor Act 1989*

Application No. ....

DLA Ref: .....

TO: The Secretary  
South Wairarapa District Licensing Agency  
PO Box 6  
**MARTINBOROUGH 5741**

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

**1. TYPE OF CERTIFICATE (tick appropriate box)**

General Manager's  Club Manager's

**2. DETAILS OF APPLICANT**

(a) Full Name.....

Residential Address .....

Occupation.....Phone No: .....

Date of Birth.....Drivers Licence No .....

(b) Postal address for service of documents

.....

(c) Daytime contact name and telephone no: .....

(d) Has the applicant been convicted of any offence? Yes / No

If yes, what are the details of each offence?

Nature of offence.....

Date of Conviction.....Penalty Suffered.....

(e) Has the applicant had any experience, in particular recent experience, in managing 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?

.....

(f) Has the applicant had any relevant training, in particular recent training? Yes / No

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

.....  
.....

(g) Does the applicant hold any relevant qualifications and LCQ qualification ? Yes / No

If Yes, what are the details of each qualification and date received?

.....  
.....

(h) *(To be included only where the applicant seeks a club manager's certificate)*  
What is the extent of the applicant's involvement in the management and activities of the club?

.....  
.....

(i) Does the applicant intend at this time to be the manager of any particular licensed premises? Yes / No

If yes, what are the identifying particulars of those licensed premises?

.....  
.....

Dated at ..... this ..... day of ..... 20 .....

.....  
**Applicant**

**NOTES:**

1. For the matters that are to accompany this application, see regulation 20(2) of the Sale of Liquor Regulations 1990.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.