

# Alcohol Licensing - Manager's Certificate

At all times when alcohol is available for sale to the public in an on or off-licensed premises, a Manager holding a current Manager's Certificate must be on duty. The Manager is responsible for compliance with the Sale and Supply of Alcohol Act 2012 and the conditions of the premises' licence. The name of the Manager on duty must always be displayed on the licensed premises.

This does not apply to BYO premises.

## Criteria

When deciding whether to issue a Manager's Certificate, the Licensing Committee will consider:

- i. Your suitability to be a manager
- ii. Any convictions
- iii. What experience you have in controlling licensed premises – usually 6 months recent experience is required
- iv. Your qualifications – see overleaf for requirements.
- v. Any reports from the Police or Inspector.
- vi. Your age – you must be over 20 years old.

## Making an application

Application forms are available from the Council website [www.tasman.govt.nz](http://www.tasman.govt.nz) or from any Tasman District Council office.

## Material required

The following items must accompany an application for a Manager's Certificate:

1. Proof of date of birth i.e. Driver's Licence, Passport
2. One written character reference provided by someone (not related) who has known you for a reasonable period of time i.e. 2-3 years plus.
3. Letter from employer confirming employment and role in business.
4. The Licence Controller Qualification.
5.
  - i) Evidence to support any recent experience in the liquor industry e.g. detailed references from employers.
  - ii) Evidence of other employment history i.e. provide references.
  - iii) A curriculum vitae detailing your employment history would be helpful.

6. Evidence to support any other relevant training claimed e.g. in-house courses.
7. Evidence to support any other qualifications claimed e.g. photocopies of certificates.
8. Where convictions are stated, the applicant should, where necessary, explain the circumstances.
9. Applicants for Manager's Certificates associated with Club premises should provide evidence to show their involvement in the management and activities of the Club e.g. a detailed letter from a Club Officer.

The prescribed fee of \$316.20 (internet banking **ASB 12-3193-0002048-03** using 'Manager' and your surname as a reference.

## Application process

Once the application form has been completed, it should be returned **with all required material** to the Tasman District Licensing Committee at the Council. Incomplete applications will **not** be accepted.

Applications will take a minimum of 20 days to process, sometimes longer. A licensee can appoint you as a Temporary Manager if you have made a full application. The licensee must notify us of this using the Notification of Management Change form available on the Council website.

Copies of the application are forwarded to the Police and Licensing Inspector for their reports.

You will be required to attend an interview with the Licensing Inspector to discuss your knowledge and experience in the sale of alcohol.

The application will then be determined by the District Licensing Committee.

A Manager's Certificate is issued initially for one year. It can then be renewed for three years.

## Qualification

To apply for a Managers Certificate you must have obtained the Licence Controller Qualification (LCQ). This requires that you undertake training, pass two Unit Standards, and then obtain the LCQ certificate. The process is as follows:

1. Undertake the training through a training provider- see below for local providers.
2. Obtain your Unit Standards certificate from your training provider.
3. Apply to ServiceIQ (previously called HSI the Hospitality Standards Institute) for your Licence Controller Qualification-see below for details.
4. Attach a copy of your Licence Controller Qualification to your application form, along with the other documents

## Training Providers

1. Nelson Marlborough Institute of Technology - Bar Manager's Course. Telephone 0800 422 733 for details and bookings.
2. W.A. Consulting Training – Manager's Certificate Course. Telephone 0800 644 555 for details and bookings.
3. The Learning Place Ltd - Licence Controller Qualification. Contact 0800 800 415 for details and bookings.
4. On-line learning via [www.getlcq.nz](http://www.getlcq.nz)

These courses offer training and assessment to achieve the required unit standards which cover management responsibilities, host responsibility, types of licences, the roles of the Inspector, Police, the District Licensing Committee and Public Health Service.

The training provider will provide you with a certificate to show you passed the Unit Standards.

These units are:

4646: Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012.

16705: Demonstrate knowledge of Host Responsibility requirements as a duty manager of a licensed premises.

## Licence Controller Qualification

You may need to apply to ServiceIQ for your Licence Controller Qualification certificate (if this is not covered by your Training Provider) by sending them your unit standards certificate and an application form.

Service IQ can be contacted on [lcq@serviceiq.org.nz](mailto:lcq@serviceiq.org.nz) or by phone 0800 863 693 or website [www.serviceiq.org.nz/lcq](http://www.serviceiq.org.nz/lcq)

## Renewal applications

Those Managers whose records are on file with the Tasman District Licensing Committee will be sent a renewal application form before their certificate expires.

As the form will be sent to the last known postal address, please ensure the Committee is kept informed of any address changes.

**A Manager's Certificate cannot be renewed after it has expired.** You will be required to reapply for a new Certificate should it expire.

The following item(s) must accompany a renewal application:

1. Letter from your current employer confirming your role and employment in the business.
2. Fee of \$316.20, or paid by internet banking **ASB 12-3193-0002048-03** using 'Manager' and your surname as a reference.

After application for renewal is made, the same process as above is followed and the District Licensing Committee will determine the application.

## Host Responsibility

The District Licensing Committee can provide information and signs on Host Responsibility issues. A wider range is available from Public Health Service, Nelson Marlborough District Health Board on 03 546 1537 or from [www.alcohol.org.nz](http://www.alcohol.org.nz)

**Tasman District Council**  
Email [info@tasman.govt.nz](mailto:info@tasman.govt.nz)  
Website [www.tasman.govt.nz](http://www.tasman.govt.nz)  
24 hour assistance

**Richmond**  
189 Queen Street  
Private Bag 4  
Richmond 7050  
New Zealand  
Phone 03 543 8400  
Fax 03 543 9524

**Murchison**  
92 Fairfax Street  
Murchison 7007  
New Zealand  
Phone 03 523 1013  
Fax 03 523 1012

**Motueka**  
7 Hickmott Place  
PO Box 123  
Motueka 7143  
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Phone 03 528 2022  
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**Takaka**  
14 Junction Street  
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