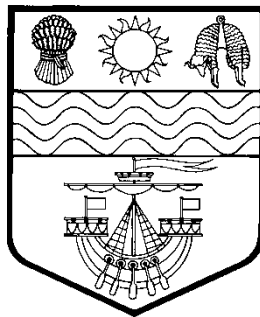


**"Little but a .... Manager's Character and suitability may stand between upholding the law and turning a blind eye. Self imposed standards in accordance with the law may be set .... holders of General Manager's Certificates"**

**Judge Gatley  
Chairman Liquor Licensing Authority**

**APPLICATION  
for RENEWAL of  
MANAGER'S CERTIFICATE  
(General and Club)**



**IMPORTANT**

Please read the contents of this application carefully and ensure all information is provided. Insufficient information will cost time delays. Agency staff will provide assistance towards accomplishing a speedy and efficient issue of the Certificate.

**Central Hawke's Bay District Licensing Agency, P O Box 127, Waipawa 4240  
Phone: (06) 857 8060**

# NOTES

Please ensure the necessary copies accompany this application and the application is lodged in accordance with the following notes:

1. The application shall be accompanied by one further copy.
2. The application must be filed with the District Licensing Agency **before the Certificate expires.**
3. The application must be accompanied by a copy of the **Licence Controller Qualification Certificate** awarded by the Hospitality Standards Institute (not applicable for Club Manager's Certificate renewals).
4. Where the applicant is presently employed as a Manager, the application should be filed with the District Licensing Agency for the district in which you work.
5. In other cases the application should be filed with the District Licensing Agency for the area in which you reside.
6. Attention is drawn to the last page relating to the formal qualifications that are required for all General Managers.
7. The application fee of \$134.93 (inc GST) payable to CHB District Council.

**APPLICATION  
for  
RENEWAL of MANAGER'S CERTIFICATE**

**1. DETAILS OF APPLICANT**

- (a) Full Name.....  
Address.....  
Date of Birth:..... Occupation: .....
- (b) Postal address for service of documents:.....  
..... Postcode .....
- (c) Daytime contact name and telephone number:  
.....
- (d) Place of employment as Manager: .....
- (e) Has the applicant been convicted of any offences since the certificate was issued or last renewed? ..... YES/NO  
If YES, what are the details of each offence?
- | Nature of Offence | Date of Conviction | Penalty Suffered |
|-------------------|--------------------|------------------|
| .....             | .....              | .....            |
- (f) What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?.....  
.....
- (g) Does the applicant hold the Licence Controller Qualification ? ..... YES/NO  
If Yes, on what date was that qualification obtained? .....

**2. DETAILS OF CERTIFICATE**

- (a) Type of certificate (*tick appropriate box*)  
General Manager's  Club Manager's
- (b) Number.....
- (c) Date of Expiry .....

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

.....  
Applicant

**SALE OF LIQUOR REGULATIONS 1990  
(As amended by the sale of Liquor Amendment Regulations 2005)**

**MANAGER'S CERTIFICATES – QUALIFICATION**

**[ LICENCE CONTROLLER QUALIFICATION – (LCQ) ]**

The Regulations requiring General Managers to hold a formal qualification came into force on 1 April 2005.

These Regulations apply to existing General Managers as well as new applications.

The qualification is the Licence Controller Qualification (LCQ) which is issued by the Hospitality Standards Institute.

The way for General Manager Certificate holders to obtain the LCQ is:

Gain 2 NZQA unit standards -	4646	Demonstrate knowledge of the Sale of Liquor Act 1989
	16705	Demonstrate knowledge of Host Responsibility requirements as a liquor licence controller

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**RENEWAL OF THE GENERAL MANAGER'S CERTIFICATE CAN NOT BE GRANTED  
UNLESS THE APPLICANT HAS GAINED THE ABOVE QUALIFICATION**