



**APPLICATION FOR MANAGER'S CERTIFICATE
SECTION 118, SALE OF LIQUOR ACT 1989**

Westland District Licensing Agency
36 Weld Street
Private Bag 704
HOKITIKA

Applications should be lodged with the Westland District Licensing Agency if:

- you are employed at a licensed premises within Westland or;
- you do not currently work in licensed premises but you live within Westland.

Please provide one copy of all documents.

1. **TYPE OF CERTIFICATE:** General Managers Club Managers

2. **DETAILS OF APPLICANT:**

a) Full name: _____

b) Maiden name: _____

c) Date of birth: _____

d) Occupation/Current employment: _____

e) Residential address: _____

f) Postal address for service of documents: _____

g) Daytime contact telephone number: _____

h) Drivers licence or Passport number: _____

i) Have you ever been convicted of any offence (including traffic but not parking)?

No Yes (give details below – you may wish to explain circumstances on another page)

Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____

j) Has the applicant had any experience, in particular recent experience (six months minimum), in managing any premises?

Yes No

If yes, what are the details and dates of that experience?

Dates	Details
_____	_____
_____	_____
_____	_____

k) 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:

l) Do you intend at this time to be the Manager of any particular licensed premises?

Yes No

If yes, name of premises:

Position and duties:

m) Club Managers Certificate applications only:

What is the extent of your involvement in the management and activities of the club?

3. LICENCE CONTROLLER QUALIFICATION:

Does the applicant hold the Licence Controller Qualification?

Yes No

If yes, provide copy of certificate.

Dated at _____ this _____ day of _____ year _____

Applicants Signature

REMEMBER TO ATTACH THE FOLLOWING MATERIAL TO YOUR APPLICATION:

- | | |
|--|-------------------------------|
| • Testimonials supporting the applicants character and reputation. | Tick <input type="checkbox"/> |
| • Evidence to support any experience claimed in the liquor industry e.g. detailed reference from employers, or an affidavit. | <input type="checkbox"/> |
| • Evidence to support any relevant training claimed e.g. proof of attendance, details of course content. | <input type="checkbox"/> |
| • Evidence to support any qualifications claimed e.g. photocopies of certificates. | <input type="checkbox"/> |
| • Club Manager's Certificate applicants – A detailed letter from a Club Officer setting out your involvement in the management and activities of the Club. | <input type="checkbox"/> |
| • The fee of \$135. Cheques made payable to <u>Westland District Council.</u> | <input type="checkbox"/> |

Office Use Only

Fee Received \$ _____ Date _____ Receipt No _____