

# West Coast Councils



**Buller District Council**  
6-8 Brougham Street, Westport 7825  
PO Box 21, Westport 7866  
T: (03) 788 9111  
F: (03) 788 8041  
66 Broadway, Reefton 7830  
PO Box 75, Reefton 7851  
T: (03) 732 8821  
[info@bdc.govt.nz](mailto:info@bdc.govt.nz)  
[www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)



**Grey District Council**  
105 Tainui Street, Greymouth 7805  
PO Box 382, Greymouth 7840  
T: (03) 769 8600  
F: (03) 769 8603  
[info@greydc.govt.nz](mailto:info@greydc.govt.nz)  
[www.greydc.govt.nz](http://www.greydc.govt.nz)



**Westland District Council**  
36 Weld Street, Hokitika 7810  
Private Bag 704, Hokitika 7842  
T: (03) 756 9010 or  
0800 474 834  
F: (03) 756 9045  
[council@westlanddc.govt.nz](mailto:council@westlanddc.govt.nz)  
[www.westlanddc.govt.nz](http://www.westlanddc.govt.nz)

## Application for New Manager's Certificate

### Check you qualify to apply first

To hold a manager's certificate you must:

- be 20 years or older
- have a Licence Controller Qualification (LCQ) certificate and/or LCQ Bridging Test certificate (see below)
- be working or intend to be working in a licensed premises
- have at least 6 months experience working in licensed premises in New Zealand.

### Where do I apply?

You must lodge your application with the Council in the area that the licensed premises you are working in is located. If you are not currently working, you may lodge it with the Council in the area in which you are currently living. Contact details are noted above.

### Checklist

Use this checklist to ensure you have provided all the required information to lodge your application and attach completed checklist to your application. Incomplete applications will not be accepted.

Name of Applicant \_\_\_\_\_

### **EVERY application must be accompanied by the following:**

- The original of the completed application
- The prescribed fee being \$316.20 including GST.
- Copy of Licence Controller Qualification (LCQ) certificate issued on or after 18 December 2013. To obtain your LCQ you will need to attend an approved General Manager's certificate course and pass NZQA units standards 4646 and 16705. Further Information on a Licence Controller Qualification can be found at [www.serviceiq.org.nz/providers/lcq](http://www.serviceiq.org.nz/providers/lcq)
- OR:**
- Copy of Licence Controller Qualification (LCQ) certificate issued before 18 December 2013 **and** evidence of successful completion of the LCQ bridging test.
- Current Resident Permit or Working Visa with Conditions attached. (Must provide a photocopy of your current passport and current permit / visa.) **If Applicable.**
- A work reference including name and contact details of the referee providing evidence of current or recent employment at licensed premises.
- A current character reference including name and contact details of the referee from a person who is not associated with the licensed premises in which you are currently or have recently worked and who has known you for a minimum of five years and is not a family member.
- Form of Photo Identification – Drivers Licence or Passport

# West Coast Councils



**Buller District Council**  
 6-8 Brougham Street, Westport 7825  
 PO Box 21, Westport 7866  
 T: (03) 788 9111  
 F: (03) 788 8041  
 66 Broadway, Reefton 7830  
 PO Box 75, Reefton 7851  
 T: (03) 732 8821  
[info@bdc.govt.nz](mailto:info@bdc.govt.nz)  
[www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)



**Grey District Council**  
 105 Tainui Street, Greymouth 7805  
 PO Box 382, Greymouth 7840  
 T: (03) 769 8600  
 F: (03) 769 8603  
[info@greycdc.govt.nz](mailto:info@greycdc.govt.nz)  
[www.greycdc.govt.nz](http://www.greycdc.govt.nz)



**Westland District Council**  
 36 Weld Street, Hokitika 7810  
 Private Bag 704, Hokitika 7842  
 T: (03) 756 9010 or  
 0800 474 834  
 F: (03) 756 9045  
[council@westlanddc.govt.nz](mailto:council@westlanddc.govt.nz)  
[www.westlanddc.govt.nz](http://www.westlanddc.govt.nz)

## Administration Use Only

Record No.:
Date lodged:
Debtor No.:
Application Fee:
Receipt:
Invoice:

## Application for New Manager's Certificate [Form 17]

### Section 219 Sale and Supply of Alcohol Act 2012

To: The District Licensing Committee Secretary  Buller  Grey  Westland

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

### Details of Applicant

- Full legal name: Surname \_\_\_\_\_  
 Christian Name/s \_\_\_\_\_ Maiden Name \_\_\_\_\_
- Alias (if applicable): \_\_\_\_\_
- Usual residential address: \_\_\_\_\_
- Postal address for service of documents: \_\_\_\_\_  
 \_\_\_\_\_
- Daytime contact name and number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Date and Place of Birth: \_\_\_\_\_
- Gender:  Male  Female
- Occupation: \_\_\_\_\_
- Identification: Driver's Licence Number: \_\_\_\_\_ and/or  
 Passport Number: \_\_\_\_\_ Country of Issue \_\_\_\_\_ Date of Expiry: \_\_\_\_\_  
 \* Supply copy of passport photo ID and work permit if you are not a New Zealand Resident
- Are you currently employed in a licensed premises?  Yes  No  
 If yes, state name and address of premises. \_\_\_\_\_
- Have you had any Criminal Convictions? If yes, state details: *(State all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies) – Use separate page if required.*

Nature of offence	Date of Conviction	Penalty

- I agree to the release of information obtained by the Police when compiling background checks.

Yes  No (Note that failure to allow Police to disclose this information may result in your application being determined at a hearing.)

14. Have you had any experience, in particular recent experience in controlling (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?

---



---

15. Have you 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?

---



---

16. Do you hold the Licence Controller Qualification (or a prescribed qualification within the meaning of Section 218 of the Sale and Supply of Alcohol Act 2012)?

Yes  No If Yes, on what date was that qualification obtained? \_\_\_\_\_ [Attach copy of certificate]

17. Do you intend at this time to be the duty manager of any particular licensed premises?

Yes  No If Yes, what are the identifying particulars of those licensed premises?

---

18. If employed at a Club, what is the extent of your involvement in the management and activities of the club?

---

### Privacy Statement

Information contained in your application and any supporting information will be held by Westland District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Licensing Inspector) for the purposes of assessing and reporting on your application, and to the Westland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Westland District Licensing Committee and may be used in the Committee's decision for your application. Decisions can be made publicly available. The Council is required to provide a copy of all applications and related decision along with the issued certificate to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. You have the right to see and correct personal information that the Council holds about you.

### 19. Signature: Please ensure this application is signed and dated 😊

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
 (Place ie. Westport, Greymouth, Hokitika) (day) (month) (Year)

\_\_\_\_\_  
 Applicant Signature

### Notes

- 1 This application must be accompanied by the prescribed fee.
- 2 If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the Secretary of the District Licensing Committee with which the application for the licence was filed.
- 3 In all other cases, the application should be filed with the Secretary of the District Licensing Committee for the district in which the applicant is residing.

# **CRIMINAL RECORDS (CLEAN SLATE) ACT 2004**

## **The impact of the Criminal Records (Clean slate) Act 2004 on applications for manager's certificates under the Sale and Supply of Alcohol Act 2012**

---

The Criminal Records (Clean Slate) Act 2004 commences on Monday 29 November 2004. The Act will enable individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility.

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- No convictions within the last seven years;
- Never been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal);
- Never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental conditions, instead of being sentenced;
- Not been convicted of a 'specified offence' (eg sexual offending against children and young people or the mentally impaired – see interpretation section for a full list);
- Paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- Never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs).

There are some exceptions under section 19 of the Act where all convictions must continue to be disclosed. However, no exception applies for the purposes of determining applications for manager's certificates under the Sale and Supply of Alcohol Act 2012. Section 21 of the Criminal Records (Clean Slate) Act 2004 provides that any reference in a provision to an individual's criminal record or character or fitness must be interpreted in a way that is consistent with the clean slate scheme. Therefore, where an individual is eligible for a "clean slate", he or she will be entitled to conceal their criminal record, and their criminal record would not be accessed or used when determining whether or not the individual is a 'fit and proper person'.

There is additional information about the legislation on the Ministry of Justice website: <http://www.justice.govt.nz/privacy/clean-slate.html> . In addition, the Ministry has produced a pamphlet which will be available on the website as well as at courts, police stations, citizen's advice bureaux and community law centres.