



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

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📦 PO Box 54, Wairoa 4160, Hawke's Bay
🏠 Coronation Square, Queen Street, Wairoa

INFORMATION SHEET - NEW MANAGER'S CERTIFICATE

To complete this application you will need to answer all questions, supply all requested documentation and attach the prescribed fee. Please ensure you attach this information sheet when lodging your application.

Please note this application form is for a New Manager's Certificate. If you require a **renewal** of your Manager's Certificate, please refer to the '**Renewal of Manager's Certificate**' application form on our website.

Manager's Certificate

A manager's certificate authorises the holder to manage any licensed premises. You must be 20 years or older to hold a manager's certificate.

New Manager's Certificate Applications

After 18 December 2013, every application for a Manager's Certificate must meet the following criteria:

- The applicant holds a LCQ certificate issued after 18 December 2013, or
- The applicant holds a LCQ certificate issued prior to 18 December 2013, and has successfully completed the "LCQ Bridging Test".

To complete the application you will need to supply the following:

- The non-refundable prescribed fee of \$316.25
- Original application form
- A copy of photo identification
- A copy of proof of eligibility to work in New Zealand (if applicable)
- A copy of your Licence Controller Qualification certificate
- A copy of your Licence Controller Qualification Bridging certificate (if required)
- A letter from the employer of the licensed premises where you are working or a letter from the club you are working at, showing your involvement.

Lodgment & Payment Options

Post your completed application form with cheque to: Wairoa District Council, PO Box 54, Wairoa 4160.
Lodge your application in person with cash, cheque or Eftpos at Wairoa District Council, 97-103 Queen Street, Wairoa.

WDC Office Use Only	Cashier	Comments
Receipt No.		
Receipt Amount:		
	Application Name:	MC

APPLICATION FORM - NEW MANAGER'S CERTIFICATE

Section Two | Applicant Details

Full legal name to be on licence: _____

Any aliases used by the applicant: _____

Full residential address: _____

Post code: _____

Email address: _____

Gender: Male Female Other

Occupation: _____

Date of birth: _____ Place of birth: _____

Preferred daytime contact name: _____

Preferred contact number: _____

Postal address for delivery of documents: _____

Section Three | Criminal Convictions

Has the applicant been convicted of any criminal convictions?

Yes No

If "Yes", please provide details (including dates of convictions & penalties imposed) below.*

**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).*

Section Four | Additional Matters

Experience

Has the applicant had any experience, in particular recent experience, in controlling any premises for which a licence is in force?

Yes No

If "Yes", please provide details and dates of that experience below.

Training and Qualifications

Has the applicant had any relevant training, in particular recent training?

Yes No

If "Yes", please provide details and dates of that training below.

Current Employment

Please state the full address & trading name of the licensed premises where the applicant is currently employed:

Proposed Use

Does the applicant intend at this time to be the manager of any particular licensed premises?

Yes

No

If "Yes", please state the identifying particulars of those licensed premises below.

If those premises are a club, what is the extent of the applicant's involvement in the management and activities of the club?

Licence Controller Qualification

Does the applicant hold the Licence Controller Qualification?

Yes

No

If "Yes", please state the date the qualification (LCQ) was obtained below.

Section Five | Signature

Signed at (place) _____

Date _____

Applicant name _____

Applicant signature _____