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## Hauraki District Licensing Agency

### Application for Manager's Certificate – Form 18

Section 118, Sale of Liquor Act 1989

To: The Secretary  
Hauraki District Licensing Agency  
PO Box 17  
Paeroa 3640

Application for a licence is made in accordance with the details set out below.

**Type of certificate**

General Manager's Certificate

Club Manager's Certificate

**Details of applicant**

Full name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Address for service of documents \_\_\_\_\_

Daytime contact name \_\_\_\_\_ Phone \_\_\_\_\_

Has the applicant been convicted of any offence? Yes / No (circle one)

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

Nature of offence

Date of conviction

Penalty suffered

Has the applicant had any experience, in particular recent experience, in managing any premises or conveyance in respect of which a licence was in force?

Yes / No (circle one)

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

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

Yes / No (circle one)

If yes, what are the details of that training and on what dates was it taken?

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Does the applicant hold the Licence Controller Qualification? Yes / No (circle one)

If Yes, on what date was that qualification obtained? \_\_\_\_\_

(To be included only where the applicant seeks a club manager's certificate) What is the extent of the applicant's involvement in the management and activities of the club?

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Does the applicant intend at this time to be the manager of any particular licensed premises? Yes / No (circle one)

If Yes, what are the identifying particulars of those licensed premises?

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Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(location) (day of month) (month) (year)

\_\_\_\_\_  
Applicant signature

**To complete the file for an application for a Manager's Certificate, the following must be provided for each application:**

- Three copies of the application.
- (Where the applicant claims previous experience in managing licensed premises) Evidence in duplicate of previous experience.
- (Where the applicant claims relevant training) Evidence in duplicate of relevant training or qualifications.
- Photocopy of the Liquor Controller Qualification Certificate. No General Manager's Certificate can be issued without the applicant holding a LCQ Certificate.
- (Where the applicant intends to be the manager of a particular club) Evidence in duplicate of the applicant's involvement in the management and activities of the club.
- Two character references.
- The prescribed fee of \$134 93.

**Notes**

1. For the matters that are to accompany this application, see regulation 20 (2) of the Sale of Liquor Regulations 1990, as set out above.
2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.
3. The responsibilities of a duty manager will include compliance with and enforcement of the provisions of the Act and the conditions of the licence in force in respect of the premises and the conduct of the premises with the aim of contributing to the reduction of liquor abuse.