



You are required to provide the following:

Use this cover page to assist you in lodging a complete application for a Manager's Certificate

- 2 COPIES of application and all documentation**
- FEE: [inclusive of GST]**
\$132.00
(NB: Cheques to be made payable to the Chatham Islands Council)

Related Documents:

- Two written work references that are less than a year old providing evidence of your character and reputation. Each reference must be signed and dated. [References from family members and relatives are not acceptable].
- A list of the current duties that you undertake at your place of employment.
- If making application for a club manager's certificate you must show evidence of the extent of your involvement in the management and activities of the club.
- All applicants should have completed a sale of liquor training course within the last 2 years. A copy of the course certificate is to be attached to the application, however as from 1 April 2006, only the LCQ Certificate will be acceptable.
- Each applicant must indicate which licensed premises they intend to manage. All applicants must be working in the industry.
- Each applicant must attend an interview with a DLA Inspector, which will include a test on the Sale of Liquor Act.

Note: File this application with the District Licensing Agency nearest to the licensed premises where you intend to work.

The application is only to be signed by the applicant or the applicant's Solicitor NOT an Agent.

The above information must be included with your application for it to be accepted.

For further information please contact (03) 305 0033, or
Secretary of the District Licensing Agency at the Council Office, Tuku Road, Chatham Islands or PO Box 24, Chatham Islands 8942

Application for Manager's Certificate



chatham islands council

Section 118, Sale of Liquor Act 1989

To: The Secretary
District Licensing Agency
PO Box 24
Chatham Islands

Application for a Manager's Certificate is made in accordance with the details set out below.
Please PRINT clearly.

1. Type of Certificate

General Manager

Club Manager

(Please tick appropriate box)

2. Details of Applicant

- (a) Full name [Your full legal name as per your birth certificate and a list of any other names (including a maiden name) that you may be known by.]

Male

Female

[if individual]

Maiden Name: [if applicable]

Residential Address:

Occupation:

- (b) Applicant's date of birth: [if individual]

Passport Number:

Drivers Licence Number:

- (d) Phone Number:

Fax Number:

Email address:

(d) Have you been convicted of any offence?

Yes

No

(Please tick appropriate box)

If yes, what was the nature of the offence; date of conviction; penalty suffered? (Please continue on a separate sheet if necessary)

(e) Have you had any experience, in particular recent experience, in managing licensed premises?

Yes

No

(Please tick appropriate box)

If Yes, please supply evidence of your experience by attaching to your application details of your employment history.

(f) Have you had any relevant training?

Yes

No

(Please tick appropriate box)

If Yes, please supply evidence of your training by attaching to your application copies of any relevant records.

(g) Do you hold any relevant qualifications?

Yes

No

(Please tick appropriate box)

If Yes, please supply one copy of written evidence of each qualification.

(h) If applying for a club manager's certificate, what is the extent of your involvement in the management and activities of the club?

(i) Do you intend at this time to be the manager of any particular licensed premises?

Yes

No

(Please tick appropriate box)

If Yes, write the name and address of the licensed premises where you are working.

Please Note: Personal information requested in this application is required in order to correctly identify the applicant and avoid delays in processing the application. The District Licensing Agency, Liquor Licensing Authority and the Police will have access to this information. You have the right to access and correct any personal information held at the District Licensing Agency and the Liquor Licensing Authority.

Dated at Chatham Islands this

day of

20

Printed name

Applicant signature

Notice of Appointment of Acting Manager



chatham islands council

Section 129, Sale of Liquor Act 1989

The following organisations must be notified of the appointment:

Chatham Islands Police
PO Box 45
Chatham Islands 8942
Fax (03) 305 0410

The Secretary
District Licensing Agency
PO Box 24
CHATHAM ISLANDS
Fax (03) 305 0044

The Secretary
Liquor Licensing Authority
Tribunals Unit
Private Bag 32001
Wellington 6146
Fax (04) 462 6686

Date:

Premises/Conveyance (i.e. train, boat, plane) Trading Name:

Premises Address:

Phone Number:

Fax Number:

Email address:

Notice is hereby given of the appointment of:

Full Name:

Date of Birth:

Male

Female

[if individual]

As Acting Manager of the above named premises. This person is/will be relieving for the period from:

Who are you replacing/relieving for:

(Must be the holder of the liquor licence where the manager will be working)

Signed by:

Printed name:

(Tick which is applicable as signatory)

Licensee

(if Licence in name of natural person)

Director of Licensee Company

(under Companies Act 1993)

Partner in Partnership

(if Licence in name of 2 or more persons)

Notice of Appointment of Temporary Manager



chatham islands council

Section 128, Sale of Liquor Act 1989

The following organisations must be notified of the appointment:

Chatham Islands Police
PO Box 45
Chatham Islands 8942
Fax (03) 305 0410

The Secretary
District Licensing Agency
PO Box 24
CHATHAM ISLANDS
Fax (03) 305 0044

The Secretary
Liquor Licensing Authority
Tribunals Unit
Private Bag 32001
Wellington 6146
Fax (04) 462 6686

Date:

Premises/Conveyance (i.e. train, boat, plane) Trading Name:

Premises Address:

Phone Number:

Fax Number:

Email address:

Notice is hereby given of the appointment of:

Full Name:

Date of Birth:

Male

Female

[if individual]

As Temporary Manager of the above named premises, this person will lodge his/her manager's certificate application no later than: (Note: the date specified must be within 2 working days of the date of this appointment)

Who are you replacing/relieving for:

(Must be the holder of the liquor licence where the manager will be working)

Signed by:

Printed name:

(Tick which is applicable as signatory)

Licensee

(if Licence in name of natural person)

Director of Licensee Company

(under Companies Act 1993)

Partner in Partnership

(if Licence in name of 2 or more persons)



Sale of Liquor Act 1989

Section 128 *Temporary Manager*

1. In any case where a manager is ill or is absent for any reason, or is dismissed, or resigns, the licensee may appoint as a temporary manager a person who is not then the holder of a manager's certificate.
2. The appointee shall, within 2 working days after the appointment, apply for a manager's certificate; and, if such an appointment is made, the temporary manager shall, from the time of the appointment until the application is determined, be deemed for the purpose of this Act to be the holder of a manager's certificate.
3. If the appointee does not apply for a manager's certificate within that period of 2 working days, or if the application is refused, the licensee shall cease to employ the appointee as a manager.

Section 129 *Acting Manager*

1. Notwithstanding any other provision of this Act, a licensee may appoint an acting manager –
 - (a) for any period not exceeding 3 weeks at any one time where the licensee or a manager is unable to act because of illness or absence; and
 - (b) for periods not exceeding in the aggregate 6 weeks in each period of 12 months to enable the licensee or a manager to have a vacation or annual leave.
2. Every person appointed as an acting manager in accordance with this Section shall, while the appointment continues, be deemed for the purposes of this Act to be the holder of a manager's certificate, and it shall not be necessary for that person to apply for or hold such a certificate.

Section 130 *Notice of Appointment, etc, of Manager, Temporary Manager or Acting Manager*

1. A licensee must give notice, in accordance with subsection (1A), of an appointment, or the cancellation or termination of the appointment, of any manager, temporary manager, or acting manager.
 - 1A. Notice is given in accordance with this subsection if the notice is given within 2 working days after the appointment, or the cancellation or termination of the appointment, to –
 - (a) the Licensing Authority; and
 - (b) the District Licensing Agency with which the application for the licence was filed; and
 - (c) the member of the Police in charge of the Police Station nearest to –
 - (i) the premises, where the licence is in force in respect of any premises; or
 - (ii) the office of the District Licensing Agency with which the application was filed, where the licence is in force in respect of any conveyance.
2. It shall not be necessary to comply with subsection (1) in respect of the appointment of a temporary manager or an acting manager for any period not exceeding 48 hours.
3. The Licensing Authority may, within 5 working days after receiving a notice of the appointment of any temporary manager or acting manager, notify the licensee that it does not approve the appointment, in which case it shall give a copy of the notice to the member of the Police referred to in subsection (1a) (c).
4. On receiving notice under subsection (3), the licensee shall terminate the appointment with effect from a date not later than 5 working days after the date of notice.