

# INFORMATION FOR MANAGER'S CERTIFICATE

## Section 118 Sale of Liquor Act 1989

### How long does the application process take?

The Police have 15 working days to report. Note the sale of Liquor Act defines the period between 20 December and 15 January as non-working days.

If the application is opposed by the Inspector or Police, the application is determined before the Licensing Authority. The Authority usually sits in Invercargill two to four times a year.

Typically if the application is complete, the Inspector will report soon after the Police. If the application is incomplete, the Inspector will place the application on hold until the supporting documentation has been submitted.

### I have criminal convictions; can I still apply for a Manager's Certificate?

Criminal convictions do not necessarily exclude a person from being granted a Manager's Certificate. The Agency recommends that **before** making your application you discuss this with the Invercargill Police Alcohol Harm Reduction Office (phone 03 211 0400).

### How much experience do I need before I can get a Manager's Certificate?

The District Licensing Agency Liquor Policy requires applicants to have at least **6 months** experience (or longer for high risk premises) managing licensed premises before granting a Manager's Certificate. Please contact the Invercargill Police Alcohol Harm Reduction Office (phone 03 211 0400) for guidance.

### What is a LCQ?

The LCQ or Licence Controller Qualification is a qualification that must be held when applying for a new or renewal of a General Manager's Certificate. This is a one off certificate that does not need to be obtained again. Club managers do not need this qualification.

### Am I old enough to apply for a Manager's Certificate?

As a guide the minimum age for applying is 18 years, but each application is determined on a case to case basis.

### Which Council do I apply to?

You apply to the Council that licenses the premises that you intend to manage, or in any other case, to the council that rates the property where you are residing. The **fee \$134.93** must accompany every application new or renewal.

### If I decide to withdraw my application, can I get a refund of my application fee?

The application fee is not refundable.

### I am learning English as a second language; can I still hold a Manager's Certificate?

If you are not able to communicate in English clearly the reporting agencies may oppose your application.

### General Managers

The following must be included with your application:

- A written testimonial, commenting on your reputation and character. A written letter of evidence from your employer outlining your experience and duties in licensed premises. *(Also include references from any previous employers which may help towards you being granted a managers certificate)*

### Club Managers

The following must be included with your application:

- A written testimonial, commenting on your reputation and character.
- A written letter of evidence from a committee member of the club outlining your involvement in the club. E.g. All your experience and duties and any committee position within the club you hold or have held in the past. *(Also include references from any previous employers which may help towards you being granted a club managers certificate)*
- Evidence in writing of experience managing any other licensed premises.
- (If applicable) Evidence of training courses.

Your Manager's Course Certificate. You can do any course run by a training provider listed in the HSI website (*see how do I get a LCQ?*) or the course run by SCANZ phone 0800 655 889.

### REMEMBER TO ENCLOSE THE FOLLOWING

- **Evidence of training courses.**
- **A copy of your LCQ or SCANZ certificate**
- **The fee \$134.93 Must accompany the application.**
- **A letter from your employer stating your duties.**