

Form 18: Application for Managers Certificate
Section 118, Sale of Liquor Act 1989

To: The Secretary
 Papakura District Licensing Agency
 35 Coles Cres
 Private Bag 7
 PAPAURA

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

TYPE OF CERTIFICATE *(tick the appropriate box)*

General Manager's Club Manager's

DETAILS OF APPLICANT(S)

Full Name: _____

Address: _____

D.O.B. / / Occupation: _____

Postal Address: (If different from above) _____

Contact telephone number (daytime): _____

Identification eg. Drivers Licence, passport, credit card _____

Has the applicant been convicted of any offence? YES NO

If Yes, what are the details of each offence?

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

If Yes, what are the details of that experience _____

Has the applicant had any relevant training and on what dates was it taken? YES NO

If Yes, what are the details of that training and on what dates was it taken _____

Does the applicant hold any relevant qualifications? YES NO

If Yes, what are the details of each qualification _____

(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?

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

YES NO

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

Disclosure of Police Information

The Police reports may include the release of previous convictions you may have. The disclosed information will become part of the application and kept by the District Licensing Agency. You have a right to access and correct any personal information held at the District Licensing Agency. If you fail to allow the Police to disclose this information, it may delay the processing of your application.

I consent to the release of Police information. YES NO

Applicant Name: _____

Applicant's Signature: _____

Date: _____

NOTES

1. For the matters that are to accompany this application, see regulation 20(2) of the Sale of Liquor Regulations 1990.
2. If the applicant intends to be the manager of any particular Licenced premises, the application must be filed with the District Licensing agency with which the application of 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. Every application for a manager's certificate shall be accompanied by the following
 - a) One copy of the application
 - b) (Where the applicant claims previous experience in managing Licenced premises) Evidence in duplicate of previous experience
 - c) (Where the applicant claims relevant training or qualifications) Evidence in duplicate of relevant training or qualifications
 - d) (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
 - e) Two character references
 - f) Evidence of current employment
 - g) The prescribed fee being \$132.00

All cheques should be made out to ***Papakura District Council***