

Please read the following notes before completing the application

1. You must have a minimum of six (6) months experience in the alcohol industry relevant to the type of premise you wish to manage.
2. Recent criminal convictions may lead to the suspending or declining of this application.
3. You must supply evidence of having completed a "recognised" course on the Sale and Supply of Alcohol Act 2012.
4. You must supply evidence of having gained the Licence Controller Qualification.
5. You must supply recent copies of work and character references (at least two).
6. You will be required to complete an interview to ascertain your suitability to hold a manager's certificate.
7. The application fee of \$316.25 must be paid at the time the application is submitted.

Incomplete applications will not be accepted

Please complete the following checklist before submitting the application

- Completed, signed and dated application form
- Minimum six (6) months experience in the alcohol industry
- All criminal convictions disclosed
- Evidence of having gained the Licence Controller Qualification attached
- Photocopy of ID (photo driver's licence or passport or Kiwi Access card)
- Current employer(s) reference attached
- Character reference attached (recent and not from a family member or Police Officer)
- Letter from Club certifying your membership and involvement (if applicable)
- \$316.25 Licence Application Fee



APPLICATION FOR MANAGERS CERTIFICATE REFERENCES

To enable your application to be determined by the District Licensing Committee the following points need to be included in your references:

Work Reference

A work reference must be written by your employer on letterhead.

- ✓ Date
- ✓ The name of the licensed premises
- ✓ Position in the premises – e.g. waiter, chef, manager, checkout operator
- ✓ Period of employment – e.g. 1 September 2014 to present
- ✓ Training undertaken and by whom
- ✓ A list of duties performed
- ✓ Work ethics – e.g. reliable, courteous, professional, dependable
- ✓ Employers support of the application
- ✓ Name of the writer
- ✓ Phone number
- ✓ Signature
- ✓ Position – e.g. General Manager, Licensee

Character Reference

A character reference should be written by a friend, work colleague or someone who has known you for 12 months or more. If using a work colleague they must refer to your character and reputation, not your work ethics and it should not be on company letterhead or have their position after their signature. Family or Police Officers references will not be accepted.

- ✓ Date
- ✓ Length of time the writer of the reference has known you
- ✓ A statement supporting your character and reputation
- ✓ Name of the writer
- ✓ Phone number
- ✓ Signature

Failure to supply good quality references could delay the District Licensing Committee from considering your application.