

A photograph of two champagne glasses filled with bubbly liquid, with a sparkler held between them, creating a bright, starburst effect of light and sparks. The background is dark with warm, bokeh light spots.

Alcohol Licensing – The Manager's Certificate

This is a guide to the process involved in obtaining a Manager's Certificate. Please note the suggestions contained in this document are a guide only and any person intending to make application for a Manager's Certificate should familiarise themselves with the requirements of the Sale and Supply of Alcohol Act 2012.

At all times when alcohol is available for sale to the public in an on or off licensed premises, a manager holding a current managers certificate must be on duty. The manager is responsible for compliance with the Sale and Supply of Alcohol Act 2012 and the conditions of the licence associated with the premises.

Type of Certificate

From 18 December 2012 there is only one type of certificate. This is called a "Manager's Certificate". If you hold an existing "Club Manager's certificate" or a "General Manager's certificate", it is valid until the expiry date and you will then need to meet the new criteria before it can be renewed as a "Manager's Certificate".

Criteria for Manager's Certificates

When deciding whether to issue a Manager's Certificate, the District Licensing Committee must consider the following:

- Your suitability to be a manager
- Any recorded convictions
- What experience you have in controlling licensed premises – a minimum of six months recent experience is required
- Any relevant training, in particular recent training

and evidence of having obtained your Licence Controller Qualification

- Any matters dealt with in any report made under section 220 (Police or Licensing Inspector)
- Your age – you must be over 20 years old

Making an application

Application forms are available from the Council website www.mdc.govt.nz. This form must be fully completed, signed and dated. The following documentation must be provided at the time you submit your application to Council:

- Copy of ID (i.e. drivers licence, passport)
- Copy of your Licence Controller Qualification (LCQ) and LCQ Bridging Test Certificate if your original LCQ was under the Sale of Liquor Act 1989.
- Written work reference from your current employer confirming your involvement within the alcohol industry.
- Written character reference provided by someone (not related) who has known you for at least 12 months.
- Other evidence to support any recent experience or training/qualifications associated with the alcohol industry. – Remember you need to show that you have at least six months experience in the industry.
- Applicants for Manager's Certificates associated with club premises should provide evidence to show their involvement in the management and activities of the club e.g. a detailed letter from a club officer.
- The prescribed fee of \$316.25.

Licence Controller Qualification

To obtain your Licence Controller Qualification (LCQ) you must first complete the following two unit standards provided through training providers. A list of local training providers is available from Council's website or by contacting us.

4646 Demonstrate Knowledge of the Sale and Supply of Alcohol Act 2012

16705 Demonstrate Knowledge of Host Responsibility requirements as duty manager of licensed premises.

Once you have obtained these two unit standards you need to apply to Service IQ (formally HSI, Hospitality Standards Institute) for your LCQ.

Service IQ can be contacted on lcq@ServiceIQ.org.nz or by phone 0800 863 693 or their website www.serviceiq.org.nz.

The application process

Once you have completed the application form, return it with all required material to the Manawatu District Licensing Committee at the Manawatu District Council. Incomplete applications will not be accepted.

Copies of your application will be forwarded to the Police and Licensing Inspector for their reports.

You will be required to attend an interview with the Licensing Inspector to discuss your knowledge and experience in the sale of alcohol.

The application and all reports are then forward to the District Licensing Committee for their determination.

A Manager's Certificate is issued initially for one year. It can then be renewed for three years.

Renewal Applications

A Manager's Certificate cannot be renewed once it has expired. You will be required to apply for a new certificate should it expire.

If the renewal is the first since the commencement of the Sale and Supply of Alcohol Act 2012 and your LCQ was completed under the old Sale of Liquor Act 1989, you will be required to sit the LCQ Bridging Test.

The bridging test enables managers who obtained the LCQ under the old Sale of Liquor Act 1989 to show they understand and can comply with the new Sale and Supply of Alcohol Act 2012.

The bridging test can be found on the Service IQ website www.serviceiq.org.nz. It is free to sit. Remember to print off your certificate at the end of the test and submit it with your application form.

The same process as above is followed once application for renewal is made.

Need more help?

Please contact the Council and speak to the Alcohol Licensing and Monitoring Officer.



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