



APPLICATION FOR MANAGER'S CERTIFICATE

SECTION 118, SALE OF LIQUOR ACT 1989

Westland District Licensing Agency
36 Weld Street
Private Bag 704
HOKITIKA

Applications should be lodged with the Westland District Licensing Agency if:

- you are employed at a licensed premises within Westland or;
- you do not currently work in licensed premises but you live within Westland.

Please provide one copy of all documents.

1. TYPE OF CERTIFICATE: General Managers Club Managers

2. DETAILS OF APPLICANT:

a) Full name: _____

b) Date of birth: _____

c) Occupation/Current employment: _____

d) Residential address: _____

e) Postal address for service of documents: _____

f) Daytime contact telephone number: _____

g) Drivers licence or Passport number: _____

h) Have you ever been convicted of any offence (including traffic but not parking)?

No Yes (give details below – you may wish to explain circumstances on another page)

Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____

i) Has the applicant had any experience, in particular recent experience (six months minimum), in managing any premises?

Yes No

If yes, what are the details and dates of that experience?

Dates	Details
_____	_____
_____	_____
_____	_____

j) Has the applicant had any relevant training, in particular recent training?

Yes No

If yes, what are the details of that training and on what dates was it taken:

k) Do you intend at this time to be the Manager of any particular licensed premises?

Yes No

If yes, name of premises:

Position and duties:

l) Club Managers Certificate applications only:

What is the extent of your involvement in the management and activities of the club?

3. LICENCE CONTROLLER QUALIFICATION:

Does the applicant hold the Licence Controller Qualification?

Yes No

If yes, provide copy of certificate.

Dated at _____ this _____ day of _____ year _____

Applicants Signature

REMEMBER TO ATTACH THE FOLLOWING MATERIAL TO YOUR APPLICATION:

- | | |
|--|--------------------------|
| • Two copies of the application in full. | <input type="checkbox"/> |
| • Testimonials supporting the applicants character and reputation. | <input type="checkbox"/> |
| • Evidence to support any experience claimed in the liquor industry e.g. detailed reference from employers, or an affidavit. | <input type="checkbox"/> |
| • Evidence to support any relevant training claimed e.g. proof of attendance, details of course content. | <input type="checkbox"/> |
| • Evidence to support any qualifications claimed e.g. photocopies of certificates. | <input type="checkbox"/> |
| • Club Manager's Certificate applicants – A detailed letter from a Club Officer setting out your involvement in the management and activities of the Club. | <input type="checkbox"/> |
| • The fee of \$132. Cheques made payable to <u>Westland District Council</u>. | <input type="checkbox"/> |

Office Use Only

Fee Received \$ _____ Date _____ Receipt No _____

The impact of the Criminal Records (Clean Slate) Act 2004 on applications for manager's certificates under the Sale of Liquor Act 1989

The Criminal Records (Clean Slate) Act 2004 commences on Monday 29 November 2004. The Act will enable individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility.

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- no convictions within the last 7 years;
- never been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal);
- never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced;
- not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired - see interpretation section for a full list);
- paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs).

There are some exceptions under section 19 of the Act where all convictions must continue to be disclosed. However, no exception applies for the purposes of determining applications for manager's certificates under the Sale of Liquor Act 1989. Section 21 of the Criminal Records (Clean Slate) Act 2004 provides that any reference in a provision to an individual's criminal record or character or fitness must be interpreted in a way that is consistent with the clean slate scheme. Therefore, where an individual is eligible for a "clean slate", he or she will be entitled to conceal their criminal record, and their criminal record would not be accessed or used when determining whether or not the individual is a "fit and proper person".

There is additional information about the legislation on the Ministry of Justice website: <http://www.justice.govt.nz/privacy/clean-slate.html> In addition, the Ministry has produced a pamphlet which will be available on the website as well as at courts, police stations, citizens advice bureaux and community law centres.