

**APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE**



**SECTION 123, 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. (\* see note at bottom)

Application for the renewal of a manger's certificate is made in accordance with the details set out below.

**1. 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: \_\_\_\_\_
- g) Has the applicant been convicted of any offence since the certificate was issued or last renewed? YES/NO

Nature of offence	Date of conviction	Penalty suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____

- h) What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?

\_\_\_\_\_  
\_\_\_\_\_

**2. DETAILS OF CERTIFICATE:**

Type of certificate:      General Managers               Club Managers

Number: \_\_\_\_\_

Date of Expiry: \_\_\_\_\_

3. Confirm the name of the premises where you are employed (if any):

\_\_\_\_\_

Provide written support for this application from the licensee of the above premises.

4. 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

NOTES:

- This application must be filed with the District Licensing Agency before the certificate expires. Tick   
Where the applicant is presently employed as a manager, it should be filed with the District Licensing Agency for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Agency for the district in which the applicant is residing.
- Two copies of the application in full
- The fee of \$132. Cheques made payable to Westland District Council.

*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.