

### 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 issued after December 2013 or if the Licence Controller Qualification is dated prior to 18 December 2013, have successfully completed the Licence Controller Qualification Bridging Test ( ref [www.serviceiq.org.nz](http://www.serviceiq.org.nz)).
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 and/or Licence Controller Qualification Bridging Test
- Photocopy of ID (photo driver's licence or passport or HANZ 18+ 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 Fee (cheques made payable to Manawatu District Council)