

Information Sheet for A MANAGER'S CERTIFICATE...

LIQUOR LICENSING AUTHORITY
Government of the Cook Islands



Applicant notes and form

You are about to apply for a Manager's Certificate. You will need to complete the attached application form and answer all the questions and supply ALL the documents required.

GENERAL INFORMATION....

When liquor is being sold or supplied to the public on licensed premises, a certified manager must be on duty at all times. This person is responsible for ensuring that the Sale of Liquor Act 1991-1992 (and subsequent amendments to that Act) and the conditions of the licence are being complied with:

There are two types of Manager's Certificates – General and Club.

A General Manager's Certificate applies to all licensed premises. A Club Manager's Certificate applies to a Club Licence only.

FIRST STEP

☐ Complete the attached "Consent to Disclosure of Information" form and submit this to the Cook Islands Police to be processed. When ready, uplift Police Report.

THEN

☐ Once you have completed the application form and obtained other necessary documents, you can come in (or send) to the Ministry of Transport offices in Avatiu with the following:

- ☐ Completed application form
- ☐ Copy of Police Report
- ☐ The prescribed fee (see note in following page under "Applicable Fees").
- ☐ A copy of your current passport or driver's license

PROCESSING OF APPLICATIONS

On receipt of your application, the LLA Secretary will process your application and advise you accordingly of the outcome.

APPLICATIONS FROM THE OUTER ISLANDS

All applicants in the outer islands are required to send their Manager's Certificate applications and a cheque or cash for the applicable fees by mail or through Air Rarotonga's express mail service.

You are required to submit the "Consent of Disclosure of Information" form to the local police representative on each respective island.

HOW WILL YOUR APPLICATION BE DECIDED?

In deciding whether to grant the Manager's Certificate, the Liquor Licensing Authority will consider matters such as:

- Any criminal offences that may affect your application

APPROVAL AND ISSUING OF CERTIFICATE

On approval of an application for the renewal of a certificate, the applicant will be issued a Manager's Certificate within 14 days after the approval is given. This will be sent to you by mail or you will be requested to uplift this from the Ministry of Transport offices.

EXPIRY OF LICENCE

A Manager's Certificate, expires 12 months from the date it was issued. Therefore, you are required to re-apply before the expiration of the current certificate by filling in the appropriate form (which can be either mailed or emailed to you).

RENEWAL OF MANAGER'S CERTIFICATES

The LLA Secretary will send you a reminder, either by email or mail for you to renew your manager's certificate along with an application pack. This will be done at least one month before the expiration of your licence.

APPLICABLE FEES

Fees are non-refundable.

A schedule of fees is attached herewith. If paying by cheque, please pay to: Liquor Licensing Authority.

CONTACT PERSON

For any queries, you may contact:

Ms Harriet Williams,
Secretary (Liquor Licensing Authority)
Ministry of Transport, Avatiu at the following:

P O Box 61, Avarua, Rarotonga Phone: 28-810
Email: harriet.williams@cookislands.gov.ck

LIQUOR LICENCE FEES (VAT inclusive)

TYPE OF LICENCE	CONDITIONS/HRS OF OPERATION	APPLICATION FEE	ANNUAL RENEWAL FEE	EXTENDED HOURS FEE
AIRPORT	During every international flight hours at the Rarotonga International Airport	\$23.00	\$287.50	NA
BAR	Mondays to Thursdays inclusive and on Saturdays between the hours of 11am and midnight and on Fridays from 11am to 2am Saturdays	\$23.00	\$92.00	\$46.00
CLUB	Mondays to Saturdays of each and every week, from 11am to 12 midnight	\$23.00	\$92.00	\$46.00
GUESTROOM BAR	VARIES	\$23.00	\$92.00	\$46.00
HOTEL/MOTEL	Mondays to Thursdays inclusive and on Saturdays between the hours of 11am and midnight and on Fridays from 11am to 2am Saturdays. On Sundays, Good Friday and Christmas days – only to bona fide persons present or living on premises.	\$23.00	\$460.00	\$46.00
MANAGER'S CERTIFICATE	Holder is responsible for the control of the sale and consumption of liquor on a licensed premises.	\$92.00	NA	NA
NIGHTCLUB	Mondays to Thursdays inclusive and on Saturdays between the hours of 11am and midnight and on Fridays from 11am to 2am Saturdays	\$23.00	\$230.00	\$46.00
RESTAURANT	Mondays to Saturdays between the hours of 11am to 12 midnight	\$23.00	\$92.00	\$46.00
RESTAURANT BAR	Mondays to Saturdays between the hours of 11am to 12 midnight	\$23.00	\$92.00	\$46.00
RETAIL	Mondays to Saturdays of each and every week from 9am to 9pm	\$23.00	\$92.00	\$46.00
SPECIAL	VARIES	\$23.00	\$92.00	NA
POLICE REPORT	Required for all new applications	\$22.50	A completed "Consent to Disclosure of Information" form must be submitted to Police in order for a Police Report to be generated.	