

NOTICE OF MANAGEMENT CHANGE
Section 231 Sale and Supply of Alcohol Act 2012

Name of Licensed Premises: _____

Address of Licensed Premises: _____

Licensee: _____ Licence Number: _____

Phone: _____ Email: _____

What are you notifying? (Please tick and complete the applicable box)

☐ **NEW CERTIFICATE HOLDING MANAGER**

Full Name: _____ Effective from: ____/____/____ to ____/____/____

Certificate Number: _____ Expiry Date: _____

☐ **TEMPORARY MANAGER** (Sec 229, Sale and Supply of Alcohol Act 2012)

Effective from: ____/____/____ to ____/____/____

Full Name: _____ Date of Birth: _____

Residential Address: _____

Who are they replacing: _____ Certificate No: _____

Reason: _____

Note: that a temporary manager must apply for a Manager's Certificate within two working days of their appointment

☐ **ACTING MANAGER** (Sec 230, Sale and Supply of Alcohol Act 2012)

Effective from: ____/____/____ to ____/____/____

Full Name: _____ Date of Birth: _____

Work/Resident Permit: (Please attach copy if applicable) Yes / No / NZ Citizen

Residential Address: _____

Who are they replacing: _____ Certificate No: _____

Reason: _____

Note: An Acting Manager can only be called upon to replace a duty manager on annual leave for 6 weeks in any 12 month period. A duty manager on sick leave or absent from work can be replaced for 3 weeks at a time by an acting manager.

☐ **TERMINATION/CANCELLATION OF MANAGER APPOINTMENT**

Full Name: _____ Date of birth: _____

Certificate Number: _____ Expiry Date: _____

Forward a copy of this completed form within two working days of the appointment (or termination) to both:

The Secretary
Westland District Licensing Committee
C/- Westland District Council
Private Bag 704
Hokitika 7842
Email: licensing@westlanddc.govt.nz

New Zealand Police
PO Box 17
Hokitika
Email: wc.ahr@police.govt.nz

Signature of Licensee: _____ Name: _____

Position (Director, Partner etc): _____ Date: ____/____/____

Notes referring to Temporary Manager

- (e) *in respect of each day on which the temporary manager was appointed temporary manager for the premises or conveyance, -*
 - (i) *a brief statement of the reason for the temporary manager's appointment; and*
 - (ii) *if it was because of the dismissal or resignation of a manager, the full legal name of the Manager*
- (f) *in respect of the occasion on which (under sections 231 of the Act) the licensee notified the licensing committee with which the application for the premises' licence was filed of the appointment, or the cancellation or termination of the appointment, of the temporary manager, the day on which the licensee did so.*