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 below)

☐ **NEW CERTIFICATE HOLDING MANAGER**

Full Name: _____ Effective from: ___ / ___ / ___

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: _____

Residential Address: _____

Who are they replacing? _____ Certificate No. _____

Reason: _____

☐ **TERMINATION / CANCELLATION OF MANAGER APPOINTMENT**

Full Name: _____ Effective from: ___ / ___ / ___

Certificate Number: _____ Expiry Date: _____

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

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 7842 Email: jwk524@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 each occasion on which (under section 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.