

NOTICE OF MANAGEMENT CHANGE

Section 231, Sale and Supply of Alcohol Act 2012

Name of Licensed Premises: _____

Licensee: _____ Licence Number: _____

Address of Licensed Premises : _____

Contact Phone (_____) _____ Contact Fax: (_____) _____

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

New Certificate Holding Manager

Full Name : _____ Effective from ____/____/20____

Certificate Number : _____ Certificate Expiry Date: _____

Temporary Manager (see s. 229, Sale & Supply of Alcohol Act)

Effective from ____/____/20____ to ____/____/20____

Full Name : _____ Date of Birth : _____

Residential Address: _____

Who they are replacing : _____ Certificate Number : _____

Reason: _____

Note that a temporary manager must apply for a manager's certificate within two working days of their appointment.

Acting Manager (see s. 230, Sale & Supply of Alcohol Act)

Effective from ____/____/20____ to ____/____/20____

Full Name : _____ Date of Birth : _____

Residential Address: _____

Who they are replacing : _____ Certificate Number : _____

Reason: _____

Termination/Cancellation of Manager Appointment

Full Name : _____ Effective from ____/____/20____

Certificate Number : _____ Certificate Expiry Date: _____

You must forward a copy of this completed form, within two working days of the appointment (or termination), to the location applicable to your district as noted below

The Secretary
District Licensing Committee
Opotiki District Council
PO Box 44
OPOTIKI 3122
Email
district.licencingsecretary@whakatane.govt.nz

The Secretary
District Licensing Committee
Kawerau District Council
Private Bag 1004
KAWERAU 3169
Email
district.licencingsecretary@whakatane.govt.nz

The Secretary
District Licensing Committee
Whakatane District Council
Private Bag 1002
WHAKATANE 3158
Email
district.licencingsecretary@whakatane.govt.nz

Alcohol Harm Reduction Officer
Whakatane Police
PO Box 282
WHAKATANE 3158
Email ahro@police.govt.nz

(Whakatane, Kawerau, Opotiki)

Officer in Charge
Murupara Police Station
PO Box 51
MURUPARA 3025
Email john.cassidy@police.govt.nz

(Galatea & Murupara)

Signature of Licensee : _____ Date : _____

Name: _____ Position (director, partner etc): _____

229 Temporary manager

- (1) In any case where a manager is ill or is absent for any reason, or is dismissed, or resigns, the licensee may appoint as a temporary manager a person who is not then the holder of a manager's certificate.
- (2) The appointee must, within 2 working days after the appointment, apply for a manager's certificate; and, if an application is made, the temporary manager must, from the time of the appointment until the application is determined, be deemed for the purposes of this Act to be the holder of a manager's certificate.
- (3) If the appointee does not apply for a manager's certificate within that period of 2 working days, or if the application is refused, the licensee must cease to employ the appointee as a manager.

Compare: 1989 No 63 [s 128](#)

230 Acting manager

- (1) Despite any other provision of this Act, a licensee may appoint an acting manager—
 - (a) for any period not exceeding 3 weeks at any one time where a manager is unable to act because of illness or absence; and
 - (b) for periods not exceeding in the aggregate 6 weeks in each period of 12 months to enable a manager to have a vacation or annual leave.
- (2) Every person appointed as an acting manager in accordance with this section must, while the appointment continues, be deemed for the purposes of this Act to be the holder of a manager's certificate, and it is not necessary for that person to apply for or hold a manager's certificate.

Compare: 1989 No 63 [s 129](#)