



# Notice of Management Change

Section 231, Sale & Supply of Alcohol Act 2012

**Please complete this form electronically and email to both of the following emails:**

The Secretary, Western Bay District Licensing Committee [liquor.licence@westernbay.govt.nz](mailto:liquor.licence@westernbay.govt.nz)  
NZ Police, Tauranga [trevor.brown@police.govt.nz](mailto:trevor.brown@police.govt.nz)

Trading name of licensed premises

Name of licensee

Licence number

Address of premises

Contact phone

Contact email

**What are you notifying?** (please complete as applicable below, see overleaf for detail)

### **New Certificate Holding Manager**

Full Name Effective from

Residential Address

Phone Number

Certificate Number Expiry Date

### **Temporary Manager** (see s.229, Sale & Supply of Alcohol Act 2012)

Full Name Effective from

Date of Birth

Who are they replacing? Cert No.

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 2012)

Effective from to

Full Name Date of Birth

Residential Address

Who are they replacing? Cert No

Reason

### **Termination/Cancellation of Manager Appointment**

Full Name Effective from

Certificate Number Expiry Date

Name of Licensee Date

Position (director etc)

A847218



# Notice of Management Change Appointment of Temporary and Acting Managers

Section 229-232 Sale and Supply of Alcohol Act 2012

Section 24-26 Sale and Supply of Alcohol Regulations 2013

## Temporary Managers

- In any case where a Duty Manager is ill or is absent for any reason, or is dismissed, or resigns, the licensee (the licence holder) may appoint as a Temporary Manager a person who is not currently the holder of a manager's certificate.
- The person appointed must apply for a new manager's certificate within two working days of the start date of the appointment.
- If the District Licensing Agency does not receive a manager's certificate application within two working days, or if the application is refused by the Agency, the licensee must terminate the appointment accordingly.

## Acting Manager

- An Acting Manager is a person appointed by the licensee, who is not the holder of a manager's certificate but is required to act as a Duty Manager for a defined period of time.
- An Acting Manager may be appointed by the licensee as follows:
  - For a period not exceeding 3 weeks at any one time where a Duty Manager is ill or absent for any reason.
  - Where a Duty Manager is on vacation or annual leave, the maximum length of appointment is an aggregate of six weeks in each twelve month period.
- It is not necessary for an Acting Manager to apply for a manager's certificate, although the District Licensing Committee does require the appointed person to have some knowledge of the Act.

## Notification

- All terminations and appointments of Duty Managers or if an appointment of a Temporary or Acting Manager is for more than 48 hours, written notification must be made within two working days to the District Licensing Committee and Police.
- A copy of manager's certificates must be supplied for new appointments of Duty Managers whose certificate was not issued by Western Bay District Licensing Committee.

## Records

- Every licensee is required by Section 232 of the Act and by Section 25-26 of the Regulations in respect of each manager, acting manager or temporary manager appointed for the premises, to record the name, appointment type, the date on which the appointment occurred, date that the appointment ceased, reason for the appointment, was there a dismissal or resignation of a manager, were the two agencies (Police, DLC) notified and if so what was the date.