**REGISTER OF APPOINTED MANAGERS – Licensees to keep record of [managers, acting managers and temporary managers].**

**Section 232 - Sale and Supply Alcohol Act 2012 –** All copies of managers certificates, renewals and notifications must be kept for at least 2 years after they are recorded – S.232(2).

**CERTIFICATED DUTY MANAGERS**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Appointment date** | **Full legal name** | **Date of birth** | **Manager’s certificate number** | **Manager’s certificate expiry date** | **Appointment notice sent to DLC & Police (keep a copy)** | **Date of terminated employment** | **Termination notice sent to DLC & Police****(keep a copy)** |
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**S. 230 - ACTING DUTY MANAGERS**

1. (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 – S.230(1).

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| **Appointment date** | **Full legal name** | **Date of birth** | **Finish date of appointment** | **Reason for appointment** | **Name of duty manager being replaced** | **Date notice sent to DLC & Police****(keep a copy)**  |
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**S. 229 - TEMPORARY DUTY MANAGERS**

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.
3. If the appointee does not apply for a manager’s certificate within that time period of 2 working days, or if the application is refused, the licensee must cease to employ the appointee as a manager.

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| **Appointment date** | **Full legal name** | **Date of birth** | **\*Date application for manager’s cert (if longer than 48 hours).** | **Reason for appointment** | **Name of manager being replaced** | **Date notice sent to DLC & Police** **(keep a copy)** | **Date manager cert issued or refused and appointment ceases.** |
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**S. 231 – Notice of appointment of manager, temporary manager, or acting manager.**

1. A licensee must give notice, in accordance with subsection (2), of the appointment, or the cancellation or termination of the appointment, of any manager, temporary manager, or acting manager.
2. Notice is given in accordance with this section if the notice is given within 2 working days after the appointment, or the cancellation or termination of the appointment, to – (a) the licensing committee with which the application for the licence was filed; and (b) the constable in charge of the police station nearest to - (i) the premises, where the licence is in force for any premises; or (ii) the office where the licence is in force for a conveyance.
3. It is not necessary to comply with subsection (1) in respect of the appointment of a temporary manager or an acting manager for any period not exceeding 48 consecutive hours.
4. The licensing committee may, within 5 working days after receiving a notice of the appointment of any temporary manager or acting manager, notify the licensee that it does not approve of the appointment, in which case it must give a copy of the notice to the constable referred to in subsection (2)(b).
5. On receiving notice under subsection (4), the licensee must terminate the appointment with effect from a date not later than 5 working days after the date of the notice.