

**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**

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

The Secretary  
Alcohol and Regulatory Licensing Authority  
Private Bag 32001  
Panama Street  
WELLINGTON 6146

The Secretary  
Whakatane District Licensing Committee  
C/- Whakatane District Council  
Private Bag 1002  
WHAKATANE 3120

Alcohol Harm Reduction Officer  
Whakatane Police  
PO Box 282  
WHAKATANE

Email: [ARLA@justice.govt.nz](mailto:ARLA@justice.govt.nz)

[District.LicensingSecretary@whakatane.govt.nz](mailto:District.LicensingSecretary@whakatane.govt.nz)

[ahro.ebop@police.govt.nz](mailto:ahro.ebop@police.govt.nz)

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](#)