

Notice of Management Change - Section 231, Sale and Supply of Alcohol Act 2012

GUIDE NOTES

The Sale and Supply of Alcohol Act 2012 allows an uncertified person to be appointed as an acting or temporary manager if a holder of a Manager's Certificate is not available. An acting or temporary manager is considered to have the responsibilities of the holder of a Manager's Certificate and can be prosecuted for breaches of the Act just as the holder of a Manager's Certificate can.

An **acting manager** can be appointed to cover for short term absences where the manager is ill, absent, or on holiday. The acting manager may only be appointed for up to three weeks at any one time and up to six weeks in any 12-month period.

A **temporary manager** can be appointed where a manager is ill or absent for any reason or is dismissed or resigns. The person appointed must apply for a Manager's Certificate within two working days. The person may then continue as a temporary manager until the application for a Manager's Certificate is determined.

Notifying changes - A licensee must give notice of the appointment, cancellation or termination of any permanent, temporary or acting duty manager, within 48 hours of the change to both the Licensing Inspector and the Police (if the temporary or acting duty manager is appointed for 48 consecutive hours or less no notification is required) .

What are you notifying?

- Temporary Manager
- Acting Manager
- New Certified Manager Appointment
- Termination/Cancellation of Manager Appointment

Licence Details:

Name of licensed premises: _____

Licensee: _____

Licence Number: 51/ON/_____ 51/OF/_____

Contact Name: _____ Contact Phone: _____

Contact email: _____

Temporary Manager *(Note that a temporary manager must apply for a manager's certificate within two days of their appointment)*

Full name: _____ Date of Birth: _____

Residential address: _____

Who they are replacing and certificate number: _____

Reason: _____

Acting Manager

Full name: _____ Date of Birth: _____

Residential address: _____

Who they are covering and certificate number: _____

Reason: _____

Effective from: _____ to _____

New manager appointment:

Full name: _____ Date of Birth: _____

Certificate number: _____ Certificate expiry date: _____

Effective from: _____

Termination/Cancellation of manager appointment:

Full name: _____ Date of Birth: _____

Certificate number: _____ Certificate expiry date: _____

Effective from: _____

Sign and Date

Date: _____

Print name and position: _____

Applicant's signature: _____

Forward this completed form, within two working days of appointment or termination to:

The Secretary
Tasman District Licensing Committee
Private Bag 4
Richmond 7050 or email to regulatory.admin@tasman.govt.nz

New Zealand Police
Private Bag 39
Nelson 7040 or email to NNbays.alcohol@police.govt.nz