

**Notice of Appointment/Termination, etc of Manager,
Temporary Manager or Acting Manager**

This application is made under Section 130, Sale of Liquor Act 1989

Notice is hereby given of the appointment/termination of: (please circle)

.....
(First Names) (Surname)

.....
(Residential Address)

.....
(Date of Birth)

To/from the position of Temporary/Acting Duty Manager at:
(please circle)

.....
(Name of Premises)

.....
(Address of Premises)

With effect from: (date)..... **TO**.....

The reason for this appointment is as follows:

.....
.....

An application for a manager's certificate is filed with the District Licensing Agency to support this notification:

Yes/No (If temporary manager application must be made within 2 working days, see attached note)

If applicable General/Club: Certificate number..... Expiry Date.....

Signature of Licensee..... Dated.....

Forward a copy of this completed form to each of the following:

The Secretary
Liquor Licensing Authority
Tribunals Unit
Private Bag 32001
Wellington 6146
Fax 04 462 6686

The Secretary
Marlborough District Licensing Agency
PO Box 443
Blenheim 7240
Fax 03 520 7496

Liquor Licensing Section
Blenheim Police Station
PO Box 342
Blenheim 7240
Fax 03 577 2927

Notice of Management Change

Section 130

Sale of Liquor Act 1989

Temporary Manager (Section 128 Sale of Liquor Act)

In any case where a manager is ill or is absent for any reason, or is dismissed, or resigns, the licensee (the licence holder) may appoint a Temporary Manager, a person who is not the holder of a Manager's Certificate.

A temporary manager is not required to hold a Manager's Certificate at the time of appointment, but must apply by lodging a full managers application with the District Licensing Agency **within two working days** after the appointment.

If the appointee does not apply for a manager's certificate within that period of two working days, or if the application is refused, the licensee shall cease to employ the appointee as a manager.

Acting Manager (Section 129 Sale of Liquor Act)

An Acting Manager may be appointed by the licensee (the licence holder) as follows:

- For any period not exceeding three weeks at any one time where the licensee or manager is unable to act because of illness or absence.
- When the licensee or manager is on vacation or annual leave. The maximum length of appointment is an aggregate of six weeks in each 12 month period.
- It is not necessary for an Acting Manager to apply for a Manager's Certificate although the District Licensing Agency would require the appointed person to have some knowledge of the Sale of Liquor Act.

All changes or appointments relating to Manager's Temporary Manager's and Acting Managers, must be notified (pursuant to Section 130) within two working days.

Notification must be made to the Liquor Licensing Authority, District Licensing Agency and local Police, except that it is not necessary to notify in respect of the appointment of a temporary or acting manager for any period not exceeding 48 hours.

For any further information contact the District Licensing Agency at your local council office.