

Notice of Management Change

Section 231, Sale and Supply of Alcohol Act 2012



Name of Licensed Premises: _____

Licensee: _____ Licence Number 52/ _____

Address of Licensed Premises: _____

Contact Phone: _____ Contact Email: _____

What are you notifying? (Please tick and complete the applicable box below)

New Certificate Holding Manager Effective from: _____

Full Name: _____

Certificate Number: _____ Certificate Expiry Date: _____

Temporary Manager (see s.229, Sale and Supply of Alcohol Act)

Effective from: _____ Effective to: _____

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 and Supply of Alcohol Act)

Effective from: _____ Effective to: _____

Full Name: _____ Date of birth: _____

Residential Address: _____

Who they are replacing: _____ Certificate Number: _____

Reason: _____

Termination/Cancellation of Manager Appointment

Full Name: _____ Effective from: _____

Certificate Number: _____ Certificate Expiry Date: _____

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

The Secretary, Marlborough District Licensing Committee, PO Box 443, Blenheim 7240 or email mdc@marlborough.govt.nz (fax 03 5207496) and New Zealand Police, PO Box 342, Blenheim 7240, Attention Liquor Licensing email Blenheim@police.govt.nz (fax 03 577 2927).

Signature of Licensee: _____ Date: _____

Name: _____ Position (director, partner, etc): _____

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229 Temporary

In any case where a manager is ill or 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.

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 the Act to be the holder of a manager's certificate.

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.

230 Acting Manager

Despite any other provision of the Act, a licensee may appoint an acting manager in the following cases:

- (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.

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 or hold a manager's certificate.

Once you have completed this entry form, please save it to your computer for your records, then email a copy of the saved document to mdc@marlborough.govt.nz and Blenheim@police.govt.nz