

Notice of Appointment to Manager

Pursuant to section 231 of the Sale and Supply of Alcohol Act 2012

Name of licensed premises:	
Licensee:	License number:
Address of licensed premises:	
Contact phone:	Contact email:

What are you notifying? (Please tick the appropriate box)

NEW CERTIFICATE HOLDING MANAGER	Effective from:
Full name:	
Certificate number:	Certificate expiry date:
TEMPORARY MANAGER	Effective from:
Full name:	
Date of birth:	Licence/Passport number:
Who are they replacing?	
Reason:	

Note: A temporary manager must apply for a manager's certificate within two (2) working days of their appointment.

ACTING MANAGER	Effective from:
Full name:	
Date of birth:	Licence/Passport number:
Who are they replacing?	
Reason:	
TERMINATION/CANCELLATION OF MANAGER APPOINTMENT	Effective from:
Full name:	
Certificate number:	Certificate expiry date:

Licensee's full name:		
Licensees' signature:		Date:

Forward a copy of this completed form within two (2) working days of the appointment (or termination) to:

Post to:

The Secretary
Kaipara District Licensing Committee
Private Bag 1001
Dargaville 0340

Email this form as a pdf to:

- Council at kdclicensing@kaipara.govt.nz

Alternatively, this notice can be delivered to any Council Service Centre.

Information

Change of Manager

When a manager is appointed to or terminated from a licensed premises, the licensee must advise the District Licensing Committee.

Use the form above for temporary, acting or change of managers.

Temporary Managers

Where a Duty Manager is ill, absent for any reason, dismissed or resigns, the licensee may appoint a Temporary Manager – a person who is not currently the holder of a manager's certificate.

The person appointed must apply for a new manager's certificate within two (2) working days of the start date of the appointment.

If the District Licensing Agency does not receive a manager's certificate application within two (2) working days, or if the application is refused by the Agency, the licensee must terminate the appointment accordingly.

Acting Managers

An Acting Manager may be appointed by the licensee, who is not the holder of a manager's certificate but is required to act as a Duty Manager for a defined period of time.

An Acting Manager may only be appointed for:

- A period of time not exceeding three (3) weeks at any one time
- The maximum length of an appointment in a twelve (12) month period does not exceed six (6) weeks
- Where a Duty Manager is ill or absent for any reason
- Where a Duty Manager is on vacation or annual leave.