

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 e-mail _____

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: ____/____/____
 Residential address: _____
 Date of birth: ____/____/____ Drivers licence No: _____ Contact Phone: (____) _____

Temporary Manager (s229, Sale and Supply of Alcohol Act): Effective from: ____/____/20____ to ____/____/20____
 Full name: _____ Date of birth: ____/____/____
 Residential address: _____
 Drivers licence No: _____ Contact Phone: (____) _____
 Who are they 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 (s230, Sale and Supply of Alcohol Act): Effective from: ____/____/20____ to ____/____/20____
 Full name: _____ Date of birth ____/____/____
 Residential address: _____
 Drivers licence No: _____ Contact Phone: (____) _____
 Who are they replacing? _____ Certificate Number: _____
 Reason: _____

Termination/Cancellation of Manager Appointment:
 Full name: _____ Effective from: ____/____/20____
 Certificate number: _____ Certificate expiry date: ____/____/____

The following must be notified of the appointment:

The Secretary, Manawatu District Licensing Committee

Private Bag 10 001,
 Feilding 4743
 Fax: 06 323 0822
 Email: alcohol@mdc.govt.nz

Alcohol Harm Reduction Officer
 Palmerston North Police
 Email: ahro.palmerstonnorth@police.govt.nz

Signature of licensee: _____ Date ____/____/20____
 Name: _____ Position _____
 (director, partner etc.)

Notifying requirements for management changes

Section 231 of the Sale and Supply of Alcohol Act states that: "Licensees are to notify the District Licensing Committee (DLC) and Police of:

- any appointment of a new certificated manager,
- cancellation/termination of a certificated manager, and
- the appointment of a temporary manager or an acting manager.

The DLC may, within five (5) working days after receiving a notice of the management change, notify the licensee that it does not approve the appointment.

Temporary manager

A temporary manager may be appointed under Section 229 of the Sale and Supply of Alcohol Act 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.

So an existing certificated manager must be absent for this to happen. There must be a genuine emergency.

For two days or less, matters to attend to are:

1. Make sure the duty manager sign reflects 'temporary manager'.
2. Make sure the facts are recorded in your manager's register (in particular who they are replacing and the period).

For more than two days, matters to attend to are:

1. The appointee must apply for a manager's certificate and while that application is going through the system, they can carry on as a temporary manager.
2. Make sure a completed notice of management change form is sent to the DLC and to the Police.
3. Make sure the duty manager sign reflects 'temporary manager'.
4. Make sure the facts are recorded in your manager's register.
5. Make sure you retain copies of all the paperwork and keep them in your managers register.

Acting manager

Section 230 of the Sale and Supply of Alcohol Act states that:

An acting manager can be appointed for any period not exceeding 3 weeks at any one time where a manager is unable to act because of illness or absence; **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.

Matters to attend to are:

1. Make sure a completed notice of management change form is sent to the DLC and to the Police.
2. Make sure the duty manager sign reflects 'acting manager'.
3. Make sure the facts are recorded in your manager's register.
4. Make sure you retain copies of all the paperwork and keep them in your managers register.

Section 231(3) – it is not necessary to give notice of the appointment of a Temporary Manager or Acting Manager for any period not exceeding 48 consecutive hours but remember to record these appointments in your manager's register.