

# 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: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

**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: \_\_\_\_\_

**Temporary Manager**

(see s.229, Sale and Supply of Alcohol Act) Effective from: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

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: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Who they are replacing: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Reason: \_\_\_\_\_

**Termination/Cancellation of Manager Appointment**

Full Name: \_\_\_\_\_ Effective from: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Certificate Expiry Date: \_\_\_\_\_

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

The Secretary  
Hauraki District Licensing Committee  
c/o Hauraki District Council  
PO Box 17  
Paeroa

New Zealand Police  
PO Box 54  
Waihi 3641  
Attention: Liquor Licensing

Signature of licensee: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position (director, partner etc): \_\_\_\_\_

	<b>Hauraki District Licensing Agency</b>		M 741087
	Responsibility: Peter Thom	Date issued: 18/12/2013	Version No: 2
	Location: Hauraki District	Review date: 8/10/2021	Page: 1 of 1