

## 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 Email: \_\_\_\_\_

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

**New Certificated Manager**

Full Name: \_\_\_\_\_

Effective from: \_\_\_\_/\_\_\_\_/20\_\_\_\_

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

**Temporary Manager** (see s.229, Sale and Supply of Alcohol Act 2012)

Effective from: \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_\_

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

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

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

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

**Note that a temporary manger 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 2012)

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\_\_\_\_ to

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

\_\_\_\_\_

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

Secretary  
District Licensing Committee  
Whanganui District Council Whanganui  
PO Box 637  
Whanganui 4540  
Email: [yourcouncil@whanganui.govt.nz](mailto:yourcouncil@whanganui.govt.nz)

New Zealand Police  
PO Box 443  
Whanganui 4540  
Attention: Alcohol Licensing  
Email: [whanganui.ahpo@police.govt.nz](mailto:whanganui.ahpo@police.govt.nz)

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

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