

Notice of Management Change

Section 231, Sale & Supply of Alcohol Act 2012

What are you notifying? (Please tick and complete one of the below) <i>Note: It is not necessary to notify the DLC or Police in respect of the appointment of a temporary or acting manager for any period not exceeding 48 consecutive hours.</i>	
<input type="checkbox"/> New Certificate Holding Manager	
Full Name: _____ Certificate Number: _____ Certificate Expiry Date: _____ Effective from: _____	
<input type="checkbox"/> Temporary Manager (see s.229, Sale and Supply of Alcohol Act) <i>Note: A temporary manager must apply for a Manager's Certificate within two working days of their appointment</i>	
Full Name: _____ Date of Birth: _____ Residential Address: _____ Effective from: _____ Who are they replacing: _____ Reason: _____	
<input type="checkbox"/> Acting Manager	
Full Name: _____ Date of Birth: _____ Residential Address: _____ Effective from: _____ Who are they replacing: _____ Reason: _____	
<input type="checkbox"/> Cancellation of Manager Appointment	
Full Name: _____ Certificate Number: _____ Certificate Expiry Date: _____ Effective from: _____ Reason: _____	

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

Post: The Secretary, District Licensing, Private Bag 7, Tokoroa, Attn: Liquor Licensing Inspector
Email: Environmental.Health@southwaikato.govt.nz

Post: Alcohol Harm Reduction Officer, Tokoroa Police, PO Box 44, Tokoroa 3420
Email: mpi477@police.govt.nz

Name of Licensed Premises:	
Licensee:	
Signature of Licensee:	
Date:	
Contact Number:	
Email Address:	