

Notice of Management Change

Section 231, Sale & Supply of Alcohol Act 2012



Name of Licensed Premises: _____

Licensee: _____

Contact Number: _____

Email Address: _____

Signature of Licensee: _____

Date: _____

What are you notifying?
 (Please tick and complete one of the below)
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.

New Certificate Holding Manager

Full Name:
 Date of Birth:
 Certificate Number:
 Certificate Expiry Date:
 Effective from:

Temporary Manager
 (see s.229, Sale and Supply of Alcohol Act)
Note: A temporary manager must apply for a Manager's Certificate within two working days of their appointment

Full Name:
 Date of Birth:
 Residential Address:
 Certificate Number:
 Effective from:
 Who are they replacing:
 Reason:

Acting Manager

Full Name:
 Date of Birth:
 Residential Address:
 Certificate Number:
 Effective from:
 Who are they replacing:
 Reason:

Cancellation of Manager Appointment

Full Name:
 Certificate Number:
 Certificate Expiry Date:
 Effective from:

IMPORTANT INFORMATION - Additional documents required

If you are appointing a new certified manager, temporary manager or acting manager please attach the following: Copy of managers certificate
 If you are a New Zealand citizen or resident please attach a copy of either of the following: Drivers licence, passport or birth certificate.
 If you are not a New Zealand citizen or resident please attach a copy of the following: Valid foreign passport and work visa
 If you do not have any of the above please contact licensing staff to discuss further

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: DLC Secretary
Email: info@southwaikato.govt.nz

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