

**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 Fax or email: \_\_\_\_\_

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

<input type="checkbox"/> <b>New Certificate Holding Manager</b> Full Name: _____ Effective from: _____ / _____ / 20 ____ Certificate Number: _____ Certificate Expiry Date: _____
<input type="checkbox"/> <b>Temporary Manager (see s.229, Sale and Supply of Alcohol Act 2012)</b> Effective from: ____ / ____ / 20__ to ____ / ____ / 20__ Full Name: _____ Date of Birth: _____ Residential Address: _____ Who they are replacing: _____ Certificate Number: _____ Reason: _____ <b>Note that a temporary manager must apply for a manager's certificate within two working days of their appointment.</b>
<input type="checkbox"/> <b>Acting Manager (see s.230, Sale and Supply of Alcohol Act 2012)</b> Effective from: ____ / ____ / 20__ to ____ / ____ / 20__ Full Name: _____ Date of Birth: _____ Residential Address: _____ Who they are covering: _____ Certificate Number: _____ Reason: _____
<input type="checkbox"/> <b>Termination/Cancellation of Manager Appointment</b> 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  
Tasman District Licensing Committee  
C/- Tasman District Council  
Private Bag 4  
Richmond 7050

New Zealand Police  
Private Bag 39  
Nelson 7040

Email: [Regulatory.Admin@tasman.govt.nz](mailto:Regulatory.Admin@tasman.govt.nz)

Email: [NNBays.alcohol@police.govt.nz](mailto:NNBays.alcohol@police.govt.nz)

Fax: (03) 543 9524

Fax: (03) 545 8960

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

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

## Acting and temporary managers

Provisions in the Sale and Supply of Alcohol Act 2012 allow, in certain circumstances, for the appointment of an uncertified person as an acting or temporary manager if a holder of a Manager's Certificate is not available.

### Acting manager

A licensee can appoint someone who is not the holder of a Manager's Certificate as an acting manager for any period not exceeding three weeks at any one time. The total period of time for which a licensee appoints an individual as an acting manager cannot exceed six weeks in any 12-month period.

### Temporary manager

A temporary manager can be appointed where a manager is ill or absent for any reason or is dismissed or resigns. A licensee may appoint a person who is not the holder of a Manager's Certificate as a temporary manager.

A person appointed as a temporary manager must, within two working days, apply for a Manager's Certificate. That person may then continue as a temporary manager until the application for a Manager's Certificate is determined.

### Should an acting manager or a temporary manager be appointed?

The position of acting manager is usually a short-term appointment, while a temporary manager is likely to be a longer-term replacement for a permanent staff member. Generally the provisions allow for the appointment of an acting manager where the holder of a Manager's Certificate is ill, absent or on holiday, but where the absence is more of a short-term nature. A temporary manager would be more appropriate when the usual or permanent Manager's Certificate holder suddenly leaves or is ill or absent for a significant period. If you have any queries about a particular situation and are uncertain which option would be most appropriate, contact your DLC.

### Notice of appointment of manager, acting manager or temporary manager

The licensee must advise the DLC and police within two working days of the appointment, cancellation or termination of a manager, temporary manager or acting manager. It is not necessary to notify those agencies if the appointment is for any period not exceeding 48 hours, but all such appointments must be recorded in a day book, or log book, along with the reason for the appointment.<sup>91</sup>