

Notice of Appointment of Manager

Pursuant to section 231 of the 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 the appropriate box below)

NEW CERTIFICATE HOLDING MANAGER Effective from: ___ / ___ / 20___

Full name:

Certificate number:

Certificate expiry date:

TEMPORARY MANAGER Effective from: ___ / ___ / 20___

Full name:

Date of birth:

License / Passport number:

Who are they replacing?

Reason:

Note: a temporary manager must apply for a manager's certificate within two working days of their appointment.

ACTING MANAGER Effective from: ___ / ___ / 20___ to ___ / ___ / 20___

Full name:

Date of birth:

License / Passport number:

Who are they replacing?

Reason:

TERMINATION/CANCELLATION OF MANAGER APPOINTMENT Effective from: ___ / ___ / 20___

Full name:

Certificate number:

Certificate expiry date:

Advice note for Licensees

1. A licensee must also give notice of the appointment to the Officer in Charge at the nearest Police Station.
2. If a licensee terminates the appointment of a manager, they must also give notice to the District Licensing Committee and the Police.

Licensees' full name: _____

Licensees' signature

Date (DD / MM / YYYY)

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

Post: The Secretary
Far North District Licensing Committee 515
Private Bag 752
Kaikohe 0440

Email: DLG@fndc.govt.nz
ahrofarnorth@police.govt.nz

Alternatively, this notice can be delivered to any Council Service Centre.

Information

Change of Manager

When a manager is appointed to or terminated from a licensed premises, the licensee must advise the District Licensing Committee.

Use the form above for temporary, acting or change of managers.

Temporary Managers

Where a Duty Manager is ill, or absent for any reason, or is dismissed, or resigns, the licensee may appoint a Temporary Manager – a person who is not currently the holder of a manager's certificate.

The person appointed must apply for a new manager's certificate within two working days of the start date of the appointment.

If the District Licensing Agency does not receive a manager's certificate application within two working days, or if the application is refused by the Agency, the licensee must terminate the appointment accordingly.

Acting Managers

An Acting Manager may be appointed by the licensee, who is not the holder of a manager's certificate but is required to act as a Duty Manager for a defined period of time.

An Acting Manager may only be appointed for:

- A period of time not exceeding 3 weeks at any one time;
- The maximum length of appointment in a twelve-month period, does not exceed 6 weeks;
- Where a Duty Manager is ill or absent for any reason;
- Where a Duty Manager is on vacation or annual leave