

# 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](mailto:DLG@fndc.govt.nz)  
[AHRO@police.govt.nz](mailto:AHRO@police.govt.nz)

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

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## 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