



**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: (.....) .....

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

**New Certificate Holding Manager**

Full name: ..... Effective from: .....

Certificate No: ..... Certificate expiry date: .....

**Temporary Manager** (Section 229, Sale and Supply of Alcohol Act)

Effective from: ..... / ..... / ..... to ..... / ..... / .....

Full name: ..... Date of Birth: .....

Residential address: .....

Who they are replacing: ..... Certificate number: .....

Reason: .....

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

**Acting Manager** (Section 230, Sale and Supply of Alcohol Act)

Effective from: ..... / ..... / ..... to ..... / ..... / .....

Full name: ..... Date of Birth: .....

Residential address: .....

Who they are replacing: ..... Certificate number: .....

Reason: .....

**Note an individual cannot exceed three weeks in one period or six weeks in any 12 month period, as acting manager.**

**Termination/Cancellation of Manager Appointment**

Full name: ..... Effective from: ..... / ..... / .....

Certificate number: ..... Certificate expiry date: ..... / ..... / .....

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

The Secretary  
Invercargill District Licensing Committee  
Private Bag 90104  
INVERCARGILL 9840  
Email: [DLC@icc.govt.nz](mailto:DLC@icc.govt.nz)

New Zealand Police  
Attention: Alcohol Licensing  
PO Box 808  
INVERCARGILL 9840  
Email: [Hayden.McNaught@police.govt.nz](mailto:Hayden.McNaught@police.govt.nz) and [Susan.Rohde@police.govt.nz](mailto:Susan.Rohde@police.govt.nz)

Signature of licensee: ..... Date: ..... / ..... / .....

Name: ..... Position (director, partner etc): .....

## INFORMATION

### Temporary Managers

- In any case where a Duty Manager is ill or is absent for any reason, or is dismissed, or resigns, the licensee (the licence holder) may appoint as 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 Manager

An Acting Manager is a person 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 be appointed by the licensee as follows:

- For a period not exceeding three weeks at any one time where a Duty Manager is ill or absent for any reason.
- Where a Duty Manager is on vacation or annual leave, the maximum length of appointment is an aggregate of six weeks in each 12 month period.

It is not necessary for an Acting Manager to apply for a manager's certificate, although the District Licensing Committee does require the appointed person to have some knowledge of the Act.

### Notify DLC and Police

For all terminations and appointments of Duty Managers, or if an appointment of a Temporary or Acting Manager is for more than 48 hours, written notification must be made within two working days to the District Licensing Committee and Police.

A copy of any manager's certificate must be supplied for new appointments of Duty Managers whose certificate was not issued by the Invercargill District Licensing Committee.

### Keep a Record

Every licensee is required by Section 232 of the Act and by Section 25-26 of the Regulations in respect of each manager, acting manager or temporary manager appointed for the premises, to record the name, appointment type, the date on which the appointment occurred, date on which the appointment ceased, reason for the appointment, was there a dismissal or resignation of a manager, were the two agencies (Police, DLC) notified, and if so what was the date.