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: ( ) ..... email address: .....

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

☐ **New Certificate Holding Manager** **OR** ☐ **Termination/Cancellation of Manager Appointment**

Full name: ..... Effective from: ...../...../20.....

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

☐ **Temporary Manager** (see s.229, Sale and Supply of Alcohol Act) **OR** ☐ **Acting Manager** (see s.230, Sale and Supply of Alcohol Act)

Effective from: ...../...../20.....

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.

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

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

Forward a copy of this completed form, within two working days of the appointment (or termination), to the Secretary of the District Licensing Committee as shown below AND a copy to your nearest Police Station (addresses shown below):

The Secretary District Licensing Committee Waikato District Council Private Bag 544 Ngaruawahia 3742 email: rss@waidc.govt.nz	District Licensing Unit **Counties-Manukau** Police Private Bag 76920 Manukau City Auckland 2241 email: tmalcoholadmin@police.govt.nz	The Officer in Charge New Zealand Police Attention: Liquor Licensing:- Private Bag 3078 **Hamilton** 3240 email: hamilton.dlu@police.govt.nz	The Officer in Charge New Zealand Police Attention: Liquor Licensing:- PO Box 10 **Ngaruawahia** 3742 email: LiquorLicensing@police.govt.nz