

NOTICE OF MANAGEMENT CHANGE
Section 231, Sale and Supply of Alcohol Act 2012

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

Masterton District Licensing Committee
c/- Masterton District Council
PO Box 444, Masterton 5840

Alcohol Harm Prevention Unit
Wellington Central Police Station
PO Box 693, Wellington 6011

Email: alcohol@mstn.govt.nz

Email: AHPO.Wellington@police.govt.nz

Licensed Premises: _____

Contact Phone: (_____) _____

Contact Email: _____

A person appointed as a Duty Manager must be over the age of 20.

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

New Certificate Holding Manager

Full Name: _____ Effective from: _____ / _____ / 20 _____

Certificate Number: _____ Certificate Expiry Date: _____ / _____ / 20 _____

Temporary Manager

(see s.229, Sale and Supply of Alcohol Act)

Effective from: _____ / _____ / 20 _____

Full Name: _____ Please supply of copy of Driver's Licence or Passport

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

(see s.230, Sale and Supply of Alcohol Act)

Effective from: _____ / _____ / 20 _____ to _____ / _____ / 20 _____

(maximum appointment – 3 weeks)

Full Name: _____ Please supply of copy of Driver's Licence or Passport

Residential Address: _____

Who they are replacing: _____ Certificate Number: _____

Reason: _____

Termination/Cancellation of Manager Appointment

Full Name: _____ Effective from: _____ / _____ / 20 _____

Certificate Number: _____ Certificate Expiry Date: _____ / _____ / 20 _____

Signature of licensee: _____ Position (director, partner etc): _____

Date: _____

**Remember update the Managers Register. This information must be kept for 2 years.*

- Any appointment for more than 48 hours must be notified to Masterton District Licensing Committee and Police – *Notice of Management Change*.
- Any appointed temporary or acting manager **must be over 20 years old**.
- Display name when acting as the Duty Manager

Appointing a temporary manager

If a certified manager is ill, absent, dismissed or resigns, the licensee can appoint a temporary manager. The temporary manager does not need to hold a current manager's certificate but must lodge an application for a manager's certificate within 2 working days of the appointment. The temporary manager's status will remain in effect until their application has been considered.

If the complete application is not lodged within 2 working days, or the application is refused, the licensee must stop using that person as a manager.

Appointing an acting manager

Acting managers can be appointed to cover planned or unplanned leave. If a manager is ill or absent, the licensee may appoint an acting manager for no more than 3 weeks at any one time, or a period of no more than 6 weeks in any 12-month period.

Keep a record of your managers

The Managers Register **must be** updated with **all** manager appointments. You must keep the manager record for two years.

Police and licensing inspectors visiting your premises can ask to see your manager records.

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.

Responsibilities of acting or temporary managers

If a licensee appoints a person who is not the holder of a Manager's Certificate to be an acting or temporary manager, that person is considered to have the responsibilities of the holder of a Manager's Certificate. An acting or temporary manager can be prosecuted in the District Court for breaches of the Act just as a Manager's Certificate holder can.

If you have any queries about a particular situation, or are uncertain which option would be most appropriate, contact Masterton District Council alcohol licensing team – alcohol@mstn.govt.nz.