

Notification of Management Change

Sale and Supply of Alcohol Act 2012



Forward a copy of this completed form within 2 working days of the appointment (or termination), to:

The Secretary
District Licensing Committee
c/- Gisborne District Council
PO Box 747
Gisborne 4040
Email: alcohol.licensing@gdc.govt.nz

New Zealand Police
PO Box 546
Gisborne 4040
Attention: Alcohol Harm Reduction Officer
Email: alcohol.gisborne@police.govt.nz

1. Details of licensed premises

Name of licensed premises:

Licensee:

Licence No(s).

Address of licensed premises:

Mobile:

Other phone:

Email:

2. What are you notifying? (Tick and fill in relevant details. See notes: Appointing managers)

New Certificate Holding Manager

Effective from:

Name in full:

Surname:

First Name(s)

Certificate No.

Expiry Date:

Temporary Manager

Effective from:

Name in full:

Surname:

First Name(s)

Residential address:

Date of birth:

Who are they replacing?

Their Certificate No.

Reason:

Acting Manager

Effective from:

Name in full:

Surname:

First Name(s)

Residential address:

Date of birth:

Who are they replacing?

Their Certificate No.

Reason:

Termination / Cancellation of Manager Appointment

Effective from:

Name in full:

Surname:

First Name(s)

Certificate No.

Expiry Date:

3. Signature

Signature of Licensee:

Date:

Name:

Position:

Notes: Appointing managers

Section 229, Temporary Manager

1. In any case where a manager is ill or is absent for any reason, or is dismissed, or resigns, the licensee may appoint as a temporary manager a person who is not then the holder of a manager's certificate.
2. The appointee must, within 2 working days after the appointment, apply for a manager's certificate; and, if an application is made, the temporary manager must, from the time of the appointment until the application is determined, be deemed for the purposes of this Act to be the holder of a manager's certificate.
3. If the appointee does not apply for a manager's certificate within that period of 2 working days, or if the application is refused, the licensee must cease to employ the appointee as a manager.

Section 230, Acting Manager

1. Despite any other provision of this Act, a licensee may appoint an acting manager -
 - (a) for any period not exceeding 3 weeks at any one time where a manager is unable to act because of illness or absence; and
 - (b) for periods not exceeding in the aggregate 6 weeks in each period of 12 months to enable a manager to have a vacation or annual leave.
2. Every person appointed as an acting manager in accordance with this section must, while the appointment continues, be deemed for the purposes of this Act to be the holder of a manager's certificate, and it is not necessary for that person to apply for or hold a manager's certificate.

Section 231, Notice of appointment etc, of manager, temporary manager, or acting manager

1. A licensee must give notice, in accordance with sub-section (2), of the appointment, or the cancellation or termination of the appointment, of any manager, temporary manager, or acting manager.
2. Notice is given in accordance with this subsection if the notice is given within 2 working days after the appointment, or the cancellation or termination of the appointment to -
 - (a) the licensing committee with which the application for the licence was filed; and
 - (b) the constable in charge of the police station nearest to -
3. It is not necessary to comply with subsection (1) in respect of the appointment of a temporary manager or an acting manager for any period not exceeding 48 consecutive hours.
4. The licensing committee may, within 5 working days after receiving a notice of the appointment of any temporary manager or acting manager, notify the licensee that it does not approve the appointment, in which case it must give a copy of the notice to the constable referred to in subsection (2)(b).
5. On receiving notice under subsection (4), the licensee must terminate the appointment with effect from a date not later than 5 working days after the date of the notice.