

# Notice of Management Change

Section 231 Sale and Supply of Alcohol Act 2012



**Forward a copy of this completed form within two working days of the Manager's appointment or termination to:**

Carterton District Licencing Committee  
c/o Carterton District Council  
PO Box 9, Carterton 5743  
Email: info@cdc.govt.nz  
Fax: 06 379 7832

New Zealand Police  
PO Box 443, Masterton 5840  
Attn: Alcohol Harm Reduction Officer  
Email: wairarapa.police@police.govt.nz  
Fax: 06 370 5950

Licensed Premises Name

Licensed Premises Address

Telephone

Email

A person appointed as duty manager must be 20 years or older.

**What are you notifying** (please select one box):

**New Certificate Holding Manager**

Full Name

Certificate Number  Certificate Expiry Date

Effective From  **to**

**Temporary Manager** (*s229 Sale and Supply of Alcohol Act 2012*)

Full Name   Attach a copy of your drivers licence or passport

Residential Address

Who they are replacing  Certificate No

Reason

Effective From  **to**

**Temporary Managers must apply for a Manager's Certificate within two working days of their appointment.**

**Acting Manager** (*s230 Sale and Supply of Alcohol Act 2012*) - maximum appointment 3 weeks

Full Name   Attach a copy of your drivers licence or passport

Residential Address

Who they are replacing  Certificate No

Reason

Effective From  **to**

**Termination/Cancellation of Manager Appointment**

Full Name

Certificate Number  Certificate Expiry Date

Effective From

Licensee's Signature  Date

Name  Position (director, partner, etc.)