

**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 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: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Residential Address: \_\_\_\_\_

Who are they 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/ \_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Residential Address: \_\_\_\_\_

Who are they replacing: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Reason: \_\_\_\_\_

Termination/Cancellation of Manager Appointment

Full Name: \_\_\_\_\_ Effective From \_\_\_\_ / \_\_\_\_ 20/ \_\_\_\_

Certificate Number: \_\_\_\_\_ Certificate Expiry Date: \_\_\_\_\_

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

The Secretary  
Hurunui District Licensing Committee  
C/- Hurunui District Council  
PO Box 13  
AMBERLEY 7410  
e-mail: [licensing@hurunui.govt.nz](mailto:licensing@hurunui.govt.nz)  
Fax: (03) 314 9181

New Zealand Police  
PO Box 2109  
CHRISTCHURCH  
Attn: Nicola Jackson

e-mail: [Nicola.jackson@police.govt.nz](mailto:Nicola.jackson@police.govt.nz)  
Fax: (03) 372 8085

Signature of Licensee: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_