

## Notice of Management Change

Section 231 Sale and Supply of Alcohol Act 2012



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**  
*Kia Reretahi Tātau*

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

South Wairarapa District Licencing Committee  
c/o South Wairarapa District Council  
PO Box 6, Martinborough 5741  
Email: health@swdc.govt.nz  
Fax: 06 306 9373

New Zealand Police  
PO Box 443, Masterton 5840  
Attn: Alcohol Harm Reduction Officer  
Email: AHPO.Wairarapa@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.)