



# Ruapehu District Council

Private Bag 1001, Taumarunui 3946

Phone 07 895 8188 or 06 385 8364

Email: [info@ruapehudc.govt.nz](mailto:info@ruapehudc.govt.nz)

Website: [www.ruapehudc.govt.nz](http://www.ruapehudc.govt.nz)

Facebook: ruapehudc

Notification of

## Management Change

Section 231, Sale and Supply of Alcohol Act 2012

**A copy of this completed form MUST be forwarded within two working days of the appointment/termination of any manager to both:**

- The Secretary, Ruapehu District Licensing Committee, Private Bag 1001, Taumarunui 3946 or emailed to: [info@ruapehudc.govt.nz](mailto:info@ruapehudc.govt.nz) **AND**
- Alcohol Harm Reduction Officer, NZ Police, PO Box 18, Ohakune 3660 - Fax 06 385 0101 (for area south of Erua) **OR**
- Alcohol Harm Reduction Officer, NZ Police, PO Box 219, Taumarunui 3946 - Fax 07 895 5146 (for area north of Erua).

### Details

Name of Licensed Premises	<input type="text"/>		
Address	<input type="text"/>		
Licensee	<input type="text"/>		
Daytime Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Please complete the applicable box below (see Notes on page 3)

### Appointment Details of New Certified Holding Manager

(Section 231, Sale and Supply of Alcohol Act 2012)

Full Name	<input type="text"/>		
Date of Birth	<input type="text"/>	Certificate No <i>(Please attach copy of Manager's Certificate)</i>	<input type="text"/>
Date Appointment Effective From	<input type="text"/>		
I understand as the appointed Manager, my obligations under the Sale and Supply of Alcohol Act 2012			
Signed	<input type="text"/>	Date	<input type="text"/>

### Termination/Cancellation of Manager Appointment

(Section 231, Sale and Supply of Alcohol Act 2012)

Full Name	<input type="text"/>		
Date of Birth	<input type="text"/>	Manager's Certificate No	<input type="text"/>

## Appointment of Temporary Manager *(Section 229, Sale and Supply of Alcohol Act 2012)*

Full Name

Address

Date of Birth

Date Appointment  
Effective From

Manager they are Replacing

Manager's Certificate No

Reason for Appointment of  
Temporary Manager

## Appointment of Acting Manager *(Section 230, Sale and Supply of Alcohol Act 2012)*

Full Name

Address

Date of Birth

Date Appointment Effective  
From

To

Manager they are Replacing

Manager's Certificate No

Reason for Appointment of  
Acting Manager

## Signature Required

Print Name

Position *(Director, Partner,  
Secretary, etc)*

Signed

Date



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Extract from Sale and Supply of Alcohol Act 2012

## Notification of Management Change

Sections 229 - 232

### 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 two 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 two working days, or if the application is refused, the licensee must cease to employ the appointee as a manager.

### 230 *Acting Manager*

- (1) Despite any other provision of this Act, a licensee may appoint an acting manager—
  - (a) for any period not exceeding three 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 six 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.

### 231 *Notice of Appointment, etc, of Manager, Temporary Manager, or Acting Manager*

- (1) A licensee must give notice, in accordance with subsection (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 two 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—
    - (i) the premises, where the licence is in force for any premises; or
    - (ii) the office of the licensing committee with which the application was filed, where the licence is in force for a conveyance.

- (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 five 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 five working days after the date of the notice.

### 232 *Licenses to Keep Record of Temporary and Acting Managers*

- (1) Every licensee required by this Act to appoint a manager or managers for any premises must, in respect of each manager, acting manager, or temporary manager appointed for the premises, record (in a form that is readable or retrievable) the information prescribed by regulations made under this Act for the purposes of this section.
- (2) The licensee must keep the information recorded for at least two years after it is recorded.