NOTICE OF APPOINTMENT / TERMINATION OF MANAGER

Section 231 Sale and Supply of Alcohol Act 2012

NOTE: Managers must be at least 20 years of age to manage a licensed premises.

Name of licensed premises			
Address of premises			
Contact phone number		Licence number	
Licensee (licence holder)			
Email address			

What are you notifying? (Please tick and complete the applicable box below)

☐ **NEW CERTIFICATE HOLDING MANAGER** *please provide a copy of current managers certificate (and work visa if applicable)*

Full name			
Certificate number			
Effective from	/ /20	Date of birth	
Residential address			

☐ **TEMPORARY MANAGER** *(see s229 Sale and Supply of Alcohol Act 2012)*

Full name				
Date of birth				
Residential address				
Effective from	/ /20	to	/	/20
Who are they replacing?		Certificate number and expiry date		
Reason (why are they replacing that person?)				

☐ **ACTING MANAGER** *(see s230 Sale and Supply of Alcohol Act 2012)*

Full name				
Date of birth				
Residential address				
Effective from	/ /20	to	/	/20
Who are they replacing?		Certificate number and expiry date		
Reason (why are they replacing that person?)				

☐ **TERMINATION/CANCELLATION OF MANAGER APPOINTMENT**

Full name			
Certificate number		Expiry date	
Effective from	/ /20	Date of birth	
Residential address			

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

The Secretary, Lower Hutt District Licensing Committee,
c/- Hutt City Council, Private Bag 31912, Lower Hutt 5040, **E:** sol@huttcity.govt.nz **and**

Wellington Police Central, PO Box 693, Wellington, **E:** AHPO.wellington@police.govt.nz

Signature of licensee		Date	
Name		Position *(director, partner etc)*	