

# Notice of Management Change

## Section 231, Sale and Supply of Alcohol Act 2012

**Please forward a copy of this completed form within TWO working days of appointment or termination to:**

*The Secretary*  
[info@adc.govt.nz](mailto:info@adc.govt.nz)

**Ashburton Police**  
[AHRO.Ashburton@police.govt.nz](mailto:AHRO.Ashburton@police.govt.nz)

<b>Licensed Premises Details</b>	
Name of licensed premises:	
Licensee:	Licence Number:
Address of Licensed Premises:	
Contact Phone:	Email:
<b>What are you notifying?</b>	
<input type="checkbox"/> <b>New Certificate Holding Manager</b> <i>Please provide copy of current Certificate.</i>	
Full Name:	
Date of Birth:	Effective from (date):
Certificate Number:	Certificate Expiry Date:
<b>Temporary Manager (see s.229, Sale and Supply of Alcohol Act 2012)</b>	
Full Name:	
Date of Birth:	
Effective from (start date):	
Certificate Number:	
Residential Address:	
Who are they replacing?	
Reason:	
<b>Note: A temporary manager must apply for a manager's certificate within TWO working days of their appointment</b>	

**Acting manager (see s.230, Sale and Supply of Alcohol Act 2012)**

Full Name:

Date of Birth:

Effective from (start date):

Effective to (end date):

Certificate Number:

Residential Address:

Who are they replacing?

Reason:

**Termination/Cancellation of Manager Appointment**

Full Name:

Effective from (date):

Certificate Number:

Expiry Date:

**Signature and Date (unsigned documents are unable to be accepted)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position (Licensee, director, partner, etc):** \_\_\_\_\_