

# NOTICE OF MANAGEMENT CHANGE

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

Details of Premises			
Name of Licensed Premises:			
Licensee:			
Licence Number:			
Address: Number		Street:	
Suburb:		City:	Postcode:
Telephone:	Mobile:		Fax:
Email:	Website:		Preferred mode of contact:
What are you notifying? Please tick and complete the applicable box below:			
<input type="checkbox"/> <b>New Certificate Holding Manager</b>			
Full Name:		Effective From: ___ / ___ / 20___ to ___ / ___ / 20___	
Certificate Number:		Certificate Expiry Date:	
<input type="checkbox"/> <b>Temporary Manager</b> (see s.229, Sale and Supply of Alcohol Act 2012)			
Full Name:		Effective From: ___ / ___ / 20___ to ___ / ___ / 20___	
Date of Birth:	Residential Address :		
Suburb:	City:	Postcode:	
Who they are replacing:			Certificate Number:
Reason:			
<b>Note that a temporary manager must apply for a manager's certificate within two working days of their appointment</b>			
<input type="checkbox"/> <b>Acting Manager</b> (see s.230, Sale and Supply of Alcohol Act 2012)			
Full Name:		Effective From: ___ / ___ / 20___ to ___ / ___ / 20___	
Date of Birth:	Residential Address:		
Suburb:	City:	Postcode:	
Who they are replacing:			Certificate Number:
Reason:			
<input type="checkbox"/> <b>Termination / Cancellation of Manager Appointment</b>			
Full Name:		Effective From: ___ / ___ / 20___ to ___ / ___ / 20___	
Certificate Number:		Certificate Expiry Date:	
Signature of Licensee			
Full Name:		Signature:	
Date:	Position (director, partner etc):		

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

The Secretary  
District Licensing Committee  
Kāpiti Coast District Council  
Private Bag 60601, Paraparaumu 5254  
175 Rimu Road, Paraparaumu 5032  
Email: licence.application@kapiticoast.govt.nz

New Zealand Police  
Alcohol Harm Prevention Unit  
Wellington  
Email: ahpo.wellington@police.govt.nz

**OR**  
New Zealand Police  
Alcohol Harm Prevention Unit  
Horowhenua  
Email: ahp.horowhenua@police.govt.nz