



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

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📮 PO Box 54, Wairoa 4160, Hawke's Bay
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NOTICE OF MANAGEMENT CHANGE Section 231, Sale and Supply of Alcohol Act 2012

Section One | Licensed Premises

Name premises: _____

Address of premises: _____

Section Two | Licensee

Name of licensee: _____

Licence number: _____

Contact Phone: _____

Contact Fax: _____

Section Three | What are you notifying? (Please tick the applicable box and complete according section below)

New Certificate Holding Manager

Full Name: _____ Effective from: *(Date)* _____

Certificate Number: _____ Expiry Date: *(Certificate)* _____

Temporary Manager (see Section 229, Sale & Supply of Alcohol Act)

Effective from *(date)* - to *(date)* _____

Full Name: _____ Date of Birth: _____

Residential Address: _____

Who they are replacing: _____ Certificate number: _____

Reason: _____

Note that a temporary manager must apply for a manager's certificate within two working days of their appointment.

Acting Manager (see Section 230, Sale & Supply of Alcohol Act)

Effective from *(date)* - to *(date)* _____

Full Name: _____ Date of Birth: _____

Residential Address: _____

Who they are replacing: _____ Certificate number: _____

Reason: _____

Termination/Cancellation of Manager Appointment

Effective from *(date)* - to *(date)* _____

Full Name: _____

Certificate number: _____ Expiry Date: *(Certificate)* _____

Section Four | Forward a Copy of Completed Form *(Forward within 2 working days of the appointment (or termination) to:*

The Secretary

Alcohol and Regulatory Licensing Authority
Private Bag 32001
Panama Street
Wellington 6146
Fax: (04) 462 6686

The Secretary

Wairoa District Licensing Committee
Wairoa District Council
P.O. Box 54
Wairoa 4160
Email: consents@wairoadc.govt.nz
Phone: (06) 838 7309

Sergeant Isaac Ngatai

Alcohol Harm and Reduction Officer
Gisborne Police
P.O. Box 546
Gisborne
Email: isaac.ngatai@police.govt.nz

Section Five | Signature

Name: _____ Position: *(Director, Partner,...)* _____

Date: _____ Licensee signature: _____