



te kaunihera ā-rohe o
matamata-piako
district council

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

Name of licensed premises: _____
(The licensed premises i.e. Trading name)

Licensee: _____
(The licensee i.e. the person or organisation that the proceeds from alcohol sales are going to.)

License number: _____

Contact phone: _____

Address of licensed premises: _____

Contact e-mail address: _____

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

- New Certificate Holding Manager Termination/Cancellation of Manager Appointment

Effective from: _____

Full name: _____

Certificate number: _____

Certificate Expiry date: _____

- Temporary Manager (see s.229, Sale and Supply of Alcohol Act) Acting Manager (see s.230, Sale and Supply of Alcohol Act)

Can only be used to replace an existing appointed manager on your Manager's Register

Effective from: _____

Full name: _____

Date of birth: _____

Residential address: _____

Certificate number: _____

Who they are replacing? _____

Reason? _____

NOTE:

- Temporary Manager must apply for a manager's certificate within two working days of their appointment.
- Acting managers can only be used for three weeks at a time, not exceeding six weeks in 12 months.

A completed copy of this form should be forwarded within two working days of the appointment (or termination) of the Manager to the *Secretary of the District Licensing Committee* and to your nearest Police station.

Alcohol Licensing Department

Matamata-Piako District Council
PO Box 266
Te Aroha, 3342

Phone: (07) 884 0060
E-mail: info@mpdc.govt.nz

Police Station Addresses:

Please submit information to the Police station in which ward your business falls

Te Aroha Police Station

E-mail address:
Donna.Bergersen@police.govt.nz

Matamata Police Station

E-mail address:
karen.turney@police.govt.nz

Morrinsville Police Station

E-mail address:
wendy.hicks@police.govt.nz

Signature of licensee: _____

Full name: _____

Position (director, partner etc.): _____

Date: _____

