



Application for Notice of Appointment Temporary Manager or Acting Manager

Application Guide and Form. Sections 128, 129, 130 of the Sale of Liquor Act 1989

- Section 128 Temporary Manager
- Section 129 Acting Manager
- Section 130 Notice of Appointment

See attached information for details of the above sections. It is the responsibility of the holder of the licensed premises who is giving notice of an appointment to read the conditions of the above sections under the Sale of Liquor Act 1989.

- The Notice of Appointment to be completed and filed with the Chatham Island District Licensing Agency.
- A copy of the Notice is to be sent to the Officer in Charge, Chatham Islands Police.

CHATHAM ISLANDS COUNCIL

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Liquor Licensing



chatham islands council

NOTICE OF MANAGEMENT CHANGE

Section 130, Sale of Liquor Act 1989

Application Form

Name of Licensed Premises:

Licensee:

Licence Number:

Address of Licensed Premises:

Contact Phone:

Contact Fax:

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

New Certificate Holding Manager

Full Name:

Effective from:

Certificate Number:

Certificate Expiry Date:

Temporary Manager (see s.128, Sale of Liquor Act)

Effective from:

to

Full Name:

Date of Birth:

Residential Address:

Who are they replacing:

Certificate Number:

Reason:

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

Liquor Licensing



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NOTICE OF MANAGEMENT CHANGE

Section 130, Sale of Liquor Act 1989

Acting Manager (see s.129, Sale of Liquor Act)

Effective from:

to

Full Name:

Date of Birth:

Residential Address:

Who are they replacing:

Certificate Number:

Reason:

Termination/Cancellation of Manager Appointment

Full Name:

Effective from:

Certificate Number:

Certificate Expiry Date:

The Secretary
Liquor Licensing Authority
Private Bag 32001
Panama Street
WELLINGTON
FAX: 04 462 6686

The Secretary
District Licensing Agency
Chatham Islands Council
PO Box 24
Waitangi
FAX: 03 3050 044

New Zealand Police
Liquor Licensing
Support Officer
PO Box 693
WELLINGTON
FAX: 04 381 2093

Date:



Section 128 Temporary Manager

1. In any case where a manager is ill or is absent for any reason, or is dismissed, or resigns, the licensee may appoint as a temporary manager a person who is not then the holder of a manager's certificate.
1. The appointee shall, within 2 working days after the appointment, apply for a manager's certificate; and, if such an appointment is made, the temporary manager shall, from the time of the appointment until the application is determined, be deemed for the purpose of this Act to be the holder of a manager's certificate.
1. If the appointee does not apply for a manager's certificate within that period of 2 working days, or if the application is refused, the licensee shall cease to employ the appointee as a manager.

Section 129 Acting Manager

1. Notwithstanding any other provision of this Act, a licensee may appoint an acting manager –
 - (a) for any period not exceeding 3 weeks at any one time where the licensee or a manager is unable to act because of illness or absence; and
 - (b) for periods not exceeding in the aggregate 6 weeks in each period of 12 months to enable the licensee or a manager to have a vacation or annual leave.
2. Every person appointed as an acting manager in accordance with this Section shall, while the appointment continues, be deemed for the purposes of this Act to be the holder of a manager's certificate, and it shall not be necessary for that person to apply for or hold such a certificate.

Section 130 Notice of Appointment, etc, of Manager, Temporary Manager or Acting Manager

1. A licensee must give notice, in accordance with subsection (1A), of an appointment, or the cancellation or termination of the appointment, of any manager, temporary manager, or acting manager.
- 1A. Notice is given in accordance with this subsection if the notice is given within 2 working days after the appointment, or the cancellation or termination of the appointment, to –
 - (a) the Licensing Authority; and
 - (b) the District Licensing Agency with which the application for the licence was filed; and
 - (c) the member of the Police in charge of the Police Station nearest to –
 - (i) the premises, where the licence is in force in respect of any premises; or
 - (ii) the office of the District Licensing Agency with which the application was filed, where the licence is in force in respect of any conveyance.
2. It shall not be necessary to comply with subsection (1) in respect of the appointment of a temporary manager or an acting manager for any period not exceeding 48 hours.
3. The Licensing Authority may, within 5 working days after receiving a notice of the appointment of any temporary manager or acting manager, notify the licensee that it does not approve the appointment, in which case it shall give a copy of the notice to the member of the Police referred to in subsection (1a) (c).
4. On receiving notice under subsection (3), the licensee shall terminate the appointment with effect from a date not later than 5 working days after the date of notice.