

## Register of managers (section 232 of the Sale and Supply of Alcohol Act 2012)



- When appointing a permanent, temporary or acting manager, it must be recorded on this register.
- This register must be kept at your licensed premises, and be readable and retrievable at all times.

Trading name				Address			
Full legal name of manager	Date manager started	Date manager finished	Are they certified, acting or temporary?	Date of birth	(If acting or temporary) Who are they replacing and why?	(If temporary) Date they applied for a manager's certificate	(If certified) Certificate number & expiry date

Please note:

- Acting managers can only be appointed for three weeks at a time, and no more than six weeks per year.
- Temporary managers must have an LCQ certificate, and must apply for a manager's certificate within two working days of being appointed.
- Acting and temporary managers can only be appointed when another manager is unable to act because of illness or absence.
- When you appoint a manager for more than 48 hours, or terminate a manager, you must also notify the council and Police within two working days by emailing this form to the addresses below:
  - The council [managernotifications@aucklandcouncil.govt.nz](mailto:managernotifications@aucklandcouncil.govt.nz)
  - Police [TMAcoholAdmin@police.govt.nz](mailto:TMAcoholAdmin@police.govt.nz)