

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 to replace a manager who is ill or absent, and for no more than six weeks per year to enable a manager to have a vacation or annual leave.
- Temporary managers can only be appointed to replace a manager who is ill, absent, dismissed, or has resigned.
- Temporary managers must have an LCQ certificate, and must apply for a manager's certificate within two working days of being appointed.
- When you appoint a manager for more than 48 hours, or terminate a manager, you must notify Auckland Council and Police within two working days by emailing this form to the addresses below:
 - Auckland Council – managernotifications@aucklandcouncil.govt.nz
 - Police – TMAAlcoholAdmin@police.govt.nz