

CHECKLIST TO ACCOMPANY APPLICATION

- The application **MUST** be lodged at least 20 working days before the event(s) is held.
- The application form is completed, signed and dated.
- The application fee is accompanied by the prescribed fee.
- Application for waiver if requesting consideration of late application.
- If the applicant is not the premises owner then a written statement from the owner of the building/property giving consent to the applicant for alcohol to be sold or supplied on the premises must be supplied.
- A copy of the Club's Incorporation certificate.
- An aerial map showing the location of the premises. Rural and Outdoor events need to outline the proposed licensed area.
- Detailed A4 scale (with measurements) site plan of the premises/site showing:
 - ❖ Those areas highlighted that are to be used for the sale and supply of alcohol
 - ❖ Those areas that are to be designated as restricted or supervised areas
 - ❖ The principal entrance
 - ❖ Location of all food outlets and other relevant activities
 - ❖ Location of Water Stations
- A complete list of food (menu) and non/low alcoholic beverages provided.
- Any promotional material/program of activities etc to establish proof that the event(s) are genuine, special or particular occasion(s).
- If a Large Event** – An Alcohol Management Plan and Host Responsibility Plan. See www.alcohol.org.nz for resources.

To: Otorohanga District Council, PO Box 11, Otorohanga 3940
Phone: 07 873 4000 | Fax 07 873 4300 | Web: www.otodc.govt.nz | Email: info@otodc.govt.nz

Staff Training Log:

Staff members Name:

Date completed:

✓

	INTOXICATION ("SCAB" technique – <u>S</u> peech, <u>C</u> oordination, <u>A</u> pppearance and <u>B</u> ehaviour) and using INTOXICATION ASSESSMENT TOOL
	INTERVENTIONS (monitor customers and suggest low-alcohol, non-alcohol or food alternatives / communicate with team / stop or slow service / be assertive not aggressive)
	IDENTIFICATION (always challenge if customer looks under 25 / only accept valid driver licence, passport or 18+ card and refuse if customer cannot provide)
	DESIGNATION (premises is under 18 years which means only those older than 18 can purchase alcohol)
	WHO IS A "PARENT" OR LEGAL GUARDIAN" (it is a legal status and if in doubt – refuse service a legal guardian is <u>not</u> a friend, coach, family member)
	DRINKS MENU (what beers we sell and what wines we sell / non-alcoholic drinks like soft drinks, juice)
	FOOD MENU (what food we sell)
	LICENCE CONDITIONS (restaurant and dining / takeaway area / trading hours: Mo – Su, 8am – 1am / licensed area / food and water available / telephone available)
	OFFENCES we cant sell to minors, intoxicated people. We must comply with licence conditions.
	MANAGERS – a manager has to be on duty and have name displayed at all times we are open. A log of manager changes must be kept.

Example Only

Host Responsibility Policy

The Big Bar and Bistro

The management and staff of The Big Bar and Bistro believe that we have a responsibility to provide an environment that is not only comfortable and welcoming but where alcohol is served responsibly.

Because of this, we have implemented the following Host Responsibility Policy.

Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.

It is against the law to serve alcohol to minors. If we are made aware of our age, we will ask for identification. Acceptable forms of proof of age are NZ photo driver's licence, and 18+ Evidence of Age card or current passport.

Our policy is zero tolerance for aggressive, abusive or violent behaviour.

A designated driver is always available. Menus are visible at all times.

We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (insert your own choices e.g., low-alcohol beer, fruit juices, soft drinks, tea and coffee). Iced water is available free of charge at all times.

We promote a range of transport options to get you home safely.

We encourage people to have a designated driver. We will make the driver's job more attractive by providing an interesting range of low-alcohol and alcohol-free drinks.

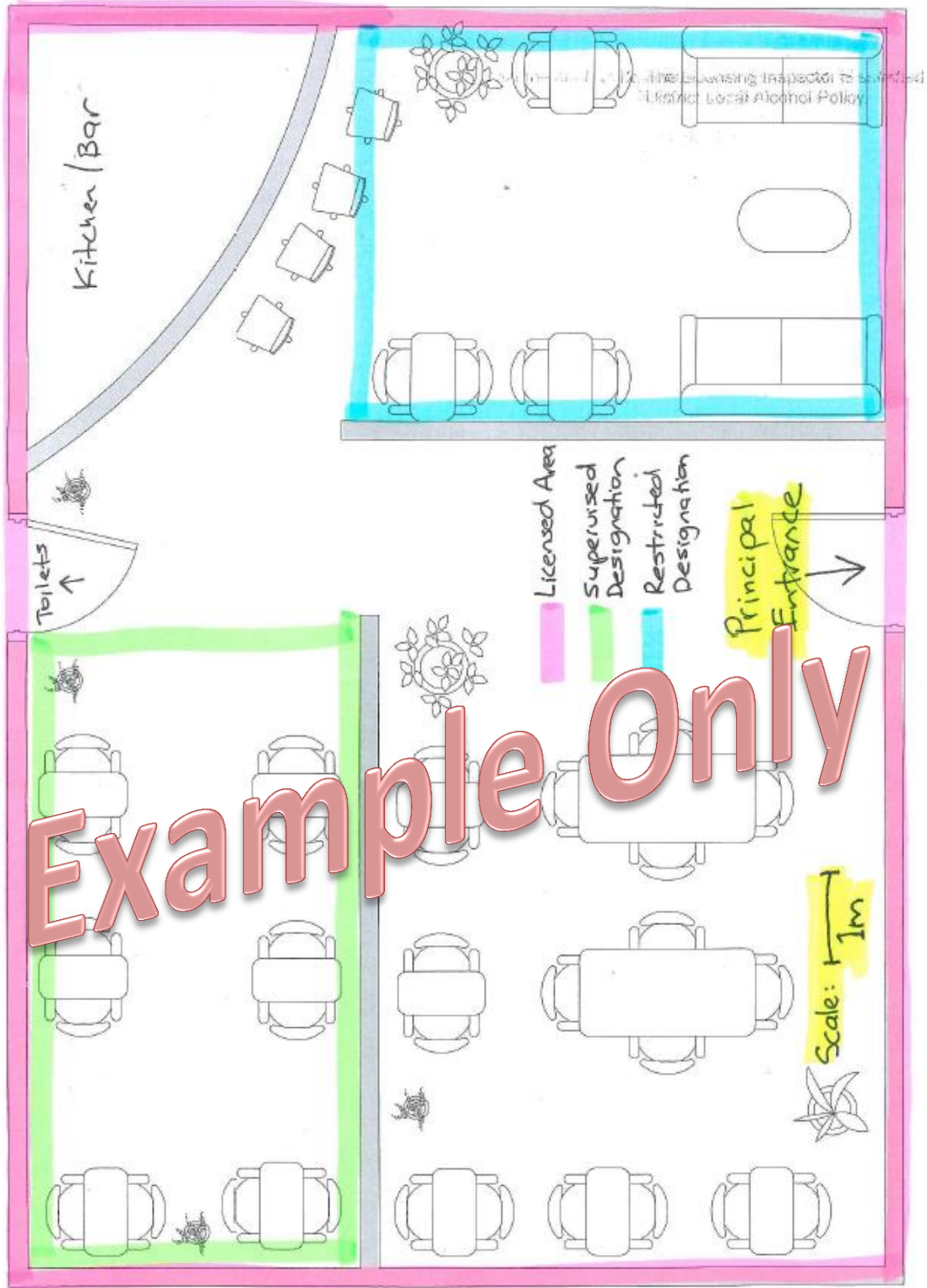
All of these services are well promoted along with signage required under the Sale and Supply of Alcohol Act 2012.

We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer.

We pride ourselves on being responsible hosts.

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To the Secretary
District Licensing Committee Otorohanga District Council
Application for a special licence is made in accordance with the particulars set out below:

Type of Special Licence Applied for, and whether event foreseeable

This is an application for an **on-site** special licence where alcohol will be consumed on the premises where the event is occurring.

Is the event more than 20 working days from the date of application? Yes No

Applications for events less than 20 working days from the date of the application cannot be accepted unless the need for the licence could not be “reasonably foreseen”. Could the need for a licence be reasonable foreseen? Yes No

If “no”, why could the event for which the special licence is applied for, not have reasonably been foreseen?

Details of Applicant

The “applicant” is the person or organisation that will hold the licence and receive the proceeds of alcohol sales, not the person who is completing the application. (See section 28 on the back page)
Is the applicant:

- natural person** who has attained the age of 20 years;
- any **body corporate**;
- board, organisation, or other body, that is to sell alcohol or hold a licence**); or
- licensing trust or community trust**;
- limited partnership registered** under section 51 of the Limited Partnerships Act 2008
- a **partnership**
- a **department of State or other instrument of the Crown**;
- a **territorial authority**
- a **trustee** within the meaning of the Trustee Act 1956.
- A **manager acting for a person pursuant to a property order made** under the Protection of Personal and Property Rights Act 1988
- A **club**

Applicant that is a **body corporate**, authority under which incorporated:

Applicant:

Full Legal Name of Applicant: _____

Details of applicant (or of Contact Person where applicant is not a natural person)

Name: _____ Date of Birth: _____

Home Phone No: _____ Mobile No: _____

Email Address: _____ Business No: _____

Preferred contact: _____ [phone, email etc.] Post Code: _____

Postal Address: _____

Town: _____ Post Code: _____

Residential Address: _____

Town: _____ Post Code: _____

Business Details: _____ [describe principal business, any other businesses]

Applicants Criminal Convictions

State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies).

Details of Managers

You are required to appoint certificate managers unless exempted by the Otorohanga District Licensing Committee.

Full Legal Name: _____ Date of Birth: _____

Home Address: _____

Managers Certificate No: _____ Expiry Date: _____

Full Legal Name: _____ Date of Birth: _____

Home Address: _____

Managers Certificate No: _____ Expiry Date: _____

You may request a waiver from the requirement to appoint a manager by ticking here. You will need to nominate a person(s) who will be responsible for alcohol sales. Record their name above.

Details of Premises or Conveyance (on-site special licence)

Is a licence already held for the premises or conveyance concerned? Yes No

If Yes, what type of licence? _____

Address of premises: _____

Trading or other name: _____

Tenure: *[freehold, unit title, leasehold or under licence]* _____

Is the licence conditional on completion of building work? Yes No

If Yes, please provide details:

OR

Type of conveyance: *[ship, railway carriage, bus etc]* _____

Registration Number *(if any)*: _____

Address of home base *(if any)*: _____

Any name used or proposed for conveyance: _____

Event Details (on-site special licence)

Nature of Event: _____

Date/s proposed for sale of alcohol: _____

Trading hours proposed for sale of alcohol _____

Estimate of number of people attending: ____

Probable age distribution of people attending: _____

Principal purpose of event: _____

Are you intending to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes No

If Yes, what is the nature of the other goods and services?

Types of container in which alcohol to be sold: _____

Other Matters

Experience and training of applicant: _____

Intended provision to be made for:

Food _____ *[describe type and range]*

Non-alcoholic beverages _____ *[describe type and range]*

Low-alcohol beverages _____ *[describe type and range]*

To what extent, and where, is drinking water intended to be freely available to patrons?

If no access to mains water supply, potability of water intended to be available?

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?

What steps are to be taken to prevent the sale and supply of alcohol to prohibited people?

What other steps does the applicant propose to promote the responsible consumption of alcohol?

What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?

Authorisation

Name of Applicant: _____

Signature of applicant/contact: _____

Dated At (place): _____ On (date): _____

Section 28:

Section 28 of the Sale and Supply of Alcohol Act 2012 requires a licensee to be one of the following:

- (a) a **natural person** who has attained the age of 20 years; or
- (b) any **body corporate**; or
- (c) a **board, organisation, or other body, that is authorised by an enactment other than this Act to sell alcohol or hold a licence** (or a licence of the kind or kinds concerned); or
- (d) a **licensing trust or community trust**; or
- (e) a **limited partnership registered** under section 51 of the Limited Partnerships Act 2008 whose partnership agreement does not contain a restriction preventing it from selling alcohol, or from holding a licence (or a licence of the kind or kinds concerned); or
- (f) a **partnership** each member of which is a person, body corporate, board, organisation, body, trust, or partnership, of a kind referred to in any of paragraphs (a) to (e); or
- (g) a **department of State or other instrument of the Crown**; or
- (h) a **territorial authority** (whether or not expressly authorised by an enactment other than this Act to hold a licence); or
- (i) a **trustee** within the meaning of the Trustee Act 1956.

(2) A **manager acting for a person pursuant to a property order made** under the Protection of Personal and Property Rights Act 1988 can hold an on-licence, an off-licence, a special licence, or licences of 2 or all of those kinds, if the order authorises the manager to do so.

(3) A **club** can hold a special licence.

You may need to provide evidence of the status of the applicant.

Notes:

- 1 This application must be accompanied by the prescribed fee.
- 2 If required to do so by the secretary of the District Licensing Committee, the applicant must within 10 working days after filing this application with the committee ensure that notice of this application in form 8 is attached in a conspicuous place on or adjacent to the site to which this application relates.
- 3 Where the District Licensing Committee is of the opinion the event is a large scale event, an alcohol management plan, or building and planning compliance certificate may be required, or an applicant may be required to liaise with the Police and Territorial Authority pursuant to section 143 of the Act.

Documents required to accompany applications:

- 1 Copy of club's incorporation certificate and constitution of rules (if applicable)
- 2 A map or a copy of a map or a portion of a map showing the location of the premises
- 3 A scale plan showing:
 - Those parts of the premises that are to be used for the sale and supply of alcohol
 - Those parts of the premises that the applicant intends should be designated as restricted areas or as supervised areas
 - The principal entrance
- 4 A written statement from the owner to the effect that they have no objection to the grant of the licence

Special Licence Class	Description	Fee (\$) including GST
Class 1	1 large event (400+ patrons): 3+ medium events (100-400 patrons): more than 12 small events (<100 patrons)	575.00
Class 2	3 to 12 small events (<100 patrons) 1 to 3 medium events (100-400 patrons):	207.00
Class 3	1 or 2 small events (<100 patrons)	63.25



To the Licence Applicant: **Please fill in and return this form with your licence application, it will speed up the process time.**

The following questions apply to your plans your upcoming event and are in relation to compliance with the Sale and Supply of Alcohol Act 2012

1	What type of event you are requiring a special licence for: <i>e.g. 50th birthday, fundraiser</i>	
2	Do you have a website or social media page associated with this event? <i>If yes, please write address:</i>	yes/no
3	How many hours is the licence for: <input type="checkbox"/> 0-2 hours (Short - low risk) <input type="checkbox"/> 3-4 hours <input type="checkbox"/> 5-7 hours <input type="checkbox"/> 8 hours and over (Long- high risk)	What time of day will your event finish: <input type="checkbox"/> Before 3pm <input type="checkbox"/> Before 10pm <input type="checkbox"/> Later than 10pm - state time of finish _____ <i>e.g. 3am</i>
4	How many people are you anticipating will attend your event? (Max numbers)	
	Will children or young adults be present at the event?	yes/no
5	How many bar staff/volunteers will be present to observe/serve those attending the event?	
6	Are staff/volunteers trained to recognise signs of intoxication and stop serving to a person before this? <i>Refer to Intoxication Guidelines at www.alcohol.org.nz</i>	yes/no
7	Are staff/volunteers trained to ask anyone who looks below 25 years of age for valid ID before being served alcohol <i>(valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card)</i>	yes/no
8	What substantial range of food do you intend to have available at the event? If a catered event, please supply menu: <i>menu supplied yes/no</i> Or at least 3 different types of food: Pies <input type="checkbox"/> , Pizza <input type="checkbox"/> , Savouries <input type="checkbox"/> , Sandwiches <input type="checkbox"/> , BBQ <input type="checkbox"/> (please tick) Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
9	What types of non-alcoholic drinks will be available? Soft drinks <input type="checkbox"/> , coffee/tea <input type="checkbox"/> , energy drinks <input type="checkbox"/> , juice <input type="checkbox"/> water <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
10	What types of low alcohol (2.5% or less) will be available? Mid Ales <input type="checkbox"/> , Cider <input type="checkbox"/> light beers <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
11	What alcoholic drinks do you intend to serve at your events? Beer <input type="checkbox"/> , Cider <input type="checkbox"/> , Wine <input type="checkbox"/> , Cider <input type="checkbox"/> , Spirits <input type="checkbox"/> , RTD's <input type="checkbox"/> (please tick) If yes for RTDs state alc %	
12	Will all internal areas be smoke free?	yes/no
13	Is Security required? Registered Security Co.....or volunteers(give details)	yes/no

I have read and understood the above questions and will implement the measures I have indicated above

(Name/Trading name of event location) _____

Print your name: _____ Role _____

Print your staff/mgr designation: _____ Signed: _____ Date: _____

Daytime Ph: _____ Fax: _____ Mob: _____ email: _____

Please return this questionnaire with a menu or list of foods if indicated above

If you have any questions or would like further Host Responsibility information, please contact a Compliance Officer:

Waikato District Health Board Contact 07 838 2569 Alcohol Team or email licensing@waikatodhb.health.nz