

If the application is for more than one event, please copy the following pages and describe each additional event and number the pages. It is important to supply any additional information which may support this application.

Event Number  of  Over How many Days?

Describe fully the details of the event for which the Special Licence is required below and write any additional information in a letter and attach to the application.

Event title:

Please describe the principal purpose of the event:

Date(s) of the event:

Contingency date (*wet weather date*):

(a) Hours of the event:

Start:

Finish:

Hours alcohol will be sold:

Start:

Finish:

*For on-site special licences, please include at least 30mins of drink-up time between alcohol sales finishing and the end of the event.*

Age of target audience for the event:

If minors are present, what is the expected percentage of total?

(b) Approximately how many people will be expected to attend the event?

*(PLEASE NOTE: Events for over 400 people WILL need an Alcohol Management Plan and an Event Management Plan. The Agencies may also require an Alcohol Management Plan for events with <400 people and will advise you where this is necessary. Templates available on QLDC's website).*

Are these attached?

Yes ☐

No ☐

N/A ☐

(c) Does your event require a resource consent?

Yes ☐

No ☐

*(If you are unsure if your event requires consent please call 03 441 0499 and ask to speak to the Duty Planner before lodging your application)*

Have you submitted this?

Yes ☐

No ☐

If YES, state resource consent number:

(d) Is the event?

Public ☐

Private ☐

Will this event be advertised?

Yes ☐

No ☐

Details of how the event will be advertised (*e.g. facebook, website, newspaper, radio*)

(e) How will admission be controlled? (*please tick all boxes as appropriate*)

Pre-sold tickets ☐

Door Sales ☐

Invitation only ☐

(f) Who will monitor the event?

Bar staff ☐

Certified Security ☐

Individual ☐

Family members ☐

→ If certified security are proposed: how many #

Name of the proposed security company:

Describe how the event will be monitored (*including details of individuals and family members*):



- (g) Detail the type and amount of food that will be available. *(Remember that food eg pies, sandwiches, savouries, filled rolls, etc must be available AT ALL TIMES alcohol is for SALE and SUPPLY – even before and after suppers.) Give details if a meal is being provided together with approximate time of meal and supper i.e. when it will be served/will be available to patrons. If you have a menu or price list please supply it with application.*

NOTE: potato crisps, dips, lollies, ice-creams and nuts are NOT considered substantial food.

How will this food be promoted?

- (h) Will alcohol be sold through a cash bar: Yes ☐ No ☐

→ If NO, describe how alcohol will be sold/supplied *(dry till, tab, included in ticket price etc)*:

- (i) Is there a limit on how many alcoholic drinks can be purchased at one time?

- (j) What types of alcohol will be available? *(please tick all boxes as appropriate)*

☐ Beer ☐ Wine ☐ Cider ☐ Ready to Drink (RTDs) ☐ Spirits

→ Do you intend to sell wine by 750ml bottles? Yes ☐ No ☐

- (k) What types of non-alcoholic drinks will be available?

What types of low alcohol drinks will be available? *(Please state brand. Must be 2.5% alcohol or less)*

FREE POTABLE WATER MUST BE PROVIDED AND PROMOTED AT ALL TIMES

How will you supply and promote this?

What is the source of the water?

☐ Town supply ☐ Other *(please specify)*:



(l) What containers do you intend selling alcohol in?

☐

Plastic vessels

☐

Glassware, stubbies

☐

Cans

☐

Other (please detail):

(m) What assistance and information do you have in place about alternative forms of transport from the premises?

Please tick what is available:

☐

Taxi service

☐

Courtesy Coach

☐

Telephone

☐

Cell phone

☐

Other (please detail):

How will your Host Responsibility provisions be promoted?

☐

Signage

☐

Other

(n) Smokefree Environment Act 1990:

Is the event smoke free?

Yes

☐

No

☐

If NO is signage displayed?

Yes

☐

No

☐

Provide details of the outside designated smoking area: (Please detail this area on your floor plan)

(NOTE: work places must be compliant with the Smokefree Environmental Act 1990 and that work places include areas where volunteers are used.)

**Every manager who may be called on to manage any of the events set out in this application must complete a separate Duty Manager's Details information sheet.**

Full name of proposed Manager:	Date of Birth:
Postal address:	
Telephone numbers: Daytime:	During event(s):
Email:	
Have you managed an event similar to this in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please give brief details:	
(a) Do you hold a Manager's Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Certificate number? <input type="text"/>	Expiry date: <input type="text"/>
<i>(If your certificate was not issued locally, please attach a copy of that certificate with this application)</i>	
(b) If you do not hold a certificate, you MUST give brief details of any relevant experience that you have had in the hospitality industry: <input style="width: 100%;" type="text"/>	
(c) How many staff members will you have working on the day of the event? (not including yourself) <input style="width: 100%;" type="text"/>	
(d) What training is in place for your staff? <input style="width: 100%;" type="text"/>	
(e) What steps do you intend to take to manage the sale and supply of alcohol, with the aim of helping to reduce alcohol harm and help with Host Responsibility? <input style="width: 100%; height: 40px;" type="text"/>	
(f) What controls are in place to deal with persons who are intoxicated to ensure their safety and the safety of others, and that alcohol is not sold or supplied to them? <input style="width: 100%; height: 20px;" type="text"/>	
(g) What controls are in place to ensure that alcohol is not sold or supplied to persons under the age of 18 years? <input style="width: 100%; height: 20px;" type="text"/>	
(h) What steps would you propose to take if the food, non-alcoholic or low alcoholic drinks are exhausted? <i>(Remember that food must be available at all times alcohol is for sale or supply, even before and after suppers. NOTE: Potato crisps, dips, lollies, ice-creams and nuts are not substantial food):</i> <input style="width: 100%; height: 40px;" type="text"/>	
(i) What other steps will be taken to ensure that the event does not adversely impact on the community? <input style="width: 100%; height: 20px;" type="text"/>	

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012.

Signature of Manager:

Date:

*\*If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.*

