

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: 90%;" type="text"/>	
(c) How many staff members will you have working on the day of the event? (not including yourself) <input style="width: 100px;" type="text"/>	
(d) What training is in place for your staff? <input style="width: 90%;" 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: 90%;" 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: 90%;" 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: 90%;" 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: 90%;" type="text"/>	
(i) What other steps will be taken to ensure that the event does not adversely impact on the community? <input style="width: 90%;" 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.*



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(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"/>	
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