

ORGANISED LICENSED PREMISES TOUR APPLICATION FORM AND GENERAL INFORMATION

Activities in Public Places Bylaw 2016
Alcohol Ban Bylaw 2014
Sale and Supply of Alcohol Act 2012

WHO REPORTS ON APPLICATIONS?

Applications are referred to the Regulatory Support Team for consideration; and any agencies that may require further details in respect of your application. As a result of the needs of the different agencies, there are a range of questions within the application form which are relevant to the agencies

PROCESSING TIME FRAMES

*All applications must be lodged with council before the expiry date of your current permit. The processing timeframe for all applications is **20 working days**, provided that all information is provided as requested in the application form. Any incomplete applications will be returned to the applicant, the 20 working days starts from the moment the completed application is received*

PROCESSING COST

The Initial permit will be valid for 1 year in which the application form will be free of charge. The permit must be renewed after the first year, which will incur a processing fee, and will be valid for 3 years

GOOD ORDER AND AMENITY

As a business conducting a tour of licensed premises you must consider the matter of the 'amenity and good order' of your locality, and whether it will be impacted negatively by the existence of your permit, e.g. noise, litter, patron disorder etc.

DEFINITIONS

Licensed premises – has the meaning given in the Sale and Supply of Alcohol Act 2012

Licensed premises tour organiser – means a person who has responsibility or oversight of the management, operation or organisation of an organised premises tour

Organised Licensed Premises Tour – means a tour of 2 or more licensed premises involving a group of persons, that is marketed or advertised to the public or a section of the public in any form. It does not include a privately organised tour of licensed premises that is not marketed or advertised to the public

DETAILS OF APPLICANT

Please read and complete the following checklist
BEFORE submitting the application

- A run sheet indicating the start times of all of the tours on offer, start location, premises visited, approximate times spent at each premises, times and location for food served and cessation times of each tour. Please also include the minimum and maximum patron numbers for each tour
- A map outlining the proposed route and times of each premises visited
- A copy of all licensed premises tours directors/managers LCQ certificates
- A copy of your host responsibility training programme and policy
- A copy of your security/crowd control training
- Copies of tickets or invitation and any promotional material for your tours (e.g. posters, social media, advertising, web pages)
- A list of all food provided during the tour and the times it will be served
- A health and safety plan in accordance with the Health and Safety at Work Act 2015
- A copy of all current first aid certificates held by any staff
- A completed 'event management plan' (part of this application)
- Proof of payment for the application (if applicable)

DETAILS OF THE TOUR

Entity/Company trading name applying for the permit:			
Physical Address of office:			
Postal Address:			
Email Address:			
Is the company incorporated under the Companies office?	<input type="checkbox"/>	Yes	No
Date Registered:			
Daytime contact name:		Daytime contact number:	
Contact name during tours:		Tour contact number:	
Contact name during tours:		Tour contact number:	

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

Tour number of

Over how many hours in total?

Tour title:
Start time:
End time:
Maximum number of patrons per tour:
Average age of patrons attending:
Does your tour require resource consent?
Have you submitted this?
Is the tour advertised or promoted?
Please provide the details of all the places and venues the tour is advertise or promoted and include copies of all main advertising in this application: <i>(e.g. Facebook, bars, websites, booking agents, phone apps)</i>
Provide the details of all premises visited during the tour, the approximate arrival and departure times and the path taken to get to and from each venue: <i>(please add in additional pages if required)</i>
How will admission to the tour be controlled? i.e. ID checks, payment
Are members of the public permitted to join the tour once the tour is in operation?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Outside events with over 200 people (including staff) require resource consent

If Yes, state resource consent number:

What processes are in place for accepting additional customers during the tour?
(e.g. Payment, ID checks, Intoxication assessment)

Describe how the tour will be monitored to ensure compliance with all Health and Safety plans, Bylaws etc:

Do you at any stage sell or supply alcohol or allow any BYO onto any unlicensed premises prior to the tour commencing or after its completion?

If so what premises and for what duration for time?

How is this advertised?

Detail the **type and amount** of food that will be available and at what points during the tour:

Give details if a meal is being provided as part of the tour with approximate time and location:

What types of non-alcoholic drinks will be available and how will they be promoted?

<p><i>NOTE: potato crisps, dips, lollies and nuts are NOT considered substantial food</i></p>

As an operator I acknowledge that I understand my obligations as prescribed by the Activities in Public Places Bylaw 2016 and that all information provided is true and correct to my knowledge

Signature:		Date:	
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LICENSED PREMISES TOUR ORGANISERS DETAILS

This section is to be completed and signed by every person(s) who will manage/organise the tour including all directors and managers. Please copy the following page for each director/manager and number the pages

Full name:			Date of birth:	
Phone number:		Email:		
Postal address:				
Have you managed/worked for an event similar to this in the past?			Yes	No
Do you hold an LCQ certificate?		Yes	No	
If yes when was this issued?				
Please provide the details of the training that has been provided to you in regards to crowd control: What steps are being taken to avoid any person or group on the tour causing a nuisance?				
Please provide the details of the training that has been provided to you in regards to host responsibility: What steps are being taken to avoid any person or group on the tour being intoxicated?				

I acknowledge that I understand my obligations as prescribed by the Activities in Public Places Bylaw 2016

Signature:		Date:	
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