

To the Applicant:

As part of your application process, the Medical Officer of Health (MOoH) is required to report on your application for a Special Licence under Section 103 of the Sale & Supply of Alcohol Act 2012. If we have any further questions one of our Officers will contact you.

Public Health Questionnaire

Your Application may be delayed if we don't receive the following information.

To report, the MOoH needs to understand the host responsibility measures you will be taking to protect those attending your event from Alcohol related harm.

The questions attached enquire into whether you:

- **Ensure that no intoxication or sale of alcohol to minors occurs during your event**
- **Prevent intoxication in those attending your event by slowing their rate of drinking and of alcohol absorption by offering sufficient food and low and non-alcoholic drinks**
- **Reduce the likelihood of drink-driving by helping those attending your event find alternative transport**

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

MidCentral District Health Board region includes: Palmerston North, Manawatu, Taranaki, Horowhenua, Whanganui, Ruapehu & Rangitikei District Councils

Contact: Jill Job, Compliance Officer 06 350 9110

Public Health Questionnaire

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

Please Y for yes and N for No

1.	What is the type of event you are requiring a special licence for? _____	
2.	How many hours is the licence requested for <ul style="list-style-type: none"> less than 8 hours 8 and over 	<input type="checkbox"/> <input type="checkbox"/>
3.	What time of day will your event will finish <ul style="list-style-type: none"> Before 2am Later - state time of finish _____ e.g. 3am 	<input type="checkbox"/> <input type="checkbox"/>
4.	How many people are you anticipating will attend your event? <ul style="list-style-type: none"> Less than 400 More than 400 (Please provide an Alcohol Management Plan) 	<input type="checkbox"/> <input type="checkbox"/>
5.	Will children and family be attending? <ul style="list-style-type: none"> Under 18s present No one under 18 present 	<input type="checkbox"/> <input type="checkbox"/>
6.	Licensed area designation: Restricted / Supervised / Undesignated Inside: Outdoors:	
7.	AMP: Yes / No Noise Management Plan: Yes / No	
8.	How many staff/volunteers will be present to observe/serve those attending the event?	
9.	Are staff/volunteers trained to cease serving liquor to a person before that person is allowed to become intoxicated? (Refer to Intoxication Guidelines on ALAC website) How are they trained?	

10.	Is everybody who looks below 25 years of age being asked for valid ID before being served liquor (valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card)		
11.	<p>Do you ensure that a range of food is provided at all times alcohol is being served? Food must be more substantial than packet chips, peanuts etc. We recommend at least 3 options. Please include a list of food or menus available at your event</p> <p>Please confirm number of food truck/s if appropriate</p>		
12.	What types of low alcohol (2.5%) and non-alcoholic drinks do you have?		

14.	<p><u>Number of serves per person each transaction:</u></p> <p>Will serves reduce during the event i.e. 4-7pm 4 serves per person, 7-9pm 2 serves per person 9-11pm 1 serve per person</p> <p>Yes: No:</p> <p>Provide details of reduction plan: (if not already provided with application)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Time of last serve at bar:</p>
15.	<p>How will those attending access water during the event?</p> <p><i>i.e Clean carafes of water and glasses on every table, 2 water coolers will be sited at either end of hall with plastic cups</i></p> <p>_____</p> <p>_____</p>
16.	<p>What methods are used to alert patrons to alternative forms of transport that are available?</p> <p>a) Signage <input type="checkbox"/></p> <p>b) Free phone <input type="checkbox"/></p> <p>c) Courtesy coach/bus <input type="checkbox"/></p>
17.	<p>Are the following resources on site: <i>(please tick if you need any of the resources below)</i></p> <p><input type="checkbox"/> Host Responsibility leaflets <input type="checkbox"/> Under 18 Signs <input type="checkbox"/> Intoxication Signs <input type="checkbox"/> Smokefree Signs</p>
18.	<p>All internal areas will be smoke free?</p>

I have read and understood the above questions and will implement the measures I have ticked above.

(Name/Trading name of event location) _____

Print your name: _____ Role _____

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

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

Send us any additional comments or further Host Responsibility measures you wish to tell us about