

**Notification of social event during which alcohol is consumed but not sold and Application for dispensation to allow consumption of alcohol in a public place (Park, Beach or Coastal area within an alcohol control area)**

This form must be submitted to Whangarei District Councils Health and Bylaws Department, via email to [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz), at least 10 working days prior to your event.

A copy of this form will be sent to NZ Police

**Details of applicant**

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

**Event details**

Nature of event (briefly describe): \_\_\_\_\_

Location of event: *if your event is taking place in two locations (e.g. Wedding Ceremony on a beach and Reception in a Hall), please give details.*

Date and hours of event: *if your event is taking place in two locations, please specify hours at each location.*

Number of people attending event: \_\_\_\_\_

Age distribution of people attending event: \_\_\_\_\_

Will you be engaging door-staff / security? ☐ Yes ☐ No

**Host responsibility provision**

Person(s) managing the consumption of alcohol: \_\_\_\_\_

Date of birth: \_\_\_\_\_

What food will be available? \_\_\_\_\_

Is alcohol being supplied or is this a BYO event? ☐ Supply ☐ BYO ☐ Both

*If your event is supply or BYO, ticket sales are not allowed. Please contact Council to discuss.*

If supplying alcohol, what type of alcohol is to be consumed? \_\_\_\_\_

\_\_\_\_\_

What non-alcoholic beverages will be available? *You must ensure water is freely available*

\_\_\_\_\_

\_\_\_\_\_

What alternative forms of transport are provided or available from the venue?

\_\_\_\_\_

\_\_\_\_\_

What steps will be taken to ensure under 18-year-olds do not consume alcohol?

\_\_\_\_\_

\_\_\_\_\_

What steps are proposed to ensure no intoxication will occur, and that guests will not drink and drive?

\_\_\_\_\_

\_\_\_\_\_

Do you acknowledge having read the 'Host Responsibility' and agree to adhere to its contents?

☐ Yes      ☐ No

***Application for dispensation to allow consumption of alcohol in a public place (Park, Beach or Coastal area within an alcohol control area)***

**Whangarei District Alcohol Control Bylaw 2018, Clause 12.1**

Please note, this only relates to the part of your event taking place in a public place (e.g. Wedding Ceremony on a beach). We will notify you if dispensation is granted or refused.

I \_\_\_\_\_ (name of applicant) make application to the Whangarei District Council for dispensation under clause 12.1 of the Whangarei District Alcohol Control Bylaw 2018 to allow the bringing into, possession of, and consumption of alcohol in a Public Place within the District during a special occasion or community event.

Location of event (provide a plan below, showing location and extent of area proposed for the event, including dimensions of boundaries).

***Plan of proposed site***

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **Host Responsibility**

This information is provided to ensure the event you have planned, which does not involve the selling of alcohol is safe and effectively organised.

### **1. Food and non-alcoholic drinks or low alcoholic drinks**

Consumption of food at an event aids in the slowing down of the absorption of alcohol and reduces its effect.

Amongst your guests may be someone who wishes to attend, but for health or social reasons cannot or does not wish to drink alcohol or prefers to have a low-alcoholic drink.

The provision of a good selection of food and non-alcoholic drink will enable your event to be a success. You should make your guests aware that food and low alcoholic drink is available.

### **2. Young people and intoxication**

#### **2.1 Young people**

No one under the age of 18 should be supplied with liquor unless they are with their parent or guardian and under supervision.

#### **2.2 Intoxicated persons**

Allowing people to become intoxicated can spoil your event.

An effort should be made to ensure your guests do not become intoxicated.

It is your responsibility to ensure your guests leave in a condition to be on the road.

#### **2.3 Security**

It would be wise to appoint someone reliable to monitor your event, to ensure the concerns mentioned above are kept in check and the event is kept free of unwelcome or uninvited guests.

### **3. Promotion of alternative means of transport**

It is your responsibility to ensure your guests do not drink and drive.

We ask that you take particular care to identify guests who have had too much to drink and may require transport to go home.

Please have people (*friends*) available at the function who can take guests home safely.

### **4. Your rights as an organiser of an event involving the supply of liquor**

You have the right to

- 4.1 Ask an uninvited guest or a guest who acts inappropriately to leave your event.
- 4.2 **Not** serve alcohol to a minor/young person or anybody who is intoxicated.
- 4.3 Call the Police for assistance should your event become unsafe.

**Have a happy, safe and successful event.**