

ORGANISED LICENCED PREMISES TOURS

Renewal Application Form

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

Please read and complete the following checklist **BEFORE** submitting the application:

- ☐ Completed signed and dated form
- ☐ Updated Contact information
- ☐ Licence for any new Managers certificate holders
- ☐ Proof of payment
- ☐ Proof of any new staff training (first aid or security training)

NOTE: Your renewal licence once paid will be renewed for 3 years.

1. DETAILS OF APPLICANT

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	<input type="checkbox"/> No	
Date Registered:			
Daytime contact name:		Daytime contact number:	
Contact name during tours:		Tour contact number:	
Contact name during tours:		Tour contact number:	

2. DETAILS OF THE TOUR

If no details have changed please leave this section blank and proceed to page four – Tour organisers details. 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 advertised or promoted and include copies of all main advertising in this application: (e.g. Facebook, bars, websites, booking agents, phone apps)
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: (please add in additional pages if required)
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?

	Yes		No	Outside events with over 200 people (including staff) require resource consent
	Yes		No	
	Yes		No	If Yes, state resource consent number:
	Yes		No	

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?

NOTE: potato crisps, dips, lollies and nuts are NOT considered substantial food

3. SIGNATURE

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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4. LICENCED 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?							

5. SIGNATURE

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

Signature:			Date:	
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