



## **Information Sheet for completing an Exemption** **under Clause 11 of the Kaipara District Alcohol Control Bylaw 2018**

**Applications should be received by the Kaipara District Council at least twenty (20) working days before the event.**

To complete this application, you will need to answer **all** the questions, supply **all** requested documentation and pay the application fee.

**Please note: If all the information is not provided this will delay the processing of your application.**

What to include:

The original of the completed application form (not a photocopy).

Map of the location clearly showing where the exemption will be applied to, this should also include a site layout showing the area and any marquees etcetera (if the event is outside).

A written statement from the legal owner of the property giving consent to the applicant for alcohol to be sold or supplied on the property. (This includes any Council-owned reserve, building or facility).

The application fee of \$170.00 payable when application is lodged. (Additional charges may be applied if a property file review and /or inspections are required. Please refer to Councils fees and charges.

### **Council Promotes Host Responsibility**

#### **What is Host Responsibility?**

**Host Responsibility is being responsible for the consumption of alcohol at any venue to reduce the problems that can be caused from excessive drinking.**

Hosts are expected to ensure that Host Responsibility is followed at all times while alcohol is being served or consumed. This means:

- 1 Provide and promote substantial food as long as alcohol is being consumed.
- 2 Provide and promote non-alcoholic and low alcohol beverages.
- 3 Offer free non-alcoholic drinks to designated drivers.
- 4 Have a telephone accessible for your patrons to use to arrange transport options.
- 5 Ensure that alcohol is not consumed by intoxicated persons and minors.
- 6 Clean drinking water must be freely available and supplied free of charge.

## Application for an Exemption

This alcohol exemption application is made under clause 11 of the Kaipara District Council Alcohol Control Bylaw 2018.

To Chief Executive

Kaipara District Council

Application for an Exemption is made in accordance with the particulars set out below.

### 1 Alcohol consumption

Will you be providing any free or complimentary alcohol?	Yes	No
Is this a ticketed event? (Please provide a copy of the ticket for each date)	Yes	No
Do you have permission in writing from the legal landowner (required for any Council-owned reserve, building or facility)?	Yes	No

If Yes, please provide details:

### 2 Details of the applicant/entity

Full name to be on Exemption e.g. individual or organisation name (if applicable):

Address:

Postcode:

Postal address for service of documents:

Postcode:

Email address (required):

Daytime contact name and telephone number (preferred):

Preferred mode of contact:

### 3 Venue details (i.e. building, park, reserve, beach, etcetera)

Physical address of event:

Name of the building or venue (if applicable):

Ensure that you include a location and layout plan for the event.

### 4 Event details

Type of event – What is the occasion or event, or series of occasions or events, in respect of which the Exemption is being sought? (e.g. birthday, wedding, fundraiser). Give details of what activities will be offered at the event in addition to the consumption of alcohol.

	Type of event (e.g. wedding, birthday, quiz night, fundraiser)	Day and date of event/s(e.g. Saturday 24 November 2014)	Hours that alcohol will be served (e.g. from 6.00pm until 9.00pm)	Estimated number of people attending
1				
2				

## 5 Conditions and Host Responsibility (please answer each question thoroughly)

What steps does the applicant intend to make for the sale and supply of:

### 5.1 Food

Provide a list of one or more of the following food options that will be available for the duration of the Exemption e.g. filled rolls, sandwiches, paninis, pies, sausage rolls, hot chips, sausage sizzle, pizza or other (please specify):

### 5.2 Supply of water, non-alcoholic and low alcoholic refreshments

a) Potable drinking water **must** be readily available and free of charge (this may be potable tap water).  
Where in the premises will water be freely available e.g. at tables or at the bar or stand?

b) Non-alcoholic refreshments.  
Please list all other non-alcohol refreshments will be available (either free of charge or paid)  
e.g. coffee, tea, mocktails, juice, soft drinks.

**5.3 Transportation**

- a) What steps does the applicant propose to take to provide assistance with or information about **alternative forms of transport** from the venue?

How will most people travel to the occasion or event?	Walk	Drive
Is a courtesy vehicle available?	Yes	No
Designated driver(s)	Yes	No
Details:		

Signed at (place):

Date:

Applicant's signature:

Applicant's name (printed):

**Please remember to sign and date your application before lodging with Council.**