

Short Term Liquor Licence

Licensee risk assessment and management plan template (Events)

It is a requirement of the [General Code of Practice](#) under the *Liquor Licensing Act 1997*, for licensees to develop a written risk management plan. Applications for class 3 short term events are required to be accompanied by a management plan and may be requested for class 1 or class 2 events.

The below information is required by Liquor Licensing to assess the liquor related safety and management of your event. Additional plans or other event security and management documents can be provided or referred to, noting further information may be required.

Event Information Overview

Event name	
Event type	
Venue/Location	
Date/s	
Operating Times	
Event capacity	
Can minors attend	

Event Description (please attach further information if required)

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Please attach a site map for the event showing the following:

- Licensed area outlined in red
- Entrances and exits
- Liquor - points of sale
- Food – points of sale
- Free drinking water – locations
- First aid stations
- Site boundary
- Entertainment stages
- Headquarters / site manager
- Where security will be positioned
- Toilets
- Other significant locations/points of interest

Contact List:

- Liquor licensee
- Primary contact person for the event
- First aid manager
- Responsible persons (liquor)
- Security manager
- Any other significant stakeholder

Name	Positions/Roles	Phone

Liquor to be sold/available at the event

Detailed summary of range of liquor and volumes in which it will be sold; please attach any available drinks list	
Will liquor be provided in glass bottles; e.g. beer/wine/spirits	
Will liquor be served in glassware or other alternatives e.g plastic cups	

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Liquor to be sold/available at the event cont.

How will spirits be sold, e.g. only with mixers, neat, double shots, shooters, cocktails	
Will BYO liquor be permitted?	
Other comments or additional information	

Approach to responsible service and consumption of alcohol

(please address each topic)

Experience of licensee/s in relation to the management of licensed events and/or the sale and consumption of liquor	
Number of badged responsible persons and their assigned role/s	
Which event staff will have responsible service of alcohol (RSA) training/certificates	
How will each bar/liquor point of sale be staffed; will there be a bar manager at each site	

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Approach to responsible service and consumption of alcohol cont.

How will queue management of bars and liquor points of sale be managed	
Bar closing times/last drinks	
Use of roving drinks marshall/s	
Approaches to preventing the rapid and excessive consumption of alcohol	
Approaches to preventing drink spiking	
Location and operation of any VIP areas	
Which event staff will assess patron level of intoxication	

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Approach to responsible service and consumption of alcohol cont.

Management and removal of intoxicated patrons, including refusal of service	
Availability of free drinking water, locations, signage and other relevant information	
Availability of other non-alcoholic beverages	
Availability of food	
Signage to be posted in relation to alcohol consumption	
Approaches to ensuring alcohol is not sold to or consumed by minors	
Ensuring liquor is not brought into or removed from the event (unless approval is given to do so)	

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Approach to responsible service and consumption of alcohol cont.

Any other identified risks related to sale and consumption of alcohol	
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Staff training and preparation

Please outline how event staff will be trained and prepared to comply with this Licensee risk assessment and management plan (Events).

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Event Safety and Security

Please complete details of any security measures where applicable to this event.

Please note that all security personnel must be licensed under the *Security & Investigation Industry Act 1995* and be RSA trained. They must also be trained in this Event Risk Assessment and Management Plan.

Company/organisation providing security	
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Event Safety and Security cont.

Experience of security provider in relation to large scale licensed events	
Number of security personnel	
Ratio of security personnel to patrons	
Will all security personnel be licensed under <i>Security & Investigation Industry Act 1995</i>	
Will all security personnel be RSA trained	
How will a register of all security guards be maintained, e.g. hard copy or electronically	
Locations at which security will be posted	

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Event Safety and Security cont.

Roles security personnel will perform at the event	
Management of unruly or aggressive patrons, inc. overall approach to confrontation, de-escalation and use of force	
Communications equipment in use for the event, e.g. radios	
Availability of first aid, including locations, first aid kits/resources and first aid trained staff	
Arrangements for medical emergencies	
Signage to be posted at entrances	
Queue management – entry to event	

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Event Safety and Security cont.

Approach to entry and removal of underage patrons	
Bag checks, metal detector screening or other requirements to enter event, including list of items that cannot be brought into event	
Use of wrist bands, stamps and pass outs	
Management/monitoring of patron conduct when leaving event site to prevent disturbances	
Communication with SA Police and any arrangements in place with SAPOL	
Other comments, approaches, strategies	

Any additional information in support of your application

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Management Plan

Date management plan was developed	
I acknowledge that training in relation to this management plan must be provided to all staff on induction into their employment.	
Signature of licensee (or relationship to licensee e.g. Director)	
Title	
Name	
Date (dd/mm/yy)	

Licensee obligations

It is the licensee's responsibility to ensure that their event/function complies with all planning and development permits and approvals, local laws, planning schemes, and/or any other legal or contractual obligations the licensee may have.

The licence and any relevant notices must be displayed in a prominent position during the whole of the event/function including all liquor outlets.

It is a condition of the licence that you comply with the [General Code of Practice](#).

For events operating **after 2am**, you must comply with the [Late Night Trading Code of Practice](#).

I acknowledge that I have read and understand the licensee's obligations including the General Codes of Practice and the Late Night Code of Practice (if applicable)	
Signature of licensee (or relationship to licensee e.g. Director)	
Title	
Name	
Date (dd/mm/yy)	