



Alcohol Management Plan

Name of Event	
Date of Event	
Date Document Completed	
Document Author	
Document Version Number	

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Applicants Details

Complete with details of individual who has applied for an occasional licence, in connection with the event:

Name	
Address	
Telephone/Mobile Number	
Email Address	

Details of Event

Provide information regarding the areas to be licensed

Name and address of location	
Location Description	
Date(s) of Event	
Time of the event Start Time? End Time?	
Estimated number of people anticipated at the event.	
Conditions of Entry (invitation/tickets/pay on entry etc)	
How many alcohol outlets will be in operation?	

Management Structure

Provide details of all parties involved

Name of Organisers	
Registered Address	
Contact Numbers (including any mobile number)	
Email Address (use block capitals)	

Alcohol Outlet(s)

State names of bars if names i.e. main bar, hospitality bar etc

Bar

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No
If so, provide details of Personal Licence	
Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

Use annex 1 if there are any more than one outlets.

SIA Security Details

Provide Details of company who is providing security

Name of Company/Individual providing Security	
Registered address	
Contact telephone number	
Brief Description of Roles and Responsibilities	
How many Stewards will be provided for the event?	
How many are SIA Registered	

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

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Site Location and layout plans

Outdoor events are often on greenfield sites, which do not always have an obvious perimeter. When you make your licensing application ensure that your layout plans delineate this clearly.

The location plan should clearly identify where the event is taking place in relation to the nearest public highway, village/town. Site layout plans(s) drawn to scale, must show a detailed layout of the event to include: entrances/exits, numbered emergency exits, evacuation zone, stages, toilets, fire-fighting points, first aid, welfare, fencing & barriers, car parks, camping (with amenities + fire-fighting points), risk areas (overhead power cables, ponds etc). Design the event site layout, access and car parks, to segregate vehicles and pedestrians.

Does your alcohol management plan demonstrate that all the relevant factors have been considered when designing your venue or site?

Including:

- Identify hazards e.g. water, roads, slurry pits etc.
- Access roads to the site and on-site should be capable of taking load of emergency vehicles (17t for fire pump).
- Layout plan of entrance gate(s), showing search areas, queuing lanes, security arrangements.
- Site and access lighting (including camping areas).

Details of Alcohol Outlet(s)

Provide details regarding the alcohol outlet(s), complete annex 2. Ensure that you provide a layout plan of the site which indicates where the bars are will be situated.

General Authorisation of Sale of Alcohol

Provide details of the individual who will be authorising the sale of alcohol:

Name of Individual	
Address	
Contact Numbers (including any mobile number)	
Email Address (use block capitals)	
Personal Licence Holder Details	
Name of Issuing Authority	
Personal Licence Number	
Date of Expiry of Licence	
Copy of Personal Licence attached	Yes/No

Provide a brief description of how the bars will operate i.e. all staff will have been undertaken the mandatory training, records will be kept at each bar in the event of being inspected by Police or LSO, will the alcohol be sold via tokens or cash bar, wristband being used, what size of measures will be sold, alcohol will be decanted into plastic glasses, queuing system, display of mandatory signage Section 110 Notice and Age Verification Policy etc, Alcohol sold will comply with Minimum Unit Pricing of Alcohol, drinking water will be available free of charge etc.

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Staff Training Details

Provide details of training any staff recruited for the event will receive either prior to the event or on the day itself:

Policies

Age Verification Policy

Provide details on the age verification policy that is in place:

Refusal Policy

Provide details on the refusal policy that is in place:

Drugs Policy

Provide details on the Drugs Policy that is in place:

Dispersal Policy

Provide details on the Dispersal Policy that is in place:

Licensing Objectives

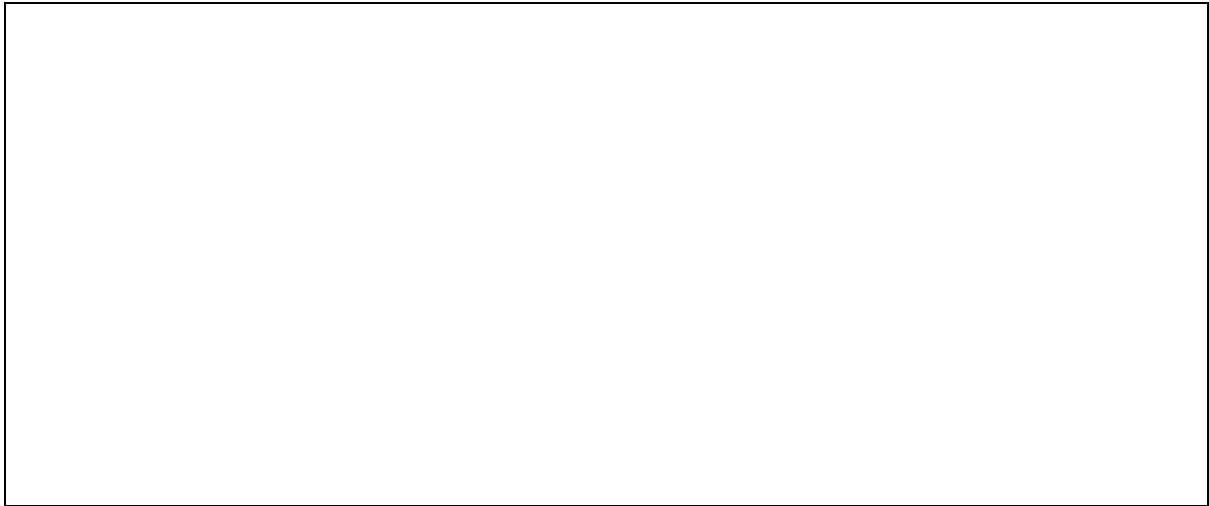
Provide a brief statement on how each of the Licensing Objectives will be upheld during the event:

Preventing Crime and Disorder

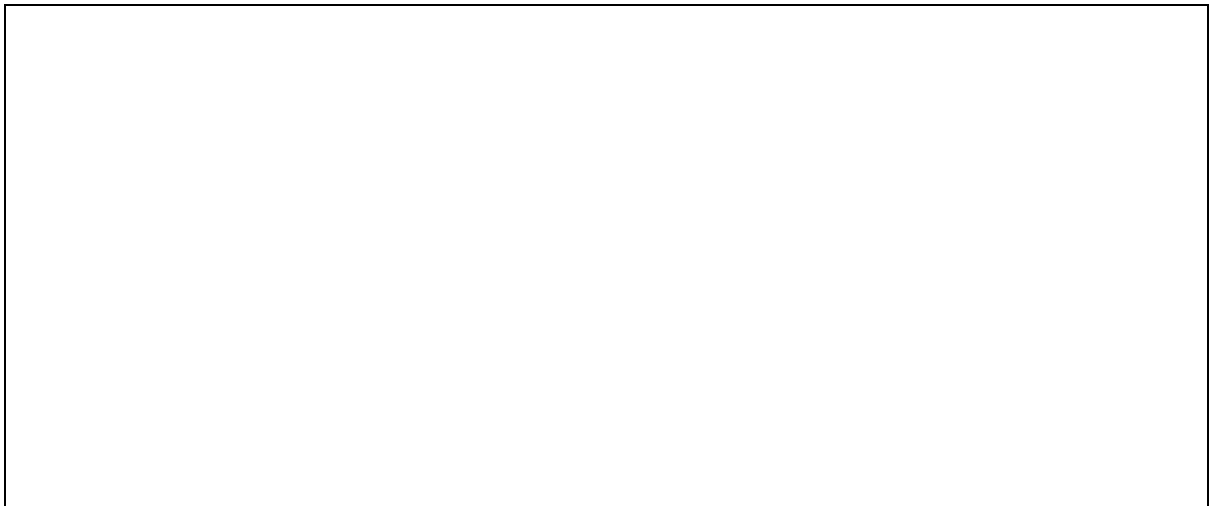
Security Public Safety

Preventing Public Nuisance

Protecting and Improving Public Health



Protecting Children and Young Persons from Harm



General Information on the day of the event

Provide information regarding the running of the event itself. It would be useful to explain if staff will be subject to a briefing/debriefing prior and after the event. What the procedure would be if staff recruited are unable to attend for any reason. If refusal logs/stewards logs will be in operation on the day etc.





Annex 1

Bar 2 - Name of Outlet _____

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No
If so, provide details of Personal Licence	
Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

Bar 3 - Name of Outlet _____

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No
If so, provide details of Personal Licence	
Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

Note: - If more outlets are operating at the event, photocopy page and submit details when submitting.

Bar 2

Name of Bar if applicable	
Description of Bar	
Dimensions of Bar	
How many staff will be working on the bar?	
Will there be an SIA Steward positioned at the bar area during event?	Yes/No
If so, how many Stewards?	
Method of Communication between bars?	
Brief description of type of alcohol being sold form this outlet?	

Bar 3

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Dimensions of Bar	
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Annex 2

Annex 3