**INCIDENT LOG**

Keep a log of incidents that occur in relation to a licensed premise(s) or area of licensed premises. It is important to document incidents that relate to the definition of alcohol-related harm and amenity and good order (**Please see Appendix for definitions**). This log can be included in objections to new or renewal alcohol licence applications and in submissions to any Local Alcohol Policy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date & Time** | **Incident recorded by** | **Name & Address of the licensed premises** | **Details of incident and how it relates to alcohol-related harm and/or affects amenity and good order. Record one incident per row.**  **(Insert Photographic evidence if available)** | **Seen by whom** | **Other details** |
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| **Date & Time** | **Incident recorded by** | **Name & Address of the licensed premises** | **Details of incident and how it relates to alcohol-related harm and/or affects amenity and good order. Record one incident per row.**  **(Insert Photographic evidence if available)** | **Seen by whom** | **Other details** |
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**INCIDENT LOG (APPENDIX)**

Table 1 summarises aspects of alcohol-related harm and issues relating to amenity and good order that residents should record (as per the *Sale and Supply of Alcohol Act 2012)*.

| **Alcohol-related harm / amenity issues** | **Excessive Drinking** | **Inappropriate Drinking** |
| --- | --- | --- |
| **Crime** | Breaking and entering, theft  Serious fights/assault/threat of assault  Other incidents requiring police intervention |  |
| **Damage** | Vandalism to private or public property, e.g.   * broken window/door of local shop * vandalism to cars, fences * breaking into cars * fires (to hedge, to rubbish bins) * gardens pulled out, street signs pulled up/thrown onto property |  |
| **Disorderly Behaviour** | Less serious fights  Public urination, defecation  Vomiting on footpath, street, private property  Aggression and intimidation | Intoxicated patrons admitted to bars  Self-reported intoxication by patrons  Breaches of Alcohol Ban in area  Pre-/side-loading in immediate area  Party buses bringing intoxicated patrons to area |
| **Nuisance** | Noise and other nuisance |  |
| **Other** |  | Sales to minors (<18 years)  Breach of smoke-free laws  Breach of street trading conditions  Breach of licence conditions (hours, single sales, etc.) |

***Definitions as per the Sale and Supply of Alcohol Act 2012***

**Alcohol-related harm**

##### (a) means the harm caused by the excessive or inappropriate consumption of alcohol; and

##### (b) Includes—

##### (i) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and

##### (ii) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in subparagraph (i).

**Amenity and good order** **of the locality** means the extent to which, and ways in which, the locality in which the premises concerned are situated is pleasant and agreeable.

Matters taken into account include:

* current, and possible future noise levels, levels of nuisance and vandalism;
* the number of premises for which licences of the kind concerned are already held;
* the purposes for which land near the premises concerned is used;
* the purposes for which those premises will be used if the licence is issued.