

Items required at time of application for the grant of an indoor entertainments licence:

1. Application form

Applications must be made in writing, using Council's approved application form, with all sections completed fully.

2. Appropriate fee

The law requires that applications be accompanied by the appropriate fee, which will depend largely on the occupancy. Please note that the application fee has been determined by Government and is non-refundable. Refer to the "Table of Fees" to determine the appropriate fee for your premises.

Payment can be made by:

- Cash, by calling into the offices (do not send cash by post)
- Debit / Credit Card by calling into the offices or paying over the phone – Tel. 028 71253253
- Cheque, made payable to "Derry City and Strabane District Council"
- BACS, details for which are:

Bank Name & Branch:	DANSKE, 6 Shipquay Place, Derry, BT48 6DF. Head Office: PO Box 183, Donegall Square North, Belfast.
Bank Account Number:	40026018
Bank Sort Code:	950797
IBAN:	GB54DABA95079740026018
SWIFT/BIC:	DABAGB2B
Account Name:	DERRY & STRABANE C

Send remittance to sales@derrystrabane.com stating that the payment is for the purposes of paying a fee for an entertainments licence (Code: 0024/90105).

3. Fire Risk Assessment.

Either:

- a suitable and sufficient fire risk assessment that has been carried out by a competent person within the preceding 12 months – **this must include occupancy calculations**; OR
- a fire risk assessment that has been reviewed within the preceding 12 months to ensure it remains valid and up to date and, where necessary, revised by a competent person, e.g. to reflect any structural or material alterations to the premises or significant changes to the organisation and management of the premises that have impacted the fire safety arrangements

4. Marked up fire drawings

Three hard copies* of marked-up floor drawings, drawn to a scale of not less than 1:100 that reflect an accurate layout of the premises at time of application. The drawings should indicate all floors of the premises and clearly show the areas where entertainment will take place, indicating the occupancy numbers for each area. The drawings must have all fire safety measures marked, with an appropriate key, including: emergency lighting and maintained exit signage; door furniture, e.g. panic bars; where appropriate, fire alarm and smoke detection details; and firefighting equipment.

(*we will accept one hard copy, on condition that the drawings are also provided in pdf format)

5. Public notice advertisement

Not later than 7 days after the date of the application, public notice must be published, in the prescribed format, in **ONE** local newspaper and a copy of the advertisement (cut out from the paper, so that the publication's name and date is clear) supplied to the council as soon as possible thereafter.

The requirement to advertise in a local newspaper does not apply to an application for an Occasional Licence for an educational institution or a church hall, chapel hall or other similar building occupied in connection with a place of public religious worship.

6. Public and employer's liability insurance

We require the Statement of Insurance to be completed by the insurance company to confirm that the applicant has public and employer's liability insurance cover for the premises. Please do not send insurance documents / schedules, as we cannot accept them.

7. Electrical installation condition report

The electrical installation condition report must satisfy the following requirements:

- A competent electrician must issue the EICR. Membership or registration with the following awarding bodies will provide assurance that the electrician is competent: National Inspection Council for Electrical Installation Contracting (NICEIC); Electrical Contractors Association (ECA); or Institute of Engineering & Technology (IET).
- The EICR must state that it has been prepared for the purpose of an Entertainments Licence
- Testing must have been carried out to 100% of circuits
- A sufficient percentage of the electrical installation, to be determined by the competent electrical contractor at time of inspection, must have been inspected visually to look for signs of defects and to provide assurance that the installation is safe for continued use.
- If the report indicates the need for remedial work ("C1" or "C2" defects) or further investigation ("FI" observations), additional written evidence must be submitted with the EICR confirming that the work has been carried out, e.g. a "minor works certificate"
- The maximum acceptable interval between periodic tests and inspections for entertainment premises is 3 years; however, a shorter period may, depending on the circumstances, be recommended by the inspecting contractor. Where a shorter period has been recommended by a contractor, the EICR will only be deemed to remain valid for that period

8. Emergency lighting certificate

The emergency lighting certificate must satisfy the following requirements:

- i. It must be valid (less than 12 months) at the time of application or being submitted, if later
- ii. 100% of the system must have been inspected and tested in accordance with the latest British Standard BS5266-1:2016. The inspection and test should be for 100% of the system.
- iii. The certificate must be in an approved format

9. Fire alarm certificate

The fire alarm certificate must satisfy the following requirements:

- i. It must be valid (less than 6 months) at the time of application or of submission, if later.
- ii. 100% of the system must have been inspected and tested in accordance with the latest British Standard (BS5839-1:2017).
- iii. The certificate should be in accordance with BS 5839-1:2017 Annex G - Model Certificates.

10. Fire Fighting Equipment Certificate

A firefighting equipment certificate that is valid (less than 12 months) at the time of application or submission, if later

11. Gas Safe Register certificate

If applicable, a Gas Safe Register certificate that is valid (less than 12 months) at the time of application or submission, if later

12. Building Control Completion certificate

If any works attracting building control approval have been carried out since the previous application

Please note that in certain circumstances Council may request additional documentation and / or certification, e.g. a structural certificate, ceiling certificate, acoustic report, etc.