

**The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985**

**Application for the Grant / Renewal / Transfer of an indoor entertainments licence**

Please ensure that you complete ALL sections. Failure to do so may result in the application form being returned to you.

**1. Applicant details:**

|  |
| --- |
| Applicant’s full name: |
| Business’ or organisation’s name: |
| Position in company or organisation: |
| Applicant’s address: |
| Post Code: | e-mail: |
| Telephone (Mobile): | Telephone (Landline): |

**2. Premise details:**

|  |
| --- |
| Name of premises or site: |
| Address: |
| Post Code: | e-mail: |
| Key holder: | Key holder telephone: |

**3. Type of application:**

|  |  |  |
| --- | --- | --- |
| Grant |  |  |
| Renewal |  |  |
| Transfer |  |  |

**4. Type of licence required:**

|  |  |
| --- | --- |
| Full (Annual) |  |
| Occasional (14 Unspecified days within 12 months) |  |
| Occasional (14 Specified days within 12 months) |  |
| Provisional (Premises currently being constructed, extended or altered) |  |

**5. Type of entertainments** - please indicate all that apply**:**

|  |
| --- |
| **Indoor Entertainment:** |
|  | Theatrical performance |
|  | Dancing, singing, music or any other entertainment of the like kind |
|  | Circus  |
| **Indoor public contest, match, exhibition or display of:** |
|   | Boxing, wrestling, judo, karate or any similar sport |
|   | Billiards, pool, snooker or any similar game |
|   | Darts |
|   | Other sports |
| **Indoor Machinery and Equipment:** |
|  | Machines for entertainment or amusement  |
|   | Equipment for playing billiards, pool, snooker, etc.  |

**6. Days and Hours during which such entertainment will take place:**

|  |  |  |
| --- | --- | --- |
| **Days** |  | **Hours** |
|  |  | From:  | Until: |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

**If you are applying for an occasional licence, please specify dates and times, if known:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Entertainment times** | **Day** | **Date** | **Entertainment times** |
|  |  | **Start:** | **Finish:** |  |  | **Start:**  | **Finish:** |
| 1 |  |  |  | 8 |  |  |  |
| 2 |  |  |  | 9 |  |  |  |
| 3 |  |  |  | 10 |  |  |  |
| 4 |  |  |  | 11 |  |  |  |
| 5 |  |  |  | 12 |  |  |  |
| 6 |  |  |  | 13 |  |  |  |
| 7 |  |  |  | 14 |  |  |  |

**7. Rooms / locations to be licenced:**

Please ensure that the name of the room corresponds to that used in the fire risk assessment.

|  |  |
| --- | --- |
| **Room or location**  | **Occupancy** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**8. Application fee**

|  |  |
| --- | --- |
| Insert the fee that has been paid with this application. See attached “Table of Fees”. | £  |

**9. Supporting documentation:**

**Indoor entertainments**

The documentation and certificates detailed in the attached **“Required Documents - indoors”** will be required, where applicable, in support of the application.

**Public advertisements**

Unless you are applying for an occasional licence in respect of an educational institution or a place used mainly for public religious worship/meeting/service, you must provide a copy of **one** Public Newspaper Advertisement, placed in a local newspaper within 7 days of making the application. Proof must be provided showing the date of the advertisement and the name of the newspaper.

**Charity and voluntary organisations**

If applying on behalf of a charity, please provide the Charity’s Registration Number:

|  |  |
| --- | --- |
| Charity Registration Number: |  |

If applying on behalf of a voluntary organisation, i.e. an organisation carrying on or proposing to carry on activities otherwise than for the purpose of gain by the organisation or individual members thereof, please provide evidence, e.g. a copy of the organisation’s constitution.

**10. Applicant Checklist**

Have you submitted all of the following required items with your application form?

|  |  |  |  |
| --- | --- | --- | --- |
| Appropriate fee |  Top of FormYes  | No | To follow |
| Fire Risk Assessment |  Top of FormYes  | No | To follow |
| Public Notice from a local newspaper |  Top of FormYes  | No | To follow |
| Completed Statement of Insurance |  Top of FormYes  | No | To follow |
| Electrical Installation Condition Report |  Top of FormYes  | No | To follow |
| Emergency Lighting Certificate |  Top of FormYes  | No | To follow |
| Fire Alarm Certificate |  Top of FormYes  | No | To follow |
| Fire Fighting Equipment Certificate |  Top of FormYes  | No | To follow |
| Marked up fire drawings |  Top of FormYes  | No | To follow |
| Gas Safe Register Certificate (if appropriate) |  Top of FormYes  | No | To follow |
| Building Control Completion Certificate (if necessary) |  Top of FormYes  | No | To follow |
| Evidence that door supervisors are SIA licensed |  Top of FormYes  | No | To follow |

**Failure to complete your application by providing all required items within 28 days from the date of application will result in your application being deemed invalid, in which case you will be required to submit a fresh application.**

Please review your application before signing and dating the declaration below:

**11. Declaration**

I hereby declare that:

|  |  |
| --- | --- |
| * the particulars given by me on this form are correct, to the best of my knowledge and belief, and I hereby make application to Derry City and Strabane District Council for an entertainments licence as detailed above
 |  |
| * I have not, within the five years preceding the date of this application, been convicted under the Local Government (Miscellaneous Provision) (Northern Ireland) Order 1985 of an offence of providing unlicensed entertainment, or providing entertainments otherwise than in accordance with the terms and conditions of an entertainments licence
 |  |
| * I will give public notice of this application by publishing, within 7 days from the date of this application, an advertisement in a local newspaper having a wide circulation in the area and will submit proof of same to the Council immediately afterwards
 |  |
| * I undertake to comply fully with all the terms, conditions, or restrictions specified in a licence, if granted
 |  |
| * I confirm that, as required by the Private Security Industry Act 2001, all Door Supervisors employed during times when entertainments are being provided on the premises, will be qualified and licensed by the Security Industry Authority.
 |  |

**I understand that a copy of this application will be shared with the statutory consultees, i.e. the Police Service of Northern Ireland and the Northern Ireland Fire and Rescue Service, and may be shared with other relevant services, including environmental health and building control.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Applicant: |  | Date: |  |

**This application form, plus relevant fee and other documents must be returned to one of the following addresses:**

|  |  |  |
| --- | --- | --- |
| **Derry office** | **Strabane office** | **e-mail:** |
| Licensing & SAG, Derry City and Strabane District Council, 98 Strand Road, Derry, BT48 7NN | Licensing & SAG, Derry City and Strabane District Council, 47 Derry Road, Strabane, BT82 8DY | **licensing@derrystrabane.com** |

**Privacy Notice**

**Data Controller**

Name:Health & Community Well Being Department/Licensing Derry City & Strabane District Council

Address: 98 Strand Road, Derry, BT48 7NN

Telephone: 02871 253253 Email: licensing@derrystrabane.com

**Data Protection Officer**

Name: Damian McCay

Telephone: 02871 253253 Email: Damian.McCay@derrystrabane.com

**Why are you processing my personal information?**

* For the logging, processing and determination of licensing/permit applications.

**What categories of personal data are you processing?**

* Personal contact details

**Where do you get my personal data from?**

* Application Forms and accompanying documents

**Do you share my personal data with anyone else?**

* Yes, where required by legislation we may share personal date with other agencies as outlined on Council website at the following link <http://www.derrystrabane.com/Footer/Privacy-Policy>

**Do you transfer my personal data to other countries?**

* No

**How long do you keep my personal data?**

* We will only retain your data for as long as necessary to process your application or investigate an Enforcement case, and in line with Council’s Retention and Disposal Schedule.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being processed, and access to your personal data
* You are entitled to have personal data rectified if it is inaccurate or incomplete
* You have a right to have personal data erased and to prevent processing, in specific circumstances
* You have the right to ‘block’ or suppress processing of personal data, in specific circumstances
* You have the right to data portability, in specific circumstances
* You have the right to object to the processing of your data, **in specific circumstances**
* You have rights in relation to automated decision making and profiling

**You should refer to the Council’s website for further information on your rights:** <http://www.derrystrabane.com/Footer/Privacy-Policy>

**How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact our Data Protection Officer*.*

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

**Information Commissioner’s Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 Email: casework@ico.org.uk <https://ico.org.uk/global/contact-us/>

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| --- | --- |
| **Items required at time of application for the renewal of an indoor entertainments licence:** | **A grey logo with white text  Description automatically generated** |

**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:

1. 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
2. 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. 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 papers, 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.**

**5. 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.

**6. 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

**7. Emergency lighting certificate**

The emergency lighting certificate must satisfy the following requirements:

1. It must be valid (less than 12 months) at the time of application or being submitted, if later
2. 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.
3. The certificate must be in an approved format

**8. Fire alarm certificate**

The fire alarm certificate must satisfy the following requirements:

1. It must be valid (less than 6 months) at the time of application or of submission, if later.
2. 100% of the system must have been inspected and tested in accordance with the latest British Standard (BS5839-1:2017).
3. The certificate should be in accordance with BS 5839-1:2017 Annex G - Model Certificates.

**9. Fire Fighting Equipment Certificate**

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

**10. 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

**11. Building Control Completion certificate**

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

**12. Marked up fire drawings –** required if structural changes have been made since last application. 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.]

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

|  |  |
| --- | --- |
| **Form of Public Notice to advertise an application for an entertainments licence** |  |

**The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985**

**Article 3 and Schedule 1**

Notice is hereby given that **I / we\***,

|  |
| --- |
| **[insert name & address of applicant]** |

have today applied to the Derry City and Strabane District Council for the **Grant / Renewal / Transfer\*** of an Entertainments Licence in respect of:

|  |
| --- |
| **[insert name & address of premises]** |

Entertainment is to be provided on the following days and between the following hours:

|  |
| --- |
| **[insert days / hours of entertainment]**  |

The nature of the entertainments to be provided is as follows:

|  |
| --- |
| **[Specify the nature of the entertainments to be provided]** |

Any person wishing to make representation in relation to this application shall give notice in writing to the Council, addressed to **Licensing & SAG, Derry City and Strabane District Council, 98 Strand Road, Derry, BT48 7NN** or email **licensing@derrystrabane.com**, stating in general terms the nature of the representation, not later than 28 days after the date of the application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated this |  | day of |  | 2021. |
|  | **[insert number]**  |  | **[insert month]** |  |

|  |  |
| --- | --- |
| Signed: |  |
|  | **[Signature of applicant]** |
|  |  |

**Note to applicants: 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.**

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| **Statement of Insurance for Entertainments Licence purposes** | **A grey logo with white text  Description automatically generated** |

**This statement must either be accompanied by a covering letter, on the insurer’s headed notepaper, or otherwise verified, e.g. by means of an official stamp or seal**

I / we\*, the undersigned, confirm that the details of the insurance policy, that is in force in respect of the premises named herein, are as follows:

**Premises:**

**Policy number:**

**Date renewal is due:**

|  |  |  |
| --- | --- | --- |
| **Limits of indemnity:** | **A. Public liability cover:** | **£**  |
|  | **B. Employer’s liability cover:** | **£**  |

**Please provide details of any restrictive endorsements which may affect the type(s) of entertainment that may be provided on the premises:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| on behalf of |  |  | **Company stamp** |
|  | **[insert name of company]** |  |  |

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**Entertainments licensing - Table of fees**

|  |  |  |
| --- | --- | --- |
| An application relating to an **indoor place of entertainment** to which paragraph 1(2)(a), (b) or (d) and (6) of [Schedule 1] applies, where that place or premises (as the case may be) may hold: | Occasional Licence Fee £ | Full Licence Fee £ |
| Not more than 100 persons | 50 | 100 |
| 101 to 200 persons | 75 | 150 |
| 201 to 300 persons | 125 | 250 |
| 301 to 500 persons | 200 | 400 |
| 501 to 1,000 persons | 375 | 750 |
| Over 1,000 persons | 500 | 1,000 |

|  |  |
| --- | --- |
| An application relating to an indoor place of entertainment to which paragraph 1(2)(c) and (6) of [Schedule 1] applies (i.e. a **circus**). | 50 |
| An application relating to an indoor place of entertainment to which paragraph 1(4) and (6) of [Schedule 1] applies (i.e. where **machines for entertainment or amusement or equipment for the playing of billiards, pool, snooker or other similar games**, are provided | 100 |
|  |  |
| An application relating to an indoor place of entertainment of any capacity for a licence to be granted under paragraph 4(2) of [Schedule 1] (i.e. **an occasional licence**) in respect of:(a)  a place used wholly or mainly for **public religious worship** in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of [Schedule 1] applies, other than any music or singing;(b)  a place used for religious meetings or services in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of [Schedule 1] applies, other than any music or singing performed as an incident of a religious meeting or service; or (c)  an **educational institution** while not being used as such in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of [Schedule 1] applies. | 50 |
| An application relating to an indoor place of entertainment of any capacity to which paragraph 1(2)(a), (b) or (d) and (6) of [Schedule 1] apply for a licence to be granted under paragraph 4 (2) of that schedule (i.e. an **occasional licence**) where the application is made by a **voluntary organisation3 or a charity**. | 50 |

|  |  |
| --- | --- |
| An application by a **voluntary organisation or a charity** relating to **outdoor** **musical entertainments** to which paragraph 2 of [Schedule 1] applies, where that place may hold: |  |
| - Not more than 500 persons; or | 125 |
| - Over 500 persons | 250 |
| An application, other than by a voluntary organisation or a charity, relating to **outdoor** **musical entertainments** to which paragraph 2 of [Schedule 1] applies, where that place may hold: |  |
| - Not more than 500 persons; or | 1,000 |
| - Over 500 persons  | 2,000 |

|  |  |
| --- | --- |
| An application under paragraph 7A of [Schedule 1] for the **variation** of the terms, conditions or restrictions on or subject to which an entertainments licence is held. | 80 |

Footnote:

1. A ‘voluntary organisation’ means an organisation carrying on or proposing to carry on activities otherwise than for the purpose of gain by the organisation or individual members thereof.

**“Schedule 1” is a reference to Schedule 1 to the Local Government (Miscellaneous Provisions) (NI) Order 1985**

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