

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

**Application for the Grant of an Outdoor Entertainments Licence** **for public musical entertainment which is being held wholly or mainly in the open air and on private land**

1. **Event details:**

|  |  |
| --- | --- |
| Name of event: |  |
| Date(s): |  |

**2. Location details:**

|  |  |
| --- | --- |
| Name of venue or site: | |
| Address: | |
| Post Code: | e-mail: |
| Land owner: | |
| Land owner contact: | Land owner telephone: |

**3. 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): |

**4. Days and Hours during which such entertainment will take place at this event:**

**Please specify dates and times when entertainment will be provided at the event:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |

**5. Areas / locations to be licenced:**

Please ensure that the names of the areas correspond to those referred to in the fire risk assessment.

|  |  |
| --- | --- |
| **Area or location** | **Occupancy** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**6. Application fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Insert the fee that has been paid with this application. Refer to “Table of Fees” below. | | | £ |
|  | | |  |
| **Type of outdoors event:** | | **Full licence fee (£):** | | |
| An application by a **voluntary organisation or a charity** relating to outdoor musical entertainments, where that place may hold: | |  | | |
|  | * Not more than 500 persons… | 125 | | |
|  | * Over 500 persons… | 250 | | |
| An application, **other than by a voluntary organisation or a charity**, relating to outdoor musical entertainments, where that place may hold: | |  | | |
|  | * Not more than 500 persons… | 1,000 | | |
|  | * Over 500 persons… | 2,000 | | |

Note: 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.

**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.

**7. Supporting documentation:**

**Outdoor musical entertainments**

The documentation and certificates detailed in the attached **“Items required for an application for the grant of an outdoors entertainments licence”** must be provided, in support of the application.

**Public advertisement**

You must provide copies 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.

**8. Applicant Checklist**

Have you submitted all of the following supporting documentation with the application form?

|  |  |  |  |
| --- | --- | --- | --- |
| Event Management Plan | Top of Form  Yes | No | To follow |
| Site location map | Top of Form  Yes | No | To follow |
| Site layout plan | Top of Form  Yes | No | To follow |
| Fire Risk Assessment | Top of Form  Yes | No | To follow |
| Evidence of business / community engagement | Top of Form  Yes | No | To follow |
| Noise Assessment/Background Survey report | Top of Form  Yes | No | To follow |
| Noise Management Plan | Top of Form  Yes | No | To follow |
| Public advertisement | Top of Form  Yes | No | To follow |
| Evidence of public liability insurance | Top of Form  Yes | No | To follow |

**Failure to provide support documentation within the required timescales will result in your application being deemed invalid, in which case the application will be rejected.**

**Early drafts should be provided at least 8 weeks prior to the event and final documents must be provided at least 3 weeks before the event.**

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

**9. 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 also understand that a copy of this application will be shared with the relevant Council services, the Police Service for Northern Ireland and the Northern Ireland Fire and Rescue Service

|  |  |  |  |
| --- | --- | --- | --- |
| 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**](mailto: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](mailto:licensing@derrystrabane.com)

**Data Protection Officer**

Name: Damian McCay

Telephone: 02871 253253 Email: [Damian.McCay@derrystrabane.com](mailto: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](mailto:casework@ico.org.uk) <https://ico.org.uk/global/contact-us/>