



Derry City & Strabane
District Council

Comhairle
**Chathair Dhoire &
Cheantar an tSraitha Báin**

Derry Cittie & Stràbane
Destrict Cooil





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LEGISLATION



**‘Local Government (Miscellaneous Provisions)
(Northern Ireland) Order 1985’**

‘Schedule 1’ ‘Licensing of Places of Entertainment’

**The Road Traffic Regulations (NI) Order 1997’ Schedule 3A
‘Prohibition or Restriction of Use of Public Roads for Special Events’
‘The Roads (Miscellaneous Provisions) Act (NI) 2010’**



‘Schedule 1’ ‘Licensing of Places of Entertainment’

- Indoor
- Outdoor
- Types of Licenses
- Application Process
- Assessment Documents
- Terms & Conditions
- Statutory Certification
- Inspection Types
- Areas Officers Focus On
- Officers Experience

Schedule 3A Prohibition or Restriction of Use of Public Roads : Special Events

- Application Process & Fee
- Documents & Certification

If you wish to provide entertainment to members of the public you must obtain a licence from the Council.

There are two main categories of entertainment:-

1. Indoor Entertainment

2. Outdoor Entertainment



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Concerts



Tatoos

OUTDOOR

This is entertainment of a musical nature that takes place wholly or mainly in the open air and on private land.



← ↑
Marquees
(assessed each application)

There are two main types of Licenses

1. Full Licence (annually)
2. Occasional

FULL

Any entertainments licence unless previously cancelled, revoked or suspended shall remain in force for one year or for such shorter period specified in the licence as the council may think fit.

Where, before the date of expiry of an entertainments licence, an application has been made for its renewal, it shall be deemed to remain in force notwithstanding that the date has passed until the withdrawal of the application or its determination by the council.

OCCASSIONAL

The council may grant an entertainments licence in respect—

- (a) of not more than fourteen particular days specified in the licence; or
- (b) of any fourteen unspecified days within the period of twelve months following the grant of the licence, dates agreed by Council minimum of 21 days before the event.

Before a licence can be granted premises must meet technical requirements

MAKING AN APPLICATION

APPLICATION OUTDOOR OCCASSIONAL LICENCE (MIN 3 MONTHS)

- Completed Application Form
 - Appropriate fee
 - Certificate of insurance
 - Copy of 2 public notices printed in the newspapers
(Please note must be printed in papers not later than 7 days after the date of application)
 - 5 sets of Plans or (Electronic Copy email to Council) **marked up** clearly showing emergency exits, emergency lighting, all elements of the fire alarm system, call points, detectors, etc.
-
- Event Safety Management Plan (Detail Risk Assessments)
 - Fire Risk Assessment
 - Business & Residents Impact Assessment
 - Temporary Demountable Structures Certificates

Above Red line
1 Item missing Application
returned to applicant and
deemed invalid

Below Red Line
Maximum 4 Weeks to have
remaining documents
submitted. After 4 weeks
recommending to have
licence refused

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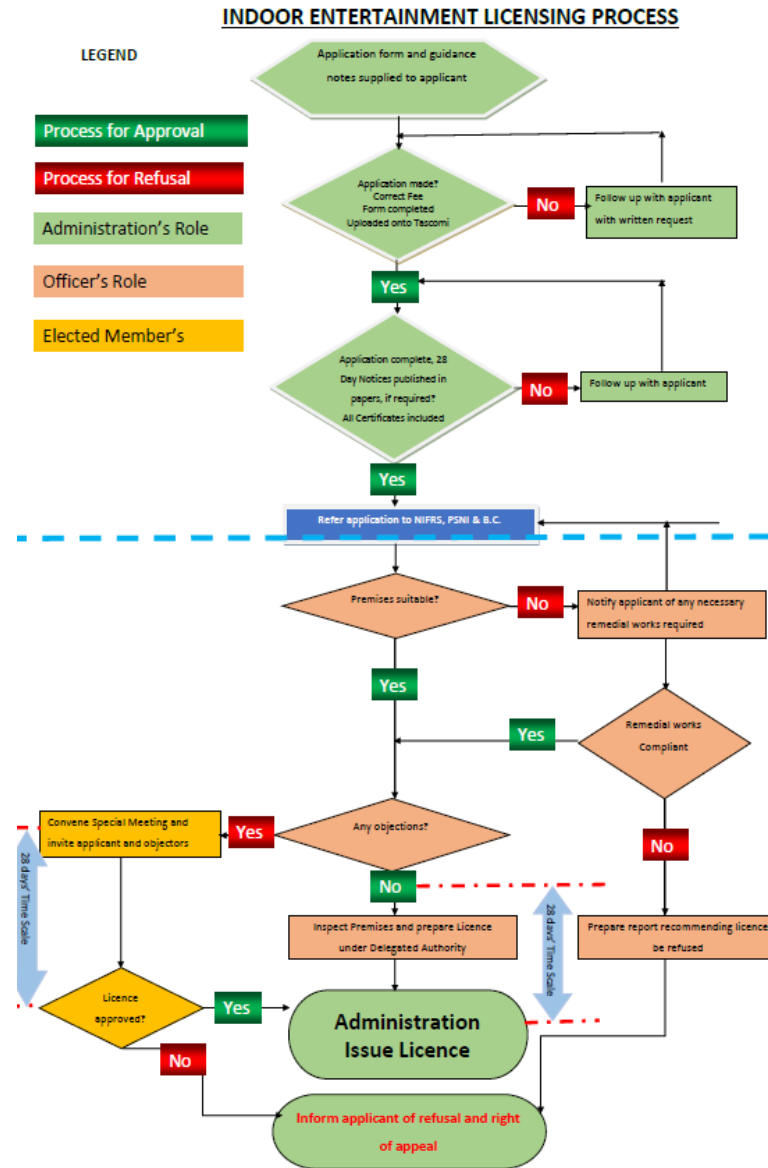
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APPLICATION PROCESS

Above Blue Line
'Administration
Assessment'

Below Blue Line
'Technical &
Determination'
Assessment

2 Stage
Process



LEGEND

Process for Approval

Process for Refusal

Administration's Role

Officer's Role

Elected Member's

STAGE 1

ADMINISTRATION PROCESS (Above Blue Line)

ENTERTAINMENT LICENSING PROCESS

LEGEND

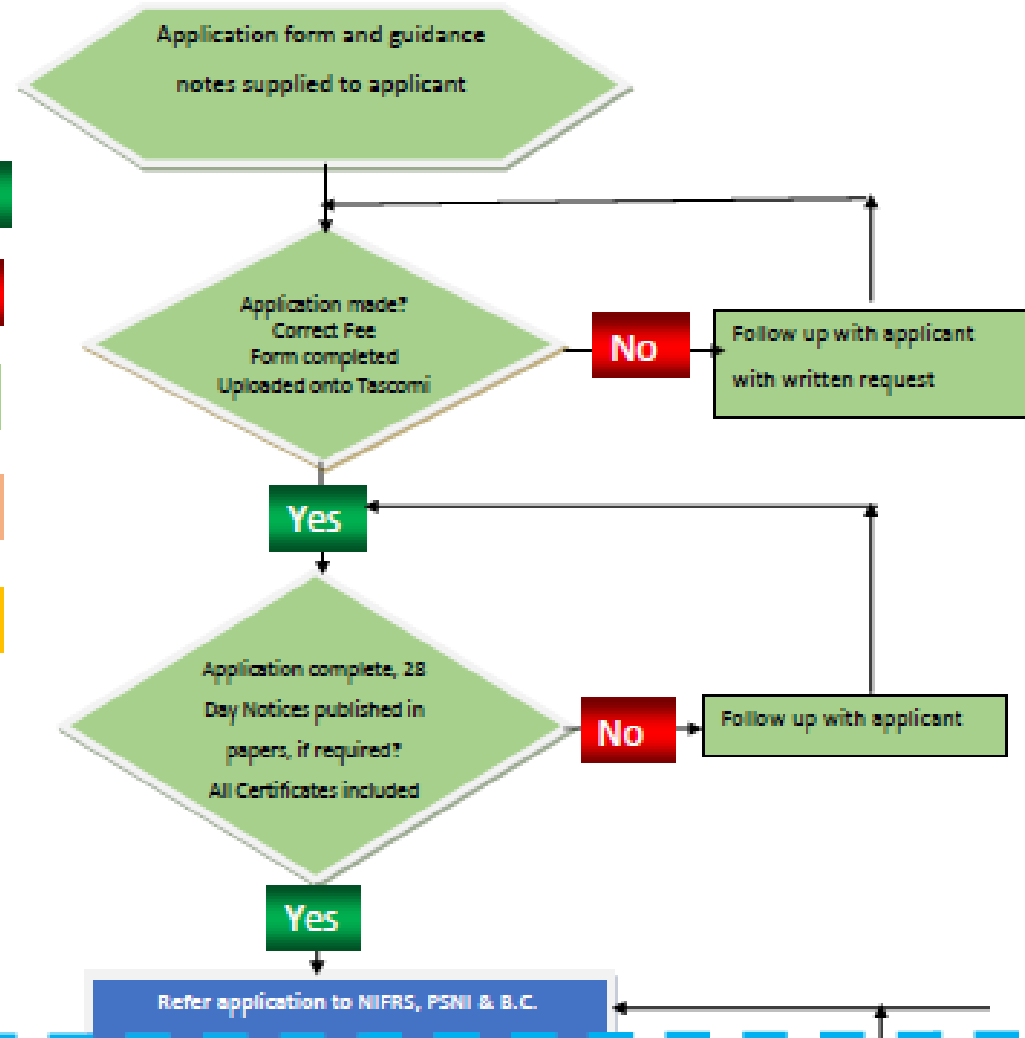
Process for Approval

Process for Refusal

Administration's Role

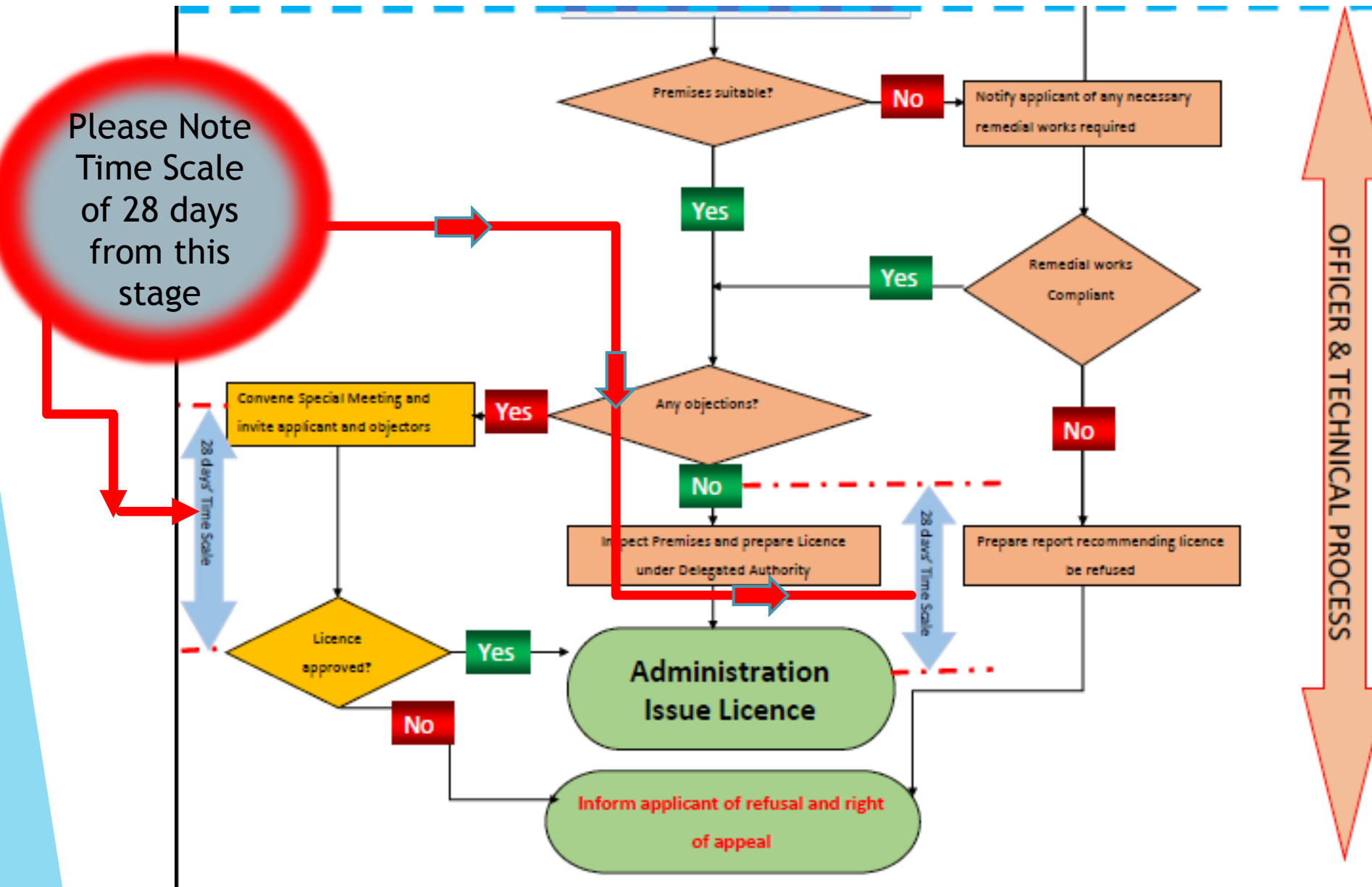
Officer's Role

Elected Member's

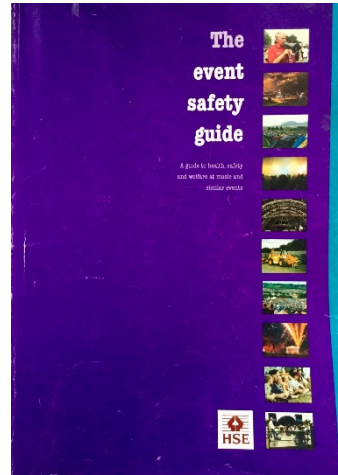


STAGE 2

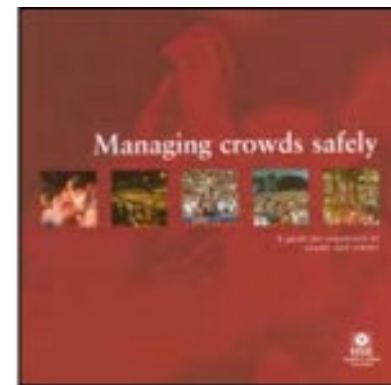
TECHNICAL & DETERMINATION PROCESS (Below Blue Line)



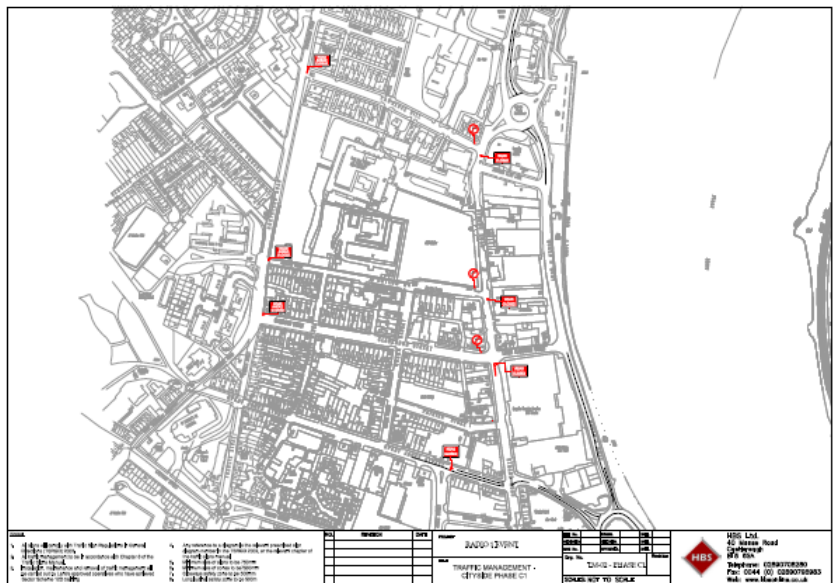
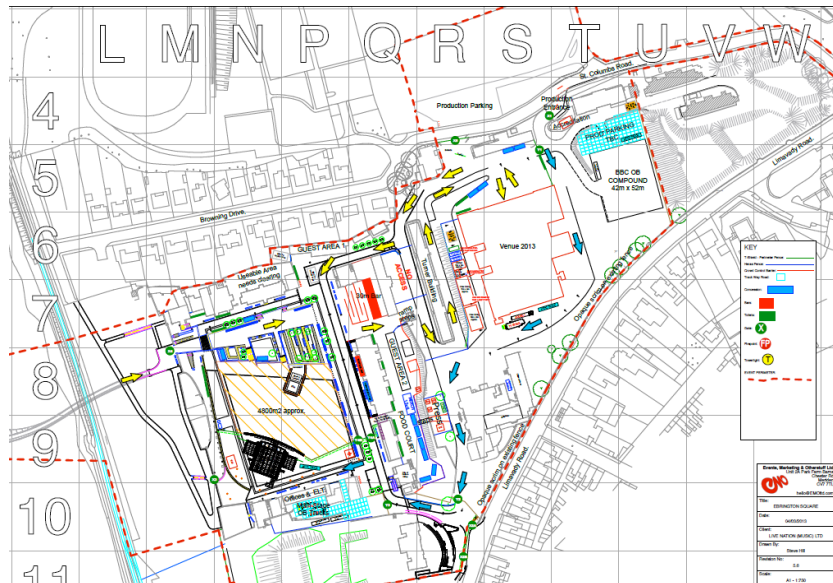
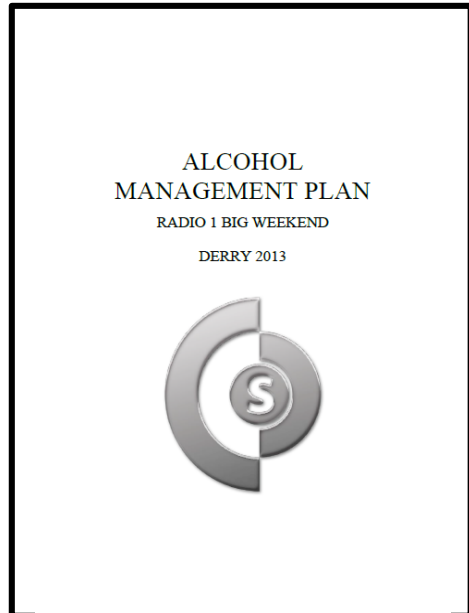
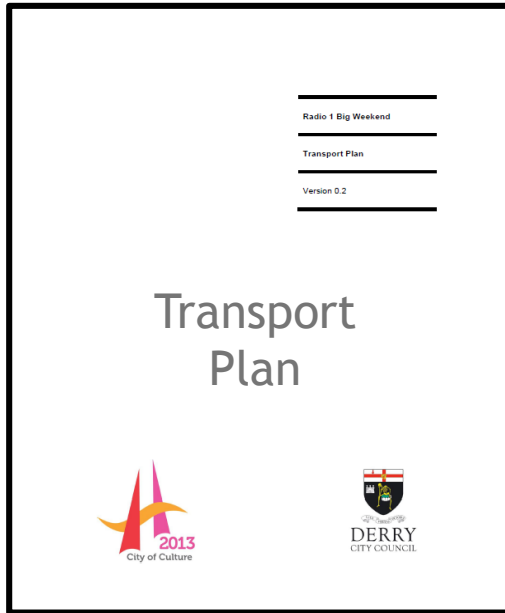
DOCUMENTS THAT APPLICATIONS MAY BE ASSESSED UNDER & CONDITIONS SPECIFIED

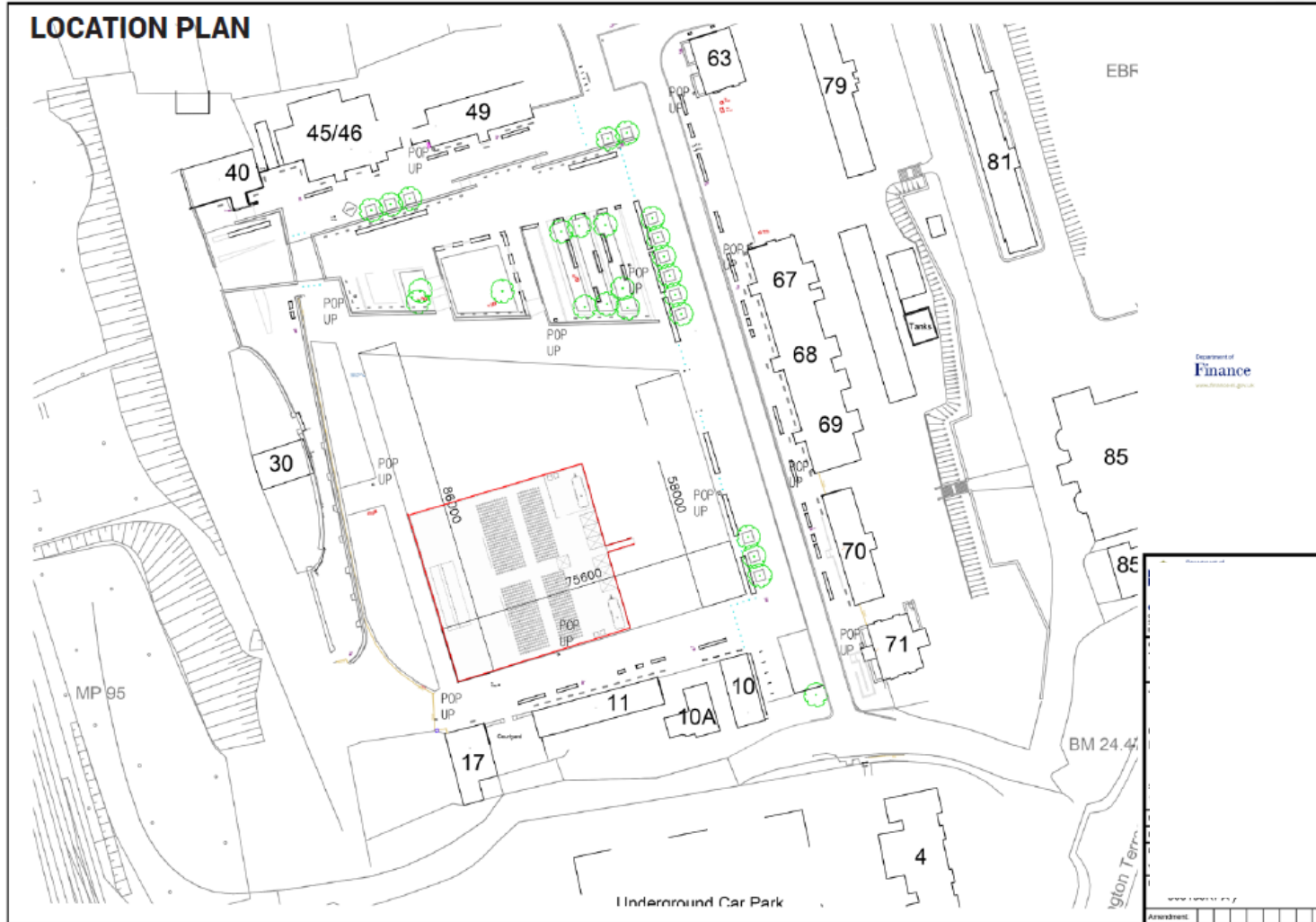


Fire safety in the design,
management and use of
buildings - Code of practice



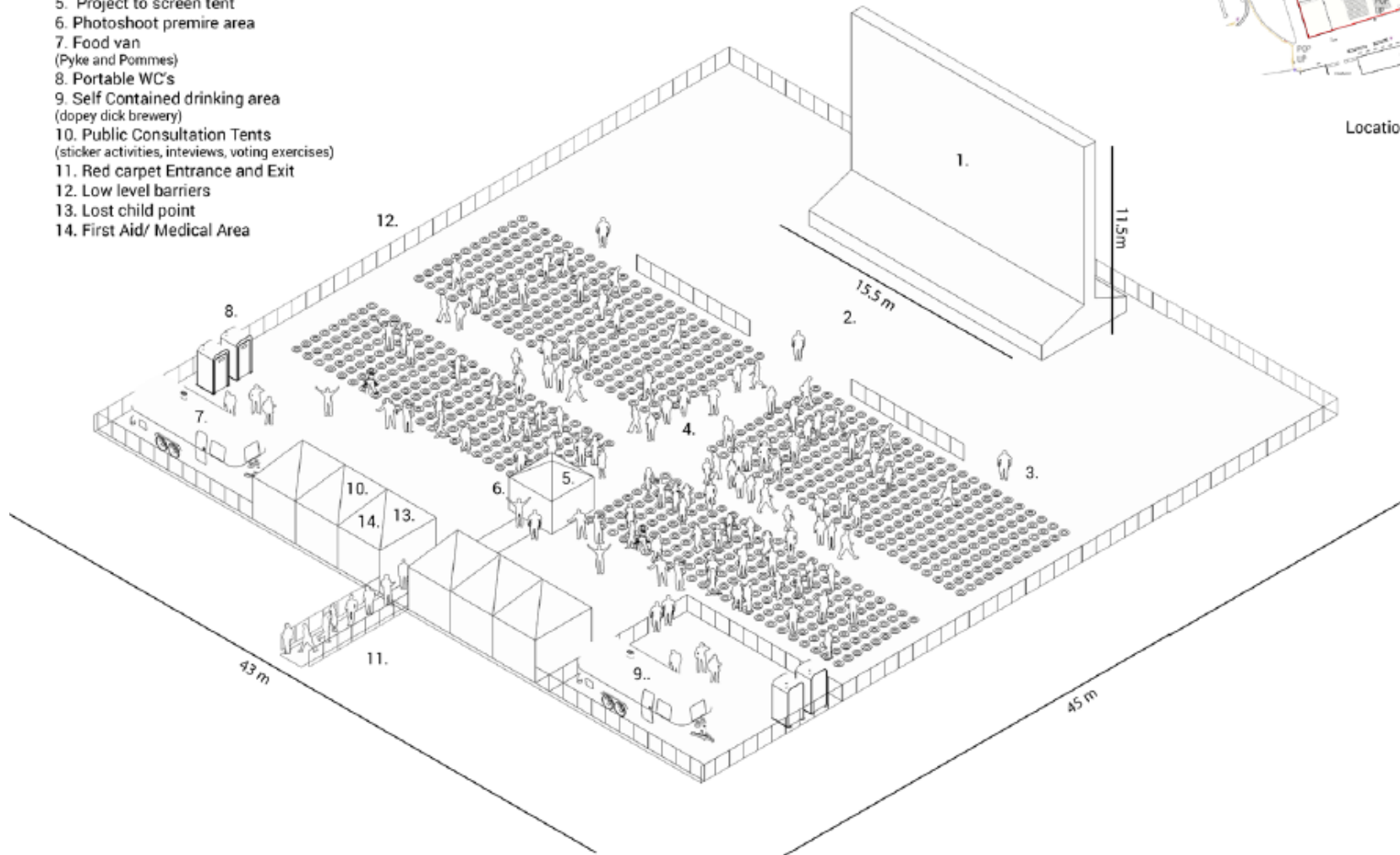
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Isometric - Layout Plan

1. Inflatable Pop Up Cinema
2. Viewing distance from screen
3. Staffed barrier
4. Designated seating area
(Inflated rings provided /bring your own blankets/chairs)
5. Project to screen tent
6. Photoshoot premiere area
7. Food van
(Pyke and Pomes)
8. Portable WC's
9. Self Contained drinking area
(dopey dick brewery)
10. Public Consultation Tents
(sticker activities, interviews, voting exercises)
11. Red carpet Entrance and Exit
12. Low level barriers
13. Lost child point
14. First Aid/ Medical Area

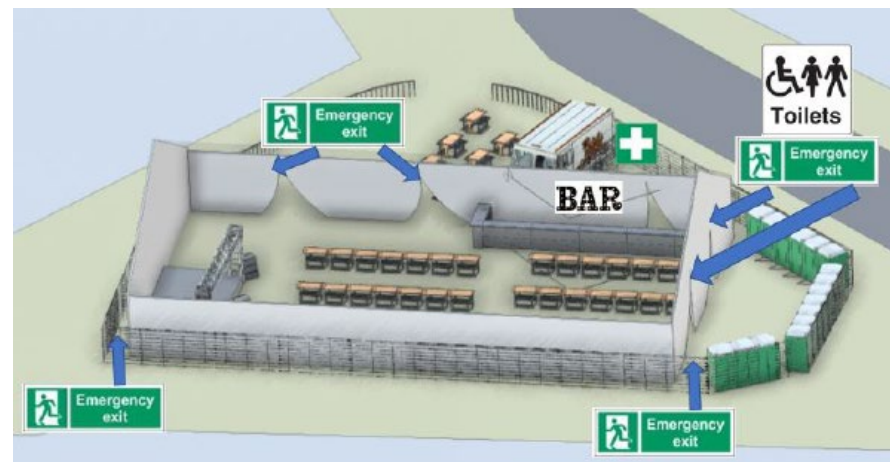
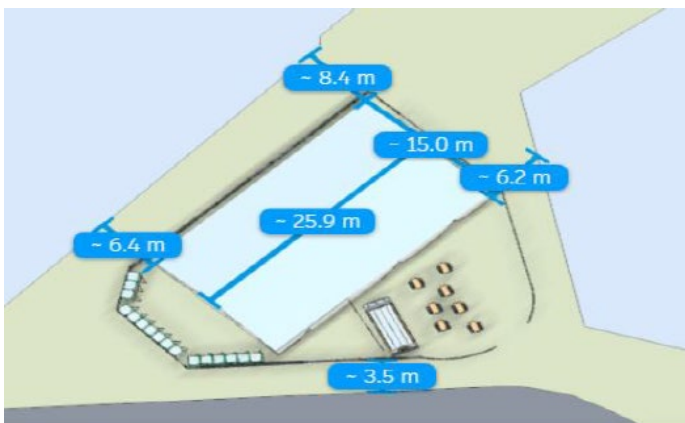


Location Plan

Detailed Scale Drawings



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INSPECTIONS

- **During Performance Inspection (DPIs),**
- **Complaints**

During Performance Inspection (DPIs)

These are unannounced inspections carried out by the relevant enforcement officers. The purpose of the inspection is to determine that the licence holder of the venue is complying with the 'terms & conditions' specified on the licence. Good management and good practice is invaluable in ensuring compliance.

Check the venue to ensure that it satisfies the terms and condition that will be included on the Licence.



T.D.S Sign Off



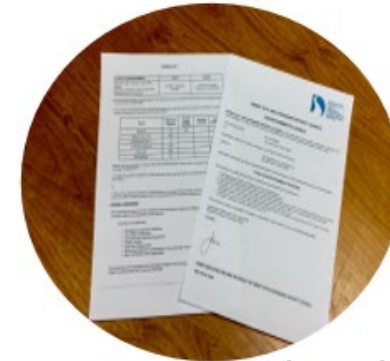
Event Log Book & Staff Training & Briefings.



Access for Emergency Services.



PFFE



Licence displayed

During Performance Inspections (D.P.I.s)



WC's & Drinking Water



Designated Exit Routes clearly Sign Posted



Competent Door Staff, Searching & Counting



Safe Capacity



Medical Provisions

AREAS THAT OFFICERS WILL INSPECT. (List is non-exhaustive)

The venue licence, or a certified copy must be prominently displayed.

Check staff training procedures keep good records.

Management and staff should be familiar with entertainment licence model terms & conditions, specific management rules.

You may also be asked to demonstrate how your complying with the licence conditions.

Ensure the layout of the site to the licence plan.

Licence conditions make reference to other documents, for example a noise management policy,

EXAMPLES THAT OFFICERS EXPERIENCE ON D.P.I.s(List is non-exhaustive)

QUESTIONS	REPLYS
How many is the venue licensed for?	Haven't a clue.
Are you aware of evacuation procedure?	Not my job
Who is the person in charge of staff tonight?	Name * he's on holiday
Are there many people in the marquee now? Do you count number of people going in/coming out? Who is the supervisor in charge this area? Who briefed you on protocol?	Aye its packed out. No I wasn't told Not to sure. No one I was told to go to the toilet area.
Where is the nearest fire extinguisher?	Don't know think there is one just in there
How many door/security staff are on?	I think 8 but that's not enough
Bar Staff...There is a lot of combustibile material blocking the rear exit route?	We get it cleared for tomorrow night
Do you do a walk through of escape routes?	The supervisor usually does that before opening.
Where is the supervisor	He's had to go a message.
Protected routes, poorly lit up, exit panels are cable tied.	We are in the process of sorting it out.



NEW LEGISLATION THAT MAY IMPACT ON YOUR PREMISES

SPECIAL EVENTS ON ROADS (Road Closures)

- The Roads (Miscellaneous Provisions) Act (NI) 2010 (came into operation 4th September 2017)



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SPECIAL EVENTS ON ROADS (Road Closures)



- 12 weeks to process
- Exceptional Circumstance (film Industry)
- Fee £165 (Small Community events free)
- Advertisement £250 (per paper)
- Requires public notice in paper (min 21 days)
- No Objections from Emergency Services
- Consent from Dept Of Infrastructure (Roads)
- Terms and Conditions on the 'Order' if approved.
- Representations (If not resolved goes Council Committee)
- No right of appeal



‘VALID APPLICATION’



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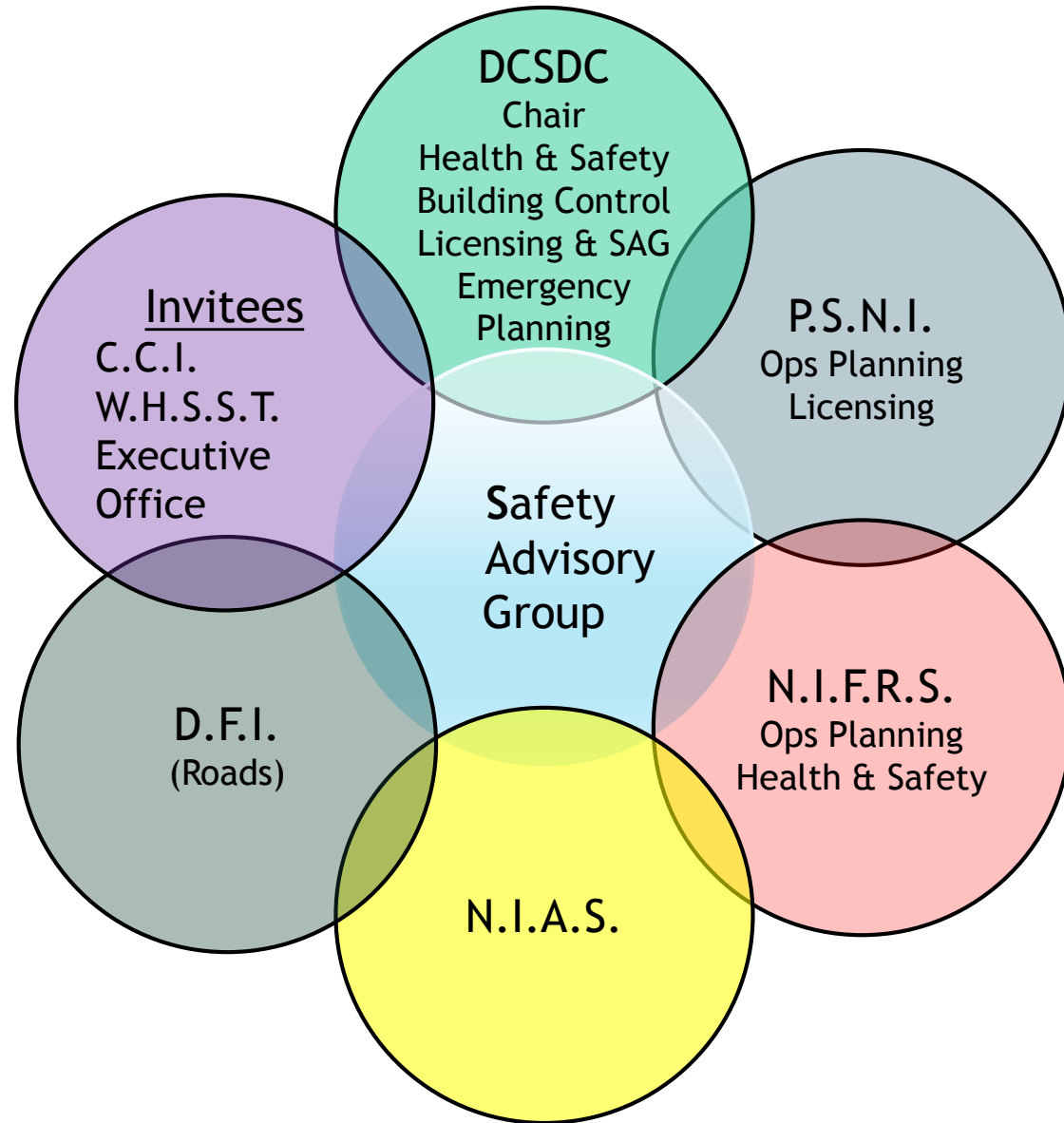


- Application form completed correctly.
- Location Maps (including marshalling & First Aid positions)
- Signing Schedule included & correct
- Copy of ‘Public Liability’ insurance.
- Written evidence of consultation with residents, businesses, buses and taxi companies.
- Certificate of competence Sector Scheme 12ab of Chapter 8.
- Written agreement with Emergency Services
- Traffic Management Plan





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Safety Advisory Group

- Holds monthly meeting
- Review calendar of events
- Assess Event Safety Plans
- Shares concerns & experiences of past events
- Collectively works together for a positive outcome for event organisers and the neighbouring area.
- Invites promoters/organisers to present their event



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Thank You

Further Information and Guidance can be viewed on

<http://www.derrystrabane.com/Subsites/Environmental-Health/Safety-Advisory-Group>

