

**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/>