



Items required at time of application for the variation 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, to include details of the variation requested and the reason for the request, and the declaration completed and signed.

2. Appropriate fee

The law requires that applications are accompanied by the appropriate fee of £80.00.

Please note that this application fee has been determined by Government and is non-refundable.

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), referencing the name of the premises.

3. 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 supplied to the council as soon as possible thereafter. You should supply the full page of the newspaper containing the notice, so that the publication's name and date is clear, i.e. do not simply cut out notice.

The requirement to advertise in a local newspaper does not apply to an application for variation of an Occasional Entertainments 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.

4. Additional documentation / certification

Please note that in certain circumstances, depending on the nature of the variation requested, Council may request additional documentation and / or certification before making a determination of the application.