

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/>

|  |  |
| --- | --- |
| **Items required for an application for the grant of an outdoors 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. This will depend on both the type of organiser and the capacity of the venue. Please note that the application fee has been determined by Government and is non-refundable.

|  |  |  |
| --- | --- | --- |
| **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.

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](mailto:sales@derrystrabane.com) stating that the payment is for the purposes of paying a fee for an entertainments licence (Code: 0024/90105) | |

**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. A copy of the newspaper page containing the advertisement must be supplied to the council (together with the completed form, “Proof of Public Notice”) as soon as possible after the publication date, making sure that the publication’s name and date is clear on the page – i.e. do not simply cut around the public notice.

Note: on request, the newspaper may be able to send you the full page containing the public notice, as a pdf document, which can then be e-mailed to the licensing team.

**4. Event Management Plan**

As an event organiser, you need to determine what resources and facilities will be required to ensure that your event is safe and minimises any disruption to the local community, taking into account factors such as: the scale, type and scope of the event; the type and size of audience; the location; the duration of the event; and the time of day and year the event will be held. Risk assessments will help you identify what the required resources and facilities will be. These should then be recorded in an event plan that details the organisation and arrangements that will be in place for managing health, safety and welfare at your event.

The specific information that should be included in an event plan will vary; however, it is likely that the following will be necessary:

* Location map
* Site layout plan
* Event management organisation (e.g. event controller, event safety advisor, etc.)
* Risk Assessments
* Crowd management and security arrangements (infrastructure, procedures, personnel deployment)
* Communication arrangements on site and external
* Evidence of pre-event business / community engagement
* Temporary structures
* Special effects including information on the use of lasers
* Electrical systems being installed and testing arrangements
* Medical and first aid arrangements on site
* Sanitary accommodation, including provisions for disabled people
* Travel and traffic management arrangements
* Ticket sales for the event
* Noise Assessment/Background Survey report
* Noise Management Plan
* Waste management arrangements
* Emergency arrangements, including access routes for police and emergency services
* Evacuation procedures
* Adverse weather management
* Accessibility arrangements
* Child welfare arrangements

**5. Fire Risk Assessment**

Adequate and appropriate fire safety measures will be required to minimise the risk of injury or loss of life in the event of a fire. We will require a suitable and sufficient fire risk assessment that has been carried out by a competent person specifically for the event. This must include occupancy calculations and identify the fire safety measures that will be implemented. Guidance on carrying out a fire risk assessment for an outdoor event are available on the NIFRS website:

<https://www.nifrs.org/wp-content/uploads/2021/02/Open-Air-Events-and-Venues.pdf>

**6. 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.

|  |  |
| --- | --- |
| **Form of Public Notice to advertise an application for an outdoor entertainments licence** | **A grey logo with white text  Description automatically generated** |

**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 of an Entertainments Licence in respect of an outdoor musical event to be held at:

|  |
| --- |
| **[insert name & address of location in which the event will be held]** |

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**](mailto: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]** |

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|  |  |
| --- | --- |
| **Statement of Insurance for an event** | **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 event named herein, are as follows:

**Name of event:**

**Date(s) of event:**

**Event venue:**

**Policy number:**

**Period covered:**

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

**Please provide details of any restrictive endorsements which apply to this event:**

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

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**Fees – outdoor entertainment licences**

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