

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

**Application for the Variation of an Indoor Entertainments Licence**

**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: | |
| Address: | |
| Post Code: | e-mail: |
| Key holder: | Key holder telephone: |

**3. Existing licence details:**

**Type of licence held:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full (Annual) | |  | Occasional (14 Specified days within 12 months) | |  |
| Occasional (14 Unspecified days within 12 months) | |  | Provisional (Premises currently being constructed, extended or altered) | |  |
|  | |  |  | |  |
| **Date of issue:** |  | | **Expiry date:** |  | | |

**4. Type of entertainments provided** - please tick 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. |

**5. Days and Hours during which entertainment is provided under the existing licence:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Days** |  | **Hours** | |
|  |  | From: | Until: |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

**If the existing licence is 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 |  |  |  |

**6. Rooms / locations licenced:**

|  |  |
| --- | --- |
| **Room or location** | **Occupancy** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**7. Nature of the variation requested:**

|  |
| --- |
|  |

**8. Reasons for the requested variation:**

|  |
| --- |
|  |

**9. Supporting documentation:**

There is no requirement to submit any supporting documentation with your application; however, depending on the nature of the variation requested, we may request additional information following receipt of the application.

**10. 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 the variation of the entertainments licence as detailed above |  |
| * I confirm that I have made payment for the required fee of £80.00 |  |
| * 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 the entertainments licence, including any variation of these. |  |

I 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/>