



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NORTHERN IRELAND) ORDER 1985

APPLICATION FOR GRANT/RENEWAL/TRANSFER/VARIATION OF AN ENTERTAINMENT LICENCE

Completed Application to be sent to one of the below offices:

**Oifig Dhún Pádraig
Downpatrick Office**

Licensing Section
Enterprise, Regeneration and Tourism
Department
Downshire Civic Centre
Downshire Estate
Ardglass Road
Downpatrick
BT30 6GQ

**Oifig an Iúir
Newry Office**

Licensing Section
Enterprise, Regeneration and Tourism
Department
O'Hagan House
Monaghan Row
Newry
BT35 8DJ

For further details contact:

Telephone: 0300 013 2233

Email: licensing@nmandd.org

Website: www.newrymournedown.org

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

Article 3 and Schedule 1

APPLICATION FOR LICENCE FOR PLACES OF ENTERTAINMENT

<u>Indoor:</u>	Theatrical performance, Dancing, Singing, Music etc... Circuses, Billiards, Snooker, Pool or any other entertainment of a like kind.
<u>Outdoor:</u>	Any public musical entertainment which is held wholly or mainly in the open air and at a place on private land.

I / We hereby make application for a grant / renewal / transfer / variation of an Entertainments Licence under the above Act for the undermentioned premises for the purposes stated below and on the days and between the hours mentioned.

Type of Licence applied for:

(i) Annual Licence []

(ii) (a) Occasional Licence for not more than 14 particular days []
Applications to be submitted 2 months before date of event

(b) Occasional Licence for any 14 unspecified days within the twelve month next following the grant of the licence. []

(iii) Provisional Licence (subject to satisfactory completion of approved building works and confirmation of licence by Council). []

Ensure ALL Sections below are completed

Daytime Tel No: _____ Premises Tel No: _____

TITLE: _____ SURNAME: _____ (including maiden name, if applicable)

FORNAMES (as given at birth): _____

DATE OF BIRTH: _____ EMAIL ADDRESS: _____

NAME of premises: _____

ADDRESS of premises: _____

_____ Postcode: _____

HOME ADDRESS: _____

_____ Postcode: _____

If a Limited Company, state the name of the Company, name of secretary and address of the Registered Office. Otherwise give the name and Address of each member of the company

Please tick to confirm whether you wish correspondence to be sent to:

Premises Address

Home Address

Please complete section below detailing the days and hours of proposed Entertainment for each day including Sunday. The Council no longer has standard hours of entertainment for all premises. Each application will be dealt with individually and you must complete the application form stating the proposed hours of entertainment for the year. You are reminded that you should take into account the Liquor Licensing hours allowed for your premises.

TYPE OF ENTERTAINMENT	DAYS OF PROPOSED USE e.g. Monday - Saturday Sunday	HOURS BETWEEN WHICH PREMISES ARE PROPOSED TO BE USED e.g. 11:00am - 1:30am e.g. 12:30pm - 12:30am
DANCING, SINGING, MUSIC ETC.		
THEATRICAL PERFORMANCE		
INDOOR CIRCUS		
PUBLIC CONTESTS - BOXING, WRESTLING, JUDO, KARATE OR SIMILAR SPORT		
BILLIARDS, POOL, SNOOKER OR SIMILAR GAME		
DARTS		
OUTDOOR MUSICAL ENTERTAINMENT <i>(separate application required)</i>		
ANY OTHER ENTERTAINMENT INCLUDED UNDER THE ABOVE ACT, PLEASE SPECIFY		

- Note: (1) Entertainment Licences are required for Private Clubs which offer the above entertainment.
 (2) Entertainment Licences are not generally required for religious meetings or services.

Numbers applied for _____ (total occupancy of building).

Note: The maximum permitted numbers will be determined by the Council.

Fees

Fees for total number applied for must be submitted with applications. If this is subsequently reduced by the Council any excess payment will be refunded. **Please see attached Schedule of Fees sheet.**

Alterations

Has there been, since the date of the last Licence, any interior or external structural alteration or extension to the premises to be licensed or has there been provided at the premises any additional fitments, appliances or equipment?

Yes / No - If Yes, please specify: - _____

Fire Risk Assessment

Date last reviewed: _____

Advertisements

It will be necessary for you not later than 7 days **AFTER** the date of this application to give public notice of the application by publishing an advertisement in the local newspaper circulating within the Newry, Mourne and Down District (except for Occasional Licence for Church Halls or Educational Establishments).

- Please provide a copy of the advertisement to this office.

The newspaper in which this application will be published is: –

_____ Date: _____

Premises Opening Hours

In order for Annual Inspections to be carried out it will be necessary to gain access to the premises.

Please confirm if the premises are open during the day? **YES / NO**

Or, please provide contact details of key holder to arrange access to the premises:

Declaration and Signature

I / We undertake: -

- To abide by the terms, conditions and restrictions of the Licence, if granted.
- To deliver up the Licence if the premises are sold or transferred to another person.
- To deliver up the Licence for cancellation within 10 days of the premises ceasing to be used for the purpose of which the Licence is granted.
- Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- The Council to which you are submitting this application form, collects data for the purposes of the management and application of the Entertainment Order. The data may also be passed onto other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreement of or similar purposes.
- Newry, Mourne and Down District Council collects the Data on this Form for the purpose of Administering Entertainment Licensing under the Local Government (Miscellaneous Provisions) NI Order 1985. The Data Collected on this Form will be shared with the relevant Council Departments, the Police Service of NI and the NI Fire and Rescue Service under the Data Protection Act 1998

The Council's privacy notice can be accessed via our website www.newrymournedown.org/privacy-policy

Ticking this box indicates that you have read and understood the above declaration.

Print Full Name	Official Use Only
Signature	Date Received
Position in Organisation	Receipt No
Date	(£)

Note: (1) INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

(2) IT IS AN OFFENCE TO PERMIT ENTERTAINMENT ON UNLICENSED PREMISES

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

PLACES LICENSED FOR ENTERTAINMENT IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE 3 SCHEDULE 1 OF THE LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS (NORTHERN IRELAND) ORDER 1985 AND CINEMAS LICENSED IN ACCORDANCE WITH THE PROVISIONS OF SECTION 2 OF THE CINEMATOGRAPH ACT 1909 AND THE CINEMATOGRAPH (NORTHERN IRELAND) ACT 1959

FIRE FIGHTING EQUIPMENT

Name of Licensee: _____

Address of Licensee: _____

I/We certify that the _____ No. Fire Extinguishers installed in the above mentioned Licensed Premises comply with the relevant British Standard, are mechanically sound and maintained in efficient working order, and were last charged on _____ and that every Fire Extinguisher has been tested by discharge at least once in every 5 years as laid down under BS 5306-3:2009.

Name and address of the suppliers
or authorised service agents of the fire
fighting equipment installed in the above
mentioned premises who carry out annual
maintenance of fire-fighting equipment.
(See note 1. below) _____

Signature of person employed by the above
named firm, who is accepting responsibility
for this certificate (See note 2. below):

Date: _____

- NOTE: 1:** All fire-fighting equipment must be serviced by a recognised service agent. A copy of any inspection certificate should be returned with this form.
- 2:** This certificate must be completed by the service agent referred to in Note 1.

NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Documents to be submitted with application for **Entertainments Licence**:

1. Completed Application Form.
 2. Confirmation from your Insurance Company that your premises has current valid **public liability** insurance cover.
 3. Completed Fire Fighting Equipment Certificate.
 4. **Fire Risk Assessment.** If first application, or alterations have been made to the premises since last Licence, a **full Fire Risk Assessment** is required. For renewal applications a **reviewed Fire Risk Assessment** is required.
 5. * Electrical Installation Condition Report
 6. * Emergency Lighting Certificate.
 7. * Fire Alarm System Certificate.
 8. **Floor Plan.** If first application, or alterations have been made to premises since last Licence, **one** copy of a floor plan drawn to a scale of not less than 1:100 must be provided. The plan must reflect the physical measures indicated in your Fire Risk Assessment, e.g. escape routes, emergency lights and fire signs/fire doors, fire alarm points, occupancy numbers for each area etc.
 9. Fee for application of licence. Please make cheque(s) payable to: -
'Newry, Mourne and Down District Council'.
- * These three certificates must be signed and completed by one of the following: -
- (a) an approved Electrical Contractor on Roll of NICEIC
 - (b) a member of the Electrical Contractors Association
 - (c) an approved member of the Institute of Engineering & Technology (IET)

Please note if an Electrical Contractor is not a member of any of the third party accreditation bodies listed above, verification must be provided of training and competencies for maintenance and testing to relevant British Standards from an approved training body. If verification is not provided we will not be able to accept Fire Alarm System Certificates and Emergency Lighting Certificates from the Electrical Contractor.

All documentation may be submitted to us electronically by emailing them to licensing@nmandd.org We may ask for the original of any scanned or emailed document if we feel we need to see the original.

Not later than 7 days after you have submitted your complete application to this office (i.e. above documents) you must give public notice of the application by publishing an advertisement in the local newspaper. The newspaper must be one that is circulating in the immediate area of your premises and you must supply a copy of the advertisement to this office.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NORTHERN IRELAND) ORDER 1985

**SCHEDULE OF FEES FOR ENTERTAINMENTS LICENCES
WITH EFFECT FROM 1ST SEPTEMBER 2009**

An application relating to an indoor place of entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies, where that place or premises (as the case may be) may hold:	Occasional Licence Fee	Full Licence Fee
- not more than 100 persons;	£50	£100
- 101 to 200 persons;	£75	£150
- 201 to 300 persons;	£125	£250
- 301 to 500 persons;	£200	£400
- 501 to 1,000 persons; and	£375	£750
- over 1,000 persons	£500	£1,000

An application relating to an indoor place of entertainment to which paragraph 1(2)(c) and (6) of the above mentioned Schedule applies (i.e. a circus).	£50
An application relating to an indoor place of entertainment to which Paragraph 1(4) and (6) of the above mentioned Schedule applies (i.e. where machines for entertainment or amusement , or equipment for the playing of billiards, pool, snooker or other similar games, are provided).	£100
An application relating to an indoor place of entertainment of any capacity for a licence to be granted under paragraph 4(2) of the above mentioned Schedule (i.e. an occasional licence) in respect of: (a) a place used wholly or mainly for public religious worship in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies other than any music or singing. (b) a place used for religious meetings or services in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies other than any music or singing performed as an incident of a religious meeting or service; or (c) an educational institution while not being used as such in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies.	£50
An application relating to an indoor place of entertainment of any capacity to which paragraph 1(2)(a), (b) or (d) and (6) of the above-mentioned Schedule apply for a licence to be granted under paragraph 4(2) of that Schedule (i.e. an occasional licence) where the application is made by a *voluntary organisation or a charity.	£50

<p>An application by a *voluntary organisation or a charity relating to outdoor musical entertainments to which paragraph 2 of the above mentioned Schedule applies, where that place may hold:</p> <ul style="list-style-type: none"> - not more than 500 persons; or - over 500 	<p style="text-align: right;">£125</p> <p style="text-align: right;">£250</p>
<p>An application, other than by a voluntary organisation or a charity, relating to outdoor musical entertainments to which paragraph 2 of the above mentioned Schedule applies, where that place may hold:</p> <ul style="list-style-type: none"> - not more than 500 persons; or - over 500 	<p style="text-align: right;">£1,000</p> <p style="text-align: right;">£2,000</p>
<p>An application under paragraph 7A of the above mentioned Schedule for the variation of the terms, conditions or restrictions on or subject to which an entertainments licence is held.</p>	<p style="text-align: right;">£80</p>

Footnotes

- * 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.

Dated this 18th day of June 2009