

APPLICATION FOR LICENCE FOR PLACES OF ENTERTAINMENT

Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985
Article 3 and Schedule 1

IT IS AN OFFENCE TO PERMIT ENTERTAINMENT
ON UNLICENSED PREMISES

INCOMPLETE APPLICATIONS
WILL NOT BE ACCEPTED
and will be returned after 7 days

1. About Your Application

Indoor: Theatrical Performance, Dancing, Singing, Music etc. Circuses, Billiards, Snooker, Pool or any other entertainment of a like kind.

Outdoor: Any public musical entertainment which is held wholly or mainly in the open air and at a place on private land.

Please tick ✓ type of Licence applied for:

INDOOR

or

OUTDOOR: (For Beer Garden, confirmation of Planning Permission will be required.)

Details of type of musical entertainment to be provided:

AND

GRANT

or

RENEWAL

or

TRANSFER

AND

Annual Licence

Occasional Licence for not more than 14 specified days. Applications to be submitted two months before date of event. Dates: _____

Occasional Licence for any 14 unspecified days within the next twelve months following the grant of the licence.

Variation

2. About the Premises/Event

PREMISES NAME: _____

PREMISES ADDRESS: _____

POSTCODE: _____

Fire Risk Assessment - Under the Fire Safety Regulations (Northern Ireland) 2010 you must carry out a fire risk assessment of your premises.

- **Date of Fire Risk Assessment / Review Date:** _____

3. Opening Days and Hours

Please complete Indoor/Outdoor section below detailing the days and hours of proposed Entertainment.

Indoor:

TYPE OF ENTERTAINMENT	DAYS OF PROPOSED USE e.g. Monday - Saturday Sunday	HOURS 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		
ANY OTHER ENTERTAINMENT INCLUDED UNDER THE ABOVE ACT, PLEASE SPECIFY		

Outdoor: - Days and Hours for Outdoor Entertainment may be restricted -

TYPE OF ENTERTAINMENT	DAYS OF PROPOSED USE	HOURS OF PROPOSED USE
OUTDOOR MUSICAL ENTERTAINMENT		

- Note: 1) An Entertainment Licence is required for Private Clubs which offer the above entertainment.
2) An Entertainment Licence is generally not required for religious meetings or services.

Access to the premises is required in order to carry out the Annual Inspection.

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

Or, please provide contact details of keyholder(s) to arrange access to the premises: -

Advertisement Notice to be placed not later than 7 days AFTER application is submitted.

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

_____ Date: _____

4. Occupancy

Total Number applied for: _____ (total occupancy of premises/event).
The maximum permitted number will be determined by the Council and is stated on the Licence.

New Premises / Revisions (if applicable)

Room Name/Location: _____ Occupancy Requested: _____
Room Name/Location: _____ Occupancy Requested: _____
Room Name/Location: _____ Occupancy Requested: _____

Alterations Please specify any interior or external structural alteration or extension to the premises or any additional fitments, appliances or equipment provided at the premises since the last application.

5. Applicant Details

6. Management of the Premises/Event (if different from above)

LAST NAME: _____ DATE OF BIRTH: _____

PREMISES TELEPHONE: _____ DAYTIME TELEPHONE: _____

EMAIL ADDRESS: _____

HOME ADDRESS: _____

POSTCODE: _____

POSITION HELD: _____ TITLE: _____

FIRST NAME: _____ LAST NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

If **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.

If you do not own the premises please provide name and address of the **Owner**.

Name of Owner: _____

Address and Postcode of Owner: _____

Phone Number: _____ Email Address: _____

Please tick ✓ to confirm where you wish correspondence to be sent to:

PREMISES ADDRESS

APPLICANT HOME ADDRESS

7. Previous Convictions

Have you, the applicant, been convicted of any offence under Article 3 Schedule 1 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, within the 5-year period immediately preceding the date of this application?

Yes

No

If 'Yes' please give details below of the offence, date of conviction, place of conviction and sentence (including any suspended sentence).

8. 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 is 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.newrymouredown.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 Number:
Date:	£


REMINDER: Please ensure ALL Sections are completed



 **Telephone:** 033 0137 4030

 **Email:** licensing@nmandd.org

 **Website:** www.newrymouredown.org

 **Downpatrick Office:** Licensing, Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick, BT30 6GQ.

Newry Office: Licensing, O'Hagan House, Monaghan Row, Newry, BT35 8DJ.

CHECKLIST

ENTERTAINMENTS LICENCE - I confirm I have enclosed the following:

Tick ✓

1.	Completed Application Form	<input type="checkbox"/>
2.	Application Fee Cheque payable to: 'Newry, Mourne and Down District Council'.	<input type="checkbox"/>
3.	Public Liability Insurance To include premises name, address and expiry date. Please note Employer's Liability Insurance is <u>not</u> acceptable.	<input type="checkbox"/>
4.	Fire-Fighting Equipment Certificate	<input type="checkbox"/>
5.	* Electrical Installation Condition Report	<input type="checkbox"/>
6.	* Emergency Lighting Certificate	<input type="checkbox"/>
7.	* Fire Alarm System Certificate	<input type="checkbox"/>
8.	Fire Risk Assessment <ul style="list-style-type: none"> • Full Fire Risk Assessment is required for first application <u>or</u> if alterations have been made to the premises since last Licence. • Reviewed Fire Risk Assessment is required for <u>renewal</u> applications. 	<input type="checkbox"/>
9.	Floor Plan If first application <u>or</u> alterations have been made to premises since last Licence, one copy of a floor plan to a scale of not less than 1:100 must be provided. The plan must reflect the physical measures shown in your Fire Risk Assessment, e.g. escape routes, emergency lights, emergency exits, fire doors, fire alarm points, fire safety notices, occupancy numbers for each area etc.	<input type="checkbox"/>
10.	Planning Permission For Beer Gardens confirmation of Planning Permission will be required. The Days and Hours for Entertainment may be restricted.	<input type="checkbox"/>
11.	Advertisement Public notice of the application to be made, by publishing an advertisement in a local newspaper, not later than 7 days after a complete application has been submitted to this office (i.e. the above documents). A copy of the advertisement must be supplied to this office.	<input type="checkbox"/>

To Follow

- * These three certificates must be signed and completed by one of the following: -
- an approved Electrical Contractor on Roll of NICEIC
 - a member of the Electrical Contractors Association
 - 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 emailed to: licensing@nmandd.org.
We may ask for the original of any scanned or emailed document.**

- Blank page to provide any further information if required -

**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>£125</p> <p>£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>£1,000</p> <p>£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>£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.