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:**

<table>
<thead>
<tr>
<th>TYPE OF ENTERTAINMENT</th>
<th>DAYS OF PROPOSED USE</th>
<th>HOURS PREMISES ARE PROPOSED TO BE USED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>e.g. Monday - Saturday Sunday</td>
<td>e.g. 11:00am - 1:30am e.g. 12:30pm - 12:30am</td>
</tr>
</tbody>
</table>

- 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 -

<table>
<thead>
<tr>
<th>TYPE OF ENTERTAINMENT</th>
<th>DAYS OF PROPOSED USE</th>
<th>HOURS OF PROPOSED USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTDOOR MUSICAL ENTERTAINMENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

**Title:** ______________  **First Name:** __________________________  **Last Name:** __________________________

**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.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 Number:
Date:  £

REMINDER: Please ensure ALL Sections are completed

Telephone: 033 0137 4030  Email: licensing@nmandd.org
Website: www.newrymournedown.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:**

- [ ] 1. Completed Application Form
- [ ] 2. Application Fee
  Cheque payable to: 'Newry, Mourne and Down District Council'.
- [ ] 3. Public Liability Insurance
  To include premises name, address and expiry date. Please note Employer’s Liability Insurance is **not** acceptable.
- [ ] 4. Fire-Fighting Equipment Certificate
- [ ] 5. *Electrical Installation Condition Report
- [ ] 7. *Fire Alarm System Certificate
- [ ] 8. Fire Risk Assessment
  - **Full** Fire Risk Assessment is required for first application or if alterations have been made to the premises since last Licence.
  - **Reviewed** Fire Risk Assessment is required for renewal applications.
- [ ] 9. Floor Plan
  If first application or 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.
- [ ] 10. Planning Permission
  For Beer Gardens confirmation of Planning Permission will be required. The Days and Hours for Entertainment may be restricted.
- [ ] 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.

* 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 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 -
### Schedule of Fees

For entertainments licences with effect from 1st September 2009

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Occasional Licence Fee</th>
<th>Full Licence Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- not more than 100 persons;</td>
<td>£50</td>
<td>£100</td>
</tr>
<tr>
<td>- 101 to 200 persons;</td>
<td>£75</td>
<td>£150</td>
</tr>
<tr>
<td>- 201 to 300 persons;</td>
<td>£125</td>
<td>£250</td>
</tr>
<tr>
<td>- 301 to 500 persons;</td>
<td>£200</td>
<td>£400</td>
</tr>
<tr>
<td>- 501 to 1,000 persons; and</td>
<td>£375</td>
<td>£750</td>
</tr>
<tr>
<td>- over 1,000 persons</td>
<td>£500</td>
<td>£1,000</td>
</tr>
<tr>
<td>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).</td>
<td></td>
<td>£50</td>
</tr>
<tr>
<td>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).</td>
<td></td>
<td>£100</td>
</tr>
<tr>
<td>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:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 <em>voluntary organisation</em> or a charity.</td>
<td></td>
<td>£50</td>
</tr>
</tbody>
</table>
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:

- not more than 500 persons; or £125
- over 500 £250

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:

- not more than 500 persons; or £1,000
- over 500 £2,000

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. £80

**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.