

***NMD Ref: M / 6 /***

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| APPLICATION FOR LICENCE FORPLACES 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

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| 1. The Premises/Event | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PREMISES NAME**: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PREMISES ADDRESS**: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | **POSTCODE:** | | | | | | |  | | | |
| 2. Applicant Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TITLE**: | |  | | | | | | | |  | | **FIRST NAME**: | | | | | |  | | | | | | | | | | | | | | (as given at birth) | | |
| **LAST NAME**: | | | |  | | | | | | | | | | | | | | | | | **DATE OF BIRTH**: | | | | | | | | | | |  | | |
| **PREMISES TELEPHONE**: | | | | | | | | | | |  | | | | | | | | **DAYTIME TELEPHONE**: | | | | | | | | | | |  | | | | |
| **EMAIL ADDRESS**: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HOME ADDRESS**: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | **POSTCODE**: | | | | | | |  | | | |
| 3. Management of the Premises/Event (if different from above) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **POSITION HELD**: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | **TITLE**: | | | | |  | |
| **FIRST NAME**: | | | |  | | | | | | | | | | | | | | | **LAST NAME**: | | | | | | | |  | | | | | | | |
| **PHONE NUMBER**: | | | | | | |  | | | | | | | | | | | **EMAIL ADDRESS**: | | | | | |  | | | | | | | | | | |
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| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **If you do not own the premises** please provide name and address of the **Owner**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Owner: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address and Postcode of Owner: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| Phone Number: | | | | |  | | | | | | | | | | | | | Email Address: | | | |  | | | | | | | | | | | | |
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| 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: - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| About Your Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Indoor**: Theatrical Performance, Public Contests, Dancing, Singing, Music etc. Circuses, Billiards, Pool, Snooker, Darts 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. ***\*Private land is land the public has access to it (whether on payment or otherwise) only by permission of the owner, occupier or lessee’*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please tick**  **type of Licence applied for:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INDOOR and/or | | | | | | | | | | | | |  | | | OUTDOOR: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | (Confirmation of Planning Permission will be required for a Beer Garden.) | | | | | | | | | | | | | | | | | | | | | |
| AND | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| GRANT or | | | | | | | | | | | | | RENEWAL or | | | | | | TRANSFER | | | | | | | | | | | | | | | |
| AND | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Annual Licence | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Occasional** **Licence** for not more than 14 specified days. Applications to be submitted two months before date of event. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Date: Click or tap to enter a date., Date: Click or tap to enter a date., Date: Click or tap to enter a date., Date: Click or tap to enter a date., Date: Click or tap to enter a date., | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Date: Click or tap to enter a date., Date: Click or tap to enter a date., Date: Click or tap to enter a date., Date: Click or tap to enter a date., Date: Click or tap to enter a date., | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Date: Click or tap to enter a date., Date: Click or tap to enter a date., Date: Click or tap to enter a date. Date: Click or tap to enter a date., | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Occasional Licence for any 14 unspecified days within the next twelve months following the grant of the licence. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Variation - such as to amend existing activities and operating times allowed by the premises licence. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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: | | | |  | | | | | |
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| Please complete the following section(s) for proposed Entertainment. 5. Opening Days and Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | |
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| **Outdoor**: **- Days and Hours for Outdoor Entertainment may be restricted -** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TYPE OF ENTERTAINMENT** - Details of musical entertainment to be provided: | | | | | | | | | | | | | | | | | **DAYS OF PROPOSED USE** | | | | | | | | | **HOURS OF PROPOSED USE** | | | | | | | | |
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| 6. Occupancy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Room Name/Location: | | | | | | | | |  | | | | | | | | | | | | | | Occupancy Requested: | | | | | | | | | | |  |
| Room Name/Location: | | | | | | | | |  | | | | | | | | | | | | | | Occupancy Requested: | | | | | | | | | | |  |
| Room Name/Location: | | | | | | | | |  | | | | | | | | | | | | | | Occupancy Requested: | | | | | | | | | | |  |
| Outdoor Area: | | | |  | | | | | | | | | | | | | | | | | | | Occupancy Requested: | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Rooms not previously applied for | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Room Name: | | |  | | | | | | | | | | | | | | | | | | | | Occupancy Requested: | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Total Numbers applied for**: | | | | | | | | | | | | | |  | | | | | | (total occupancy of premises/event). | | | | | | | | | | | | | | |
| The maximum permitted numbers will be determined by the Council and is stated on the Licence. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Alterations** Please specify any interior or external structuralalteration or extension to the premises or any additional fitments, appliances or equipment provided at the premises since the last application. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| - Blank page to provide any further information - |

#### 7. Previous Convictions

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| 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). | |
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#### 8. Declaration and Signature

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| 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](http://www.newrymournedown.org/privacy-policy)  **By signing below, this 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](mailto:licensing@nmandd.org)



**Website**: [www.newrymournedown.org](http://www.newrymournedown.org)



**Downpatrick Office:** Licensing, Downshire Civic Centre, Downshire Estate,

Ardglass Road, Downpatrick, BT30 6GQ.

**Newry Office:** Licensing, Unit 19 Rampart Road, Greenbank Industrial Estate, Newry, BT34 2QU.

**CHECKLIST**



#### ENTERTAINMENTS LICENCE - I confirm I have enclosed the following:

***Tick***

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| 1. | Completed **Application Form** |  |
| 2. | Application **Fee**  **INDOOR**  **OUTDOOR**  **VARIATION**  Card, cash or cheque payment accepted.    Cheques to be made 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**  Periodic Inspection and Testing shall be carried out by a competent electrical engineer in accordance with BS7671 as amended. The maximum period between inspections shall be 3 years unless deemed a shorter period by the inspecting engineer.  The Electrical Installation and Condition report must be signed and completed by an Electrical Engineer in accordance with the qualifying status on page 7. |  |
| 6. | **Emergency Lighting Certificate**  Emergency lighting systems shall be inspected and tested by a competent electrical engineer in accordance with the current edition of BS 5266. The Emergency lighting certificate must be signed and completed by an Electrical Engineer in accordance with the qualifying status on page 7. |  |
| 7. | **Fire Alarm System Certificate**  All Fire Alarm systems shall be inspected and tested by a competent electrical engineer in accordance with the current edition of BS 5839. The Fire Alarm system certificate must be signed and completed by an Electrical Engineer in accordance with the qualifying status on page 7. |  |
| 8. | **Fire Risk Assessment –** Under the Fire Safety Regulations (Northern Ireland) 2010 you must carry out a fire risk assessment of your premises.   * **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** hard copy and **one** digital copy of the 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.  **All documentation may be emailed to:** [**licensing@nmandd.org**](mailto:licensing@nmandd.org) **(as PDF or MS Word format attachments)**.  **We may ask for the original of any emailed document.** | ***To Follow*** |

**Electrical Engineers Qualifying Status**

Electrical Installation Condition Reports, Emergency Lighting Certificates and Fire Alarm Certificates will only be accepted from a person or company who is currently registered with, approved by, or is a member of, any of the following –

* Institute of Electrical Engineers (IEE)
* National Inspection Council for Electrical Installation Contracting (NICEIC)
* Electrical Contractors Association (ECA)
* Electrical Contractors Association of Scotland (ECAS)
* National Association of Professional Inspectors and Testers (NAPIT)
* An insurance company/agent specialising in electrical inspections and testing.
* Any suitably qualified person or company deemed to be competent to carry out such inspecting and testing. They will be required to provide professional indemnity insurance and evidence of appropriate competencies as detailed below.

**Electrical Installation Testing**

Details of appropriate training such as:

**Level 3** Certificate in the Requirements for Electrical Installations (BS7671:2008) City and Guilds (2382-10) or Level 3 Certificate in the Requirements for Electrical Installations (16th to 17th edition update BS7671:2008 2382-20)

**And one of the following:**

**Level 3** Certificate in Inspection, Testing and Certification of Electrical Installations City and Guilds (2391-10) or 2395-01: Periodic Inspection Testing and Certifications of electrical installations.

**Level 3** Certificate in the Certification of Electrical Installations (Design, Erection and Verification of Electrical Installation) City and Guilds (2391-20)

**Level 4** Award in the Design and Verification of Electrical Installations (2396-01)

Additionally, for the inspection and testing of **Emergency Lighting and Fire Alarm systems**, the Council will also accept certificates from a person or company deemed competent to carry out such inspecting and testing.

They will be required to provide evidence of appropriate training and experience in the testing and maintenance of Emergency Lighting and Fire Alarm Systems. Appropriate training must be UKAS or a similar industry accrediting association.

**A person or company claiming competency should be approved by Council before undertaking testing of the installation and submission of certifications.**

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| LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)  (NORTHERN IRELAND) ORDER 1985 | | |
| SCHEDULE OF FEES | | |
| FOR ENTERTAINMENTS LICENCES WITH EFFECT FROM 1st SEPTEMBER 2009 | | |
| INDOOR | | |
| 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: | OccasionalLicenceFee | FullLicenceFee |
| - 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:   1. 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. 2. 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 3. 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 |

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| OUTDOOR | |
| 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   - over 500 | £125  £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   - over 500 | £1,000  £2,000 |

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| VARIATION | |
| 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. | |