



# Castlereagh Borough Council

## THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985 APPLICATION FOR A LICENCE FOR A PLACE OF ENTERTAINMENT

I/We hereby apply for the GRANT / TRANSFER / RENEWAL / VARIATION / PROVISIONAL GRANT of a Licence under Article 3 of the above Order for the under-mentioned premises for the purposes stated in the schedule below on the days and between the hours set forth therein for the period beginning

\_\_\_\_\_ 20 \_\_\_\_ TO \_\_\_\_\_ 20 \_\_\_\_

both dates inclusive. I/We enclose the appropriate fee as detailed and agree (if applicable) to advertise this application in the prescribed newspaper and supply the Council with a copy of the advertisement within seven days of lodging this application. I also understand that all required documentation must be supplied to the council before the Entertainment Licence can be issued.

NAME: (PLEASE PRINT) \_\_\_\_\_ SIGNED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_ DAYTIME TELEPHONE NO: \_\_\_\_\_

NAME, ADDRESS & DESCRIPTION OF PREMISES: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_ TEL No: \_\_\_\_\_

### TYPE OF LICENCE APPLIED FOR:

Annual Indoor / Occasional (14 Specified or unspecified days per annum) / Licence covering machines for Entertainment (eg. Video machines) / Outdoor musical event. (Please delete those not applicable.)

| Type of Entertainment to be Provided   | Yes/No | Area of Premises to be Used for Entertainment | Days and Hours when Entertainment is to be provided |
|--|--------|---|---|
| Theatrical Performance   |        |   |   |
| Dancing, singing or music or any other entertainment of a like kind<br><br>Does this include Public discos?<br>Yes / No  |        |   |   |
| A Circus   |        |   |   |
| Any entertainment which consists of, or includes, any public contest, match, exhibition or display of-<br><br>(1) boxing, wrestling, judo, karate or any similar sport;<br>(2) billiards, pool, snooker or other similar game;<br>(3) darts; |        |   |   |
| Machines for <u>entertainment only</u> – not gambling machines   |        |   |   |
| Equipment for playing billiards, pool, snooker or similar games.   |        |   |   |
| Outdoor musical entertainment  |        | Location & Type of event:                     | Date & Time duration of event:                      |

Has the premises been decorated since the last application to renew the Entertainment Licence? YES / NO

Do you wish to appear before and be heard by the council in relation to this application? YES / NO

THE REQUIRED FEE, WHICH MUST ACCOMPANY THIS APPLICATION IS: £ \_\_\_\_\_

| <b>ANNUAL &amp; OCCASIONAL LICENCE FEES FOR INDOOR PLACES OF ENTERTAINMENT</b> |                |   |
|--|----------------|---|
| Capacity (people)  | Annual Fee (£) | Occasional Licence Fee (£)<br>(up to 14 days per annum) |
| 0-100  | 100            | 50  |
| 101-200  | 150            | 75  |
| 201-300  | 250            | 125   |
| 301-500  | 400            | 200   |
| 501-1,000  | 750            | 375   |
| Over 1,000   | 1,000          | 500   |
|  | Annual Fee     | Occasional Licence Fee (£)                              |
| Church / Church Hall   | As above       | 50 (For any capacity)                                   |
| Voluntary Org or Charity   | As above       | 50 (For any capacity)                                   |
| <b>LICENCE FOR OUTDOOR MUSICAL ENTERTAINMENT</b>                               |                |   |
| VOLUNTARY ORG OR CHARITY   |                | (£)   |
| 0-500  | N/A            | 125   |
| Over 500   | N/A            | 250   |
| OTHERS   |                | (£)   |
| 0-500  | N/A            | 1,000   |
| Over 500   | N/A            | 2,000   |
| <b>MISCELLANEOUS FEES (£)</b>  |                |   |
| CIRCUS LICENCE   |                | 50  |
| MACHINES FOR ENTERTAINMENT (VIDEO ENT)   |                | 100   |
| VARIATION OF TERMS, CONDITIONS OR RESTRICTIONS OF LICENCE                      |                | 80  |

DETAILS OF DOCUMENTATION TO BE SUBMITTED BEFORE A LICENCE CAN BE ISSUED

- (a) Three copies of the layout plans of the premises must be submitted with this application if a licence has not been previously issued or if un-notified alterations have been made since the last application;
- (b) Proof of renewal of Public Liability Insurance Cover:  
REQUIRED NOW / EXPIRED ON: \_\_\_\_\_ / REQUIRED FOR RENEWAL/ VALID TO: \_\_\_\_\_
- (c) Fire Extinguisher Certificate:  
REQUIRED NOW / EXPIRED ON: \_\_\_\_\_ / REQUIRED FOR RENEWAL/ VALID TO: \_\_\_\_\_
- (d) Electrical Certificate for main installation:  
REQUIRED NOW / EXPIRED ON: \_\_\_\_\_ / REQUIRED FOR RENEWAL/ VALID TO: \_\_\_\_\_
- (e) Emergency lighting inspection and test certificate:  
REQUIRED NOW / EXPIRED ON: \_\_\_\_\_ / REQUIRED FOR RENEWAL/ VALID TO: \_\_\_\_\_
- (f) Fire Alarm Test Certificate (where applicable):  
REQUIRED NOW / EXPIRED ON: \_\_\_\_\_ / REQUIRED FOR RENEWAL/ VALID TO: \_\_\_\_\_
- (g) Flame-proofing of drapes Certificate:  
REQUIRED NOW / EXPIRED ON: \_\_\_\_\_ / REQUIRED FOR RENEWAL/ VALID TO: \_\_\_\_\_
- (h) Copy of Advertisement from Local newspaper reference: GRANT / RENEWAL / NOT APPLICABLE

**PLEASE RETURN THE COMPLETE ORIGINAL APPLICATION FORM**

For additional information and guidance please refer to the notes on the following page where required.

## NOTES REGARDING THE ENTERTAINMENT LICENCE APPLICATION PROCESS

### ROLE OF THE ENTERTAINMENTS LICENSEE

Please note that when any person applies to become the Entertainments Licensee of a premises (whether as a proprietor or as the representative of a body) they are legally responsible for ensuring that the Terms and Conditions of the Licence are complied with. All correspondence will be addressed to the Licensee and they will be responsible for ensuring that all necessary documentation, certificates, etc are provided to the Council as the Licensing Authority. In the event that any contravention of the Terms and Conditions of the Entertainment Licence warrants legal action being instigated by the Council this will be directed against the Licensee

### FEEES AND TYPE OF ENTERTAINMENT LICENCE APPLIED FOR

Your application should be accompanied by the correct fee. Receipt of your application, fee and associated documentation will be acknowledged in writing by this Department. Your application should clearly state which licence you are applying for. An Occasional Licence is for a maximum of 14 specified or unspecified days in any one year.

### PUBLIC LIABILITY INSURANCE COVER

Proof of adequate cover which insures the holder of the licence in respect of any liability which may be incurred by him in respect of the death of, or bodily injury to, any person while on or about the premises is required for the grant or renewal of an Entertainment licence. The insurance declaration must be completed by the applicant and the insurer or broker and returned to the council. If public discos are to be held on the premises this must be specifically covered in the insurance declaration document.

### FIRE EXTINGUISHER CERTIFICATE

A Certificate from a competent contractor stating that the fire extinguishers in the premises have been inspected and serviced to the current requirements will be required annually.

### ELECTRICAL CERTIFICATION

A certificate from an electrician registered with the National Inspection Council for Electrical Installation Contracting (NICEIC), Institute of Electrical Engineers (IEE), Electrical Contractors Association (ECA), Electrical Contractors Association of Scotland, an insurance company/agent specialising in electrical inspections and testing, or any suitably qualified engineer/contractor or company (approved in advance by the Council) deemed to be competent to carry out such inspection and testing, stating that the electrical installation is in a safe condition will be required at the grant and as required for licence renewal.

Certificates are valid for a maximum of 3 years unless stated otherwise on the certificate. Where any new work is carried out this will also require certification.

Secondary and emergency lighting test certificates are required annually as are Fire Alarm test certificates where a system is fitted.

### FLAMEPROOFING OF DRAPES CERTIFICATE

A Certificate stating that the curtain fabric has been fire proofed in accordance with B.S 5867 Part 2 will be required for a new application. This will be valid for 5 years provided washing or dry cleaning does not take place otherwise reproofing and certification will be required.

### NEWSPAPER ADVERTISING

A public notice similar to that enclosed with this application must be placed in any newspaper including local or community telegraph type newspapers where these are circulated in the locality of the premises to which the application applies. The public notice must be published within 7 days of the application being lodged with the Council. A copy of the public notice showing the name of the newspaper and the date on which it was published must be sent to the Council at the earliest opportunity.

Please note that the requirement to advertise does not apply to the grant of an Occasional Licence in respect of an educational institution or a church hall, or a similar building occupied in connection with public religious worship.

### ADDITIONAL DOCUMENTATION

Please note that other Certificates or documentation with regard to ceiling or surface finishes and the structural stability or acoustical integrity of the premises may also be required by the Council as the Licensing Authority.

FOR OFFICE USE ONLY – RE: DOCUMENTATION RECEIVED

|   |  |
|---|--|
| Date of receipt of application                                    |  |
| Fee (amount)  |  |
| Third party insurance cover                                       |  |
| Layout plans  |  |
| Fire extinguisher certificate                                     |  |
| Electrical Certificate – Periodic Inspection of Main Installation |  |
| Secondary Lighting Inspection & Test Certificate                  |  |
| Fire Alarm service & test certificate                             |  |
| Flame-proofing of drapes  |  |
| Date of receipt of advertisement                                  |  |

ACTION – FOR OFFICE USE ONLY

|  |  |
|--|--|
| Copy of application sent to NIFB                   |  |
| Reply received                                     |  |
| Copy of application sent to POLICE                 |  |
| Reply received                                     |  |
| Complaints received YES/NO                         |  |
| Give objectors notice of meeting                   |  |
| Give applicant notice of meeting                   |  |
| Report to council                                  |  |
| Council decision                                   |  |
| *Applicant notified of decision/<br>licence issued |  |

ADDITIONAL NOTES