



**Health & Environmental Services
Building Control Service
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INVESTOR IN PEOPLE



LICENSING OF PLACES OF ENTERTAINMENT

<p>NOTICE OF APPLICATION * Delete as appropriate</p> <p>I/We make application to the Belfast City Council under the provisions of ARTICLE 3 and SCHEDULE 1 of the LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NORTHERN IRELAND) ORDER 1985</p> <p>for the:-</p> <ul style="list-style-type: none"> * (a) Grant of an Entertainments licence, or * (b) Renewal of an Entertainments licence, or * (c) Transfer of an Entertainments licence, or * (d) Variation of an Entertainments licence. 	<p style="text-align: center;">FOR OFFICE USE ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Licence Ref. No.</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">Date Received</td> <td></td> </tr> <tr> <td style="padding: 5px;">Fee Paid/Receipt No.</td> <td></td> </tr> </table>	Licence Ref. No.		Date Received		Fee Paid/Receipt No.	
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INFORMATION REQUIREMENTS (IN BLOCK CAPITALS PLEASE)	
<p>1. Full Name and Address of Applicant:</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>2. Address of Place for which Licence is sought</p> <p>_____</p> <p>3. Telephone No. of Licence Premises</p> <p>Std Code () _____</p>	<p>4. Nature of Entertainment applied for. (see note 3 below):</p> <p>_____</p> <p>_____</p> <p>5. No. of Persons to be Accommodated (see note 2 below) </p> <p>6. Type and Duration of Licence applied for (see 4 below):</p> <p>_____</p> <p>_____</p>
<p>7. Has applicant been convicted of any offence under Article 3 and Schedule 1 of the above Order, within the period of 5 years immediately preceding the date of application? Yes <input type="checkbox"/> No <input type="checkbox"/> * Tick as appropriate If Yes, please give details on a separate sheet of the offence, date of conviction, place of conviction and sentence (including suspended sentences).</p>	
<p>8.</p> <p>Signed _____ Date _____ To be completed By Applicant</p>	

INSTRUCTION TO APPLICANTS

1. Plans and particulars to accompany Application shall be as set out overleaf. An Application shall be deemed not to be bona-fide until all plans, particulars and Fee have been received.
2. The total number of persons (public, performers and staff) the applicant wishes to accommodate in the place for the purpose of providing entertainment is to be inserted. Please note that this number is subject, upon examination of the plans and particulars, to amendment by the Council.
3. Nature of Entertainment
 - (a) Indoor Entertainment
 - (1) a theatrical performance,
 - (2) dancing, singing or music or any entertainment of a like kind
 - (3) a circus
 - (4) any public contest, display, etc, of boxing, wrestling, judo, karate or similar sport or billiards, pool, snooker or similar game which may be prescribed by the Department of the Environment for Northern Ireland
 - (5) machines or equipment for entertainment or amusement, excluding gaming machines.
 - (6) equipment for the playing of billiards, pool, snooker or other similar game.
 - (b) Any Public outdoor musical (including singing) entertainment, excluding religious meetings.
4. The types and duration of Licence to be applied for are as follows:
 - (a) An ANNUAL LICENCE for a period of not more than 12 months on a specific number of days per week, e.g. SIX DAY ANNUAL LICENCE, etc, or
 - (b) An OCCASIONAL LICENCE covering a period of not more more than 12 months for not more than:-
 - (1) 14 PARTICULAR DAYS as applied for and / or as may be specified in the Licence, or
 - (2) 14 UNSPECIFIED DAYS excluding Sundays, Christmas Day, Good Friday, or day appointed for Public Mourning.

APPLICATION PARTICULARS

1. Notice, Plans and Particulars to be submitted in TRIPLICATE together with the Fee (refer below).
2. Plans and Sections shall be to a scale of not less than 100 (or if outdoors 1:500), including a Location Plan to a scale of not less than 1:1250, and shall indicate.
 - (a) the place concerned, the site boundary relating thereto, its relationship to adjoining buildings, the uses of the adjoining buildings and any roads, etc., adjacent to the place
 - (b) the use of every room or area in the place.
 - (c) means of escape routes leading to an external place of safety from within the place: all means of ingress to and egress from the place shall be included.
 - (d) general and safety lighting systems.
 - (e) relevant construction and structural particulars in relation to structural stability and structural fire precautions.
 - (f) levels of the place and adjoining ground level, if not at or about ground level.
3.
 - (a) Certificates for Grant of Licence
 - (i) Certificate from a qualified person approved by the Council that all ceilings and ornamental plaster in the place have been inspected and the certificate shall contain a report on their condition.
 - (ii) Certificate from the equipment suppliers or other approved qualified person that each fire extinguisher in the place is in efficient working order and giving the date of the last charge.
 - (iii) Certificate from an approved qualified person that the electrical installation of the place has been examined and tested and is in accordance with the IEE Regulations for The Electrical Equipment of Buildings latest edition.
 - (iv) Certificate from an approved qualified person that the heating (and ventilation if installed) system of the place has been examined and tested and is in efficient working order.
 - (v) Certificate together with relevant structural calculations, from an approved qualified person that the floors of the place satisfy the requirements of BS6399: Part 1 1984: Design Loading for Buildings; Part 1 Code of Practice for Dead and Imposed Loads. Where entertainment of the pop concert type is to be provided the Council may require loading strengths in excess of those tabulated in the BS.
 - (b) Certificates for Renewal or Transfer of Licence
 - (i) Ceiling certificate as 3(a)(i) above at least once every 4 years.
 - (ii) Fire extinguishers certificate as 3(a)(ii) above; every year.
 - (iii) Electrical certificate as 3(a)(iii) above at least once every 2 years.
 - (iv) Heating and ventilation if applicable certificate 3(a)(iv) above at least once every 2 years.
 - (v) Loading certificate not required unless structural alterations or additions are being carried out at the place. Any alterations which may affect the above will necessitate new certificates being required.
4. Additional particulars which may reasonably be required by an authorised officer of the Council for the purposes of examining and determining the Application.
5. Applicant, not later than 7 days after submission date, shall give notice of the Application in at least two of the following newspapers; the Belfast Newsletter, Belfast Telegraph or Irish News stating:-
 - (a) that application, including date thereof, has been made for the grant, renewal or transfer of an Entertainments Licence (as the case may be).
 - (b) the nature of the entertainment applied for.
 - (c) address or location of the place in respect of which the application has been made.
 - (d) the name and address of the applicant.
 - (e) that representation regarding the Application may be made in writing to the Belfast City Council not later than 28 days after the date of the Application, and the applicant shall supply a copy of every such public notice to the Council. However the public notice requirement does not apply to an application for the grant of an 'Occasional Licence' in respect of educational institutions or church halls.
6. Entertainments Licences will not be granted, renewed or transferred until the Council is satisfied, inter alia, that there is in force a Policy of Insurance insuring 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.

FEES

Please see enclosed updated fees sheet

Cheques, postal/money orders, etc., shall be made payable to the Belfast City Council.

NOTES

1. If the Application is in respect of proposed new premises or of existing premises with proposed structural alterations or additions then separate application, under the Building Regulations should also be made to the Council. Additionally planning permission may have to be sought from the appropriate Planning Authority and depending on the use of the premises, a fire certificate or other approval may have to be obtained from the Fire Authority or the Department of Economic Development, as the case may be.
2. An applicant aggrieved by a decision of the Council refusing to grant, renew or transfer or vary the terms and conditions of an Entertainments Licence or a holder aggrieved by any term or condition on which the Entertainments Licence is held or whose Licence is revoked or suspended may at any time before the expiration of 21 days from being notified appeal to the County Court having jurisdiction where the place is situated and the decision of the Court shall be final.