

# Renewal Inspection

Revised July 2018

## Entertainment Licensing - Guidance note

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### The purpose of a Renewal Inspection

This is to ensure that the layout of your premise/ location and standards that were agreed at the last renewal has not changed or been compromised. It allows us to ensure your premise is being operated safely and in accordance with the terms and conditions of your Entertainments Licence.

The inspection also gives us the opportunity to develop a working relationship with you, to discuss your management procedures and offer advice and assistance, where required.

It can also help you safeguard your staff, customers and protect you from any potential legal action.

If we discover any matters that require attention, we will advise you of this during the inspection and confirm it in writing. The time you require to resolve those matters can be agreed at the discretion of the inspecting officer.

### Who should be in attendance

We would prefer to meet with the person/s responsible for the day to day management of your premise/location. This may be the licensee, manager of the premise or another nominated member of staff whose duties are managing entertainment at the premise/location.

### What paperwork they should have available

- Belfast City Council's Rules of Management for Places of Indoor Entertainment - either hard copy or downloaded on computer from our website address listed below
- Pre-event log sheets
- Fire log
- Fire Risk Assessment

### What we inspect

The areas licensed as stated on your Entertainments Licence and the escape routes out of them. We will check the information such as the conditions/restrictions on the licence are correct. We will also check a variety of points as highlighted in the Council's Rules of Management, examples of these are listed below:




- Is there any change in premises layout?
- Licence displayed
- Rooms licensed-no change to areas, room layout
- Fire alarm panel
- Doors – operational, free from fastenings, not wedged open, working push bars, doors not sticking
- Outside areas-no slippy paths etc
- Adequate lighting inside and out
- Frequency of entertainment and general days/ hours you have it
- Fire extinguishers in correct location
- Exit signs e.g. fire exit keep clear
- Illuminated exit signs
- N5 fire action sign in correct place and filled out
- Knowledge of person showing us round regarding emergency procedures and knowledge of licence conditions
- Are the days, hours and any special conditions being adhered to?



**Belfast**  
City Council

# Renewal Inspection

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