



OFFICE USE ONLY

# Entertainments Licence Application

Please read our entertainments licensing guidance notes for before filling in this form. If you are applying for indoor entertainment please also read our guide "Rules of Management for Places of Indoor Entertainment". This is available on our website or you can contact us for a hard copy. If you need assistance with filling in this form please phone us or come into our office.

## I. About your application

### Ia. Tell us what your application is for

(tick box or boxes that apply)

- Indoor entertainment
- Outdoor musical entertainment
- the **renewal of an entertainments licence** fill in this form only
- the **grant of an entertainments licence** (fill in this form (EL1) and also the **'Additional Information for a Grant Application form 'EL2'**)
- the **provisional grant of an entertainments licence** (fill in this form (EL1) and also the **'Additional Information for a Grant Application form 'EL2'**)
- the **transfer of an entertainments licence** (fill in this form (EL1) and also the **'Additional Information for a Transfer Application form 'EL3'**)
- the **variation of an entertainments licence** (fill in this form (EL1) and also the **'Additional Information for a Variation Application form 'EL4'**)

### Ib. Tell us the type of entertainments that is to be provided

(tick box or boxes that apply)

#### Indoor Entertainment

- a theatrical performance
- dancing, singing or music or any entertainment of a like kind
- a circus
- any public contest, display etc. of boxing, wrestling, judo, karate or similar sport, or billiards, pool, snooker or similar game or darts
- machines and equipment for entertainment or amusement
- equipment for the playing of billiards, pool, snooker or other similar game

#### Outdoor Entertainment

Please give us details of the type of musical entertainment to be provided:

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### Ic. Tell us the type and duration of licence that you are applying to us for

(tick only one box)

- 7 Day Annual
- 6 Day Annual (Monday-Saturday)
- 14 Day Occasional (specified days)
- 14 Day Occasional (unspecified specified days)

## 2. About the premises/location

### 2a. About the premises/location where the entertainment is to take place

Premises/location name: \_\_\_\_\_

Address and postcode (please make sure that this is in the Belfast City Council area): \_\_\_\_\_

\_\_\_\_\_

Landline phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### 2b. Type of premises

Please tell us the type of premises by ticking the appropriate box

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Public house | <input type="checkbox"/> Community centre | <input type="checkbox"/> Leisure centre          |
| <input type="checkbox"/> Church hall  | <input type="checkbox"/> Restaurant       | <input type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Hotel        | <input type="checkbox"/> Registered club  | <input type="checkbox"/> Other (please specify)  |

### 2c. Fire Risk Assessment of the premises

Under the Fire Safety Regulations (Northern Ireland) 2010 you must carry out a fire risk assessment of your premise. Please provide the date when the last fire risk assessment was carried out.

Date of fire risk assessment \_\_\_\_\_

Note: A Fire Risk Assessment must have been carried out or renewed within the last 12 months from the date of your application before we issue your licence (Not applicable to an outdoor licence). Please see Guidance Note 5 - Fire Risk Assessments.

### 2d. Door supervisors declaration

Belfast City Council does not require you to use door supervisors. However, it is a requirement of the Private Security Industry Act 2001 that if a venue employs door supervisors, those door supervisors must be qualified and licensed by the Security Industry Authority (SIA).

Note: Please complete the following declaration. Failure to do so or to provide inaccurate or misleading information will be a material consideration in determining the fitness of an applicant to hold an Entertainments Licence.

- |  |  |
|--|--|
| <input type="checkbox"/> I declare that I <b>do or intend to</b> use door supervisors and that they are all, or will all be, licensed to work as a door supervisor by the Security Industry Authority (SIA). I understand that I am obliged to have SIA registered door supervisors throughout the operational period of the Entertainments Licence and any such further period during which entertainment is provided pending the determination of a renewal application. | <input type="checkbox"/> I declare that I <b>do not intend to</b> use door supervisors at the above premises. I understand that if, at any time during the period of my Entertainments Licence, I decide to employ door supervisors that such persons must be qualified and licensed by the Security Industry Authority (SIA). |
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### 2e. Smoking shelter declaration

Do you have or do you intend to have a smoking shelter

- I have a smoking shelter     I do not have a smoking shelter     I intend to have a smoking shelter

### 3. Entertainments licensing fees

Fees for Entertainments Licences are based on the number of people your premises can safely hold. The table below sets out the various fees required based on the number of people. Please tick the box beside the fee based on the maximum number of people you want your premises to hold. If you are renewing your licence the application fee will be noted on your renewal reminder letter.

#### Annual Licence Fees (for indoor licences)

Nature of Entertainment	Number of People	Fee	Tick
A theatrical performance	Not more than 100	£100	<input type="checkbox"/>
	101 to 200	£150	<input type="checkbox"/>
Dancing, singing or music or any entertainment of a like kind	201 to 300	£250	<input type="checkbox"/>
	301 to 500	£400	<input type="checkbox"/>
Any public contest, display etc., of boxing, wrestling, judo, karate or similar sport or billiards, pool, snooker or similar game or darts	501 to 1,000	£750	<input type="checkbox"/>
	More than 1,000	£1000	<input type="checkbox"/>

Note: For any of the above types of entertainment the fee is based on the maximum number of people.

Machines or equipment for entertainment or amusement (excluding gaming machines)	N/A	£100*	<input type="checkbox"/>
Equipment for the playing of billiards, pool, snooker or other similar game			<input type="checkbox"/>
A circus	N/A	£50	<input type="checkbox"/>

\*This fee is not applicable where machines or equipment are provided incidentally to the main purpose or use of any place.

#### Outdoor Entertainment (including 14 day occasional outdoor licences)

Nature of Entertainment	Number of People	Fee	Tick
Outdoor musical entertainment	Not more than 500	£1000	<input type="checkbox"/>
	More than 500	£2000	<input type="checkbox"/>
Outdoor musical entertainment in respect of voluntary organisations or a charity	Not more than 500	£125	<input type="checkbox"/>
	More than 500	£250	<input type="checkbox"/>

#### 14 Day Occasional Licence Fees (for indoor licences and marquees)

Nature of Entertainment	Number of People	Fee	Tick
A theatrical performance	Not more than 100	£50	<input type="checkbox"/>
	101 to 200	£75	<input type="checkbox"/>
Dancing, singing or music or any entertainment of a like kind	201 to 300	£125	<input type="checkbox"/>
	301 to 500	£200	<input type="checkbox"/>
Any public contest, display etc, of boxing, wrestling, judo, karate or similar sport or billiards, pool, snooker or similar game or darts	501 to 1,000	£375	<input type="checkbox"/>
	More than 1,000	£500	<input type="checkbox"/>

Note: For any of the above types of entertainment the fee is based on the maximum number of people.

An application for an Occasional Licence in respect of a church hall, educational institution, voluntary organisation** or charity to provide any of the above entertainments has a set fee irrespective of the number of people	N/A	£50	<input type="checkbox"/>
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\*\* 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.

#### Variation of an Entertainments Licence (You will also need to complete Form EL-4)

Variation Fee	Fee	Tick
Variation of the terms, conditions or restrictions of an existing Entertainments Licence	£80	<input type="checkbox"/>

Note: If we calculate the actual maximum number of people your premises can safely hold and this is different from the figure you have indicated, the fee you have paid may need to be adjusted. If this is the case we will refund you the appropriate amount you have over paid, or ask that you pay any additional fee required to complete the application.

**Total fee enclosed with application £ \_\_\_\_\_**

## 4. Applicant's contact details

First name/s: \_\_\_\_\_

Last name: \_\_\_\_\_

Are you over 18 years of age? (you must be at least 18 years old to hold an Entertainments Licence)

Yes  No

Business organisation name (if applicable)

\_\_\_\_\_

If you are applying on behalf of a limited company, partnership, club, church etc. please state your position:

\_\_\_\_\_

Address and postcode: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your landline phone number: \_\_\_\_\_

Your mobile phone number: \_\_\_\_\_

(You must give us at least one contact telephone number)

Email address: \_\_\_\_\_

## 5. Previous convictions

Have you, the applicant, been convicted of any offence under Article 3 and 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).

## 6. Checklist

I confirm that I have included in my application:

- Fire safety plans (see guidance note 1)
- Fire risk assessment (see guidance note 5)
- Appropriate certificates (see guidance note 1)

## 7. Declaration

I/we make this application to Belfast City Council under the provisions of Article 3 and Schedule 1 of the LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NORTHERN IRELAND) ORDER 1985

The information I/we have given in this form is correct and complete.

Name of applicant (print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Privacy notice - how we will use information about you

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing entertainment licence applications and enforcing the entertainment licence regulations. You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under the following legislation: the Local Government (Miscellaneous Provisions) (NI) Order 1985.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. It may also be shared with the Northern Ireland Fire and Rescue Service (NIFRS) and the Police Service of Northern Ireland (PSNI) for the purposes of consulting with them about entertainment licence applications.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the BCC to do so. The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact building control's policy and legal officer at [buildingcontrol@belfastcity.gov.uk](mailto:buildingcontrol@belfastcity.gov.uk) or phone 028 9027 0650. If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to [records@belfastcity.gov.uk](mailto:records@belfastcity.gov.uk)