

Advertising Particulars

Revised May 2019

Entertainment Licensing - Guidance note

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Placing a Public Notice Advertisement

You must give public notice of an application for grant, renewal, variation or transfer of an entertainments licence within 7 days of making the application to us.

You must do this by placing a public notice advertisement in one local newspaper that is distributed or sold in the area where the premises is located. The public notice advertisement must be placed in accordance with the instructions given below and you must use the template on the reverse of this guidance note.

For premises situated within the city centre, or if you are placing a block public notice covering several premises in different areas, you must place the public notice in one of the newspapers listed below:

- Belfast Telegraph
- Newsletter
- Daily Mirror (N.I. Edition)
- The Irish News

For premises outside the city centre you may place the public notice in any one of the above newspapers or any one of the following local newspapers below if it is sold or distributed in the area where your premises is located:

- Ulster Star
- Andersonstown News
- Lisburn Echo
- Belfast News
- North Belfast News
- South Belfast News
- Shankill Mirror

Please contact us if you have a query about which newspaper is suitable. The public notice need only appear on one occasion in the selected newspaper.

You must send us proof of the public notice (clearly showing the newspaper and the date that it was placed). If you do not do this, we may declare your application invalid.

Note: a public notice advertisement is not required for the grant, renewal, variation or transfer of a 14 day occasional entertainments licence for churches and schools.

Application information on the council's website

Please note that a list of premises that hold a current entertainments licence and their respective details may be published on the council's website.



Belfast
City Council

Advertising Particulars

Template of Public Notice Advertisement

Licensing of places of entertainment

*(grant) *(provisional grant) *(renewal) *(transfer) *(variation) application for an entertainments licence pursuant to Art. 3 of The Local Government (Miscellaneous Provisions) (NI) Order 1985

*Delete as appropriate

Take notice that application dated _____ was made for a:

- 14 Day Occasional Entertainments Licence for:
- 6 Day Annual Entertainments Licence for:
- 7 Day Annual Entertainments Licence for:

(tick relevant box)

(Name and address of premises) _____

permitting:




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

(tick all relevant boxes)

Representations in relation to this application may be made by giving notice to the Building Control Manager, Belfast City Council, Cecil Ward Building, 4-10 Linenhall Street, Belfast BT2 8BP, stating in general terms the nature of the representation, no later than 28 days after the date of the application.

(Insert name and address of applicant) _____

Place and Economy
Building Control
 Belfast City Council
 Cecil Ward Building
 4-10 Linenhall Street
 Belfast BT2 8BP

-  028 9027 0650
-  buildingcontrollicensing@belfastcity.gov.uk
-  www.belfastcity.gov.uk/apply