



Rules of management for places of indoor entertainment



Belfast
City Council

Rules of Management for Places of Indoor Entertainment

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FOREWORD

1. Under Article 3 and Schedule 1 to the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 district councils may grant Entertainments Licences on such terms and conditions and subject to such restrictions as may be specified in the licence. In specifying any terms, conditions or restrictions in a licence, district councils shall have regard to any model terms, conditions and restrictions published by the Department of the Environment for Northern Ireland.
2. Accordingly, the Belfast City Council, in formulating the Rules of Management contained herein has paid regard to the Model Terms, Conditions and Restrictions published by the Department in 1986.
3. The Rules may be cited as the *Rules of Management for Places of Indoor Entertainment* in the City of Belfast and shall be used in conjunction with the Technical Requirements for Places of Indoor Entertainment in the City of Belfast, 1989.
4. The Council may modify or dispense with such of the Rules as it thinks appropriate for the place and for the type of entertainment provided therein.
5. Where in the Rules there is any reference to the consent of the Council being required, the consent may be given subject to conditions specified by the Council.
6. The issue of an entertainments licence for a place shall not derogate from the other powers or duties of the Council or any other authority's statutory provisions.
7. Any notice, document, application or approval required to be sent to or to be issued by the Council shall be addressed to or may be issued by the Licensing Officer of the Council on its behalf.
8. Copies of the Rules and Requirements may be obtained, on payment of the appropriate fee, from the Belfast City Council, Building Control Service, 5th Floor, 9 Lanyon Place, Belfast, BT1 3LP.
9. Where an application is made for the waiver of a condition of licence it shall be in such form and contain such particulars as the Council may reasonably require.

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DEFINITIONS

In these Rules of Management:-

"Approval of the Council", "Consent of the Council", means the approval or consent of the Council in writing with or without any stipulation which may be attached thereto as conditions of such approval or consent;

"Approved", "accepted", "permitted", "prescribed", means approved, accepted, permitted or prescribed by the Council in writing with or without any stipulations which may be attached thereto as conditions of such approval, acceptance, permissions or prescriptions;

"Children", mean persons under the age of 16 years;

"Conditions", means conditions of licence for a place of entertainment as issued by the Council and such conditions shall comprise the rules, the technical requirements and the licence;

"Council", means the Belfast City Council;

"Door Supervisor", means a person employed by any person responsible for the management of any licensed premises or event, who has the authority of the owner, licensee, manager or organiser, exclusively or mainly to decide upon the suitability of customers to be allowed on those premises, and/or to maintain order and public safety;

"Dispersal space", means a space at ground level into which the final exit from the place discharges and which enables the safe and rapid dispersal of persons from the vicinity of the place;

"Entertainment", means an entertainment named in paragraph 1 of Schedule 1 to the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985;

"Escape route", means a route, either horizontal or vertical, provided for persons to travel from any point in the place to a final exit;

"Final exit", means the terminal point of an escape route discharging to a dispersal space;

"Northern Ireland Fire and Rescue Service" has the meaning assigned to it by the Fire and Rescue Services (Northern Ireland) Order 2006;

"Licence", means a licence granted, renewed or transferred as the case may be by the Council for the purpose of providing the types of entertainment in places mentioned in the licence;

"Licensee", means a person or persons, a corporate body or any association or persons licensed by a Council to use a place for the types of entertainment as set out in a licence;

"Luminaire", means an apparatus which distributes filters and transforms the light given by a lamp or lamps;

"Person-In-Charge", means the licensee or some responsible person, being not less than 21 years of age, nominated by the licensee in writing in the log book as the person in charge of the place when entertainment is being provided therein;

"Place", means any place subject to the Licensing provisions in Schedule 1 to the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, and includes all those parts thereof to which persons have access in connection with the entertainment;

"Requirements", means the Technical Requirements for Places of Indoor Entertainment in the City of Belfast made by the Council;

"Rules", means the Rules of Management for Places of Indoor Entertainment in the City of Belfast made by the Council;

"Service Provider", means a company, organisation or individual providing door supervisors to the licensee and who has the authority of the owner, licensee, manager or organiser, exclusively or mainly to decide upon the suitability of customers to be allowed on those premises, and/or to maintain order and public safety;

"Stage", means that part of the place, which is constructed or arranged for the performance thereon of plays or entertainments of the like kind;

"Stage area", means, in addition to the stage itself, any scene dock, workshop, stage basement, staff or orchestra room, store or other portion ancillary to the stage;

"Stage-open", means a stage that is not separated from the remainder of the place;

"Stage-separated", means a stage that is separated from the remainder of the place and will include the provision of a safety curtain in the proscenium opening.

Part 12 - General

Prohibition

- 12.01 Entertainment shall not be provided in any place unless a licence for such use of the place has been issued by the Council.
- 12.02 A licence may be issued on such terms and conditions and subject to such restrictions as may be specified in it.

Licence, Rules and Requirements

- 12.03 The licence shall be posted up in a conspicuous part of the place, in proximity to the entrance where it may be easily read by the public, performers and staff.
- 12.04 Copies of the rules and requirements shall be kept at a central location part of the place and shall be readily available for inspection by the public, performers, staff, PSNI officers, Council officers or Fire and Rescue Services officers, as the case may be.

Licensed Premises and Registered Clubs

- 12.05 Places which are also premises licensed under the Licensing (Northern Ireland) Order 1996, as amended, shall only be used for entertainment purposes in those places during the hours permitted under the said Order. This paragraph shall not apply to premises registered under the Registration of Clubs (Northern Ireland) Order 1996.

Insurance Liability

- 12.06 A valid policy of insurance shall be held by the licensee throughout the period of the licence insuring him in respect of any liability which may be incurred by him in respect of the death of or bodily injury to any person while in or about the place and shall be available for inspection by an authorised officer of the Council.

Certificates

- 12.07 The Council shall require the licensee to submit such certificates at such times as may be detailed in the rules and requirements.

Special Requirements

12.08 No entertainments which are either:-

- (a) Standing-up pop concerts, i.e. not including a closely-seated audience;
- (b) likely to present special risks; or
- (c) specially presented for children;

Shall be given until the Council's consent has been obtained.

12.09 For entertainments referred to at (a), one month's notice of any such entertainment shall be given to the Council together with either names of the groups or artists booked to appear or, if that information is not available, an indication of the age of the audience such entertainment is expected to attract.

12.10 For the entertainments referred to at (b) or (c), one month's notice of any such entertainment shall be given to the Council.

Special Restrictions

12.11 Any special restriction appended as a condition of granting, renewing or transferring the licence shall be stated on the licence.

Specific Places and Entertainments

12.12 Additional conditions for special places and for places licensed for specific types of entertainment are contained in the following appendices:-

- | | | |
|----------|---|-------------------------------------------------------------------------------|
| Appendix | A | Theatrical performances and performances involving scenery and properties. |
| | B | Children's entertainment and where children may be accommodated in the place. |
| | C | Indoor pop concerts. |
| | D | Indoor boxing, snooker, darts, etc. |
| | E | Indoor skating to music and like entertainment. |

12.13 If considered necessary the Council will issue additional appendices containing conditions for the following:-

- (a) temporary structures providing entertainment,
- (b) machines for indoor entertainments or amusement and equipment for the indoor playing of snooker or other similar games, and
- (c) additional applicable entertainment.

Part 13 - Control, Conduct and General Arrangement of Place

Licensee to Comply

13.01 The licensee shall comply and shall ensure that all staff complies with the rules.

Change of User

13.02 The place may not be used for any entertainment other than those types specified in the licence. The consent of the Council is required before any change of entertainment user shall be made.

Hours of Use

13.03 Without prejudice to rule 12.05, the place may be used only for the purpose of the licence on the days and between the hours set out in the licence.

13.04 In exceptional circumstances the permitted hours of use for the purposes authorised by the licence may be varied with the consent of the Council. In this respect not less than two month's notice of application for permission to vary the permitted hours of use shall be given to the Council.

Numbers

13.05 The numbers of persons in the place at any one time for the purpose of entertainment shall not exceed the maximum number stated on the licence.

13.06 The licensee shall maintain a system of accounting such numbers which shall be kept for inspection by an authorised officer of the Council. A record of the numbers shall be entered in the log book (See rule 14.05(i)).

13.07 Overcrowding will not be permitted in any part of the place.

Responsibility of Licensee/Person-In-Charge

13.08 The licensee shall be responsible for preparing an appropriate evacuation plan for the place in the event of fire or other emergencies.

- 13.09 The person-in-charge shall take all reasonable precautions for the safety of the public, performers and staff, shall retain control over all parts of the place and shall ensure that these rules are strictly observed. This includes where, in any case, the licensee permits the place to be used by a hirer, lessee, or similar person, for the purpose of entertainment.
- 13.10 The person-in-charge shall be in control of and be in the place during the whole time that it is open to the public and shall not be engaged on any other duties, which could interfere with the exercising of general supervision over the place.
- 13.11 The person-in-charge shall, during the whole time that the place is open to the public, be assisted by sufficient staff or competent adult attendants having regard to the type of entertainment being carried on who shall have been specially instructed as to their duties in the event of fire or other emergencies. The instructions given to the attendants shall have as its main aim the orderly evacuation of the place and the avoidance of panic.
- 13.12 The place shall be maintained at all times in good condition and as approved by the Council.
- 13.13 At least one battery operated hand lamp, in good working condition, shall be available in the place for use by the staff. Lighted candles will not be permitted to be used at any time the public are in the place other than in positions approved by the Council.
- 13.14 The place shall be inspected daily to ensure that the emergency lighting system is in good working order (See rule 17.06) and all manual fire alarms shall be tested (see rule 14.11).

Conduct of the Place

- 13.15 The person-in-charge shall ensure the maintenance of good order and decent behaviour in the place and he shall ensure, together with his staff, if necessary, the expulsion of any offender there from:
- (a) The premises shall not be used for striptease or entertainment of a like kind to dancing which involves nudity or the sexual stimulation of patrons;
 - (b) Condition 13.15 (a) does not apply to any entertainment that is an integral part of a licensed performance of a play.

Where an applicant applies for a waiver of condition 13.15 (a) and the Council decides to grant the waiver then some or all of the following special conditions shall be a condition of licence:

Conditions to Permit Entertainment involving Striptease and/or Nudity and/or Sexual Stimulation:

- i. Only activities to which the Council has given its consent will be permitted.
- ii. The approved activities shall take place only in areas designated by the Council and the approved access to dressing room(s) shall be maintained whilst striptease or entertainment of a like kind to dancing which involves nudity or the sexual stimulation of patrons is taking place and immediately thereafter.
- iii. The striptease or entertainment of a like kind to dancing which involves nudity or the sexual stimulation of patrons shall only be given by the performers and audience participation shall not be permitted.
- iv. Except with the consent of the Council there shall be no external advertising of the striptease or entertainment of a like kind to dancing which involves nudity or the sexual stimulation of patrons either at the premises or in its immediate vicinity.
- v. Except as permitted by the Additional Condition 2, relating to Tableside Dancing, the licensee shall not encourage or permit encouragement to be made to the audience to throw money at, or otherwise give gratuities to performers.
- vi. While striptease or entertainment of a like kind to dancing which involves nudity or the sexual stimulation of patrons is taking place no person under the age of 18 shall be on the licensed premises and a clear notice shall be displayed at each entrance to the premises in a prominent position so that persons entering the premises can easily read it with the following words: **NO PERSON UNDER THE AGE OF 18 WILL BE ADMITTED.**
- vii. Adequate door supervisors as specified by the Council shall be employed in the part of the premises used for dancing.

Additional Conditions for Tableside Dancing

- (1) Entertainment under this consent may be provided solely by dancers to customers seated at a table in the approved part of the premises.
- (2) There shall be no physical contact between the customers and the dancers other than the transfer of money or tokens at the beginning or conclusion of the performance.
- (3) CCTV shall be installed to cover all areas where dancing will take place.

13.16 Nothing shall be displayed, acted, represented, recited or sung which is profane or indecent or is likely to result in a breach of the peace.

13.17 No drunkenness or any violent, quarrelsome, disorderly, riotous or improper conduct shall be permitted in the place.

13.18 Music or noise arising from the entertainment provided in the place shall not cause unreasonable disturbance or annoyance to the occupiers or other properties in the neighbourhood. The Council may require the level of sound of any music or other form of entertainment to be reduced to its satisfaction.

13.19 Loudspeakers broadcasting to the street or in the near vicinity of the place are prohibited.

13.20 If notices prohibiting smoking by the public are displayed then prohibition shall be strictly enforced.

Condition of the Place

All parts of the place in use shall be kept properly and sufficiently illuminated.

13.21 The whole of the place shall be kept clean, ventilated and free from any accumulation of dirt, rubbish or flammable materials. Yard areas shall be kept in a clean condition and free from rubbish or litter and a sufficient number of suitable receptacles with proper fitting covers shall be provided for the purpose of receiving rubbish, dust and refuse from the place.

13.22 Sanitary accommodation and washing facilities provided in the place, shall be maintained in good working order, kept clean, ventilated, disinfected and supplied with all proper requisites.

Plan of Place

13.23 A map of the plan of the place indicating the location of exits and escape routes and a "YOU ARE HERE" indicator shall be mounted on a rigid surface and displayed in a conspicuous position adjacent to the main entrance.

Fastenings and Keyboard

13.24 Doors to rooms from which the public are to be excluded shall be kept locked at all times when the rooms are not attended or occupied while the place is open to the public.

13.25 Any removable fastenings permitted by the Council for securing exit doors when the public are not in the place shall be removed before the public are admitted and shall not be replaced while the public are in the place.

13.26 A keyboard shall be provided in a position approved by the Council and before the admission of the public the removable fastenings shall be hung on named hooks on such board and remain on the board during the whole of the time the public are in the place.

Special Risks and Dangers

13.28 Performances involving danger to the public shall not be given in the place.

13.29 Performances and exhibitions involving dangerous animals shall not be permitted without the consent of the Council and such animals shall be enclosed within cages of such construction as will ensure that there is no danger to anyone in or outside the place.

Oral Announcement

13.30 Before the commencement of entertainment involving a closely seated audience and a standing-up pop concert audience an oral announcement shall be made informing the public of the locations of exits, escape routes and final exits.

Staff and Dressing Rooms

- 13.31 Temporary dressing and quick-change rooms shall not be provided except with the consent of the Council.
- 13.32 The number of performers, including orchestral personnel, shall not exceed the number, which in the Council's opinion, is considered adequate for dressing and retiring room accommodation.

Alterations

- 13.33 No alteration in construction, lay-out, furnishings or otherwise of the place shall be made without the consent of the Council.
- 13.34 No work in connection with any alterations, additions, repairs or decorating shall be carried out without the approval of the Council whilst the public are in the place.
- 13.35 In the event of the place being closed for the purposes of effecting alterations, additions, repairs or decorating they shall not be re-opened to the public until the approval of the Council shall have been obtained.

Inspection

- 13.36 All parts of the place shall be open for inspection at all reasonable times by an authorised officer of the Council, an officer of the Police Service of Northern Ireland or an authorised officer of the Fire Authority with a view to seeing whether the terms, conditions and restrictions subject to which the licence is held are complied with.

Fly Posting

- 13.37 (a) Licensees shall take all reasonable steps to ensure that their premises are not promoted by the use of illegal or unauthorised fly posting advertisements, including any such poster or advertisement painted, sprayed or drawn onto roads or street furniture.
- 13.37 (b) Licensees shall ensure that all contracts with promoters prohibit the use of illegal or unauthorised fly posting advertisements, including any such poster or advertisement painted, sprayed or drawn onto roads or street furniture; and shall take all necessary steps to enforce such contract terms.
- 13.37 (c) Licensees shall take all reasonable steps to ensure that any other person providing entertainment on the premises, or any person acting on behalf of any such person, shall not use illegal or unauthorised fly posting or advertisements, including any such poster or advertisement painted, sprayed or drawn onto roads or street furniture.
- 13.37 (d) Where the Council detects illegal or unauthorised fly posting or advertisement, it shall give notice in writing to the Licensee requiring the removal within 2 days. Failure to remove the advertisement in accordance with such a request shall be considered a breach of these conditions.

Part 14 - Fire Precautions

Fire Safety

14.01 The place shall comply with the requirements of the Council and the recommendation of the Northern Ireland Fire and Rescue Service as regards fire safety.

Access

14.02 The Licensee shall take all reasonable measures for securing adequate access to the place for fire vehicles, ambulances, police vehicles and other vehicles, which may be required in an emergency.

14.03 External areas adjacent to the place and within the control or part-control of the licensee shall be kept clear of all obstruction, at all times the place is open to the public (see rule 15.12).

Emergency Calls

14.04 Where no telephone is provided in the place, an appropriate notice shall be displayed in a conspicuous spot, which will indicate the address or location of the nearest available telephone from which emergency calls can be made.

Fire Duties

14.05 The licensee or the responsible person nominated by him and whose name is entered in the log-book shall be in charge of the place to ensure that before the place is opened to the public and during the time the entertainment is taking place that the safety arrangements are in order as follows:-

- (a) All exit doors are easily and immediately operable from the inside and all restrictive fastenings have been removed. All fire doors shall be maintained in the unlocked closed position.
- (b) All gangways, passageways and exit doors and all stairways are free from obstruction and no person, except persons employed in the place, shall stand, sit or remain in any such means of escape.
- (c) The illuminated exit door signs and emergency lighting in escape routes are operating effectively.

- (d) All items of the fire fighting equipment are in their recommended positions and are in working order.
- (e) All open heating appliances are of a fixed type and are properly guarded and no combustible materials are situated close to such appliances.
- (f) Adequate receptacles are provided for discarded cigarette ends, matches etc and the contents of such receptacles are safely disposed of at the closing of the place.
- (g) All staff, attendants, stewards, etc., are trained or instructed on the action to be taken in the event of fire, including the method of calling the Fire Brigade and the fastest means of evacuating the place in a safe and orderly manner. The Fire Brigade shall be called to any outbreak, however slight. Instructions to staff in the event of fire shall be permanently displayed in the place in the staff rooms or other such positions approved by the Council.
- (h) The person-in-charge shall inspect all parts of the place at the end of every separate performance during which the place is to be used by the public in order to find any fire or possible cause of fire. A record of such inspections shall be entered in the log book.
- (i) A log book in the form approved by the Council (see Appendix F) is to be kept and signed by the licensee or nominated person-in-charge that he has carried out the fire safety measures specified in (a) to (h) aforesaid.

Housekeeping

- 14.06 Separate storage shall be made available for the accumulation of refuse, waste paper etc., pending its removal from the place. All combustible waste shall be removed from the place daily and placed in metal containers pending refuse collection (see rule 18.05).
- 14.07 Paints, flammable liquids, polishes etc., when not in use, shall be kept in an imperforate metal container in a place of low fire risk. Rags, etc., used in connection with polishes and cleaning fluids shall be kept in a separate metal container.
- 14.08 Clear spaces must be maintained around heaters of all types (see rule 17.23)

14.09 Goods shall not be stacked close to windows in store rooms.

14.10 Vital records, accounts, etc., should be stored in fire-resistant cabinets, safes or storing rooms.

Fire Fighting Equipment

14.11 Fire fighting equipment as recommended by the Fire Authority and as required by the Council, shall be provided by the licensee, kept in good working order and all fire extinguishers shall bear a stamp or label to indicate that they have been inspected and serviced by the suppliers of the equipment, or other competent person within the past year.

14.12 The Council and the Fire Brigade shall be notified immediately if the water supply to any fire extinguishing installation is cut off or restricted.

Wall and Ceiling Linings

14.13 Wall or ceiling linings in the place shall not be altered from those approved as a pre-requisite to the issue of the licence without the prior consent of the Council (see rule 13.33)

Furniture and Fixtures

14.14 Any furniture or fixed permanent feature shall be made of such material as will not endanger the safety of the public, performer or staff in the event of fire or other emergency.

Carpets, Coverings and Hangings

14.15 Carpets and other floor coverings shall be secured and maintained so that they will not be likely to ruck or to be in any way a source of danger. Mats shall be sunk so as to be flush with the surface of the floor.

14.16 Coverings to seats shall be kept in a good state of repair at all times.

14.17 All hangings, decorative displays and curtains shall be non-combustible, inherently non-flammable, durable flame-retarded material or of material rendered non-flammable and shall be maintained in such condition.

Cooking and Heating Appliances, etc.

14.18 No portable cooking and heating appliances shall be used except with the consent of the Council.

14.19 All fittings of gas or electrical installation shall be kept and maintained in proper, safe and unobstructed condition.

Lamps, Guards etc.

14.20 Suitable guards approved by the Council to prevent contact with any combustible materials shall be fitted to all lamps, other lighting appliances and other apparatus liable to become heated under any conditions. Lamp shades of combustible material shall not be used (see rule 17.16).

Part 15 - Escape Routes and Exits

Escape Routes

- 15.01 The escape routes provided for all persons in the place shall be maintained unobstructed and immediately available, so that nothing shall impede the free flow or prejudice the safety of the persons using them.
- 15.02 Seating, tables and chairs or other furniture and fittings shall be so arranged as to allow free and ready access to the exits.
- 15.03 Except with the consent of the Council, bars, wire guards or the like shall not be fitted to windows, nor shall the windows be otherwise obstructed in a manner likely to render them unavailable as a means of escape in case of emergency.
- 15.04 All means of escape routes, including stairways, shall be maintained with non-slippery and even surfaces and nosings of such stairways shall be made conspicuous.
- 15.05 Any mirrors, pictures, notices or advertisements which may be permitted by the Council shall be attached to or hung upon walls in positions in which they will not be likely to cause obstruction to exits, and shall be so fixed flat against the wall or kept clear of the head-line, i.e. 2100mm above the floor.
- 15.06 Corridors used as escape routes or to which public have access shall not be used as cloakrooms and pegs for hanging coats, etc, shall not be placed or fixed therein.
- 15.07 Fire and smoke doors along escape routes shall be maintained in the unsecured closed position and must not be wedged open and otherwise hung back during the whole time the public are in the place.

Exits

- 15.08 All exit doors shall afford the public ready means of safe egress from all parts of the place and all such doors shall be available for exit during the whole time that the public, performers and staff are in the place provided that any persons leaving during the entertainment may be directed to certain exits at the discretion of the person-in-charge.

- 15.09 Exit doors and gates shall not be secured closed while the public are in the place by means of any fastenings other than panic bolts or other fastenings as may be approved by the Council.
- 15.10 Any collapsible gates or rolling shutters and any inwards opening doors or gates permitted by the Council to be installed in entrances or exits shall be opened to allow full width and necessary height of exit way before the admission of the public and shall be kept locked in that position during the whole of the time that the public are in the place.
- 15.11 In all such cases a permanent notice worded "THIS DOOR TO BE KEPT UNLOCKED WHEN THE PLACE IS OCCUPIED" in 10mm, minimum letters shall be fixed adjacent to such doors in a conspicuous position.

Dispersal

- 15.12 Dispersal spaces or places of safety, other than public streets or public open spaces shall be maintained available and free from obstruction at all times.

Check Barriers

- 15.13 Temporary check barriers, other than rope barriers, shall not be provided. Any rope barriers which may be permitted by the Council shall be fitted with automatic catches or slip connections and shall be so arranged as not to trail on the floor when parted and the fittings shall not project into the gangway or exit way. Any barriers in exit ways which may be provided with the approval of the Council for checking or controlling admission shall be so arranged that the portions immediately in the line of exit will open automatically upon pressure being applied in the direction of exit and so as not to reduce the width of the exit way. Any such barriers shall be opened as soon as is reasonably possible after the public have been admitted. (See rules C.09 and C.10)

Curtains

- 15.14 Any curtain which may be permitted by the Council to be hung over close ways shall not conceal notices, shall be parted in the centre and shall be hung so that they can be readily drawn aside and so as not to trail on the floor.

Notices

15.15 All exit, directional or other notices and signs shall be maintained in good working order to the satisfaction of the Council and shall be easily visible to and easily read by the public, performers and staff.

Part 16 - Seating and Facilities for the Disabled

Seating and Gangways

- 16.01 Seats and gangways shall be so arranged as to allow free and ready access direct to the exits and shall be in accordance with plans previously submitted to and approved by the Council.
- 16.02 In areas with tables and chairs the lay-out shall be such that clear gangways leading directly to exits are provided and maintained clear of obstruction. (See rule 15.02)
- 16.03 In cases where retractable raked (bleacher) seating units are used arrangements shall be made to ensure that each stepped platform shall be maintained rigid in a fully extended position and cannot retract.
- 16.04 A copy of the seating plan shall be kept readily available at the place and shall be shown to an authorised officer of the Council or Fire Authority on request.

Standing

- 16.05 In no circumstances shall persons be permitted to sit or stand in any gangway or to stand in front of exits or entrances to sanitary accommodation.
- 16.06 In entertainment involving a closely-seated audience standing, as a means of viewing a performance, by the public and any part of the auditorium or hall, will not be permitted except with the prior consent of the Council.

Programme Notice

- 16.07 A notice for the information of closely-seated audiences shall be printed in small but legible printing on relevant programmes on the same page as the performance particulars that standing or sitting in any of the gangways is not permitted.

Waiting Spaces and Queues

- 16.08 Persons awaiting admission to the place shall not be permitted to congregate at or in any part of the place which might hinder safe and speedy evacuation therefrom. Any waiting space shall be in areas approved for such purposes by the Council.

16.09 Persons shall not be permitted to queue outside the place whilst awaiting admission in such a way as to cause unreasonable disturbance to occupants of neighbouring properties.

Facilities for the Disabled

16.10 Where possible, and approved by the Council, facilities for access to and within the place for disabled persons shall be provided by the licensee, provided that such can be done without prejudice to public safety and provided that the place is situated at or above ground level.

16.11 Staff shall be aware at all times of the presence and location of persons with a disability in the place and shall in the case of fire or other emergency, if necessary with assistance from other persons, organise their safe and speedy evacuation from the place.

16.12 Where the entertainment involves a closely-seated audience any wheelchairs shall be situated adjacent to escape routes and approved by the Council.

Part 17 - Electrical, Heating and Other Installations

Protection from Danger

17.01 All installations shall be so maintained, operated and used as to prevent danger arising therefrom.

Electrical Intake

17.02 The electrical intake enclosures shall be used exclusively for the purpose for which they are provided, i.e., nothing but the electrical intake shall be kept therein.

Identification and Notices

17.03 All switchgear equipment and distribution boards shall be clearly marked to indicate the circuits controlled.

17.04 Permanent conspicuous warning notices shall be provided adjacent to any equipment operating at higher than 250 volts.

Unlicensed Parts of Premises

17.05 In cases in which the place forms part of larger premises, the electrical services for such part shall not be used for any purpose in connection with the remaining parts of the premises, except with the approval of the Council and in accordance with any conditions of such approval.

Lighting Systems

17.06 All parts of the place shall be provided with adequate means and standards of illumination and except where otherwise permitted by the Council, those portions to which the public have access including escape routes for performers and staff and any external dispersal space shall be provided with adequate means and standards of illumination from two independent sources, i.e. normal lighting and emergency lighting.

17.07 The person-in-charge shall, on each occasion before the place is opened to the public, ascertain that all lighting installations are in proper order and ready for immediate use.

17.08 In the event of a failure of the normal lighting system the public shall be required to vacate the place within the maximum period of one hour and they shall not be re-admitted until the normal lighting system has been fully restored and the batteries to the emergency lighting have been fully re-charged.

17.09 If it is desired in connection with any performance or entertainment to reduce or extinguish the normal lighting of the main hall or auditorium other than the lighting of exit notices, overriding switches or controls shall be provided in positions from which a clear view of the audience can be obtained and an operator shall stand at each switch and control each group of switches or controls until the general lighting is restored.

Exit Notices

17.10 The lighting to exit notices shall not in all circumstances be extinguished or dimmed while the public are in the place.

Temporary Installations

17.11 Except with the prior approval of the Council, the use of temporarily installed equipment, e.g., cameras, television, special effects, lighting etc., is not permitted. Arrangements shall be made for the full utilisation of the permanent installation as far as practicable.

Storage Batteries and Testing

17.12 All storage batteries in connection with safety lighting shall be fully charged before the first admission of the public on any day and the power source for charging the batteries shall not be disconnected overnight. (See rule 17.15)

17.13 A diagram of the connections of the batteries and the accepted circuits connects thereto shall be exhibited in the battery control room.

17.14 The batteries shall be under the regular maintenance of a firm of accumulator manufacturers, or other competent persons approved by the Council, who shall arrange for a thorough examination at least once a year and a properly certified report as to the condition of the batteries, including details of the examination and the battery tests, shall be submitted to the Council.

Mains Disconnect

17.15 All non-essential and non-maintained electrical services shall be disconnected at the mains and all plugs removed from their sockets before closing the place and after the entertainment has finished. This rule does not extend to the charging of batteries for the emergency lighting. (See rule 17.12)

Lamps and Lamp holders

- 17.16 Except with the consent of the Council and subject to any conditions of such consent, any lamp which may be used in the place for projecting advertisements, stage illumination, special effects or for any other purpose shall be contained in a suitable enclosure to the satisfaction of the Council.
- 17.17 All lamp holders shall be kept fitted with lamps.

Portable Appliances

- 17.18 Portable appliances shall be used only in those parts of the place specially approved by the Council for such purposes. Where practicable such appliances shall have a safety cut-out device or pilot indicator incorporated therein.

Electrician

- 17.19 The electrical installation shall be in the charge of a competent person during the whole of the time that the public are in the place.

Test and Certificates

- 17.20 Certificates of a thorough examination and test of the electrical installations by an approved competent electrical engineer shall be submitted to the Council at intervals not exceeding three years.
- 17.21 In addition to any tests of the electrical installation, which may be made on behalf of the Council, such further tests as to conductivity, insulation resistance, rise of temperature or as to other matters, as may from time to time be required by the Council, as evidence of compliance with the Council's requirements shall be made at the licensee's expense in the presence of an authorised officer of the Council.

Heating and Ventilation

Heating

- 17.22 All parts of the place regularly occupied by the public, performers and staff shall be adequately warmed and any means of warming shall be installed in a permanent manner.
- 17.22 All apparatus with a surface temperature liable to exceed 60° shall be suitably guarded. The guards shall be so arranged as to enable the apparatus to be maintained and cleaned.

17.24 Portable appliances shall not be used except with the approval of the Council and portable paraffin and LPG heaters shall not be used in any part of the place during the whole time the public are in the place.

17.25 Solid fuel stores shall be located on non-combustible bases of approved dimensions and thickness. Any flue pipes shall be installed only in strict accordance with the Council's instructions.

Heating Installations

17.26 Heating apparatus shall be of an approved type and shall be kept only in approved positions.

17.27 Every boiler and other apparatus working under pressure shall be provided with approved safety devices and indicators.

17.28 Oil-fired heating installations shall be maintained and arranged so as to prevent danger from fire or explosion and provision shall be made to prevent leakage of oil due to over spilling.

17.29 Any boiler, fuel storage chamber, transformer chamber or switch room shall be maintained and arranged:

- (a) to minimise the risk of fire and spread of fire and smoke; and
- (b) to limit the effects of any explosion.

17.30 Detailed instructions as to the operation of the heating installation shall be kept where they will be readily available to those responsible for the operation of the plant.

Tests and certificates

17.31 Certificates of a thorough examination and test of the heating installation by an approved competent person shall be submitted to the Council at intervals not exceeding three years.

Ventilation

17.32 Adequate ventilation shall be provided in all parts of the place, shall be in constant use when the public are in the place and shall be such as:-

- (a) to exclude as far as practicable the entry and distribution of fire and smoke;
- (b) to maintain hygienic conditions;

- (c) to facilitate the removal of any smoke or fumes direct to the open air;
- (d) where a stage is provided, to ensure that the direction of air movement shall go from the auditorium towards the stage; and
- (e) any noise or vibration from a mechanical system will not cause annoyance or discomfort.

17.33 Any ventilation system shall be maintained in good condition under the supervision of a competent person.

17.34 Where automatic fire dampers are required to be fitted in ventilation ducts, e.g., at compartment walls and floors, where the place forms part of larger premises, etc., special attention shall be paid by the licensee that these are in good order.

17.35 No part of the ventilation system shall be used for the storage of any material whatsoever.

Hot Water Supply

17.36 A satisfactory supply of hot water shall be available in all dressing rooms, staff rooms and sanitary accommodation and kitchens.

Gas and Liquefied Petroleum Gas (LPG)

Gas Installations

17.37 The gas meter enclosure shall be used exclusively for the purpose for which it is provided.

17.38 Gas burners shall be guarded by wire guards or glass globes or other efficient means and shall be protected against drafts to the satisfaction of the Council. In open exit ways or other exposed positions, the gas burners shall be enclosed in weatherproof lanterns. Fittings and accessories liable to interference or damage shall be protected to the satisfaction of the Council.

Compressed Gas Cylinders

17.39 Cylinders for the storage of compressed air, oxygen, hydrogen or other gases shall not be used except with the consent of the Council.

LPG Installations

17.40 When an LPG supply is provided in the place, the whole of the installation, works, piping, appliances, cylinders, storage tanks, etc., shall be maintained and serviced as recommended by the Liquefied Petroleum Gas Industry Technical Association (LPGITA), the Health and Safety Executive Guidance Notes and to the satisfaction of the Council.

Miscellaneous

Lifts etc.

17.41 Any electric passenger lift installation shall be maintained and inspected at least once every six months by a competent lift engineer and a certificate by such engineer to the effect that the whole installation is in safe and efficient working order shall be submitted to the Council at least every three years.

17.42 A certificate as to the condition of any other lift or hoist, which may be installed and used in the place, shall be submitted to the Council at least once every three years.

17.43 A certificate by a competent lift engineer, to the effect that any stage mechanical installation (e.g. stage lifts and revolving moving platforms, etc) and any orchestra lift, organ lift and any apparatus of a similar nature and any scenery counter-weighting system installed in a place, has been examined and tested and is in a safe working condition, shall be submitted to the Council at least once in every three years.

Safety Curtains

17.44 A certificate by an approved firm of safety curtain engineers, to the effect that the safety curtain and its operating gear and controls have been examined and tested and is in proper working order, shall be submitted to the Council once in every three years.

PART 18 - Hygiene and Sanitation

Condition of Place

18.01 All parts of the place and any yard or external passageway of such place shall be kept in a clean and wholesome condition and where used as an escape route shall be clear of obstruction to the satisfaction of the Council.

Cloakrooms and Sanitary Accommodation

18.02 All cloakroom and sanitary accommodation for each sex shall be indicated by the appropriate notices and shall be kept properly cleansed, ventilated, disinfected and supplied with all proper requisites.

Kitchens and Cooking Facilities

18.03 Kitchens shall be maintained in a hygienic manner and in a tidy condition, including flues and hoods, grills etc., to the Council's satisfaction and shall be maintained free from obstruction at all times.

Daylight

18.04 All windows and skylights shall be kept clear.

Dustbins

18.05 A sufficient number of suitable receptacles with properly fitting covers shall be provided, to the Council's satisfaction, for the purpose of receiving rubbish, dust and refuse from the place; and all accumulation or collections of such rubbish etc., unless removed immediately from the place or destroyed, provided that hot ashes, cinders or other such substance shall not be placed in the same receptacle as flammable refuse. The receptacles shall be manufactured in a clean and wholesome condition to the Council's satisfaction and shall be kept in approved positions.

APPENDIX A - Additional Rules for Theatrical Performances and Performances Involving Scenery and Properties

Stage and Under-Stage

- A.01 The stage shall be so constructed as to minimise the risk of fire.
- A.02 The stage shall not be congested with scenery or properties and the exits therefrom shall be maintained free from obstruction.
- A.03 Smoking within the stage area shall be prohibited except so far as may be necessary on the stage for the purpose of the performance, provided that effective precautions against the risk of fire are taken. Notices to the effect that smoking is prohibited within the stage areas shall be prominently displayed.
- A.04 During a performance the under-stage area shall not be used for any purpose other than access by performers or movement of stage settings. Such settings shall not remain in the under-stage area if not immediately required.
- A.05 The under-stage area shall be maintained at all times clear of all storage other than that mentioned in rule A.04.
- A.06 The public shall not be seated within the stage area during any performance except:-
- (a) with the consent of the Council; and
 - (b) when there is no scenery or properties on the stage during the performance.

Scenery and Properties, etc.

- A.07 The scenery and properties used on an open stage shall only be constructed of the following:-
- (a) Non-combustible material; or
 - (b) Inherently non-flammable material; or
 - (c) Timber or timber based material with a surface spread of flame rating of not less than Class 1 as defined by BS 476, Part 7; or
 - (d) Durable flame retardant fabric; or
 - (e) Rigid polyvinyl chloride sheeting which is classified as self-extinguishing when tested in accordance with BS 2782.

- A.08 All ropes used to suspend scenery shall be non-combustible.
- A.09 All ropes, including those attached to counterweights, shall be inspected and tested by a competent person appointed by the licensee at such intervals as may be necessary to safeguard against failure.

Storage of Scenery Etc.

- A.10 All scenery, properties, etc, other than those required for use in the current production or rehearsals of impending productions shall be stored in rooms specifically designated for such purposes.
- A.11 Scenery, properties, etc., shall be kept clear of gangways, exits, escape routes and final exits at all times.

Workshops, Stores Etc.

- A.12 Any workshop or store shall be separated from the stage and from the remainder of the place to the Council's satisfaction.
- A.13 Shutters to openings for the passage of scenery between the stage and workshop shall be kept closed when the public is in the place.

Fire Fighting Equipment

- A.14 Fire fighting equipment as required by the Council shall be kept ready for use on the stage area, dressing rooms and in the passages immediately approaching the dressing rooms and attention shall be directed to the equipment by notices fixed immediately above the equipment.

Explosive Substances, Etc.

- A.15 Explosives or highly flammable substances shall not be used except with the consent of the Council. Where performances incorporate these substances, a member of the Fire Brigade shall remain within the stage area during the whole time the public are in the place. The responsibility for hiring such persons rests with the licensee who shall also be responsible for paying for such service.

Fireman

- A.16 Where scenery, properties, etc. are used on stage, at least one person shall have practical training in fire prevention and extinction. This person shall act as a fireman and remain within the stage area during the whole of the time that the place is open to the public. This person should also be easily identified, e.g. by uniform, armband etc.

Lighting

- A.17 Corridors and staircases which form the means of escape from the stage area and the signs indicating the exits shall be adequate and continuously lit while the place is in use.

Notice

- A.18 Rules 13.25, 13.28, 14.05(g), 14.12, 15.07, A.03, A.09, A.10, A.11, A.13, A.14, A.16, A.22, A.24, A.25, A.27, A.29 and A.31 shall be exhibited in a conspicuous position that all staff and performers may be acquainted with their contents.

RULES APPLICABLE ONLY TO PLACES HAVING A SEPARATED STAGE

Safety Curtain

- A.19 In places where the safety curtain is provided to the proscenium opening, a person trained to operate the safety curtain shall remain within the stage area during the whole of the time that the place is in use for the presentation of a stage production and the public are in the place.
- A.20 In the case of fire, the safety curtain must be lowered at once, and its descent once started must not be stopped.
- A.21 Drop curtains shall not be lowered in place of the safety curtain.
- A.22 At the safety curtain release position there shall be displayed instructions on the operation of the safety curtain together with notices to the effect of rules A.20 and A.21.
- A.23 The words "SAFETY CURTAIN" shall be painted conspicuously on the curtain so as to be clearly visible to the audience.
- A.24 The safety curtain shall be lowered and raised in the presence of each audience and the following notice printed on the programme of performance:-
- "The safety curtain will be lowered and raised in the presence of each audience"**
- A.25 In the event of the safety curtain being out of order, the licensee shall immediately notify the Council.

- A.26 Whenever the safety curtain is lowered, sufficient lights shall be immediately lit in addition to the minimum lighting, to give effective general illumination in the auditorium.
- A.27 No scenery, properties or other apparatus shall at any time during the performance cross the plane of descent of the safety curtain, and shall not in any circumstances interfere with its descent.
- A.28 Except with the consent of the Council, scenery and properties, which shall be constructed of materials complying with rule A.07, shall not be placed on the auditorium side of the safety curtain.

Stage Lantern

- A.29 Where there is a lantern light over the stage the moving parts shall be tested periodically to ensure that they are in efficient working order. There shall be no obstruction to the upward flow of air from the stage to the lantern light and the release lines and other controlling gear shall be kept readily accessible and secured in such a manner as to permit of their immediate release.
- A.30 Each test and a statement of the result thereof shall be recorded in the log book (see rule 14.05(i)).
- A.31 Release lines shall be indicated by a conspicuous notice which must not be obscured.
- A.32 Spare fusible links shall be kept in reserve.

APPENDIX B - Additional Rules Where Children's Entertainments Provided or Where Children may be Accommodated in the Place

Compliance

- B.01 The licensee shall comply with the relevant provisions of the Children and Young Persons Act (Northern Ireland) 1968 and The Children (Performances) (Miscellaneous Provisions) Regulations (Northern Ireland) 1998.
- B.02 Children shall not take part in any entertainment in the place if the arrangements for the said children have not been approved by the Council. The licensee shall give at least one month's notice to the Council of any proposed entertainment involving children detailing number of children, sex, ages and their participation in the performance.
- B.03 The licensee shall comply with any terms, conditions or restrictions the Council may impose.

Children and Attendants

- B.04 When special performances or entertainments are given for children or are attended by large parties of children, the number of adult attendants on duty in the auditorium, hall or assembly enclosure, shall be on a scale of one attendant for every 50 children or part thereof if they are accommodated on a floor above or below ground level. As far as conditions permit it shall be arranged that such children shall sit in a group together.
- B.05 The attendants shall be stationed at appropriate places in the place and be properly instructed as to their duties to enable them to take charge of and take all reasonable precautions for the safety of the children whilst in the place, and to control the movement of the children and other persons entering, in or leaving the place.
- B.06 The attendants shall each wear a white armband not less than 100mm with a badge thereon bearing either the words "Children's Attendant" or other suitable symbol.
- B.07 In the case of parties of school children, in the charge of teachers, the latter can be regarded as providing up to half the required number of attendants.
- B.08 Unless accompanied by a parent or guardian, or included in an organised party of children, children shall not be admitted to floors or tiers more than one storey above or below the level at which the final exits discharge.
- B.09 No child shall be permitted to sit in the front row of a balcony unless accompanied by a parent or guardian.

- B.10 Where children are accompanied above or below ground level an attendant shall be stationed at each exit leading to an escape route.
- B.11 No child apparently under the age of 5 years shall be admitted to a children's entertainment unless during the whole time that such child is in the place it is accompanied by an adult person bona fide in charge of the child, i.e. parent or guardian.
- B.12 The level of lighting in the auditorium shall be as great as possible consistent with the effective presentation of the entertainment.

Separate Accommodation

- B.13 If provision is made in a place for accommodating children separately from their parents or guardians whilst one or both groups are attending entertainments or other activities in different parts of the place then:-
- (a) The accommodation for children shall be at a level at which the final exits discharge. In no circumstances shall the children's accommodation be on the floor above the level at which the parents or guardians are accommodated or at basement level;
 - (b) The part of the place provided for the children shall be adjacent to an external wall and shall have at least 2 exits one of which is a final exit or leads directly to a final exit; and
 - (c) If the accommodation for children adjoins the parent's or guardian's accommodation then there shall be a sufficient aggregate width of exits for both groups.
- B.14 The number of staff in charge of the children shall be sufficient to evacuate them speedily in an emergency but in no case shall be less than those required by rule B.04.
- B.15 Staff shall be specially instructed in their duties with regard to any order which may be given to evacuate the children.
- B.16 If the accommodation for children is on a different level to that of the parents or guardians then parents or guardians shall be advised that in the event of fire or other emergency, their children will be evacuated by the licensee's supervising staff and in no circumstances shall the parents or guardians attempt to reach the children's accommodation.

B.17 The parents or guardians shall be advised of or shown the exit that the children will use and the place of safety to which they will be taken to be collected if it is necessary to evacuate the place. Notices setting out the procedure to be followed in an emergency shall be prominently displayed and copies of the procedure notice shall be given to the parents or guardians for their information when they leave their children.

APPENDIX C - Additional Rules for Indoor Places of Entertainment Providing Pop Concerts

Special Provisions

- C.01 If not provided as permanent features of the place the following details shall be submitted to the Council no later than one month prior to the pop concert taking place:-
- (a) Proposed temporary platform or stage and associated safety barriers;
 - (b) stage lighting towers, control console platforms and associated safety barriers;
 - (c) special effects, e.g. laser and strobe lighting and any other special stage effects;
 - (d) proposals for televising or filming, including the number and positioning of vehicles, equipment and associated vehicles; and
 - (e) electrical supply arrangements for amplification and public address systems.

Attendants

- C.02 Unless the audience reaction to the performance warrants a higher level of supervision the number of attendants shall not be less than one for every 100 persons in a place without seating or one for every 200 persons for a closely seated audience of over 16 years of age (see also B.04-B.12; Appendix B relating to Children's Entertainment or where children may be accommodated in the place).

Admission

- C.03 When required by the Council, admission to the place shall be by ticket only. If some tickets are for sale at the entrance then their number shall be limited to that which, together with the tickets sold in advance, does not exceed the maximum number stated in the licence.

Audience Control

- C.04 To assist with the control of the audience the licensee shall ensure that the services of a competent compere are engaged and shall also ensure that the concert starts promptly at the advertised time and finishes not less than one half hour before the time specified by the Council.

First Aid Point

- C.05 At least one fully equipped First Aid Point shall be located in the place to the Council's satisfaction and such point(s) shall be sited remote from the stage and shall be clearly signposted.

Noise Levels

- C.06 Noise levels shall be controlled in order not to cause annoyance to occupiers living close to the place and to minimise the risk of hearing damage to the audience, performers and staff.
- C.07 In certain cases the Council will require that an approved Leq Meter or sound level meter shall be provided at the console and shall be available for inspection at all times by the Council's authorised officers.

Notices

- C.08 Notices shall be provided throughout the place to indicate clearly the location of all available services and facilities such as toilets, refreshments, drinking water, first aid points etc., all of which shall be clearly signposted.

Barriers

- C.09 A protective barrier of adequate strength and minimum height of 1200mm shall be provided between the stage and auditorium for a non closely seated audience. A minimum distance of 300mm between stage and barrier shall be maintained throughout the duration of the performance.
- C.10 Any barrier shall be formed in the shape of the arc, the sides of which curve away from the audience. Suitable relief outlets at the end of the barriers shall be provided for the audience. Such outlets shall be so arranged that they do not provide vantage points for viewing the concert with consequent obstruction of the outlets.

Dressing Rooms

- C.11 Dressing rooms shall be so sited in relation to the stage as to ensure that no member of the public can gain access to the backstage area and should, where possible, be at least 6000mm away from stage and area occupied by the public.

Glass Containers

- C.12 No glass containers shall be permitted for the service of any drinks and no glass bottles shall be sold or distributed to any member of the audience.
- C.13 The licensee shall ensure that every effort is made to prevent any member of the public from bringing glass containers into the place. Warnings to this effect shall be displayed in conspicuous positions outside the place and at the entrance. Such warnings shall state, quite clearly, that failure to comply with this requirement shall result in admission being refused or, if entry has been gained, the eviction of the offender.

Electrician

- C.14 The permanent electrical installation of the place shall, so long as members of the public are present, be in the charge of a competent electrician with sufficient knowledge of the installation to enable him to maintain and control it as may be necessary to keep it in safe working order.
- C.15 Whenever extensive stage lighting and special effects are provided, a competent electrician shall remain within the stage area as long as the equipment is in use.

**APPENDIX D - Additional Rules for Indoor Places Licensed for
Boxing, Snooker, Darts and Similar Types of Public Contests,
Matches Exhibition or Displays**

Notice

D.01 Before any public contest, match, exhibition or display takes place the licensee shall ensure that the Council is informed at least one month in advance of the number of contests and competitors taking part.

Temporary Seating

D.02 All temporary seating shall be firmly fixed to the floor or to the base of stepped tiers or otherwise secured so that such seating cannot be displaced.

D.03 Rostra or other removable or demountable units used to support temporary seating shall be of rigid construction and be capable of supporting all persons who use it plus all other imposed and dead loads without deflection, movement or other danger to the public, staff and performers. Suitable means shall be made for interlocking adjacent rostra in position.

D.04 All temporary seating shall be constructed so as to present no danger to any persons using it.

D.05 If temporary seating is provided on a platform supported by tubular scaffolding or similar demountable structures, the space beneath the platform on which the seats are placed shall not be used for any purpose and shall be maintained entirely clear of all storage and rubbish.

Space Restriction

D.06 There shall be a clear space of 2500mm around wrestling rings inside which the public shall be permitted.

Boxing and Wrestling Rings

D.07 Boxing and wrestling rings shall be in a position approved by the Council and the licensee and promoter shall satisfy themselves as to the strength and stability of the ring when installed.

D.08 A skirt shall be used around the base of the ring and shall be made of rigid, non-combustible materials, to the Council's satisfaction.

D.09 At no time shall the public enter the confines of the ring.

Facilities

- D.10 Dressing room and washing/showering facilities, including an adequate supply of hot and cold water, shall be supplied for use in the place to the Council's satisfaction.
- D.11 The fire fighting equipment as required by Council shall be provided in each dressing room and shall be ready for use.
- D.12 A fully equipped First Aid facility shall be provided in the place to the Council's satisfaction.

Glass Containers

- D.13 No glass containers shall be permitted for the service of any drinks and no glass bottles shall be sold or distributed to any member of the public in the auditorium, hall or stadium arena.
- D.14 The licensee shall ensure that every effort is made to prevent any member of the public from bringing glass containers into the auditorium, hall or arena. Warnings to this effect shall be displayed in conspicuous positions at the entrance of the place. Such warnings shall state quite clearly, that failure to comply with this requirement shall result in admission being refused or, if entry has been gained, the eviction of the offender.

APPENDIX E – Safer Dancing

Reduction in the supply of drugs

E.01 The licensee shall:

- (a) Put up a clearly visible notice, advising those wishing to enter places of entertainment providing dance events that entry is conditional upon their agreeing to be searched and that the Police Service of Northern Ireland will be informed if anyone is found to be in possession of suspected drugs;
- (b) In cases where there is suspicion that drugs are being carried, ensure that outer clothing, pockets and bags are searched by a security staff member of the same sex;
- (c) Ensure that security arrangements are in place to discourage the sale and consumption of drugs (e.g., have security staff located in toilet area or make regular checks there); also ensure that security personnel are clearly identifiable as such;
- (d) Set a latest time of entry to all-night events;
- (e) Draw up, in consultation with the Police Service of Northern Ireland written policies on action to be taken to prevent the supply of drugs, including steps to be taken to assist with staff training and surveillance, (this might include installing video surveillance equipment to monitor activity);
- (f) Draw up, in consultation with the Police Service of Northern Ireland, written procedures for keeping records available for inspection, (eg, nature of incident to be recorded and the specific information required by the Police Service of Northern Ireland); and
- (g) Draw up, in consultation with the Police Service of Northern Ireland, a written policy on action to be taken concerning storage and disposal/transfer of confiscated drugs; and on procedures towards individuals who commit suspected criminal offences in relation to drugs.

Drugs Awareness/Education

E.02-The licensee shall draw up, in consultation with the local drugs co-ordinator working with one of the four Drug Co-ordination Teams (DCTs) in NI, or any other suitably qualified organisation that they may recommend, a drugs awareness/education strategy for the venue. This should include the provision of drug information on the premises, possibly in the rest facility and toilet areas (see “Prevention of Overheating Section”), regarding the following:-

- a) Drug risks, including warnings about overheating;
- b) Salt intake and the safe consumption of water following ecstasy use;
- c) Sources of confidential help and advice;
- d) Drugs and the law; and
- e) The care of persons who become ill.

First Aid

E.03 - The licensee shall ensure that adequate first aid provision is available at all times and should include:

- a) Having 2 trained first aiders, clearly identifiable as such, on the premises during the event;
- b) Having people with paramedic skills on site for large events (in excess of 500 people); and
- c) Alerting local hospitals before large events.

Prevention of Over Heating

E.04 - The licensee shall:

- a) Provide rest facilities, clearly identifiable as such, which are cooler, quieter and separate from the main dance area (s) These facilities should include adequate seating; and
- b) Ensure that all-night events, long events and during hot weather, there are several adequate breaks with no music.

Availability of Drinking Water

E.05 – The licensee shall provide, at all times and without charge, unrestricted access to free cold drinking water (see also E02 (b)).

APPENDIX F – Additional Rules for Indoor Places Providing Skating to Music or Entertainment of a Like kind.

Application

F.01 These rules apply to any music or dancing entertainment involving the use of roller skates, ice skates or similar types of footwear by the public.

Notice to be given

F.02 The place shall not be used for skating to music until the Council's consent has been obtained thereto.

Levels and Gradients

F.03 The place used for such entertainment shall be at the same level as or not more than 1 metre above the adjacent outside ground level.

F.04 Any changes in level in the escape routes, from the skating rink itself or from any adjoining spaces where the public are likely to be wearing skates or similar footwear, shall be adjusted by providing ramps sloping downward in the direction of exit at a gradient not exceeding 1 in 12.

Lighting

F.05 The illumination of the place shall be of sufficient intensity to allow for the more rapid movement of skates and special consideration shall be given to the location of the luminaries.

Numbers

F.06 The maximum number of persons allowed to be present in the place when used for this type of entertainment shall not exceed one person for every square metre of floor area available to the public.

First Aid Facility

F.07 While the place is used for skating to musical entertainment, a fully equipped First Aid Point shall be provided to the satisfaction of the Council. It shall be clearly identified by proper sign posting and shall be adequately staffed by trained first aid personnel.

APPENDIX G – Specimen Log Book

BELFAST CITY COUNCIL

**LOGBOOK FOR PLACES LICENSED FOR THE PROVISION OF
INDOOR ENTERTAINMENT**

NAME OF PLACE _____

LOCATION/ADDRESS _____

NAME OF LICENSEE _____

LICENCE NUMBER _____

COLUMN 1	COLUMN 2
AREAS LICENSED	MAX. NO. OF PERSONS PERMITTED TO USE PREMISES FOR ENTERTAINMENT DETAILED IN COLUMN 1

This part of the log book to be used only to record

- (i) Instructions and drill training in case of fire or other emergency;
- (ii) actual incidences;
- (iii) Inspection by authorised officers of the Council.

(i) RECORD OF INSTRUCTIONS AND DRILL TRAINING IN CASE OF FIRE OR OTHER EMERGENCY						
DATES OF INSTRUCTION	TIMES AND DURATION OF INSTRUCTION OR DRILL	NAME OF INSTRUCTOR	NAMES OF PERSONS RECEIVING INSTRUCTION OR DRILL	NATURE OF INSTRUCTION OR DRILL	COMMENTS	SIGNED (persons-in-charge)

(II) INCIDENCES OF FIRE OR OTHER EMERGENCY						
DATE	TIME OF OCCURENCE	LOCATION OFFIRE/ EMERGENCY	TIME AND METHOD OF INFORMING FIRE BRIGADE	OTHER ACTION TAKEN	COMMENTS	SIGNED (persons-in-charge)

(iii) INSPECTION BY AN AUTHORISED OFFICER OF THE COUNCIL				
DATE	TIME OF INSPECTION	COMMENTS	NAME OF AUTHORISED OFFICER (use block capitals)	SIGNED AUTHORISED OFFICER

APPENDIX H – Record of Visits to Premises

Official Visitors

H.01 The Visitor Record sheet is to be used to record details of “Official Visitors” to the premises. Details of the individual, date of visit and the organization they represent are to be recorded.

Official Visitors

H.02 Official visitors to the premises may include:-

- Entertainment Licensing Officers
- Building Control Officers
- Other officers from Belfast City Council
- Northern Ireland Fire and Rescue staff

- All other “official” visitors may also include individuals whose business has a bearing upon the Entertainment Licence which is held by the premises.

H.03 The Licensee should ensure the Rules of Management are available at all times and visitors to the premises are requested to sign the Visitor Record sheet.

APPENDIX H –Specimen Visitors Log

Visitor Record

Premises:- _____

RECORD OF OFFICAL VISITORS TO PREMISES					
DATE	TIME OF INSPECTION	VISITOR NAME (use block capitals)	EMPLOYER DETAILS	VISITOR SIGNATURE	SIGNED (persons-in- charge)

RECORD OF OFFICAL VISITORS TO PREMISES

DATE	TIME OF INSPECTION	VISITOR NAME (use block capitals)	EMPLOYER DETAILS	VISITOR SIGNATURE	SIGNED (persons-in- charge)