

Required documents and certification

Revised May 2019

Entertainment licensing - Guidance note

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For indoor entertainment you need to provide a range of documents relating to your premises. This includes fire safety drawings, a fire risk assessment and certificates.

Fire Safety Drawings

You must submit three copies of fire safety drawings of your premises when you apply for an entertainment licence. You also need to submit three copies of these drawings when applying for a variation of your existing licence and have altered the layout of the premises.

Fire safety drawings should be to a scale of not less than 1:00. They must be marked up with all existing safety measures shown in blue and proposed safety measures shown in red, using the appropriate fire safety symbols.

The layouts must fully indicate all floors of the premises and the use of all rooms. Areas you require to hold entertainment should be clearly identified.

All associated escape routes must also be clearly identified and all door, corridor and stair widths proposed as means of escape must be dimensioned. The escape routes from the premises must be shown to the final place of safety - should they cross an enclosed yard, the route across the yard and exit from it must be shown.

When a fire safety engineering approach is being applied, any additional technical works should also be indicated on the drawings.

This is not an exhaustive list and the council reserve the right to request additional information were it is felt necessary in order to assess the suitability of the premises.

Fire Risk Assessment

You also need to provide us with a copy of your fire risk assessment for the premises. This must have been carried out or renewed within 12 months of the date of your application (see our guidance note 5).

Certificates

When employing a person to provide any of the required certificates please refer them to this guidance note. We will only accept certificates from 'approved persons' as outlined later in this guidance. We consider certificates to be valid for a specific period of time from the date they were produced.

When you make your application the certificates must be valid, and normally must remain valid for a period of at least 3 months from the date of application. If a certificate expires before we are able to issue a licence we will require a new certificate before we issue the licence.

The certificates required are listed over along with their duration - that is how long they remain valid or how often they are required to be renewed.

You may submit certificates to us electronically by emailing them to buildingcontrollicensing@belfastcity.gov.uk, although we may ask for the original of any scanned or emailed document if we feel we need to see the original.

Failure to provide the certificates required, or original documents as requested, will result in the application being rejected and any fee you have paid may not be refunded.



Belfast
City Council

Certificate type	Duration
Structural Certificate Required for all grant applications, and we may ask for it for other application types for example if the premises has been altered	Indefinite
Ceiling Certificate We may ask for this once we have inspected the premises	As required
Acoustic Report We may ask for this depending on the location of the premises	As required
Fire Extinguisher Certificate	1 year
Electrical Certificate	Maximum 3 years
Emergency Lighting Certificate	1 year
Fire Alarm Certificate	1 year

Structural floor certificate

This is a structural certificate together with relevant structural calculations confirming that the floors of the premises satisfy the requirements of BS 6399: Part 1 1996; Loading for Buildings; Part 1 Code of Practice for Dead and Imposed loads.

Where the entertainment is to be of the pop concert type, the council may require loading strengths in excess of those tabulated in the British Standards.

A structural floor certificate is required for all grant applications. We may also ask for a structural floor certificate at another time, such as following an inspection, or when the premises has been altered. A structural floor certificate should be issued by a structural engineer.

Ceiling certificate

This is a certificate confirming that all the ceilings and ornamental plaster in the premises have been examined and giving an opinion on their condition and structural integrity - ceilings must be structurally sound.

You will only have to provide a ceiling certificate if we decide that one is required following an inspection of the premises and we then ask you to provide one. A ceiling certificate should be issued by an architect, structural engineer or building surveyor.

Acoustic report

We may ask for an acoustic report for a grant application, depending on the location of the

premises, or for any application where major works or alterations have been carried out. An acoustic report should be issued by a suitably competent acoustic consultant who is experienced in noise propagation and control, in particular from music events.

Fire extinguisher certificate

A certificate of inspection/maintenance to BS 5306-3:2017 should be obtained from the equipment suppliers or other approved competent person. This certificate is to be provided annually.

Electrical certificate

All periodic inspection and testing must be carried out in accordance with the current edition of the IEE Regulations for Electrical Installations Inspection and Testing and as recommended in BS 7671:2008 (as amended in 2011, 2013 & 2015). The maximum period between inspections is to be 3 years.

The type of acceptable periodic inspection report shall be as set out in BS 7671 Appendix 6, titled "Model forms for certification and reporting". This report is to consist of a minimum of 4 pages incorporating schedules of both the inspection and test results. Any variation to this type of report must be approved by the council.

There is also a requirement to carry out an annual routine check. A thorough visual inspection should be made of all electrical equipment which is not concealed, and should include the external condition and accessible internal condition of the equipment. If the degree of protection has been impaired, this should be recorded.

The check should take account of all electrical equipment and material with regard to the following:

- breakages
- loose fixings
- signs of overheating
- adequate labelling
- wear and tear
- missing parts (covers, screws)
- switchgear accessible
- doors of enclosures

Any damage identified should be repaired, if considered necessary.

Emergency lighting certificate

All emergency lighting systems must be inspected and tested annually in accordance with the current edition of BS 5266: Part 1, 2016.

The type of test certificate is to be as recommended in BS 5266: Part 1, 2016, Annexes H or Annex I - Model Certificates. Any variation to this type of certificate must be approved by the council.

Fire alarm certificate

All fire alarms must be inspected and tested annually in accordance with the current edition of BS 5839: Part 1, 2017, with particular reference to Section 7, User's Responsibilities.

The type of test certificate is to be as recommended in BS 5839: Part 1, 2017, Annex G - Model Certificates.

Electrical, emergency lighting and fire alarm certificates

Any defects which would make the premises unsafe must be fixed before we will issue an entertainments licence. Any alterations to these systems will require further certification.

Certificates will be accepted from competent persons who are members of the following bodies:

- Institute of Electrical Engineers (IEE)
- National Inspection Council for Electrical Installation Contracting (NICEIC)
- Electrical Contractors Association (ECA) or the Electrical Contractors Association of Scotland
- National Association of Professional Inspectors and Testers (NAPIT)

or from:

- An insurance company or agent specialising in electrical inspections and testing.
- Any suitably qualified engineer, contractor or company deemed to be competent to carry out such inspecting and testing.

Note

A competent person will, as appropriate to their function in undertaking such inspections and tests, have sound knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS 7671, be fully versed in the inspection and testing procedures contained in BS 7671 and employ adequate testing equipment.

All competent persons must have in force a policy of public and employees liability insurance cover insuring them to carry out electrical inspections and testing.

If the contractor is not a member of any of the groups listed above, they should be approved by the council prior to any work being commenced and hold acceptable insurance indemnity.

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