



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

LOCAL GOVERNMENT (Miscellaneous Provisions) (Northern Ireland) Order 1985

Application Pack for the Grant, Renewal or Variation of an Entertainments Licence

Cookstown Office
Burn Road
Cookstown
BT80 8DT

Dungannon Office
Circular Road
Dungannon
BT71 6DT

Magherafelt Office
50 Ballyronan Road
Magherafelt
BT45 6EN

03000 132 132

info@midulstercouncil.org
www@midulstercouncil.org

THE APPLICATION PROCESS

The information provided below is intended as a step by step guide through the process that an application for an entertainments licence is subject to before being approved or refused.

- Complete the application form, preferably in **BLACK INK** and **BLOCK CAPITALS**.
- Return the application form, along with the relevant fee (see below) **AS SOON AS POSSIBLE**. Applying before the expiry of your current licence will ensure that a valid licence remains in force at all times.
- The advertisement that is required must appear in a newspaper circulating within the District within 7 days of the date on which you make the application. **Do not advertise before you have posted your application.**
- The Police Service of Northern Ireland and the Northern Ireland Fire and Rescue Service will be provided with a copy of each application and asked to comment.
- The premises will be inspected by an authorised officer of the Council to ensure compliance with all technical requirements
- The licence will be issued following the satisfactory completion of all the following criteria:
 - no objections being made as a result of the advertisement
 - the receipt of satisfactory replies from the PSNI and NIFRS
 - the receipt of satisfactory certificates supporting your application
 - the receipt of a satisfactory inspection report from Council officers.

Data Protection

In accordance with Data Protection legislation, Mid-Ulster District Council has a duty to protect any data we hold. The information you provide on this application form will be used for the purpose of processing your application and will not be shared to any third party unless law or regulation compels such a disclosure. Information will be retained in accordance with the Council's Retention and Disposal Policy.

APPLICATION FEES – Indoor licences

CAPACITY PREMISES	OF	OCCASIONAL LICENCE (NO MORE THAN 14 EVENTS) £	FULL LICENCE £
Not more than 100		50	100
101 – 200		75	150
201-300		125	250
301-500		200	400
501-1000		375	750
Over 1000		500	1000

Application for premises to be used as snooker/ pool room £100

Application for a fourteen day licence in respect of an educational institution or a church hall, chapel hall or other similar building occupied in connection with a place of religious worship £50

Application for a fourteen day licence by voluntary group/charity £50

Outdoor Licences

Application by voluntary group/ charity:

Events for up to 500 persons £125

Over 500 persons £250

Application by non voluntary group/ charity

Events for up to 500 persons £1000

Events with over 500 persons £2000

Application to vary the terms or conditions of an existing licence £80

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (N.I.)
ORDER 1985**



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

APPLICATION FOR AN ENTERTAINMENTS LICENCE

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND BLACK INK.

Premises Details: Name: _____

Address: _____

Telephone: _____

Applicant Details: Name: _____

Address: _____

Telephone: _____

**Key Holders
Details:**

Name: _____

Contact: _____

Please tick types of Entertainment to be provided

- | | | |
|---------------|---|--------------------------|
| INDOOR | a) Dancing, singing, music or any
Entertainment of a like kind | <input type="checkbox"/> |
| | b) Theatrical Performances | <input type="checkbox"/> |
| | c) Public contest, match, exhibition or
display of: | <input type="checkbox"/> |
| | i) boxing, wrestling, judo, karate etc | <input type="checkbox"/> |
| | ii) billiards, pool, snooker etc | <input type="checkbox"/> |
| | iii) darts | <input type="checkbox"/> |

e) Equipment for playing snooker or similar games

f) Machines for entertainment or amusement

OUTDOOR any public musical entertainment which is held wholly or mainly in the open air and on private land.

Licence Requirements

Day	Hours of use		Day	Hours of Use	
	FROM	TO		FROM	TO
MONDAY			FRIDAY		
TUESDAY			SATURDAY		
WEDNESDAY			SUNDAY		
THURSDAY					

Licence Type Applied For: please tick as appropriate

ANNUAL

PROVISIONAL

OCCASIONAL
UP TO 14 UNSPECIFIED DATES

OCCASIONAL
UP TO 14 PARTICULAR DATES
(PLEASE PROVIDE DETAILS)

TRANSFER

VARIATION OF TERMS

If applying for a variation of terms, please provide details of the terms you wish to vary: _____

Has the premises undergone any renovation, decoration or alteration since the last application? If yes, please provide brief details: _____

FEE ENCLOSED: £

SIGNED: _____ DATE: _____

DECLARATION OF PUBLIC LIABILITY INSURANCE COVER

PART 1: TO BE COMPLETED BY THE APPLICANT

I (Name) _____ of

(Home address) _____

have made application to Mid Ulster District Council on (Date)

_____ for an Entertainments Licence to provide the following entertainment at the premises known as: _____

situated at :

TYPE OF ENTERTAINMENT APPLIED FOR:

(PLEASE TICK AS APPROPRIATE)

INDOOR

- Theatrical Performance
- Dancing, Singing or music or any other entertainment of a like kind.
Does this include public discos? Yes / No (please delete as appropriate)
- Any entertainment which consists of, or includes, any public contest, match, exhibition or display of:
 - (1) boxing, wrestling, judo, karate or any similar sport
 - (2) billiards, pool, snooker or other similar game
 - (3) darts
- Machines for indoor amusement or entertainment
- Equipment for playing billiards, pool, snooker or similar games.

OUTDOOR

- Any public musical entertainment which is held wholly or mainly in the open air and on private land.

Address where event is to be held: _____

TO BE SIGNED BY THE APPLICANT: I certify that I will not permit the premises to be used for performances involving animals, live flames, discos with ‘foam parties’, or for any other purpose other than those entertainments indicated above, or in any other manner which might cause undue danger to the public or employees without ensuring that an insurance policy providing adequate cover for such is in place. I will also ensure that I have received written consent from Mid Ulster District Council permitting such entertainment by giving written notification to the Licensing Authority at least 28 days prior to the event, and providing evidence that the proposed entertainment is suitably covered by a valid insurance policy along with any other documentation that may be required.

Signed: _____ **Date:** _____

PART 2 – TO BE COMPLETED BY INSURANCE COMPANY/BROKER

We hereby confirm that there is a policy in force insuring the applicant in respect of any liability which may be incurred by him in respect of the death, or bodily injury to, any person on or about the premises while being used for entertainment purposes as indicated above. The policy does / does not (delete as appropriate) include cover for performances involving animals, live flames, discos with “foam parties” or for any other purpose other than the entertainments indicated at Part 1 above.

Current Insurer _____

Effective Dates From: _____ To: _____

Current limit of indemnity: _____

Restrictive Endorsements
(if any) _____

Policy number/ reference: _____

Name (Please print) _____ Signed _____

For and on behalf of _____ Date _____

OFFICIAL COMPANY STAMP:

SUGGESTED FORM OF ADVERTISING

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) (ORDER) 1985

I hereby give notice that application dated **(insert date)** _____ has been made Under Article 3 and Schedule 1 of the above Order for the grant/renewal/transfer (**delete as appropriate**) of an Entertainment Licence permitting **(here state type of entertainment to be provided as ticked on the application form)**

at **(here state the address of the location for the place which the application has been made)**

Representations in relation to the application may be made to Mid Ulster District Council, by giving notice to the Council, stating in general terms the nature of the representation, not later than 28 days after the date of the application.

_____ Applicant's name and address

NOTE: The advert must be in a newspaper, dated within 7 days of the date of your application. If this is not complied with, your application will be invalid and you will be asked to submit a new form and to re-advertise.

NOTE: It is not necessary to advertise where an application is made for a fourteen day licence in respect of an educational institution or a church hall, chapel hall or other similar building occupied in connection with a place of religious worship.

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)(NI) ORDER 1985
FIRE AND RESCUE SERVICES (NI) ORDER 2006
FIRE SAFETY REGULATIONS (NI) 2010
Fire risk review/ revision confirmation**

NAME OF APPLICANT: _____

NAME OF PREMISES: _____

ADDRESS OF PREMISES: _____

I hereby confirm that the Fire Risk Assessment dated _____ relating to the premises above has been reviewed on (insert of date review):

OR

I have enclosed a copy of a revised/ new Fire Risk Assessment in respect of the premises above:

PLEASE CONFIRM: - REVISED FIRE RISK ASSESSMENT

**NEW FIRE RISK ASSESSMENT
(Required every 3 years)**

PLEASE NOTE THAT WHERE A LETTER IDENTIFYING DEFICIENCIES WITH A PREVIOUS RISK ASSESSMENT HAS BEEN RECEIVED ANY ITEMS LISTED ON IT MUST HAVE BEEN ADDRESSED BEFORE YOUR LICENCE CAN BE RENEWED.

SIGNED: _____ **DATE:** _____

LICENSEE

NOTES FOR ALL APPLICANTS

1) The Application

You will receive your application pack two months before the expiry of your current licence. Return the **application form along with the relevant fee** to this office as soon as possible, before the expiry date, to ensure that a valid licence remains in force for your premises. Remember that you must place the advertisement in one local newspaper **within 7 days of the date on which you sign your application**. Also note that **failure to return all the necessary documents** supporting your application will result in your application being recommended for refusal. You should therefore try and return all, or as many of the documents as possible, along with your application.

2) Certificate of Public Liability Insurance

The applicant must complete the first part of this form. It must then be completed by the relevant insuring body and returned with the application.

Please take careful notice of the declaration at the end of Part 1 of this certificate - **this must be signed by all applicants**. This declaration states that a licensee will not permit any performances involving animals, live flames, foam at discos or any other entertainment which has not been proposed or which might cause undue danger to the public or employees without having first notified the Council at least 28 days prior to the event. **Written consent from the Council must be obtained before such an event can take place**. Written consent will not be given until the Council is satisfied that a suitable policy of insurance covering the event is in place. The Council may, before deciding whether or not to permit the licensee to hold such an event, ask for any other documentation relating to the safety of the public attending the event.

3) Suggested form of Advertisement

This form can be filled in and passed on to the local newspaper in which you wish to advertise. Remember that the advert must be in newspaper, dated within 7 days of the date of your application. If this is not complied with your application will be invalid and you will be asked to submit a new form and to re-advertise. A copy of such public notice must be supplied to the Council – you should return the notice with the whole sheet of newspaper showing newspaper name and date issue. **DO NOT cut the advertisement out**.

4) Fire Risk Assessment

Premises which have been issued, or require, a licence must by law (**The Fire and Rescue Services (NI) Order 2006 and The Fire Safety Regulations (NI) 2010**) have a competent person carry out, and review where necessary, a Fire Risk Assessment relating to the premises,

as well as implement and maintain the controls identified. This legislation is normally enforced by Northern Ireland Fire and Rescue Service. However the NIFRS have entered into an arrangement which has given Local Councils the powers needed to enforce this legislation in respect of premises that have or need an Entertainment Licence.

The legislation does not require you to hire a specialist to do this job – the persons carrying out the Assessment do not have to hold qualifications (they may be the building owner, or an employee) – but they must be **competent**. There are a number of means by which the public can be assisted in selecting a competent fire risk assessor and/or a commercial company that carries out fire risk assessments. These include registration or certification schemes operated by the following bodies:

- The Institution of Fire Engineers (IFE), which has, since 2003, operated a “Register of Fire Risk Assessors and Auditors”, on which can be found persons who are considered by the IFE to be competent to carry out fire risk assessments. The list can be accessed at: www.ife.org.uk/frr/.
- The Institute of Fire Safety Managers (IFSM) operates a register of fire risk assessors. The IFSM Register can be viewed at: www.ifsm.org.uk/register.html.
- The Institute of Fire Prevention Officers (IFPO), operates a register of fire risk assessors. IFPO can be contacted via their website at: www.ifpo.org.uk.
- Warrington Certification Limited, a third party certification body, operates a register of fire risk assessors and a certification scheme for companies that carry out fire risk assessments on a commercial basis: www.warringtonfire.net.

In addition to the above, membership of the Fire Industry Association (FIA) includes companies that carry out fire risk assessments. These companies are signatories to an FIA code of practice, under which member companies of the FIA that carry out fire risk assessments agree to have in place various quality management systems and to employ competent fire risk assessors. FIA member companies that carry out fire risk assessments can be viewed at www.fia.uk.com.

If a 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.

Competence does not necessarily depend on the possession of specific qualifications, although such qualifications might contribute to the demonstration of competence.

In the case of small simple premises, where the fire risk assessor might, for example, be an employee of the occupier, it is possible that, provided the fire risk is relatively low, the following attributes of the fire risk assessor might be sufficient in conjunction with a study of suitable guidance documents:

- a) an understanding of relevant current best fire safety practices in premises of the type in question;
- b) an awareness of the limitations of the fire risk assessor’s own experience and knowledge;

c) a willingness and ability to supplement existing experience and knowledge, when necessary, by obtaining external help and advice..

The Risk Assessor will be required to record the significant findings, including measures which have been or will be taken to meet the requirements of Fire Safety legislation, as well as identifying any persons or groups who are especially at risk from fire on your premises.

You must provide a copy of your most recent Fire Risk Assessment with your application. If this is not provided the application will not be properly made and a licence will not be issued.

5) Electrical Certificates

You must enclose certificates from a competent electrical engineer stating that the electrical installation, fire alarm and emergency lighting on the premises have been examined and tested at regular intervals, as recommended by the appropriate codes of practice and as identified in your Fire Risk Assessment.

The Council will only accept certificates signed by a member of one of the following bodies:

- Institute of Electrical Engineers (I.E.E.)
- National Inspection Council for Electrical Installation Contracting (N.I.C.E.I.C)
- Electrical Contractors Association (E.C.A.)
- Electrical Contractors Association of Scotland (E.C.A.S.)
- National Association of Professional Inspectors and Testers (N.A.P.I.T.)
- An insurance Company/ Agent specialising in electrical inspections and testing
- Other competent electrical contractors IF approved by Council. In order to approve a competent contractor the Council will require the following documentation:
 - Professional Indemnity insurance certificate; and
 - Evidence of appropriate competency as per the following:

Level 3 Certificate in the Requirements for Electrical Installations (BS7671:2008) City and Guilds (2382-10) or Level 3 Certificate in the Requirements for Electrical Installations (16th to 17th edition update BS7671:2008 2382-20)

AND

- a) Level 3 Certificate in Inspection, Testing and Certification of Electrical Installations City and Guilds (2391-10) or 2395-01: Periodic Inspection Testing and Certification of electrical installations; **OR**

- b) Level 3 Certificate in the Certification of Electrical Installations (Design, Erection and Verification of Electrical Installations) City and Guilds (2391-20) or Level 4 Award in the Design and Verification of Electrical Installations (2396-01).

Electrical Installation Condition Report with Condition Report Inspection Schedule and a Schedule of Test Results

All Periodic Inspection and Testing shall be carried out in accordance with BS7671 2008 as amended. Unless specified in the Fire Risk Assessment, or otherwise recommended by the inspection and testing contractor, such certificates will be valid for an interval of not more than three years. However, routine and annual checks of the installation should be carried out within this three year period in accordance with IEE Guidance Note 3 (section 3.5 and 3.7).

Periodic Inspection and Testing of Fire Alarm Systems

Unless specified in your Fire Risk Assessment, all fire alarm systems shall be inspected and tested annually and carried out in accordance with the current edition of BS5839: Part 1.

Periodic Inspection and Testing of Emergency Lighting Systems

All emergency lighting systems shall be inspected and tested annually and carried out in accordance with the current edition of BS5266: Part 1.

6) Testing of Fire Fighting Equipment

All fire fighting equipment must be inspected, tested and maintained according to the most current appropriate British Standard and certification of this provided on an annual basis.

7) Additional information

In some instances additional certificates relating to the application will be required. You will be notified if such certificates or documents are required and they must be submitted by competent persons approved by the Council.

The most common additional requests are:

- 1) When applying for a licence for the first time you must include 1 copy of line drawings of the premises, preferably of scale 1:100. These drawings should indicate any fire safety precautions that have been identified as necessary by a Fire Risk Assessment that have been put in place.
- 2) If alterations or renovations have taken place, or are about to take place, 3 copies of drawings are required, showing the premises as they would be if work was complete, including all recommendations made from a renewed Fire Risk Assessment.

- 3) If the premises have been redecorated (such as new curtains, carpets or seat coverings) certificates in respect of the new materials inflammability will be required.
- 4) Structural Certificates issued by a structural engineer to confirm that the premises floors satisfy the requirements of BS EN 1991-1-1 2001 (Euro code 1: Actions on structures, Part1-1: General Actions- Densities, self-weight, imposed loads for buildings)
- 5) Certification relating to the maintenance of heating installations or air conditioning units may be required.

The Council will notify you if any of these additional certificates are necessary.

APPLICATION CHECK LIST

Please ensure all documentation is provided to complete your application and that it is fully completed.

- | | | Please tick |
|----|---|--------------------------|
| 1. | Completed Application Pack | <input type="checkbox"/> |
| 2. | Fee Included | <input type="checkbox"/> |
| 3. | Fire Risk Assessment or Review | <input type="checkbox"/> |
| 4. | Certificates required: | |
| | a) Periodic Inspection of | |
| | i) Electrical Installation Condition
(Every three years) | <input type="checkbox"/> |
| | ii) Emergency Lighting
(Annual) | <input type="checkbox"/> |
| | iii) Fire Alarm & Detection System
(Annual) | <input type="checkbox"/> |
| | iv) Fire Extinguishers etc
(Annual) | <input type="checkbox"/> |
| | b) Curtains/Drapes (if new or replaced) | <input type="checkbox"/> |
| | c) Public Liability Insurance | <input type="checkbox"/> |
| 5. | Public Notice of Application
(Within the specified time) | <input type="checkbox"/> |