

DUNGANNON & SOUTH TYRONE

Borough Council

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

**Application for the Grant, Renewal or Transfer
Of an Entertainments Licence**

For further details please contact:-

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**APPLICATION FOR THE GRANT
OR RENEWAL OF AN ENTERTAINMENTS LICENCE**

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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.

- If you are renewing a licence you will have received this pack three months before the expiry date of your current licence.
- Complete the application form in **BLACK INK** and **BLOCK CAPITALS**.
- Detach and 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 advertisements that are required must appear in two local newspapers within 7 days of the date on which you make the application (eg if you sign and post your application on the 10th the adverts must appear before the 17th). **Do not advertise until you have posted you application.**
- **Failure to provide all the necessary documents supporting your application within three months of the date of application will result in your application being recommended for refusal.**
- 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 a member of the Licensing Unit 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 advertisements
 - the receipt of satisfactory replies from the Police and Fire Brigade
 - the receipt of satisfactory certificates supporting your application
 - the receipt of a satisfactory report from Council officers.

APPLICATION FEES – Indoor licences

CAPACITY OF PREMISES	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 a circus	£50
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

NOTES FOR ALL APPLICANTS

The following documents and certificates are designed **to be completed and returned as a complete package**. However, there are some documents which **must** be detached or completed by somebody else and some documents which must be attached and returned with the pack:

1) The Application

You will receive your application pack three months before the expiry of your current licence. Return the **application form only 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 advertisements in two local newspapers **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 **within three months of the date of application** will result in your application being recommended for refusal.

2) Certificate of 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 Borough Inspector 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

These forms will be filled in and passed on to the two local newspapers in which you wish to advertise. Remember that the adverts must be in newspapers 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. When the adverts appear in the papers cut these out and attach them to your application pack.

4) 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.

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.)
- Other competent electrical contractors IF approved by council

Periodic Inspection and Testing of Electrical Installations

All Periodic Inspection and Testing shall be carried out annually in accordance with the current edition of the I.E.E. Regulations for Electrical Installations Inspection and Testing, **UNLESS** otherwise recommended by the inspection and testing contractor for an interval of not more than three years.

Periodic Inspection and Testing of Fire Alarm Systems

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.

5) 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 3 copies of line drawings of the premises, preferably of scale 1:50
- 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.
- 3) If the premises have been redecorated (such as new curtains or seat coverings) certificates in respect of the new materials inflammability will be required.
- 4) Applicants are also advised that in premises where a licence is required the employer or appropriate person must manage fire safety by carrying out a Fire Risk Assessment and complying with part 3 of the Fire and Rescue Services (NI) Order 2006 and the Fire Safety Regulations (NI) 2010. Further information on these requirements can be found on the NIFRS website: www.nifrs.org

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: _____

Remember that a failure to submit all documents supporting this application within three months will result in a recommendation to Council that the application is refused.

CERTIFICATE OF INSPECTION FOR FIRE FIGHTING EQUIPMENT

Name and Address of Premises _____

I hereby certify that every fire extinguisher and appliance referred to in the schedule below as installed on the above premises complies with the relevant British Standard and the recommendations of the Northern Ireland Fire Authority and that they are mechanically sound, in efficient working order and were last tested on

(insert date) _____

and has been discharged at least once in every three years.

I enclose a copy of the certification of testing.

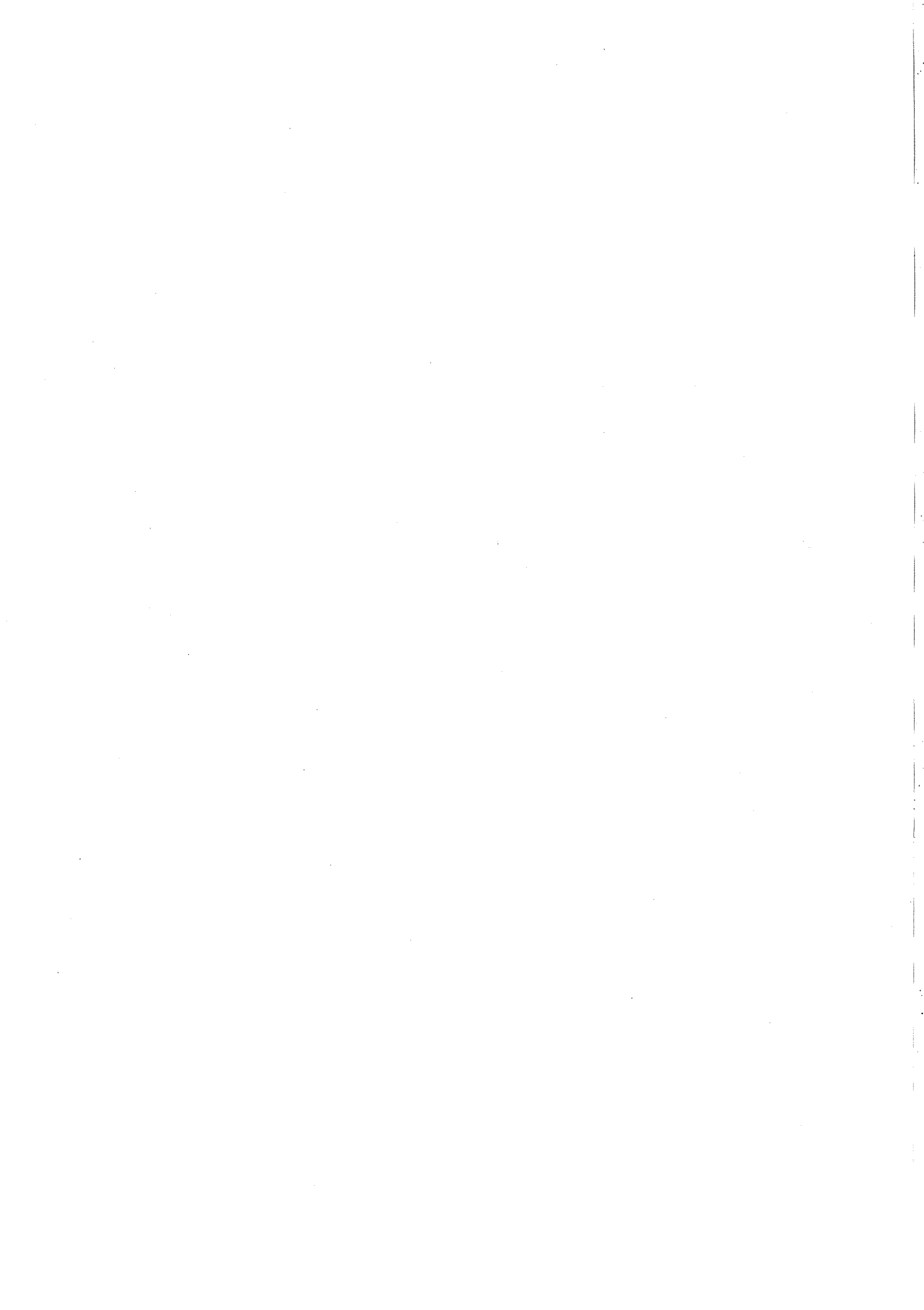
	Fire Blanket	Co 2	Dry Powder	Foam	Water	Other
Number of Appliances on Premises						
Number of Appliances Serviced						
Number of Appliances condemned						
Number of Appliances Recharged						
New Appliances Supplied						

Signed: _____

Position with company:

Date: _____

On behalf of: (Company Stamp)



CERTIFICATE IN RESPECT OF FLAMMABILITY OF CURTAINS, DRAPES, SEAT COVERINGS ETC

(all applicants complete Part A, but only complete/sign ONE of the remaining parts)

PART A

Name of Licensee: _____

Name and address of premises: _____

PART B

I/We hereby certify that the curtains, drapes etc fitted in the premises referred to above are manufactured from either durably flame proofed material or inherently flame retardant material, which meets the requirements of the relevant British Standards 5867 Part ii, Type C.

Signature and name(s) and address
of the approved test-house accepting
responsibility for this certificate _____

Signature _____ Date _____

PART C

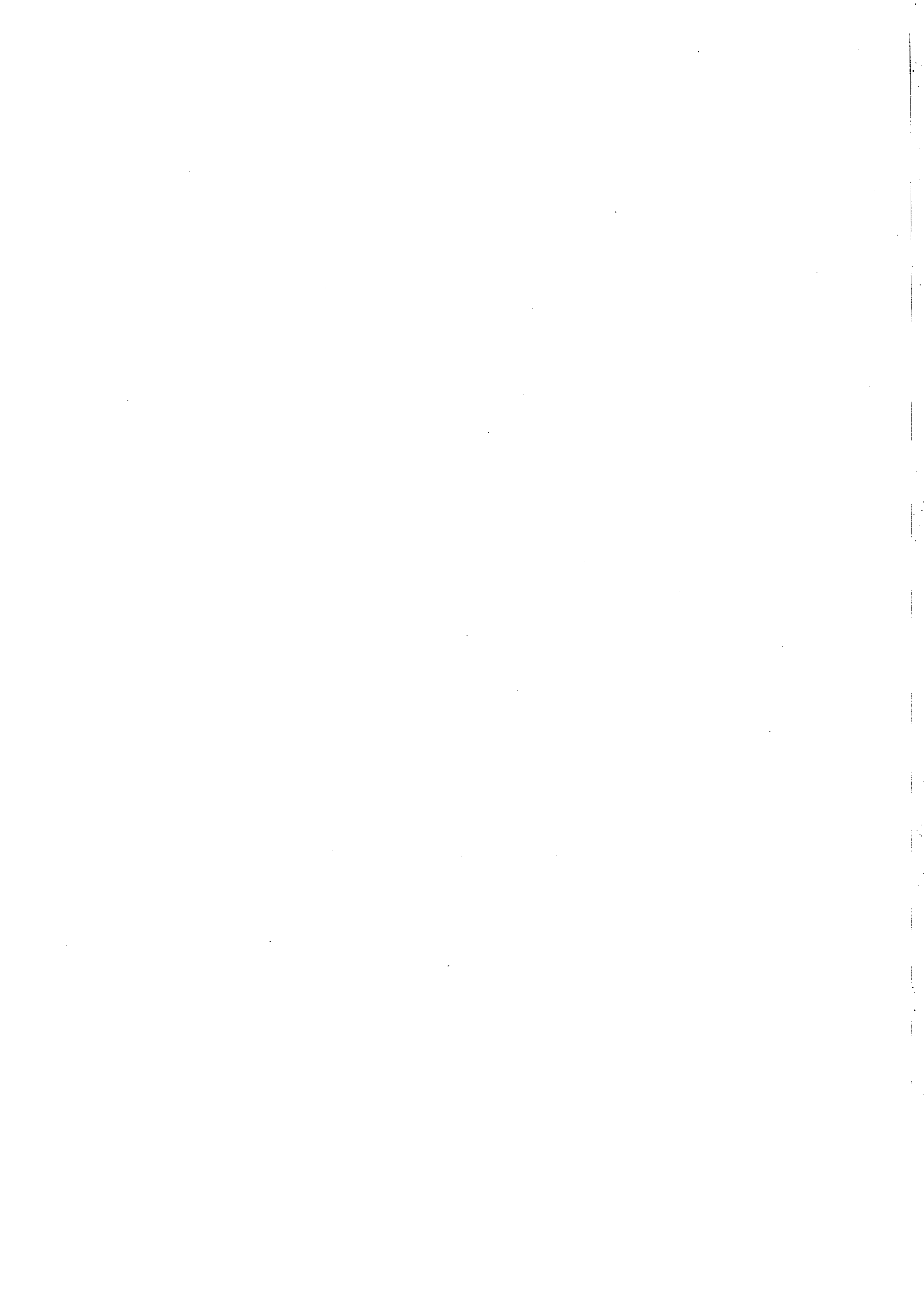
I/We do hereby certify that the curtains are the same as those certified for the previous licence, and have not been treated in any way since that time may render them ineffective.

Signature _____ Date _____

PART D

I/We do hereby state that there are **NO CURTAINS, DRAPES ETC.** fitted, nor will any be fitted in the premises referred to the above during the period of this licence.

Signature _____ Date _____



DECLARATION OF PUBLIC LIABILITY INSURANCE COVER

PART 1: TO BE COMPLETED BY THE APPLICANT

I (Name) _____ of (home address) _____

have made application to Dungannon and South Tyrone Borough 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)
- A circus
- 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 Dungannon and South Tyrone 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

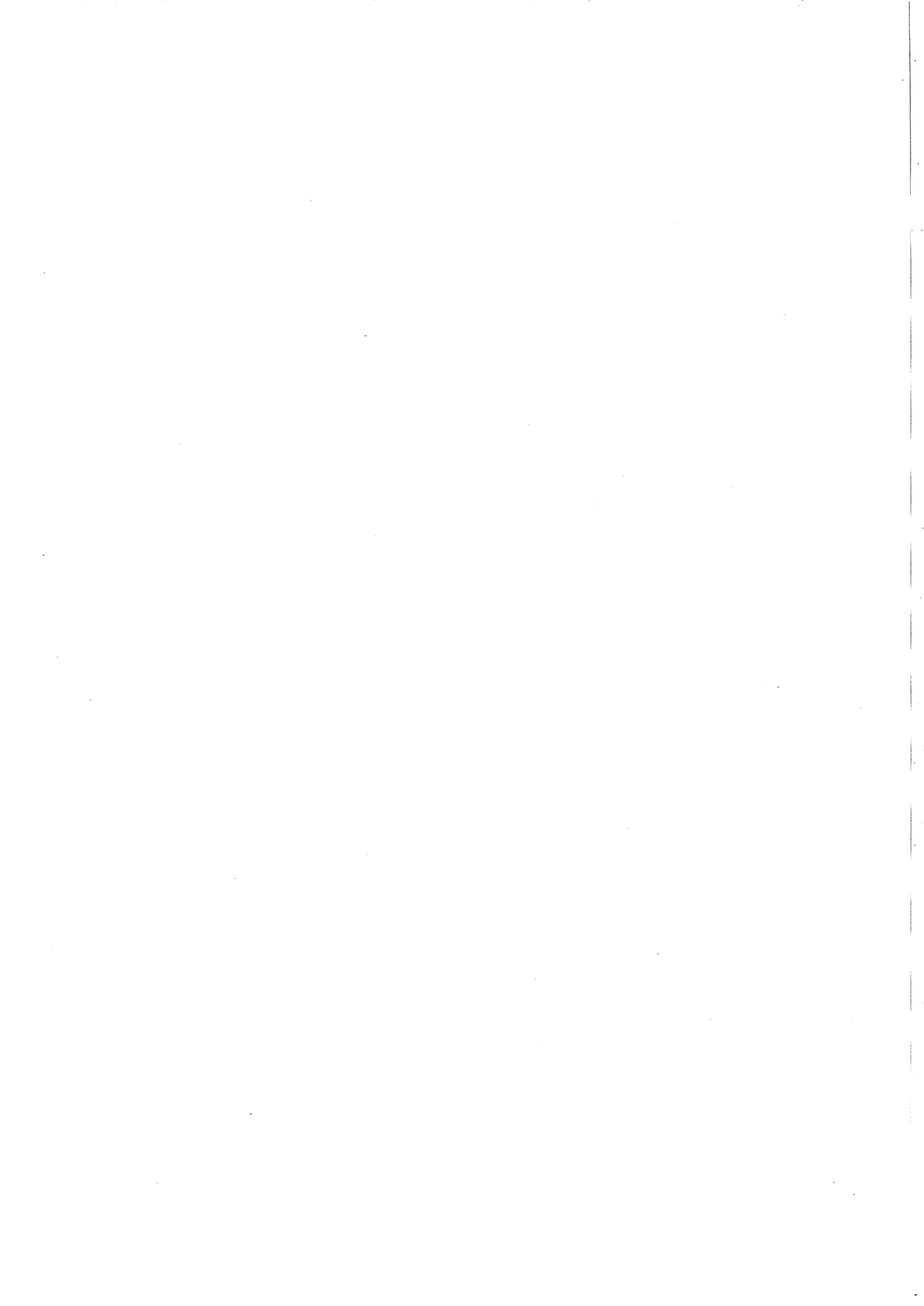
Take notice that application dated **(insert date)** _____ has been made Under Article 3 and Schedule 1 of the above order for the grant/renewal/transfer **(delete as appropriate)** of an Entertainment Licence permitting **(here state type of entertainment to be provided as ticked on the application 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 Dungannon and South Tyrone Borough Council, Circular Road, Dungannon, BT71 6DT 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: It is not necessary to advertise where 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.



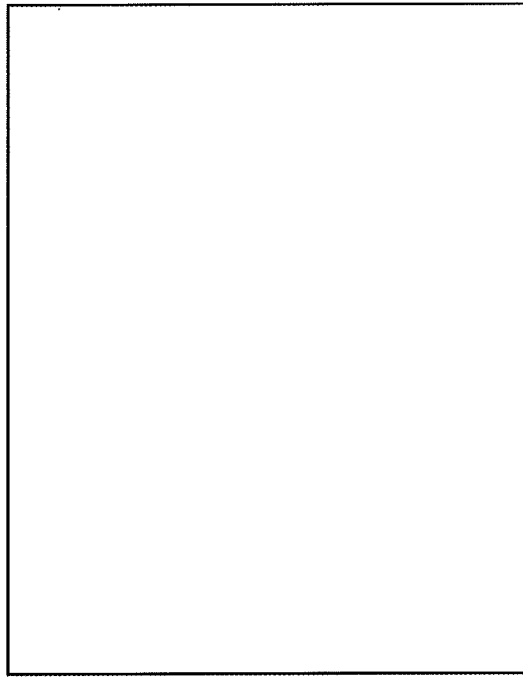
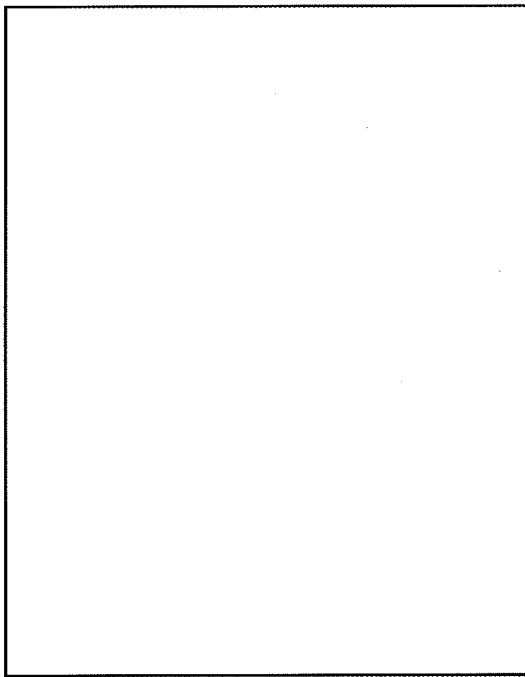
ADVERTISEMENTS

Please attach copies of the advertisements, which have been placed in two local newspapers circulating within the Borough of Dungannon.

Please also record details of the date of publication of the advertisements and the name of the papers in which they were published.

ADVERT ONE

ADVERT TWO

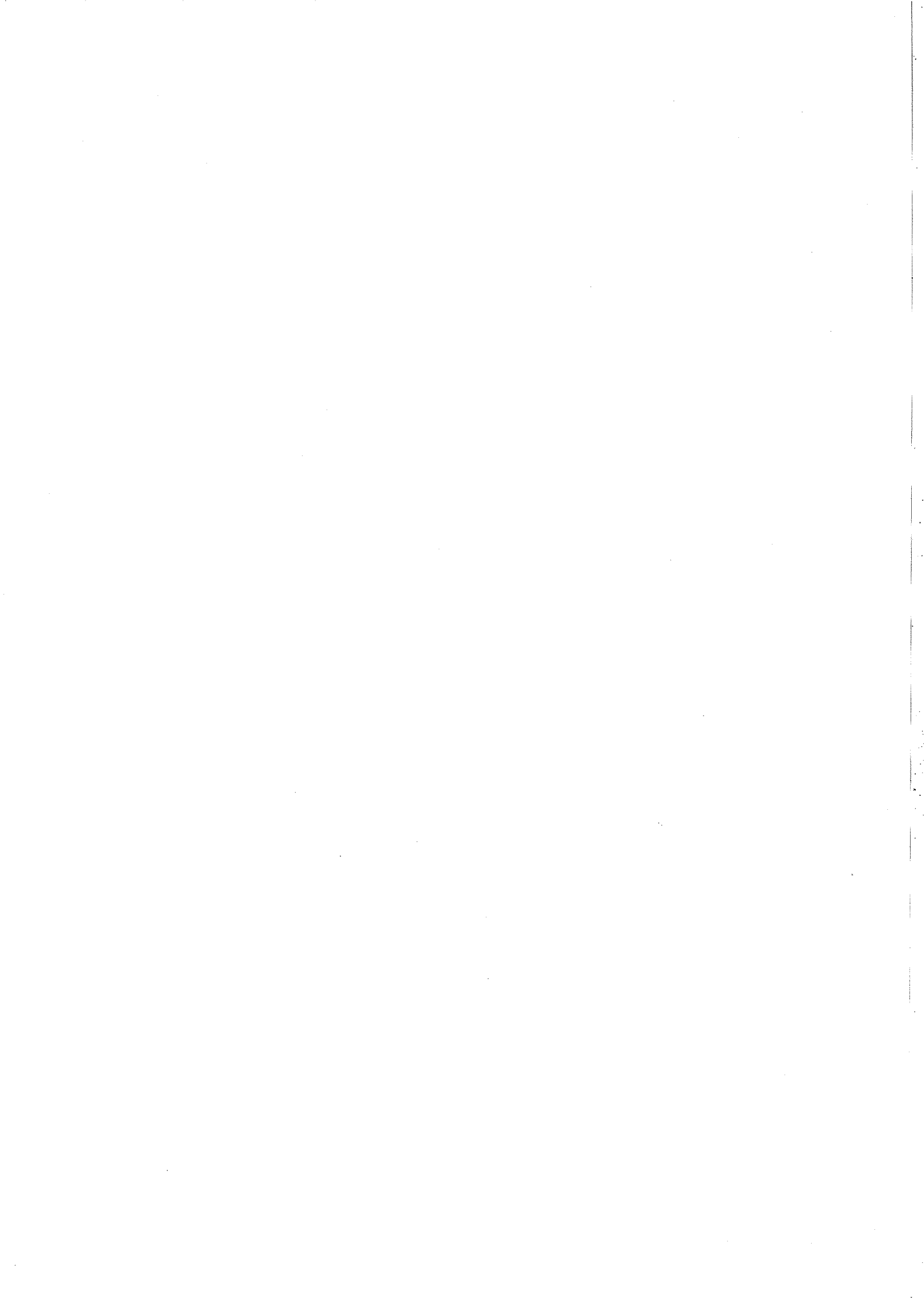


Publication date advert one _____

Name of Paper _____

Publication date advert two _____

Name of Paper _____



KEYHOLDERS AND CONTACTS

In relation to an application for a Licence for Public Entertainment in respect of:

Name and Address of premises:

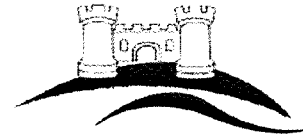
please find below the names and addresses of persons (or person) from whom keys may be obtained so that the necessary inspection may be carried out.

Name: _____ Name: _____

Address: _____ Address: _____

Tel No (if any): _____ Tel No (if any): _____

Signed: _____ Date: _____



**DUNGANNON
& SOUTH TYRONE**

Borough Council

Our Commitment and How to Complain

The Licensing Unit aims to provide an efficient, effective, economical and high quality service to residents of the Borough. The staff undertake to:-

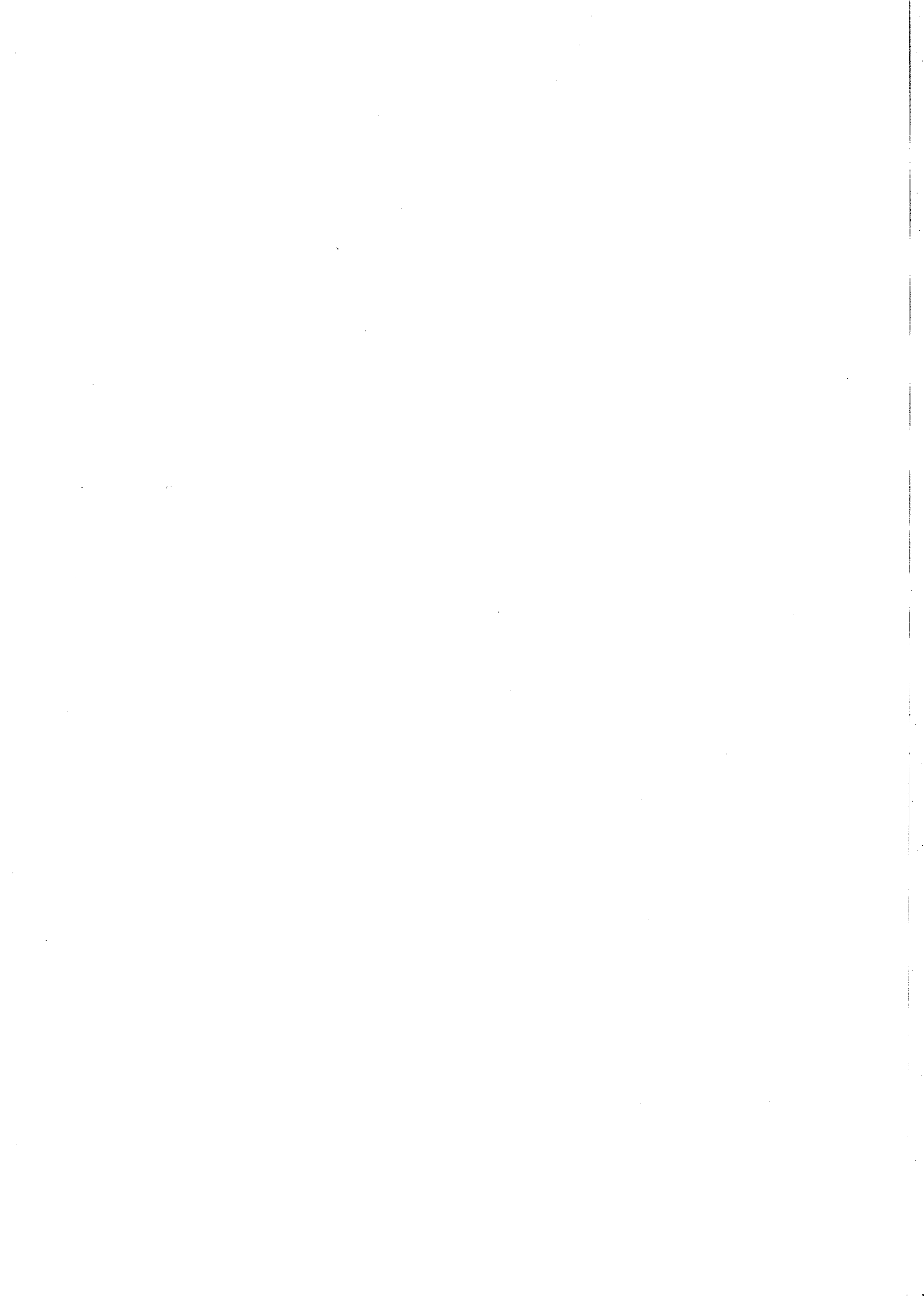
- be polite and helpful at all times
- act fairly
- produce either formal identification or wear name badges
- respond to urgent calls (those affecting public safety) as quickly as possible
- respond to all other calls (except anonymous calls) within 2 working days
- give information and advice to customers on all aspects of their work
- process all applications as quickly as possible, but taking no longer (where an application is completed satisfactory) than 10 working days from subsequent Council approval, to the issue of the licence.
- to advise an applicant as soon as possible, but at least within 10 working days, of any deficiencies with the application or associated arrangements.

HOW TO TELL US WHAT YOU THINK

If you are pleased or displeased with the service you have received from the Licensing Unit, then we would like to hear from you. Comments and complaints will help us to improve our service. If you have a complaint you can raise it informally with the officer who has been at your service. Alternatively, if you prefer, or if you remain dissatisfied, you can contact the Senior Licensing Officer, by telephone, letter or e-mail, who will deal with your complaint in the first instance. If you complain in writing, it will be acknowledged within 3 working days. The Senior Licensing Officer will investigate the complaint thoroughly and give a response within 10 working days.

You also have the right to complain to the Chief Executive of the Council if you continue to be unhappy with the service provided.

If you are still not satisfied you can contact the Ombudsman at 0800 34 34 24 or by writing to the Northern Ireland Ombudsman, FREEPOST, Belfast, BT1 6BR



APPLICATION CHECK LIST

Please ensure all documentation is included and fully completed.

- | | Please tick |
|------------------------------------|--------------------------|
| 1. Application completed | <input type="checkbox"/> |
| 2. Fee Included | <input type="checkbox"/> |
| 3. Certificates required: | |
| a) Periodic Inspection of | |
| i) Electrical Installation | <input type="checkbox"/> |
| ii) Emergency Lighting | <input type="checkbox"/> |
| iii) Fire Alarm & Detection System | <input type="checkbox"/> |
| b) Curtains/Drapes | <input type="checkbox"/> |
| c) Fire Fighting Equipment | <input type="checkbox"/> |
| d) Public Liability Insurance | <input type="checkbox"/> |
| 4. Advertisements | <input type="checkbox"/> |
| 5. Names of Keyholders | <input type="checkbox"/> |