

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 Brigade will be provided with a copy of each application and asked to comment.
- The application will then be placed before the Council with the recommendation for its approval subject to :
 - 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.

- 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 above criteria.

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 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