

Newry & Mourne District Council
Comhairle an Lúir & Mhúrn

Local Government (Miscellaneous Provisions)
(Northern Ireland) Order 1985

Article 3 and Schedule 1

APPLICATION FOR LICENCE FOR PLACES OF ENTERTAINMENT

<u>Indoor:</u>	Theatrical performance, Dancing, Singing, Music etc... Circuses, Billiards, Snooker, Pool or any other entertainment of a like kind.
<u>Outdoor:</u>	Any public musical entertainment which is held wholly or mainly in the open air and at a place on private land.

I / we hereby make application for a grant / renewal / transfer / variation of an Entertainments Licence under the above Act for the undermentioned premises for the purposes stated below and on the days and between the hours mentioned.

Type of Licence applied for:

- (i) Annual Licence
- (ii) (a) Occasional Licence for not more than 14 particular days
Applications to be submitted 2 months before date of event

- (b) Occasional Licence for any 14 unspecified days within the twelve month next following the grant of the licence.
- (iii) Provisional Licence (subject to satisfactory completion of approved building works and confirmation of licence by Council).

SIGNED: _____ Date: _____

Daytime Tel No: _____

SURNAME: _____ (including maiden name, if applicable)

FORNAMES (as given at birth): _____

DATE OF BIRTH: _____ EMAIL ADDRESS: _____

NAME of premises: _____

ADDRESS of premises: _____

HOME ADDRESS: _____

Dated this _____ day of _____ 20 _____ Receipt no: _____

*****Please complete section below detailing the days and hours of proposed Entertainment for each day including Sunday. The Council no longer has standard hours of entertainment for all premises. Each application will be dealt with individually and you must complete the application form stating the proposed hours of entertainment for the year. You are reminded that you should take into account the Liquor Licensing hours allowed for your premises.**

TYPE OF ENTERTAINMENT	DAYS OF PROPOSED USE (e.g. Monday- Saturday)	HOURS BETWEEN WHICH PREMISES ARE PROPOSED TO BE USED (e.g. 11am – 1.30am)
DANCING		
SINGING, MUSIC ETC.		
THEATRICAL PERFORMANCE		
INDOOR CIRCUS		
PUBLIC CONTESTS - BOXING, WRESTLING, JUDO, KARATE OR SIMILAR SPORT		
BILLIARDS, POOL, SNOOKER OR SIMILAR GAME		
DARTS		
OUTDOOR MUSICAL ENTERTAINMENT		
ANY OTHER ENTERTAINMENT INCLUDED UNDER THE ABOVE ACT, PLEASE SPECIFY		

- Note:**
- (1) Entertainment Licences are required for Private Clubs which offer the above entertainment.
 - (2) Entertainment Licences are not generally required for religious meetings or services.

Numbers applied for _____ (total occupancy of building)

Note: The maximum permitted numbers will be determined by the Council.

FEES: Fees for total number applied for must be submitted with applications. If this is subsequently reduced by the Council any excess payment will be refunded. Please see attached sheet for Schedule of Fees.

Have any alterations been carried out to the premises since the last application?

Yes / No If Yes, please specify _____

It will be necessary for you not later than 7 days AFTER the date of the application to give public notice of the application by publishing an advertisement in two local newspapers circulating within the Newry and Mourne District (except for Occasional Licence for Church Halls or Educational Establishments).

The newspapers in which this application will be published are –

_____ Date _____
_____ Date _____

A copy of this application will be forwarded to the Police Service of Northern Ireland and the Fire Authority.

- Note: (1) **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**
(2) **IT IS AN OFFENCE TO PERMIT ENTERTAINMENT ON UNLICENSED PREMISES**

DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION –

1. If this is your first application or if alterations have been made to the premises since your previous application, three copies of plans of premises scale 1/100 or 1/50 with all parts to be used for entertainment clearly outlined (not hatched).
 2. Completed Fire Fighting Equipment Certificate
 3. * Electrical Installation Certificate
 4. * Emergency Lighting Certificate
 5. * Fire Alarm System Certificate
- * These 3 No. Certificates to be signed and completed by one of the following:
- (a) An approved Electrical Contractor on Roll of NICEIC
 - (b) A member of the Electrical Contractors Association
 - (c) An approved member of the Institute of Engineering & Technology (IET)
 - (d) An approved Electrical Engineer with Northern Ireland Electricity
6. Copy of letter from your Insurance Company, with whom your premises are insured, stating that you hold a current valid public liability insurance policy
 7. Correct Fee

Copy of 2 no advertisements from newspapers to be submitted within 1 week of date of publication of newspapers. Application cannot be processed until these are received. (Not required for Occasional Licence for Church Halls or Educational Establishments)

Completed applications to be sent to:

Licensing Section
Newry and Mourne District Council
Building Control Department
Monaghan Row
Newry
BT35 8DJ

NEWRY & MOURNE DISTRICT COUNCIL

PLACES LICENSED FOR ENTERTAINMENT IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE 3 SCHEDULE 1 OF THE LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS (NORTHERN IRELAND) ORDER 1985 AND CINEMAS LICENSED IN ACCORDANCE WITH THE PROVISIONS OF SECTION 2 OF THE CINEMATOGRAPH ACT 1909 AND THE CINEMATOGRAPH (NORTHERN IRELAND) ACT 1959

FIRE FIGHTING EQUIPMENT

Name of Licensee: _____

Address of Licensee: _____

I/We certify that the _____ No. Fire Extinguishers installed in the above mentioned Licensed Premises comply with the relevant British Standard, are mechanically sound and maintained in efficient working order, and were last charged on _____ and that every Fire Extinguisher has been tested by discharge at least once in every 3 years.

Name and address of the suppliers or authorised service agents of the fire fighting equipment installed in the above mentioned premises who carry out annual maintenance of fire fighting equipment. (See note 1. below)

Signature of person employed by the above named firm, who is accepting responsibility for this certificate (See note 2. below):

Date: _____

- NOTE:**
- 1: All fire fighting equipment must be serviced by a recognised service agent. A copy of any inspection certificate should be returned with this form.
 - 2: This certificate must be completed by the service agent referred to in note 1.

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)
(NORTHERN IRELAND) ORDER 1985**

**FEES FOR ENTERTAINMENTS LICENCES WITH EFFECT FROM
1ST SEPTEMBER 2009**

An application relating to an indoor place of entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies, where that place or premises (as the case may be) may hold:	Occasional Licence Fee	Full Licence Fee
- not more than 100 persons;	£50	£100
- 101 to 200 persons;	£75	£150
- 201 to 300 persons;	£125	£250
- 301 to 500 persons:	£200	£400
- 501 to 1,000 persons; and	£375	£750
- over 1,000 persons	£500	£1,000

An application relating to an indoor place of entertainment to which paragraph 1(2)(c) and (6) of the above mentioned Schedule applies (i.e. a circus)	£50
An application relating to an indoor place of entertainment to which Paragraph 1(4) and (6) of the above mentioned Schedule applies (i.e. where machines for entertainment or amusement , or equipment for the playing of billiards , pool , snooker or other similar games, are provided)	£100
<p>An application relating to an indoor place of entertainment of any capacity for a licence to be granted under paragraph 4(2) of the above mentioned Schedule (i.e. an occasional licence) in respect of:</p> <p>(a) a place used wholly or mainly for public religious worship in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies other than any music or singing.</p> <p>(b) a place used for religious meetings or services in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies other than any music or singing performed as an incident of a religious meeting or service; or</p> <p>(c) an educational institution while not being used as such in relation to an entertainment to which paragraph 1(2)(a), (b) or (d) and (6) of the above mentioned Schedule applies.</p>	£50

NEWRY AND MOURNE DISTRICT COUNCIL

Documents to be submitted with application for Entertainments Licence:

1. Completed Application Form.
2. Completed Fire Fighting Equipment Certificate.
3. Confirmation from your Insurance Company that your premises have current valid **public liability** insurance cover.
4. If first application, or alterations have been made to premises since last Licence, 3 copies of plans of premises showing all alterations.
5. * Electrical Installation Certificate.
6. * Emergency Lighting Certificate.
7. * Fire Alarm System Certificate.

*These three certificates to be signed and completed by one of the following

- (a) an approved Electrical Contractor on Roll of NICEIC
- (b) a member of the Electrical Contractors Association
- (c) an approved member of the Institute of Engineering & Technology (IET)
- (d) an approved Electrical Engineer with Northern Ireland Electricity

8. Fee for application of licence.

Not later than 7 days after you have submitted your complete application to this office (i.e. above documents) you must give public notice of the application by publishing advertisements in two local newspapers, one of which must be from a newspaper circulating in the immediate area of your premises and supply a copy of each advertisement to this office.