



DERRY CITY COUNCIL

GUIDANCE NOTES ON APPLYING FOR THE GRANT, RENEWAL TRANSFER OR VARIATION OF AN ENTERTAINMENTS LICENCE

1. Each Application shall be made on the Application Form supplied by the Council and shall be accompanied by the appropriate fee (see attached list). Applicants should read through the Management Rules which constitute the terms, conditions and restriction subject to which an Entertainments Licence is normally granted. If difficulty is anticipated in complying with any of the Management Rules, application may be made to the Council to modify or dispense with the Rule(s) in question. A note of the penalties applying, on conviction, for breaches of the terms conditions and restrictions to which the licence is subject, is attached as Appendix 'A'.
2. When stating the nature of the entertainments to be provided, applicants should only list those which can be provided and are intended to be provided, e.g. a bar cannot normally provide theatrical performances or displays of boxing. The size of the premises and the provisions made for performance areas, dance areas, snooker/pool tables, etc., will determine what can or cannot be provided. (See Appendix 'B'). Outdoor musical entertainments require a special outdoor entertainments licence.
3. Except in the case of an application for an Occasional Entertainments Licence in respect of an educational institute or a church hall, chapel hall or other similar building occupied in connection with a place of public worship, the applicant must give Public Notice of the application by publishing an advertisement, as per the attached sample, in two of the following newspapers, within seven days of the date of application; 'Derry Journal', 'Derry News', 'Londonderry Sentinel' or 'Belfast Telegraph'.

The applicant shall provide the Council with copies of the newspaper pages containing such advertisements.

4. Documents to accompany application:
 - a) Applications for the grant, provisional grant or transfer of a licence must be accompanied by three sets of plans of the premises.
 - b) Where there are to be alterations to the structure or layout of existing licensed

premises, the licensee should apply for a new licence and submit three sets of plans showing the new layout.

(Note: Where premises are to be, or are in the course of being, constructed, extended or altered, and the Council is satisfied that the premises would, if constructed in accordance with plans deposited, be such that it would grant the licence, the Council may provisionally grant the licence subject to a condition that it shall be of no effect until confirmed by the Council when it is satisfied that the premises have been completed in accordance with the plans deposited, or those plans as modified with the approval of the Council, and that the licence is held by a fit and proper person.)

- c) Applications for the renewal, transfer or variation of a licence should be accompanied by the existing licence;
 - d) The enclosed statement of insurance should be completed by the applicant's insurers and verified with the company's stamp or a covering letter on the company's headed paper.
5. On application for renewal of a licence, or after the completion of any works carried out in connection with the grant of a licence, or any alterations carried out to licensed premises, you must obtain a Periodic Inspection and Test Report in respect of the electrical installation on the premises, in accordance with the IEE Regulations for Electrical Installations and associated Guidance Note.

You must also provide an inspection and test certificate in respect of the emergency lighting system.

Electrical and Emergency Lighting certificates should be completed by an approved contractor on the roll of the National Inspection Council for Electrical Installation Contracting, a member of the Electrical Contractors' Association or a Member of the Institute of Electrical Engineers.

N.B. Certificates should be **current** at all times, i.e. not more than twelve months old, in the case of the emergency lighting and not more than three years old, or such shorter period as is recommended by the inspecting engineer, in respect of the electrical installation inspection and test certificate. After the grant or renewal of licence they should be kept with the Entertainments Licence document and be available for inspection on demand by an authorised officer of the Council or an officer of the Fire and Rescue Services.

STATEMENT OF INSURANCE FOR ENTERTAINMENTS LICENCE PURPOSES

I/we, the undersigned, confirm that the details of the insurance policy in force in respect of the premises named herein are as follows:-

PREMISES: _____

POLICY NUMBER: _____

DUE FOR RENEWAL ON: _____

LIMITS OF INDEMNITY:

(A) PUBLIC LIABILITY COVER: £ _____

(B) EMPLOYER'S LIABILITY: £ _____

Details of any restrictive endorsements which may affect the types of entertainment which may be provided on the premises:

DATE _____

SIGNED _____

FOR INSURANCE COMPANY

THIS STATEMENT SHOULD BE ACCOMPANIED BY A COVERING LETTER ON THE COMPANY'S HEADED NOTEPAPER OR OTHERWISE

VERIFIED e.g. BY MEANS OF AN OFFICIAL STAMP OR SEAL

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

Article 3 and Schedule 1

Prescribed entertainments for which an Entertainments Licence is required.

A theatrical performance

Dancing, singing, music or any other entertainment of a like kind

A circus

Any entertainment which consists of any public contest, match exhibition or display of

(a) Boxing, wrestling, judo, karate or any similar sport

(b) billiards, pool, snooker or any similar game

(c) darts

Machines for entertainment or amusement (excluding gaming machines)

Equipment for playing billiards, pool, snooker or similar games