

Title of Report:	New Model Licence Conditions for Entertainments Licences
Committee Report Submitted To:	Environmental Services Committee
Date of Meeting:	13th June 2023
For Decision or For Information	For Decision

Linkage to Council Strategy (2019-23)	
Strategic Theme	Prosperity
Outcome	Actively develop and promote the economic and social development of the area
Lead Officer	Head of Health and Built Environment

Budgetary Considerations	
Cost of Proposal	Licensing Fee Applies
Included in Current Year Estimates	NO
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	N/A

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

1.0 Purpose of Report

- 1.1 The purpose of this report is to seek Council approval to adopt and incorporate new Model Licence Conditions for Entertainments Licences.

2.0 Background

- 2.1 The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 provide the legislative framework for District Councils to issue Entertainments Licences to relevant places who provide entertainment. The main purpose of this licence is to ensure the premises are safe and to minimise noise disturbance from entertainment.

- 2.2 In June 1986 the Department for the Environment (DOE) published “Model Terms, Conditions and Restrictions for Indoor Entertainment” which formed the basis of the conditions included in every Entertainments Licence issued by any District Council

- 2.3 In 2014 the DOE initiated a review of the Entertainments Licencing system and a significant recommendation from this review was that the “Model Terms, Conditions and Restrictions for Indoor Entertainment” be modernised and updated with the intention of creating updated management rules which all Councils could use to ensure consistency of approach across Northern Ireland

- 2.4 In 2022 the Department for Communities published the new “Model Terms, Conditions and Restrictions and Technical Requirements and Management Rules for Indoor and Outdoor Places of Entertainment” and instructed District Councils to have regard to these new standards. These new conditions broadly reflect the previous conditions but with more references to technical standards that have been developed since 1986.

- 2.5 There has been a delay in implementing these new standards by District Councils as there was a desire to consider them at a Regional Level by the Northern Ireland Licencing Forum. No consistent approach has been agreed by District Councils and after consideration the advice is for each District Council to use the new standards as they see fit.

- 2.6 The new “Model Terms, Conditions and Restrictions and Technical Requirements and Management Rules for Indoor and Outdoor Places of Entertainment” are attached as an appendix 1 to this report.

3.0 Recommendation

It is recommended that Committee recommend to Council that the new “Model Terms, Conditions and Restrictions and Technical Requirements and Management Rules for Indoor and Outdoor Places of Entertainment” are adopted by Council as the basis for any future grant or renewal of Entertainments Licences within the Borough



Chief Executive of each District Council

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1 February 2022

Dear Chief Executive

LOCAL GOVERNMENT CIRCULAR LG 7/22

MODEL TERMS, CONDITIONS AND RESTRICTIONS (REVISED) WHICH MAY BE SPECIFIED IN ENTERTAINMENTS LICENCES BY COUNCILS UNDER THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NORTHERN IRELAND) ORDER 1985)

As you know Article 3 of, and Schedule 1 to, the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, as amended by Article 52 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1992, make provision that certain specified entertainments shall not be provided at any places, except under, and in accordance with, the terms, conditions and restrictions that are included in entertainment licences granted by district councils. Paragraph 3(3) of Schedule 1 to the legislation requires that in specifying any terms, conditions or restrictions in a licence the council shall have regard to any model terms, conditions and restrictions published for these purposes by the Department.

In June 1986 the then Department of the Environment for Northern Ireland (DOE), published “Model Terms Conditions and Restrictions for Indoor Entertainments” which became known as the “Management Rules”, followed in July 1988 by the publication of a series of “Technical Requirements” which were to form an integral part of the model terms, conditions and restrictions. Additional “Model Public Entertainment Licence Conditions Aimed at Improving the Health and Safety of Young People at Dance Events” were issued to District Councils in April 1998 under Circular No LG 19/98.

You will also be aware that a review of the entertainment licensing system, initiated by the DOE in July 2014, made some 36 recommendations for a future licensing regime, two of which related to the update and modernisation of the Department’s published Model Terms, Conditions and Restrictions. During 2014/2015 the Review Group did considerable work to combine, revise and update the contents of this guidance with the aim of setting out a consistent and uniform set of modern technical and management standards which councils could apply to premises/venues seeking an entertainments licence. Unfortunately, all work on the recommendations of the review was halted in late 2016 and this remained the position until January 2020 when work was restarted on the restoration of the Assembly.

The Department has now completed the significant work on updating the guidance commenced by

the original Review Group, with additional updating on some issues which have arisen since the report of the review was published. In particular I would draw your attention to Part B, Section 16 of the revised document which contains a new section on crowd safety and signposts detailed guidance on the subject.

In specifying any terms, conditions or restrictions in an entertainments licence councils should now have regard to the revised version of the Model Terms, Conditions and Restrictions as published (copy attached) which replaces the existing guidance mentioned in paragraph two above.

This guidance will of course be further amended as required by any future relevant developments.

Yours sincerely

A handwritten signature in cursive script that reads "Liam Quinn".

Liam Quinn
Assistant Director of Local Government and Housing Regulation



MODEL TERMS, CONDITIONS AND RESTRICTIONS (revised)

**which may be specified in entertainments licences by
councils under the Local Government (Miscellaneous
Provisions) (Northern Ireland) Order 1985**

**Technical Requirements and
Management Rules for
Indoor & Outdoor places of entertainment**

January 2022

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1. Foreword

Use of this document

1. Under Article 3 of, and Schedule 1 to, the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 district councils may grant entertainments licences, on such terms and conditions, and subject to such restrictions as may be specified in the licence. In specifying any terms, conditions or restrictions in a licence, district councils should have regard to any model terms, conditions and restrictions published by the Department.
2. Accordingly, the responsible Department at the time, the Department of the Environment for Northern Ireland set up a Working Party to formulate terms, conditions and restrictions which may be specified in entertainment licences. In June 1986 the Working Party published the “Model Terms Conditions and Restrictions for Indoor Entertainments” which became known as the “Management Rules”, followed by the publication in July 1988 of a series of “Technical Requirements” which were to form an integral part of the model terms, conditions and restrictions. Additional “Model Public Entertainment Licence Conditions Aimed at Improving the Health and Safety of Young People at Dance Events” were issued to District Councils in April 1998.
3. This document combines, revises and updates the contents of the above publications. It aims to set out a consistent and uniform set of modern technical and management standards which councils can apply to premises/venues seeking an entertainment licence.
4. A council may modify or dispense with such of these model terms, conditions and restrictions as it thinks appropriate for the premises or venue and for the type of entertainments provided therein. Although there is no obligation on a council to follow the identified technical standards set out in this guidance, it will be for the council to demonstrate that those requirements have been satisfied by other means. In applying any identified technical standard, councils should use the most recent standard available.
5. The issue of any licence for the premises shall not derogate from other powers or duties of the council or any other authority’s statutory provisions.

2. Definitions

Definitions
"approval of the Council" "consent of the Council" means the prior approval or prior consent of the Council in writing.
"approved" "permitted", means approved, or permitted, by the Council in writing.
"children" means any persons under the age of 16 years.
"young person" means any person aged 16 or 17.
"licence" means a licence granted, renewed or transferred as the case may be by the Council for the purpose of providing the types of entertainment on premises mentioned in the licence.
"licensee" means a person or persons, a corporate body or any association of persons licensed by a Council to keep and use premises for the types of entertainment as set out in a licence.
"licensing conditions" are the terms, conditions and restrictions under which a licence is granted, renewed or transferred and shall include the Model Terms, Conditions and Restrictions and Technical Requirements of the Council.
"notice" means notice in writing.
"premises" means any place subject to the licensing provisions in Schedule 1 to the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, and includes all parts of the property to which persons have access in connection with the entertainment.

3. Applications – supporting documentation

3.1 There are a range of documents which councils may require to support an application for the grant or renewal of an entertainments licence and, on the annual maintenance of a licence, councils may require a declaration by the licensee that all such documentation is current. Councils may also require proof of relevant documentation at any point in the life of a licence. Failure to renew relevant documentation during the life of a licence will be a breach of the licence condition and subject to enforcement action. The following paragraphs set out some of the most common documents and certificates which councils will require.

3.2 Insurance (Annual)

A certificate is required to confirm that, as set out in the Local Government (Miscellaneous Provisions) Northern Ireland Order 1985 a valid policy of public liability insurance is held in respect of premises providing entertainment, to cover all events held under the licence. An appropriate level of indemnity insurance, as required by the relevant council, should be provided. The insurance policy certificate must be valid and effective throughout the operational period of the licence and any such further period during which entertainment is provided pending renewal of the entertainments licence.

3.3 Door Supervisors

A certificate is required to confirm that, as set out in the Private Security Industry Act 2001, if a venue employs Door Supervisors, those persons are qualified and licensed by the Security Industry Authority. Certification is required with each new application.

3.4 Newspaper Advert

Within 7 days of making an application for a grant, renewal, variation or transfer of an entertainments licence the applicant must give public notice by placing an advertisement in one newspaper that is distributed or sold in the area in which the premises is located. Proof of this advertisement is required, clearly showing the newspaper and the date that the advert was placed.

3.5 Fire Extinguishers Certificate (Annual)

All fire extinguishers shall be inspected and tested annually in accordance with BS 5306-3:2006 and a certificate from the equipment suppliers or signed by an approved competent person, indicating that the portable fire extinguishers have been examined and tested shall be provided. Certification is required with each new application.

3.6 Electrical Installation Certification (As Certified by Engineer)

All periodic inspection and testing shall be carried out in accordance with the current edition of the Institute of Engineering and Technology Regulations for electrical installations inspection and testing and as recommended in BS 7671. The maximum period between inspections shall be 3 years unless declared otherwise by the inspecting contractor. A certificate confirming that electrical installations have been inspected and tested by a competent person is required, with each new application, and when alterations to the installation are carried out, or every three years thereafter.

3.7 Emergency Lighting Certificate (Annual)

All emergency lighting systems shall be inspected and tested annually in accordance with the current edition of BS 5266: Part 1, 2005, Annual Test. The type of test certificate is to be as recommended in BS 5266: Part 1, 2005, Appendix C. Any variation to this type of certificate must be approved by the Council. Certification is required with each new application and every year thereafter.

3.8 Fire Alarm System Certificate (Annual)

All fire alarms shall be inspected and tested annually in accordance with the current edition of BS 5839: Part 1, 2002, incorporating amendments 1, 2 and 3 with particular reference to Section 7, User Responsibilities Annual Inspection and Test. The type of test certificate is to be as recommended in BS 5839: Part 1, 2002, Appendix C. Certification is required with each new application and every year thereafter.

3.9 Fire Risk Assessment

A fire risk assessment is required and, as set out in the Fire Safety Regulations (Northern Ireland) 2010, is to be carried out by an appropriate and competent person. A fire risk assessment is an organised and methodical look at the premises, identifying the hazards and assessing the risks, the potential for a fire to occur and the harm it could cause to people in and around the premises. A copy of the fire risk assessment is required with each grant, transfer or variation application.

3.10 Gas Appliances and Equipment

A certificate, from a competent person, is required, stating that any liquefied petroleum gas (LPG) installations and equipment have been tested and comply with the recommendations of the Liquefied Petroleum Gas Industry Technical Association (LPGITA) and the Health and Safety Executive Guidance Notes. Certification is required with each new application and every two years thereafter.

3.11 Ceiling

This certificate may be required during inspection of the premises, where for example a ceiling has ornamental plaster or other imposed loadings. The certificate should confirm their condition and structural integrity. The certificate may be issued by either an architect, structural engineer, or a building surveyor, and is required every four years.

3.12 Structural

This certificate is requested at grant stage only and the council reserves the right to request it for other applications, to confirm that the premises satisfy the requirements of BS 6399: Part 1 1996; Design loading for Buildings; Part 1 Code of Practice for Dead and Imposed loads. Where a dance/music event is to be provided the Council may require loading strengths in excess of those tabulated in the British Standards. The certificate is to be issued by a structural engineer/competent technical person, confirming the structural suitability of the place to be licensed for entertainment and certifying that the walls, floors, ceilings and roof are in a safe and satisfactory condition for the purpose for which the place is to be used. Certification is required with each new application or when structural alterations are carried out, and every five years thereafter.

Part A - Technical Requirements

4. Building Regulations

The place shall be so constructed, maintained and managed, so far as is reasonably practical, to ensure the health and safety of persons in and about the place. All technical requirements in premises licensed for entertainment in Northern Ireland must comply with the technical requirements of the relevant Building Regulations and associated guidance set out in the following documents:

Legislation

Building Regulations (Northern Ireland) 2012

Building (Amendment) Regulations (Northern Ireland) 2012

The Building Regulations (1979 Order) (Commencement No. 3) Order (Northern Ireland) 2012

The Building Regulations (2009 Amendment Act) (Commencement No. 2) Order (Northern Ireland) 2012

The Building Regulations (2009 Amendment Act) (Commencement) Order (Northern Ireland) 2009

The Building Regulations (1979 Order) (Commencement No. 2) Order (Northern Ireland) 1982

The Building Regulations (1979 Order) (Commencement No. 1) Order (Northern Ireland) 1980

Legislation is available on the [Legislation.gov.uk](http://legislation.gov.uk) website.

Department of Finance Building Regulations Technical Booklets

Materials and workmanship - July 2013

Site preparation and resistance to moisture - October 2012

Structure - October 2012

Fire safety - October 2012

Conservation of fuel and power in buildings - October 2012

Conservation of fuel and power in buildings other than dwellings - October 2012

Technical Booklets F1 and F2 – amendments - February 2014

Resistance to the passage of sound - October 2012

Stairs, ramps, guarding and protection from impact - October 2012

Solid waste in buildings - October 2012

Ventilation - October 2012

Combustion appliances and fuel storage systems - October 2012

Physical infrastructure for high-speed communications networks - January 2017

Drainage - October 2012

Sanitary appliances, unvented hot water storage systems and reducing the risk of scalding - October 2012

Access to and use of buildings - October 2012

Glazing - October 2012

All current Building Regulation Technical Booklets are available on the Department of Finance website [Building Regulations in Northern Ireland | Department of Finance \(finance-ni.gov.uk\)](http://Building Regulations in Northern Ireland | Department of Finance (finance-ni.gov.uk))

5. Sanitary Accommodation

The premises shall be so constructed, maintained and managed, so far as reasonably practical, to ensure sufficient sanitary accommodation is provided for persons in and about the place.

The following will be used by the council in the assessment of the premises:

Guidance

- BS 6465-1:2006+A1:2009 Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances

6. Access to and Use of Buildings for Persons with Disabilities

The place shall be so constructed, maintained and managed, so far as reasonably practical, to ensure persons with disabilities can have full access to all public areas and avail of all facilities in and about the place.

The following will be used by the council in the assessment of the premises:

Legislation

- Disability Discrimination Act 2005 - for existing premises

Guidance

- Department of Finance Building Regulations (Northern Ireland) 2012 Technical Booklet R and/or
- BS 8300-2: Design of an accessible and inclusive built environment code of practice - for new build premises

7. Noise

The place shall be so constructed, maintained and managed, so far as reasonably practical, to ensure that persons in and about the place and persons in neighbouring properties are not unduly affected by noise.

Because of the individual nature of each premises and the type of entertainments provided, it is recommended that each application is accompanied by an acoustic report as required or as is necessary, from a Noise Consultant, setting out the requirements to meet the Councils conditions.

To aid the Noise Consultant the following Regulations and guidance documents will be used by the council in the assessment of the premises.

Legislation:

- within the premises - Health and Safety at Work (NI) Order 1978
- arising from the premises - The Clean Neighbourhoods and Environment Act (Northern Ireland) 2011
- The Noise Act 1996

Guidance documents:

- BS 8233:2014 Guidance on sound insulation & noise reduction for buildings

- British Research Establishment Digest 379, DG379 'Double glazing for heat and sound insulation'
- Noise Advisory Council's 'Draft Code of Practice on Sound Levels in Discotheques' published May 1986
- Health and Safety Executive's 'Code of Practice for Reducing the Exposure of Employed Persons to Noise' published 1972
- Health and Safety Executive's 'Noise at work: A brief guide to controlling the risks'

8. Seating Layouts

Any seating provided in the place, whether fixed or loose, shall not prejudice the means of escape or the health and safety of patrons within a premises.

The following will be used by the council in the assessment of the premises:

Guidance

- BS 9999:2008 Annex D, Section D.3, Paragraphs D.3.1-D.3.5

9. Fixtures, Fittings, Fabrics and Furnishings

The selection and/or use of fixtures, fittings, fabrics and furnishings should not present an unacceptable increase in the volume of combustible materials in a building. The nature of the materials should not give rise to the rapid spread of smoke or fire in a building.

The following will be used by the council to determine the suitability, or otherwise, of materials for use within entertainment venues:

Guidance

- BS 5867-2:2008 Fabrics for curtains, drapes and window blinds. Flammability requirements. Specification
- BS 4790:1987 - Method for determination of the effects of a small source of ignition on textile floor coverings
- Building Regulations (Northern Ireland) 2012 Technical Booklet E, Section 3
- BS 9999: 2008 Code of practice for fire safety in the design, management and use of buildings, Annex D Paragraph D.3.6
- BS 476: Part 6 - Fire tests on building materials and structures. Method of test for fire propagation for products

10. Fire Extinguishers

The number type, siting and installation of firefighting equipment shall be as agreed with the Northern Ireland Fire and Rescue Service (NIFRS) and the Council.

Portable fire extinguishers shall comply with the appropriate British Standard for the type recommended and be serviced in accordance with the following:

Guidance

- BS 5306-8:2012 Selection and positioning of portable fire extinguishers – Code of practice.
- BS 5306-3:2009 Commissioning and maintenance of portable fire extinguishers – Code of practice

11. Premises Having a Stage

All stages used for entertainments licensing purposes shall be so designed, constructed and maintained, so as to ensure the safety of persons in and about the structure.

The following guidance documents will be used by the council in the assessment of all stages, platforms and access galleries in the premises:

Guidance

- BS 6399-1:1996 Loading for buildings. Code of practice for dead and imposed loads
- BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings, Annex D Paragraph D.5

12. Special Installations and Effects

Any special installations and/or effects should be arranged so as to minimise any risk to the public, performers and staff. Special installations and effects are considered to be those installations which are both permanent and temporary in nature.

The special effects are inclusive of items such as:-

- Pyrotechnics
- Lasers
- Strobe lighting
- Smoke machines
- Foam canons/machines
- Paint canons/machines
- Real flame

This list is not considered to be exhaustive. In all situations, it is the responsibility of the licensee to notify the Councils' entertainments licensing section of their intention to provide any special installation and/or effect.

In determining the suitability of a proposal to provide a Special Installation or Special Effects, the following guidance will be used by the Council in its assessment:

Guidance

- Association of British Theatre Technicians 'Code of practice for firearms and ammunition' and 'Code of practice for pyrotechnics and smoke effects'
- Health and Safety Executive/Local Authorities (HELA) guidance note 'Disco lights and flicker sensitive epilepsy'
- Health and Safety Executive's 'The radiation safety of display laser installations' HS(G)95 HSE Books 1996 ISBN 0 7176 0691

- International Electrotechnical Commission (IEC) publication 'Safety of laser products - Part 3. Guidance for laser displays and shows. IEC 825 - 3 1995'
- The Institution of Lighting Engineers 'Lasers, Festival and Entertainment Lighting Code 1995'

Advance notification to the council

- Where a special installation and/or effects are to be used ... days' notice shall be given to the Council.
- The licensee must ensure a risk assessment is carried out on the proposed special installation and/or effect, specific to the premises where it is to be used. A copy of the risk assessment, along with any other relevant certificates specific to the special effect, must accompany the notice provided to the council.
- The council must also be informed of the identification of the competent person who will be responsible for the special installation and/or effect.
- All special effects are to be used in accordance with the manufacturer's instructions and relevant legislation.

13. Temporary Structures

All temporary structures used as part of an Entertainment Licensed event shall be so designed, constructed and maintained, so as to ensure the safety of persons in and about the structure. Because of the individual nature of such temporary structures it is recommended that each structure is accompanied by a report/certificate from a structural engineer.

To aid the structural engineers, the following guidance will be used by the council in the assessment of a temporary structure:

Guidance

- Institution of Structural Engineers publication 'Temporary demountable structures. Guidance on procurement, design and use. (Third Edition) (2007)'
- Building Research Establishment Digest 483, 'Wind loads on temporary stage decks 2004'
- BS EN 13782:2005. Temporary structures — Tents — Safety
- Building Research Establishment information paper IP3/00, 'Temporary demountable grandstands: dynamic response'
- BS EN13200-6:2006. Spectator facilities — Part 6: Demountable (temporary) stands
- BS 1139-6:2014. Metal scaffolding – Part 6: Prefabricated tower scaffolds outside the scope of BS EN 1004, but utilizing components from such systems – Specification
- Building Research Establishment Digest 426, 'The response of structures to dynamic crowd loads. 1997'
- Greater London Council 'Code of Practice for pop concerts – A guide to safety, health & welfare at one day events'
- Chartered Institute of Environmental Health (CIEH) 'Noise Council code of practice on environmental noise at concerts' Published 1995

14. Outdoor Areas and Events

Outdoor areas

Outdoor areas where entertainment is provided shall be so designed, constructed and maintained to ensure adequate provisions for the health, safety and welfare of patrons using the area and to ensure that persons in and about the place and in neighbouring properties are not unduly affected by noise.

To ensure that outdoor areas, such as beer gardens and smoking areas, comply with the Model terms due consideration should be taken of:-

- Means of escape
- Sanitary Facilities
- Noise Breakout

For technical guidance on compliance with the above points, refer to the relevant guidance signposted in Part A, section 4 (Building Regulations) of this document.

Smoking areas

Smoking areas must comply with the Smoking (Northern Ireland) Order 2006. This legislation prohibits smoking in most enclosed and substantially enclosed workplaces and public places.

Outdoor Events

All outdoor entertainment events shall be so organised to ensure that the health, safety and welfare of persons in and about the event is maintained and protected and that all noise mitigating factors have been considered so as to protect the local amenity. Because of the individual nature and varying size and scale of outdoor events, it is recommended that each applicant follows the guidelines set out in Appendix A of this document in relation to:

- Appendix A1 - Health and Safety Requirements at an Outdoor Event
- Appendix A2 - Noise Control Procedure for an Outdoor Event

The following will be used by the Council in the assessment of the premises:

Guidance

- The Purple Guide to Health, Safety and Welfare at Music and Other Events.
- Department for Communities and Local Government – Fire Safety Risk Assessment for Open Air Events and Venues - [Fire safety risk assessment: open-air events and venues - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Part B – Management Rules

15. General Rules

15.1 The licence shall be posted up in some conspicuous location in the premises.

15.2 A copy of the licensing conditions shall be kept in the premises and shall be readily available for inspection.

15.3 The premises shall not be used for any of the purposes for which the premises are licensed, except on the days and between the hours set out in the licence. In exceptional circumstances the permitted hours of use for the purposes authorised by the licence may be varied with the consent of the Council. In this respect not less than ... months' notice of application for permission to vary the permitted hours of use shall be given to the Council.

15.4 Premises which are also licensed under the Licensing (Northern Ireland) Order 1996 (as amended by the Licensing and Registration of Clubs (Amendment) Act (NI) 2021) shall ensure the alignment of closing time for the consumption of liquor and entertainment on the premises. Entertainment provided during later opening or further later opening is not allowed to continue after the end of “drinking-up time”. Entertainment must end at the latest at 2.00am for later opening and 3.00am for further later opening. An entertainment licence can be granted for the provision of entertainment beyond the latest time for consumption of alcoholic drinks as set out above, however, such a licence will have the effect that any order for additional (or further additional) permitted hours is invalidated, and the sale of intoxicating liquor on those premises must cease at 11pm. This paragraph shall not apply to premises registered under the Registration of Clubs (Northern Ireland) Order 1996.

15.5 The numbers of persons on the premises at any one time shall not exceed the maximum number stated in the licence and a system of accounting and recording numbers shall be kept for inspection by an authorised inspector of the Council.

15.6 The premises should be managed in line with the Fire Risk Assessment (FRA), which has been developed for the premises.

15.7 A valid policy of insurance must be held by the licence holder throughout the period of the licence, insuring him in respect of any liability which may be incurred by him in respect of the death of or bodily injury to any person while on or about the premises. The insurance policy must be available for inspection by an authorised officer of the Council.

15.8 All parts of the premises, both indoor and outdoor, shall be open for inspection at all reasonable times by an authorised officer of the Council, an officer of the Police Service of Northern Ireland (PSNI) or an authorised officer of the NIFRS for the purpose of observing whether the terms, conditions and restrictions subject to which the licence is held are being complied with.

15.9 No alteration in construction, lay-out, furnishings or otherwise of the premises shall be made without the consent of the Council.

15.10 The licensee shall:

- take all reasonable precautions to ensure the safety of all persons on the premises and shall retain control over all parts of the premises; and
- ensure that the licensing conditions are observed.

This includes where, in any case, the licensee permits the premises to be kept or used by a hirer, lessee, or similar person, for the purposes of entertainment. Reasonable precautions include meeting the requirements of any other statutory provision.

15.11 No entertainments which:

- are dance/music events; or
- use special installations or effects or are otherwise likely to present special risks to patrons; or
- are specially presented for children

shall be provided until the Council's consent has been obtained.

For **dance/music events** (...) months' notice of any such entertainment shall be given to the Council together with either names of the groups or artists booked to appear or, if that information is not available, an indication of the age of the audience such entertainment is expected to attract.

For the **other entertainments referred to above** (...) days' notice of any such entertainment shall be given to the Council.

16. Crowd safety

16.1 As set out under 'definitions' earlier in this document, for the purposes of this guidance "*premises*" means any place subject to the licensing provisions in Schedule 1 to the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, and includes all parts of the property to which persons have access in connection with the entertainment.

16.2 Whether the event is being held indoor or outdoor, the licensee and all other staff involved in crowd management should think about what may cause harm to event staff and visitors through crowd movement, dynamics and behaviour as people arrive, enter, move around a venue, exit and disperse.

16.3 They should assess crowd safety risks and identify hazards and take reasonable steps to eliminate or reduce the risks, giving due consideration to young people and people with disabilities or learning difficulties when deciding the appropriate action to take. Risk assessment is about identifying and taking proportionate measures to control the risks at the venue to ensure the safety of all those attending the event as well as those staff engaged in managing the event.

16.4 As an early priority, organisers should establish that they can manage a crowd safely for the type of event and at the venue chosen.

16.5 Even if the event is free or takes place wholly or partly on urban streets or open spaces, the same crowd management principles should still be applied to help make it as safe as possible.

Detailed guidance on this issue is set out in the following document:

- Health and Safety Executive's, 'Managing crowds safely – A guide for organisers at events and venues' - [Event safety - Crowd management \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-crowd-management/)

17. Control and Operation

17.1 The licence holder, or a nominated responsible person:

- must be present and in charge at all times when the premises are open to the public for the purposes stated on the licence;
- shall be responsible for the maintenance of good order and decent behaviour in the premises and shall ensure any offenders are removed from the premises;
- must take all necessary measures to ensure compliance with the conditions of the licence and must not be engaged in any other duties which would interfere with the exercising of general supervision over the premises.

17.2 Nothing shall be displayed, acted, represented, recited or sung which is profane, or is indecent or likely to result in a breach of the peace.

17.3 No drunkenness nor any violent, quarrelsome, disorderly, riotous or improper conduct shall be permitted on the premises.

17.4 Music or noise arising from the entertainment provided on the premises shall not cause unreasonable disturbance or annoyance to the occupiers of other properties in the neighbourhood. The Council may require the level of sound of any music or other form of entertainment to be reduced to its satisfaction.

17.5 Loudspeakers broadcasting to the street or in the near vicinity of the premises are prohibited.

17.6 Where the entertainment is to be presented specially for children, or where entertainment is provided and attracts a substantial number of children, the additional conditions in **Appendix C** shall also apply.

17.7 The whole of the premises shall be kept clean, ventilated and free from any accumulation of dirt, rubbish or flammable materials. Yard areas shall be kept in a clean condition and free of rubbish and litter and a sufficient number of suitable receptacles with proper fitting covers shall be provided for the purpose of receiving rubbish, dust and refuse from the premises.

17.8 Sanitary accommodation and washing facilities provided in the premises shall be maintained in good working order, kept clean, ventilated, disinfected and supplied with all proper requisites.

17.9 Any removable fastenings permitted by the Council for securing exit doors when the public are not on the premises shall be removed before any member of the public is admitted to the premises and shall not be replaced while any member of the public is on the premises.

17.10 Temporary dressing and quick-change rooms shall not be provided except with the consent of the Council. The number of performers, including orchestral personnel, shall not exceed the number, which in the Council's opinion, is considered adequate for dressing and retiring room accommodation.

17.11 Cylinders for the storage of compressed air, oxygen, hydrogen, or other gases shall not be used except with the consent of the Council, and where permitted shall be used in strict accordance with any conditions imposed as considered necessary by the Council.

17.12 Where a Liquefied Petroleum Gas (LPG) supply is provided in the premises for whatever purpose, the whole of the installations, works, piping, appliances, cylinders, storage tanks, etc, shall be as recommended by the UKLPG (trade association for the LPG industry in the UK) and to the satisfaction of the Council.

17.13 No portable cooking and heating appliances shall be used except with the consent of the Council.

17.14 In relation to any special performance, contest or display if it is intended that the number of persons on the premises shall exceed the maximum stated in the licence then (...) month's notice of the event shall be given to the Council seeking the consent of the Council to agree the maximum number of persons permitted on the premises for that special performance, contest or display.

17.15 Doors to rooms from which the public are to be excluded must be kept locked at all times when the rooms are not occupied.

17.16 Additional licensing conditions for premises licensed for specific types of entertainment are contained in the following appendices:-

Appendix:

A – Outdoor entertainments.

B – Additional conditions for theatrical performances in theatres.

C – Additional conditions for indoor children's entertainment and where children may be accommodated on the premises.

D – Additional conditions for dance/music events.

E - Indoor boxing, cage-fighting, kick-boxing, snooker, darts and similar types of public contests, matches, exhibitions or displays.

F – Additional conditions for circuses.

18. Emergency Precautions/Conditions relating to public safety

18.1 The premises shall comply with the requirements of the current British Standard Code of Practice as published by the British Standards Institution.

18.2 Firefighting equipment shall be provided by the licensee, kept in good working order and all fire extinguishers shall bear a stamp or label to indicate that they have been inspected and serviced by the suppliers of the equipment or other competent person within the past year (see Part A, section 10).

18.3 The licensee shall take all reasonable measures for securing adequate access to the premises for fire appliances, ambulances, police vehicles and other vehicles which may be required in an emergency.

18.4 The licensee shall maintain and keep all fittings of gas or electrical installations in proper, safe and unobstructed condition.

18.5 Adequate means of communication with emergency services shall be provided.

18.6 The licensee or the responsible person nominated by him and whose name is entered in the log book described at (g.) below shall be in charge of the premises to ensure that before the premises are opened to the public and during the time the entertainment is taking place that the safety arrangements are in order as follows:-

- (a) All exit doors are easily and immediately openable from the inside and all restrictive fastenings have been removed. All fire doors shall be maintained in the closed position.
- (b) All gangways, passageways and exit doors and all stairways are free from obstruction and no person, except persons employed in the premises, shall stand, sit or remain in any such means of escape.
- (c) All parts of the premises are adequately lighted, the illuminated exit door signs and emergency lighting in escape routes are operating effectively.
- (d) All items of firefighting equipment are in their recommended positions and are in working order.
- (e) All open heating appliances are of a fixed type and are properly guarded and no combustible materials are situated close to such appliances.
- (f) All staff, attendants, stewards, etc, are trained or instructed on the action to be taken in the event of an emergency, including the method of calling the emergency services and the fastest means of evacuating the premises in a safe and orderly manner. The NIFRS shall be called to any fire outbreak, however slight. Instructions to staff in the event of fire shall be permanently displayed on the premises, in the staff rooms or other such positions approved by the Council.
- (g) A log book in the form approved by the Council is to be kept and signed by the licensee or nominated person in charge that he has carried out the fire safety measures specified in (a) to (f) aforesaid.
- (h) Where closely seated audiences are involved an announcement shall be made at the start of each performance indicating the location of exits.

18.7 Carpets and other floor coverings must be secured and maintained so that they will not be likely to ruck or to be in any way a source of danger. Mats must be flush with the surface of the floor.

18.8 Coverings to seats shall be kept in a good state of repair at all times and any upholstered seating must be maintained in a flame-retarded condition and must meet, on a continuous basis, the pass criteria for:

- smouldering ignition source 0
- flaming ignition source 1; and
- crib ignition source 5

when tested in accordance with section 5 of BS 5852:2006.

18.9 All curtains, hangings, and decorations must be maintained in a flame-retarded condition and must be arranged so that they do not obstruct exits, fire safety signs or firefighting equipment.

18.10 Where the Council requires the licensee to provide facilities for the disabled on the premises:

- the facilities shall be maintained in accordance with relevant legislation;

- where the entertainment involves a closely seated audience the siting of wheelchair spaces shall be adjacent to escape routes and approved by the Council;
- staff shall be aware at all times of the presence and location of persons with a disability in the premises and shall in the case of fire or other emergency, if necessary with assistance from other persons, organise the evacuation of such persons from the premises.

19. Specimen Log Book

SPECIMEN LOG BOOK FOR LICENSING OF PLACES OF ENTERTAINMENT

PAGE 1

NAME OF PLACE:

LOCATION/ADDRESS:

NAME OF LICENSEE:

LICENCE NUMBER:

COLUMN 1	COLUMN 2
ENTERTAINMENT(S) PERMITTED	MAX NO. OF PERSONS PERMITTED TO USE PREMISES FOR ENTERTAINMENT(S) DETAILED IN COLUMN 1

This part of the log book to be used only to record
 (i) instructions and drill training in case of fire or other emergency
 (ii) actual incidences
 (iii) inspection by an authorised officer of the Council

(i) RECORD OF INSTRUCTIONS AND DRILL TRAINING IN CASE OF FIRE OR OTHER EMERGENCY						
Dates of instruction	Times and duration of instruction or drill	Name of instructor	Names of persons receiving instruction or drill	Nature of instruction or drill	Comments	Signed (person-in-charge)

(ii) INCIDENTS OF FIRE OR OTHER EMERGENCY						
Date of incident	Time of occurrence	Location of fire/emergency	Time and method of informing Fire & Rescue Service	Other action taken	Comments	Signed (person-in-charge)

(iii) INSPECTION BY AN AUTHORISED OFFICER OF THE COUNCIL				
Date of inspection	Time of inspection	Comments	Name of authorised officer (use block letters)	Signed authorised officer

Appendix A - Outdoor Events

A1. Health and Safety Requirements at an Outdoor Event

The licensee or a nominated responsible person shall, during the whole time that the place is open to the public, be in control of the place at all times and shall be assisted by sufficient staff of competent adult attendants who are readily identifiable and who will have been specifically instructed as to their duties, the main aim of which is the orderly evacuation of the place and the avoidance of panic in the event of an emergency.

The licensee shall put in place all reasonable measures to secure adequate access to any marquee(s) and associated site for the emergency services.

An Event Management Plan (EMP) specific to your event must be received by the Council **at least (...) weeks** before the event is due to take place.

The EMP must consist of the following detailed information:

- Site plan layout
- Crowd management provisions
- Means of escape provisions
- Stewarding details
- Special effects including information on the use of lasers
- Temporary structures
- Electrical systems being installed and testing arrangements
- First aid provisions
- Sanitary accommodation, including provisions for disabled people
- Traffic management arrangements
- Ticket sales for the event and details of outlets where they are being sold
- Noise Management Plan
- Firefighting equipment
- Waste disposal provisions
- General information, such as disabled provisions, access for the Emergency Services and site telephone number and event organisers lead contact numbers
- Risk Assessment
- Liaison with Emergency Services
- Evacuation procedure

Certification will be required confirming:

- The design of the stage and that it has been erected in accordance with the manufacturer's instructions
- Any fabric and linings are non-flammable or of durably flame retardant material
- The electrical installation is maintained and will prevent danger arising therefrom
- All fire extinguishers are properly maintained
- Any tiered seating has been erected in accordance with manufacturer's instructions
- A valid policy of insurance shall be held by the licensee throughout the period of the event insuring in respect of any liability, which may be incurred by him in respect of the death of or bodily injury to any person while in or about the site.

A2. Noise Control Procedure for an Outdoor Event

Planning

1. Appoint competent & experienced consultant.
2. Undertake noise propagation assessment for venue and background noise survey.
3. Identify appropriate noise limit at nearest noise sensitive premises for the event.
4. Event organiser should verify viability of event to ensure noise limits can be achieved.
5. Submit copy of noise assessment/background survey report to the Council for approval/agreement (minimum 8 weeks prior to event taking place).
6. Develop the Event Management Plan and Noise Management Plan to confirm:
 - Site layout plan indicating the stage and mixer desk position
 - PA system specification and design/layout
 - The agreed noise limit details
 - Details of sound test to take place prior to event
 - Arrangements for noise monitoring (and recording of measurements) during the event
 - Robust arrangements for dealing with complaints (and recording of complaint information/actions taken during the event)
 - Appropriate contact details for the event representative(s) including the specific noise management representative
7. Submit the Event Management Plan and Noise Management Plan prior to pre event meeting (minimum 6 weeks prior to event taking place).
8. Submit all neighbour notification details including draft of leaflet/extent of area to be notified (minimum 4 weeks prior to event taking place in order to meet delivery period).
9. Attend pre event meeting to discuss any issues.

Prior to commencement of event

10. Deliver neighbour notification leaflets/letters (minimum 21 days prior to event taking place).
11. Installation of the stage, mixer desk and PA system.
12. Notify the Building Control Service of the date and time of the sound test(s) (minimum 72 hours prior to event taking place). The Service will then liaise with the Environmental Protection Unit to ensure an officer is present for the test.
13. Undertake sound test to set the noise limit at the mixer desk to achieve the noise limit at the nearest noise sensitive premises.

During the event

14. Monitor noise regularly throughout the event at the agreed locations and record all measurements taken. Details of measurements to be communicated at agreed intervals to the control room.
15. Record details of any complaints received and corrective action taken.

After the event

16. Produce post event noise report to include:
 - Noise measurement details of sound test
 - Noise measurement details during the event performances
 - Complaint details and corrective actions taken
 - Detailed log of the entire event, including the details of all meetings and subsequent actions
17. Attend post event debrief meeting to discuss any issues arising.

SUMMARY – Minimum notification prior to event taking place

1. 8 weeks
Submit copy of Noise Assessment/Background Survey report.
2. 6 weeks
Submit the Event Management Plan and Noise Management Plan.
3. 4 weeks
Submit all neighbour notification details including draft leaflet/letter and extent of area to be notified.
4. 21 days
Deliver neighbour notification leaflets/letters.
5. 72 hours
Notify the Building Control Service of the date and time of the sound test(s).

NB: Whilst the noise control procedure is primarily tailored for large major events, the Council accept that these requirements may not always be applicable for small and medium sized events.

In this instance, the Council will endeavour to work with the relevant event organisers and agree appropriate measures and procedures to ensure the event is appropriately.

Appendix B - Performances in theatres

Definitions

“*stage*” means that part of the premises which is constructed or arranged for the performance thereon of plays or entertainments of the like kind.

“*separated stage*” means a stage that is separated from the remainder of the premises and will include the provision of a safety curtain in the proscenium opening.

“*open stage*” means a stage that is not separated from the remainder of the premises.

“*stage area*” means in addition to the stage itself, any scene dock, workshop, stage basement, staff or orchestra room, store or other portion ancillary to the stage.

- B1 (a) The stage shall be so constructed as to minimise the risk of fire.
- (b) During a performance the under-stage area shall not be used for any purpose other than access by performers or movement of stage settings. Such settings shall not remain in the under-stage area if not immediately required.
- (c) The under-stage area shall be maintained at all times clear of all storage other than that mentioned in B1(c).
- (d) The public shall not be seated within the stage area during any performance except-
- with the consent of the Council; and
 - when there are no scenery or properties on the stage during the performance.
- B2 (a) The scenery and properties used on an open stage shall only be constructed of the following:-
1. non-combustible material; or
 2. inherently non-flammable material; or
 3. timber or timber based material with a surface spread of flame rating of not less than Class 1 as defined by British Standard 476; Part 7; or
 4. durably flame-retarded material; or
 5. rigid polyvinyl chloride sheeting which is classified as self-extinguishing when tested in accordance with British Standard 2782.
- (b) The ropes attached to counterweights of scenery shall be tested by a competent person appointed by the licensee at such intervals as may be necessary as a safeguard against failure.

- B3 (a) All scenery, properties, etc, other than those required for use in the current production or rehearsals of impending productions shall be stored in rooms specifically designated for such purposes.
- (b) Scenery, properties etc, shall be kept clear of gangways, exits, escape routes and final exits at all times. (see also B1(b))
- B4 (a) Any workshop or store shall be separated from the stage and from the remainder of the premises to the Council's satisfaction.
- (b) Shutters to openings for the passage of scenery between the stage and workshop shall be kept closed when the public is on the premises.
- B5 Firefighting equipment as required by the Council shall be kept ready for use on the stage area, dressing rooms and in the passages immediately approaching the dressing rooms and attention shall be directed to the equipment by notices fixed immediately above the equipment. (see also Part B, section 18.6 (d))
- B6 Explosives or highly flammable substances shall not be used except with the consent of the Council. Where performances incorporate these substances, a member of the Northern Ireland Fire and Rescue Service shall remain within the stage area during the whole time the public are on the premises. The responsibility for hiring such person rests with the licensee who shall also be responsible for paying for such service.
- B7 Where scenery, properties, etc, are used on stage at least one person shall have practical training in fire prevention and extinction. This person shall act as fireman and remain within the stage area during the whole of the time that the premises are open to the public. This person should also be easily be identified e.g. by uniform, or armband etc.
- B8 Corridors and staircases which form the means of escape from the stage area and the signs indicating the exits shall be adequately and continuously lit while the premises are in use.
- B9 On premises where a safety curtain is provided to the proscenium opening, a person trained to operate the safety curtain shall remain within the stage area during the whole of the time that the premises are in use for the presentation of a stage production and the public are on the premises.
- B10 (a) In the case of fire, the safety curtain must be lowered at once, and its descent once started

must not be stopped.

(b) Drop curtains shall not be lowered in place of the safety curtain.

(c) At the safety curtain release position there shall be displayed instructions on the operation of the safety curtain together with notices giving effect to the requirements at (a) and (b) above.

(d) The words "**SAFETY CURTAIN**" shall be painted conspicuously on the curtain so as to be clearly visible to the audience.

(e) The safety curtain shall be lowered and raised in the presence of each audience and the following notice printed on the programme of performance:

'THE SAFETY CURTAIN WILL BE LOWERED AND RAISED IN THE PRESENCE OF EACH AUDIENCE'

(f) In the event of the safety curtain being out of order, the licensee shall immediately notify the Council.

(g) Whenever the safety curtain is lowered, sufficient lights shall be immediately lighted in addition to the minimum lighting, to give effective general illumination in the auditorium.

(h) No scenery, properties or other apparatus shall at any time during the performance cross the plane of descent of the safety curtain, and shall not in any circumstances interfere with its descent.

(i) Except with the consent of the Council, scenery or properties shall not be placed on the auditorium side of the safety curtain.

B11 (a) Where there is a lantern light over the stage the moving parts shall be tested periodically to ensure that they are in efficient working order.

(b) There shall be no obstruction to the upward flow of air from the stage to the lantern light and the release lines and other controlling gear shall be kept readily accessible and secured in such a manner as to permit of their immediate release.

(c) Each test and a statement of the result thereof shall be recorded in the Log Book (see also Section B, section 18.6(g)).

(d) Release lines shall be indicated by a conspicuous notice which must not be obscured.

(e) Spare fusible links shall be kept in reserve.

B12 The conditions set out at Part B, 17.10, 17.11, 17.12 and 18.6(a), (c) and (f) along with those at Appendix B.2(b), B.3(a) and (b), B.4(b), B.5, B.6, B.7, B.10(e), (g), (h) and (i) and B.11(a) shall be exhibited in a conspicuous position so that all staff and performers may be acquainted with their contents.

Appendix C - Additional conditions where children's entertainment is provided

- C1 The licensee shall comply with the provisions of section 30 of the Children and Young Persons Act (Northern Ireland) 1968.
- C2 Standing or sitting by children in the gangways is prohibited.
- C3 Whether children are accompanied or unaccompanied by parents or guardians:
- (a) When special performances or entertainments are given for children or are attended by large parties of children, the number of adult attendants on duty in the auditorium, hall or assembly enclosure, shall be on a scale of one attendant for every 50 children or part thereof, but shall be increased to one to every 20 children or part thereof if they are accommodated on a floor above or below ground level. As far as conditions permit it shall be arranged that such children shall sit in a group together.
 - (b) The attendants shall be stationed at appropriate places on the premises and be properly instructed as to their duties to enable them to take charge of and take all reasonable precautions for the safety of the children whilst on the premises and to control the movement of the children and other persons entering or leaving the premises.
 - (c) The attendants shall each wear a white armlet not less than 100mm wide with a badge thereon bearing either the words "Children's Attendant" or other suitable symbol.
 - (d) Unless accompanied by parents or guardians, or included in an organised party of children, children shall not be admitted to floors or tiers more than one storey above or below the level at which the final exits discharge and shall not be permitted to sit in the front row unless so accompanied.
 - (e) Where children are accommodated above or below ground level an attendant shall be stationed at each exit leading to an escape route.
 - (f) No child apparently under the age of 5 years shall be admitted to a children's entertainment unless during the whole time that such child is on the premises it is accompanied by an adult person bona fide in charge of the child; e.g., parent or guardian.
 - (g) The level of lighting in the auditorium shall be as great as possible consistent with the effective presentation of the entertainment.
- C4 If provision is made on the premises for accommodating parents or guardians of children separately from the children then:-

- (a) (i) the accommodation for children shall be at the level at which the final exits discharge. In no circumstances shall the children's accommodation be on a floor above the level at which their parents or guardians are accommodated or at basement level;
- (ii) the part of the premises provided for children shall be adjacent to an external wall and shall have at least 2 exits one of which is a final exit or leads directly to a final exit; and
- (iii) if the accommodation for children adjoins the parents' or guardians' accommodation then there shall be a sufficient aggregate width of exits for both groups.
- (b) The number of staff in charge of the children shall be sufficient to evacuate them speedily in an emergency but in no case shall be less than those required by C.3(a) above.
- (c) Staff shall be specially instructed in their duties with regard to any order which may be given to evacuate the children (see also Part B, section 18.6(f)).
- (d) If the accommodation for children is on a different level to that of the parents or guardians then parents or guardians shall be advised that in the event of an emergency, their children will be evacuated by the licensee's supervising staff and in no circumstances shall the parents or guardians attempt to reach the children's accommodation.
- (e) The parents or guardians shall be advised of or shown the exit that the children will use and the place of safety to which they will be taken to be collected if it is necessary to evacuate the premises. Notices setting out the procedure to be followed in an emergency shall be prominently displayed and copies of the procedure notice shall be given to the parents or guardians for their information when they leave their children.

- C5 (a) The licensee shall comply with Article 138 of the Children (Northern Ireland) Order 1995 and the Children (Public Performances) Regulations (Northern Ireland) 1996.
- (b) Children shall not take part in any entertainment on the premises if the arrangements for the said children have not been approved by the Council. The licensee shall give at least (...) months' notice to the Council of any proposed entertainment involving children detailing numbers of children, sex, ages and their participation in the performance.

Appendix D - Additional conditions for dance/music events

- D1 If not provided as permanent features of the premises the following details shall be submitted to the Council no later than (...) weeks prior to the event taking place:-
- (a) proposed temporary platform or stage and associated safety barriers;
 - (b) stage lighting towers, control console platforms and associated safety barriers;
 - (c) special effects, e.g. laser and strobe lighting and any other special stage effects;
 - (d) proposals for televising or filming, including the number and positioning of vehicles, equipment and associated vehicles; and
 - (e) electrical supply arrangements for amplification and public address systems.
- D2 Unless the audience reaction to the performance warrants a higher level of supervision the number of attendants shall not be less than one for every 100 persons in a place without seating or one for every 200 persons for a closely seated audience of over 16 years of age (see also C3 and C4 of Appendix C).
- D3 When required by the Council, admission to the premises shall be by ticket only. If some tickets are for sale at the entrance then their number shall be limited to that which, together with the tickets sold in advance, does not exceed the maximum number stated in the licence (see also Part B, section 15.5).
- D4 To assist with the control of the audience the licensee shall ensure that the services of a competent compere are engaged and shall also ensure that the event starts promptly at the advertised time and finishes not less than one half hour before the time specified by the Council (see also Part B, section 16).
- D5 At least one fully equipped first aid point shall be located on the premises to the Council's satisfaction and such point(s) shall be sited remote from the stage and shall be clearly signposted.
- D6 (a) Noise levels shall be controlled in order not to cause annoyance to occupiers living close to the premises and to minimise the risk of hearing damage to the audience, performers and staff (see also Part B, section 17.4).
- (b) In certain cases the Council will require that an approved LAeq meter or sound level meter shall be provided at the console and shall be available for inspection at all times by the Council's authorised officers.

- D7 Notices shall be provided throughout the premises to indicate clearly the location of all available services and facilities such as toilets, refreshments, drinking water, first aid points etc, all of which shall be clearly signposted.
- D8 (a) A protective barrier of adequate strength and minimum height of 1200mm shall be provided between the stage and auditorium for a non-closely seated audience. A minimum distance of 3000 mm between stage and barrier shall be maintained throughout the duration of the performance.
- (b) Any barrier shall be formed in the shape of an arc the sides of which curve away from the audience. Suitable relief outlets at the ends of the barriers shall be provided for the audience. Such outlets shall be so arranged that they do not provide vantage points for viewing the concert with consequent obstruction of the outlets.
- D9 Dressing rooms shall be so sited in relation to the stage as to ensure that no member of the public can gain access to the backstage area and should, where possible, be at least 6000 mm away from stage and area occupied by the public (see also Part B, section 17.10).
- D10 (a) The permanent electrical installation of the premises shall, so long as members of the public are present, be in the charge of a competent electrician with sufficient knowledge of the installation to enable him to maintain and control it as may be necessary to keep it in safe working order.
- (b) Whenever extensive stage lighting and special effects are provided, a competent electrician shall remain within the stage area as long as the equipment is in use.
- D11 (a) No glass containers shall be permitted for the service of any drinks and no glass bottles shall be sold or distributed to any member of the audience.
- (b) The licensee shall ensure that every effort is made to prevent any member of the public from bringing glass containers onto the premises. Warnings to this effect shall be displayed in conspicuous positions outside the premises and at the entrance. Such warnings shall state, quite clearly, that failure to comply with this requirement shall result in admission being refused or, if entry has been gained, the eviction of the offender.

Appendix E - Additional conditions for indoor sporting contests, exhibitions or displays

- E1 Before any public contest, match, exhibition or display takes place the licensee shall ensure that the Council is informed at least (...) months in advance of the number of contests and competitors taking part (see also Part B, section 17.14).
- E2 (a) All temporary seating shall be firmly fixed to the floor or to the base of stepped tiers or otherwise secured so that such seating cannot be displaced.
(b) Rostra or other removable or demountable units, used to support temporary seating, shall be of rigid construction and be capable of supporting all persons who use it plus all other imposed and dead loads without deflection, movement or other danger to the public, staff and performers. Suitable means shall be made for interlocking adjacent rostra in position.
(c) All temporary seating shall be constructed so as to present no danger to any person using it.
(d) If temporary seating is provided on a platform supported by tubular scaffolding or similar demountable structures, the space beneath the platform on which the seats are placed shall not be used for any purpose and shall be maintained entirely clear of all storage and rubbish.
- E3 There shall be a clear space of 2500 mm around wrestling rings inside which the public shall not be permitted.
- E4 (a) Boxing and wrestling rings shall be in a position approved by the Council and the licensee and promoter shall satisfy themselves as to the strength and stability of the ring when installed.
(b) A skirt shall be used around the base of the ring and shall be made of rigid, non-combustible material, to the Council's satisfaction.
(c) At no time shall the public enter the confines of the ring.
- E5 (a) Dressing room and washing/showering facilities, including an adequate supply of hot and cold water, shall be supplied for use on the premises to the Council's satisfaction.
(b) The firefighting equipment as required by the Council shall be provided in each dressing room and shall be ready for use.
- E6 A fully equipped first aid facility shall be provided on the premises to the Council's satisfaction.

Appendix F - Additional conditions for circuses

- F1 (a) Firefighting equipment as required by the Council shall be provided by the licensee and kept in a position as agreed by the Council. The equipment shall be maintained to the current safety standard and an annual test certificate will be required to be provided to the Council.
- (b) The tent material shall be of inherently flame resisting material and a certificate to this effect shall be supplied to the Council.
- F2 (a) The on-site installation of all electrical equipment shall be carried out by a competent person.
- (b) The complete electrical installation, including emergency lighting, illuminated emergency exit signs, generators, etc. shall be maintained in a safe condition and a valid electrical certificate of inspection and testing by a competent contractor shall be provided to the Council.
- F3 (a) There shall be readily available, to the satisfaction of the Council, a means to summon the emergency services to the site.
- (b) Access and egress for emergency service vehicles shall be maintained at all times, and car parking shall be controlled so as not to obstruct such vehicles.
- (c) There shall be suitable and sufficient exits to evacuate all persons in the event of an emergency. Exits should be “easy opening” to the satisfaction of the Council and shall be clearly indicated with an illuminated exit sign.
- F4 (a) A secondary lighting system should be available in the form of self-contained luminaires or an automatic start generator.
- (b) All secondary lighting systems (including exit and emergency exit signs) shall be the maintained type in accordance with the current British Standard.