

APPLICATION FOR CINEMA LICENCE
CINEMAS (NORTHERN IRELAND) ORDER 1991

<u>NOTICE OF APPLICATION</u>	<u>FOR OFFICE USE ONLY</u>	
<i>* delete as appropriate</i>		
I / We hereby make application to Causeway Coast and Glens Borough Council under the provisions of the above Order for the: * (a) Grant of Cinema Licence * (b) Renewal of Cinema Licence * (c) Transfer of Cinema Licence * (d) Special Permission for Childrens Shows * (e) Special Permission Additional Hours Signed: _____ (applicant) Date: _____	Ref. No:	
	Date Application Received:	
	Fee Paid:	£
	Receipt No:	
	Date of PSNI Report:	
	Date of FA Report:	
APPLICATION REQUIREMENTS (COMPLETE IN BLOCK CAPITALS AND IN BLACK INK)		
1. Name and address of Applicant	1. Name of person in charge	
Telephone No:	Telephone No:	
2. Address of premises for which licence is sought	2. Name and address of person to whom licence is to be transferred (if applicable)	
Telephone No:	Telephone No:	

Please complete overleaf

INFORMATION REQUIREMENTS (PLEASE ANSWER WHERE APPROPRIATE)

1. Days and hours for which you intend to provide cinematograph exhibitions:

2. How many screens are contained within your cinema complex?

3. Do you intend to increase the number of screens within your complex during this licence year?

YES [] NO []

4. If Yes, how many screens are proposed?

5. Have you carried out any alterations to your cinema since the last application?

YES [] NO []

6. Have you carried out any refurbishment works to your cinema since the last application?

YES [] NO []

7. Has the electrical system been altered or extended since the last application?

YES [] NO []

8. Has the emergency lighting system been altered or extended since the last application?

YES [] NO []

9. Has the fire alarm/automatic detection system been extended or altered since the last application date?

YES [] NO []

10. Does your cinema contain curtains/drapes, etc?

YES [] NO []

11. If Yes, are they fire resistant?

YES [] NO []

12. Is your seating and covering fire resistant?

YES [] NO []

This Application Form must be completed and returned together with the appropriate Licence fee within **seven working days** upon receipt of the application form.

All cheques must be made payable to Causeway Coast and Glens Borough Council

Completed forms **MUST** be returned to:

**Environmental Services Department, Causeway Coast and Glens Borough Council, Ballymoney
Office, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ**

APPLICATION FOR CINEMA LICENCE

INFORMATION REQUIRED

1. The Licence shall run from 1st January to 31st December
2. Application forms must be submitted in triplicate
3. The current level of fees are as follows:
 - (a) Grant of licence - £150.00 per screen
 - (b) Renewal of licence - £150.00 per screen
 - (c) Transfer of licence - £30.00

Amendments to existing licence including requests for additional hours - £30.00

4. **PLANS:**

Plans and sections requested to be submitted shall be to a scale of not less than 1:100. BLOCK PLAN to a scale of not less than 1:500. LOCATION PLAN to a scale of not less than 1:1250

THE FOLLOWING INFORMATION MUST BE INDICATED ON PLANS:

Block Plan:

The Cinema concerned, the site boundary relating thereto, its relationship to adjoining buildings, the users of the adjoining buildings and any roads, etc., adjacent to the place.

Floor Plan:

Four copies of a layout plan must be submitted.

The scale of the plan must not be less than 1/100 and it must clearly indicate the following:

- (a) The parts of the premises in which Cinematograph Exhibitions will be held in relation to the overall licensed premises.
- (b) Details of fixed seating, loose table and chair arrangement, etc. in those areas where exhibitions will be held.
- (c) All escape routes, both internal and external, by which a means of escape in case of fire may be effected;
- (d) General and safety lighting systems.
- (e) Relevant construction and structural particulars in relation to structural stability and structural fire precautions.
- (f) Levels of the place and adjoining ground level, if not at or about ground level.
- (g) Details of the type of heating appliance serving the premises, together with its location;

- (h) The sanitary accommodation and washing facilities provided for the use of (i) the public and (ii) the staff;
- (i) The location of the electrical intake / meter distribution board.

NB. After the initial submission of such plans it will not be necessary when applying for renewal to submit further copies unless alterations or extensions have been made since the previous application.

5. ELECTRICAL CERTIFICATES

All inspections and accompanying certificates must be completed by the following approved bodies:

- (a) An NICEIC registered approved electrical contractor.
- (b) A member of the Institute of Electrical Engineers (MIEE).
- (c) A registered member of the Electrical Contractors Association (ECA).
- (d) An insurance Company/Agent specialising in electrical inspections and testing.

Periodic Inspection report for an Electrical installation

The Periodic Inspection Test shall be carried out in accordance with the IEE Regulations 17th Edition or relevant current edition and to BS 7671 standards.

Initial Inspection and Initial Testing

In the event of new works or where substantial renovations or repair works have been carried out to the premises, it will be necessary to carry out an Initial Inspection and Initial Test in accordance to the IEE Inspection and Test 17th Edition or the relevant current edition.

On completion of such a test a Completion and Inspection report/certificate shall be completed by one of the approved bodies.

Emergency Lighting

All Emergency Lighting shall be installed, designed and conform to BS 5266, Part I 1988.

All Emergency Lighting Testing shall be carried out annually in accordance with BS 5266, Part I 1988, Section 12.4.5.

On completion of such testing an Emergency Lighting Inspection and Test certificate/report shall be completed by one of the approved bodies.

In the event of new works or where substantial renovations or repair works have been carried out to the premises, it will then be necessary to submit an Emergency Lighting Completion Certificate for the Emergency Lighting system/installation.

It is also the responsibility of the Licensee to maintain and supervise the Emergency Lighting system in accordance with BS 5266, Part I 1988, Section 12.

Servicing

A log book shall be kept in the premises in the care of a responsible person and shall be available for examination by any duly authorised person.

The log book shall record the information as stated in Section 11.3 of BS 5266, Part I 1988.

Fire Alarm Automatic Detection System

All Fire Alarm Automatic Detection Systems shall conform to BS 5839 Part I 1998. The type of fire alarm system installed shall be as recommended by the Fire Authority, and be approved by Council's Building Control Department and the Licensing Department.

The Fire Alarm Automatic Detection Systems is subject to an annual inspection and test as recommended in BS 5839, Part I 1998, Section 29.2.7.

In the event of new works or where substantial renovations or repair works have been carried out to the premises. It will be necessary to submit a certificate of installation and commissioning of the fire alarm system as recommended in BS 5839, Part I 1998, Appendix B.

It is also the responsibility of the Licensee to maintain and supervise the Fire Alarm Automatic Detection Systems in accordance to BS 5839, Part I 1998, Section 4 - User Responsibilities.

A log book shall be kept on the premises in the care of a responsible person and shall be available for examination by any duly authorised person.

The log book shall record the information as stated in Section 28.2.2. of BS 5839, Part I 1998.

N.B Any certificates submitted by electrical contractors approved by the NICEIC must be signed by the owner/manager/senior partner and endorsed with the firm's stamp or accompanied by a letter on the firm's headed paper.

All electrical certificates submitted to Council must be clear and devoid of faults unless previously agreed by Council.

6. FIRE AUTHORITY RECOMMENDATIONS

Any recommendations made by the N I Fire Brigade must be carried out and will be subject to a confirmatory report from Council's Building Control Department.

OTHER CERTIFICATES:

7. FIRE FIGHTING EQUIPMENT

An up to date certificate must be submitted from the suppliers of the fire fighting equipment or from a competent service agent stating that ALL the appliances are in a satisfactory condition and in working order. All appliances must display the date in which each appliance was last inspected and be positioned as recommended on Fire Authority Report. Such an inspection must be carried out annually.

8. CERTIFICATE OF FIRE-PROOFING OF CURTAINS/DRAPES

All curtains, drapes, hanging displays, dividers or scenery used or likely to be used must be of non-combustible, inherently non-flammable durable flame retarded material or of material rendered non-flammable and shall be maintained in such condition.

A certificate confirming the fire-proofing of such material in use or to be used shall be furnished to Council.

This certificate must be submitted initially and thereafter every three years from the date of the initial submission.

9. A certificate confirming that your seating, including coverings, is fire resistant. This certificate will be required to be submitted every three years.

10. A structural certificate from a competent company-firm confirming that all ceilings and floors in areas to which to public are being admitted are sound and safe to be used for this purpose. Such a certificate will be required to be submitted every five years.
11. A certificate from an approved qualified person/company that the heating (and ventilation if installed) system of the premises has been examined and tested and is in safe working order.

SUCH AN INSPECTION/REPORT MUST BE CARRIED OUT ANNUALLY.

12. **INSURANCE**

A letter must be submitted on headed note paper from either an Insurance Company or Broker confirming that the applicant possesses a valid policy of insurance in respect of any liability which may be incurred by him in respect of the death or bodily injury to any person while on or about the premises. This will be required to be submitted annually.

13. **GENERAL**

In considering the grant renewal or transfer of a licence Council is required to take account of any observations/recommendations made by the PSNI and the NI Fire Brigade.

When in receipt of all the information previously listed the application will be presented to Council for consideration.

The timescale for the issuing of such a licence is dependent upon all information requested being received in good time.

Privacy Notice

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email environmentalhealth@causewaycoastandglens.gov.uk to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.