

APPLICATION TO LOCAL AUTHORITY FOR TRANSFER OF AN ENTERTAINMENT LICENCE

1. Applicant Details

Name:.....	Telephone No:.....
	Mobile No:.....
	Email:
Address:.....	
.....	

2. Premise Details

Premise Name:.....	Premise Tel:.....
Key Holder Name:.....	Key Holder Tel:.....
Premise Address:.....	
.....	

3. Type of Application *(Please tick)*

Transfer *(Please give details)*
.....
.....
.....

4. Type of Licence *(Please tick)*

Annual

Occasional *(14 Unspecified days within 12 months)*

Occasional *(14 Specified days within 12 months)*

Provisional *(During building works)*

Are you aware of the terms and conditions of the existing Entertainment Licence?

Yes No

If **'No'** you must make yourself familiar with these. Awareness of these conditions is crucial to the safe management of an entertainment venue.

5. Nature of Entertainment to be provided: *(Please tick all that apply)*

Indoor Entertainment:

- Theatrical Performance
- Dancing, Singing, Music or any other entertainment of the like kind
- A Circus

Public Outdoor Musical Entertainment

- Any Outdoor Public Musical Entertainment **(See (See section 8.)**

Indoor Public Contests, Matches, Exhibitions or Displays of:

- Boxing, Wrestling, Judo, Karate or any similar sport
- Billiards, Pool, Snooker or any similar game
- Darts
- Other Sports

Indoor Machinery and Equipment:

- Machines for Entertainment or Amusement

6. Days and Hours during which such Entertainment will take place:

7. Rooms/Areas to be Licenced:

Days:	Hours	
	From:	To:
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Room/Area	Occupancy

8. If event on specific date please specify dates and times:

9. Supporting Documentation

The following documents are required in support of your application:

- 8.1. Fire Risk Assessment
- 8.2. Public Liability Insurance
- 8.3. 1 No Public Advert *(If applicable)*
- 8.5. Electrical Certificates
 - a. Electrical Installation *(Every 3 years)*
 - b. Fire Detection & Alarm System
 - c. Emergency Lighting

8.4. Fire Fighting Equipment

8.6. Curtains/Drapes Certificate (*If applicable*)

I/We hereby make application to Causeway Coast and Glens Borough Council for the renewal (including transfer) of an Entertainment Licence, under the above Order, in respect of the Premises and on the days and during the hours as stated above.

I/We declare that the premises are capable of accommodating a total of Persons and I enclose herewith the relevant fee of £ In accordance with the Table of Fees overleaf for a 12 month Period.

I/We also undertake to give public notice of this application by publishing within 7 days from the date of this application, an advertisement in at least one newspaper having a wide circulation in the area and to submit proof of same to the Council immediately afterwards.

I/We further undertake to comply fully with all the terms, conditions, or restrictions attached to a licence if granted.

Signature of Applicant Date

This complete set of application forms, plus relevant fee and other enclosures, must be returned to the Causeway Coast and Glens Borough Council at any of the following addresses:

**Ballymoney Office, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ
Limavady Office, 7 Connell Street, Limavady, BT49 0HA
Coleraine Office, Cloonavin, 66 Portstewart Road, Coleraine, BT52 1EY
Ballycastle Office, Sheskburn House, 7 Mary Street, Ballycastle, BT54 6QH**

Telephone No: 028 2766 0233 Email: environmentalhealth@causewaycoastandglens.gov.uk

Copies of the application will be forwarded to the Police Service of Northern Ireland and the Northern Ireland Fire and Rescue Service.

The fees to accompany an application for the grant, renewal, transfer or variation of an entertainment licence shall be the amounts specified in the attached table for a 12 month Period.

Licence fees can be paid by Cash, Cheque, Postal Order, Card or BACS. Sending cash in the post is not recommended. Cheques and Postal Orders should be made payable to Causeway Coast and Glens Borough Council. If you wish to pay by Card or BACS please contact this Department on **028 2766 0233**.

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.

Note

Table of Fees shown overleaf

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

Fees for Entertainment Licences

TABLE OF FEES

	Occasional Licence Fee	Full Licence Fee
An application relating to an indoor place of entertainment	£	£
- 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; and	375	750
- over 1,000 persons.	500	1,000

	Fee £
An application relating to a circus.	50
An application relating to an indoor place of entertainment where machines for entertainment or amusement, or equipment for the playing of billiards, pool, snooker or other similar games, are provided (except a public contest).	100
An application relating to an indoor place of entertainment of any capacity for an occasional licence in respect of : (a) a place used wholly or mainly for public religious worship (see Schedule for clarification). (b) a place used for religious meetings or services (see Schedule for clarification). (c) an educational institution while not being used as such (see Schedule for clarification).	50
An application relating to an indoor place of entertainment of any capacity for an occasional licence where the application is made by a voluntary organisation ¹ or a charity.	50
An application by a voluntary organisation ¹ or a charity relating to outdoor musical entertainments to which paragraph 2 of the Schedule applies, where that place may hold: - not more than 500 persons; or - over 500 persons.	125 250
An application, other than by a voluntary organisation ¹ or a charity, relating to outdoor musical entertainments to which paragraph 2 of the Schedule applies, where that place may hold: - not more than 500 persons; or - over 500 persons.	1,000 2,000
An application under paragraph 7A of the Schedule for the variation of the terms, conditions or restrictions on or subject to which an entertainments licence is held.	80
Application to transfer an entertainments licence.	80

Footnotes

1. A "voluntary organisation" means an organisation carrying on or proposing to carry on activities otherwise than for the purpose of gain by the organisation or individual members thereof.