

**Application for the Grant, Renewal or Transfer of an**

**Entertainment Licence**

**Local Government (Miscellaneous Provisions) (NI) Order 1985**

Mid and East Antrim Borough Council

Licensing Section, Public Protection, Health and Wellbeing Department

 **028 2826 2498**

**E. licensing@midandeastantrim.gov.uk**

[**www.midandeastantrimcouncil.gov.uk**](http://www.midandeastantrimcouncil.gov.uk)

**Mid and East Antrim Borough Council is collecting and processing your personal information to fulfil our legal obligation & public task in relation to managing requests across our services.**

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**Application for the Grant or Renewal of an Entertainments Licence**

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1. **Information for Applicants**

Entertainment Licences are issued by district councils underLocal Government **(Miscellaneous Provisions) (NI) Order 1985.**

## Who needs an entertainment licence?

## If your premises are used as a place of public entertainment you must hold a public entertainment licence. This applies to private functions and any events admitting members of the public where a charge is being made. Exemptions can be made for religious occasions and, in certain circumstances, schools.You should also contact us if you are thinking about staging an event that you think may require an entertainment licence, or are holding an event and unsure of the safety measures needed. If you want to **renew** or **transfer** an existing licence, you must also apply to us. If there are any changes to your premises or to the type of entertainment provided, you must apply for a **variation** to your existing licence.

**When is a licence needed?**

| **Type of entertainment** | **Licence needed** |
| --- | --- |
| Theatrical performancesDancingSingingMusic or other similar entertainmentCircusesPublic contests, matches, exhibitions or displays of boxing, wrestling, judo and karate (or other similar sport), billiards, pool, snooker or darts (or other similar game)  | Indoor licence |
| Any public musical entertainment held entirely or mainly in the open air on private land (regardless of any charge) | Outdoor licence  |
| Garden fetes or bazaarsReligious meetings or servicesExhibitions or sales of workSports or athletics eventsOther functions or events of a similar nature (limited to one day or extended over two or more days) | No licence needed |

**There are 2 main types of licence - an annual licence and an occasional licence, these are detailed below:**

|  |  |
| --- | --- |
| Annual licence | Six-day annual application which allows entertainment to take place from Monday to Saturday for a 12-month periodSeven-day annual application which allows entertainment to take place from Monday to Sunday for a 12-month period |
| Occasional licence  | 14-day occasional licence where the days of use are not specified14-day occasional licence where the days of use are specified and allow entertainment to take place on 14 individual days within a 12-month period |

**Renewals**

Notification of renewal will be sent to the licensee 2 months before the expiration of a current licence. Where an application for the renewal of an entertainment licence has been made before the date of expiry of a current licence, the council will allow the licence to remain in force.

However, once this expiry date has passed and where no application has been received, the entertainment licence is deemed to have expired. **In the case that certificates or documentation are not submitted within one month of the date of expiry, the licence will be deemed to have expired and a refund of any fees paid will be made.**

**Should this happen and you carry out any entertainment on the premises before a new licence is issued you shall be operating without an entertainment licence and liable to prosecution.**

1. **Fees**

The current level of fees are as follows:

**Indoor Licences**

|  |  |  |
| --- | --- | --- |
| **Capacity of Premises** | **Occasional Licence Fee £** | **Full Licence Fee £** |
| Not more than 100 persons | 50 | 100 |
| 101 to 200 persons | 75 | 150 |
| 201 to 300 | 125 | 250 |
| 301 to 500 persons | 200 | 400 |
| 501 to 1,000 persons | 375 | 750 |
| Over 1,000 persons | 500 | 1000 |

|  |  |
| --- | --- |
| An application for a circus   |  £50 |
| An application for a premises to be used for indoor billiards, pool, snooker or other similar games  |  £100 |
| An application for an occasional (14 day licence) in respect of:(a)  a place used wholly or mainly for public religious worship (b)  a place used for religious meetings or services (c)  an educational institution while not being used as such   |  £50 |
| An application for an occasional (14 day licence) where the application is made by a voluntary organisation or a charity.  |  £50 |

**Outdoor Licences**

|  |  |
| --- | --- |
| An application by a voluntary organisation or a charity relating to outdoor musical entertainments where that place may hold:* Not more than 500 persons; or
* Over 500 persons
 | £125£250 |
| An application, other than by a voluntary organisation or a charity, relating to outdoor musical entertainments where that place may hold:* Not more than 500 persons; or
* Over 500 persons
 | £1,000£2,000 |
| An application to vary the terms, conditions or restrictions on or subject to which an entertainments licence is held. | £80 |

**3. The Application Process & Documents Required**

**3.1 Overview**

**Legislation specifies the application process and requirements that must be complied with and is summarised below, more detail is also provided below.**

Premises that require an entertainment licence must apply, in writing, to the council, using the application form provided, and accompanied by the fee (as determined by the Department of the Environment).

The application must be accompanied by copies of certificates or documentation as detailed, and in the case of new applications, 3 copies of premises plans.

An applicant must, **no later than seven days after the date of the application** give public notice by placing an advert in a local newspaper of the application, allowing 28 days for any objections to be made.

The council shall then send copies of the application to the PSNI and Northern Ireland Fire & Rescue Service for consultation.

In addition an inspection of the premises must be completed prior to any application being submitted to the council for approval.

The council must process your application before it can be granted. If you have not heard from the local authority within 20 days, please contact it.

The Licence shall run for a maximum of one year.

**3.2 Application Form**

You should receive your application pack 2 months before the expiry of your current licence. The application form (copy in Appendix 1) must be returned along with the relevant fee to this office as soon as possible (for renewals at least one month before your licence is due to expire), and to ensure that a valid licence remains in force before the expiry date of your current licence. This must be completed in black ink (unless being submitted electronically) and in block capitals.

**Please ensure the form is signed**.

### 3.3 Advertisements

Within **7 days** of submitting your application, you must also place legal notice of it in a local newspaper. **This is not required for applications for a 14-day occasional licence made by schools and church halls**

When the advert appears in the paper, this should be cut out, attached to the form provided in Appendix 3 and returned to us. Any person wishing to make any representation in relation to an application for the grant, renewal, variation or transfer of an entertainments licence must give notice to the Council, stating in general terms the nature of the representation, not later than 28 days after the date of the application.

**3.4 Consultations**

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 Northern Ireland Fire & Rescue Service. A joint visit will also be organised on request from the Northern Ireland Fire & Rescue Service.

Any recommendations made by the Northern Ireland Fire & Rescue Service or PSNI must be carried out and will be subject to a confirmatory report from Council.

**3.5 Plans**

3 copies of plans should be submitted. They should be to a scale of 1:50 (or not less than 1:100) and must clearly indicate the following:

* The parts of the premises in which entertainment will be held in relation to the overall licensed premises.
* Details of fixed seating, loose table and chair arrangement, etc. in those areas where entertainment will be held.
* All escape routes, both internal and external, by which a means of escape in case of fire may be effected.
* The position and details of all existing firefighting equipment, exit signs, fire alarm call points and emergency lighting.
* Relevant construction and structural particulars in relation to structural stability and structural fire precautions.
* Levels of the place and adjoining ground level, if not at or about ground level.
* Details of the type of heating appliance serving the premises, together with its location.
* The sanitary accommodation and washing facilities provided for the use of
   (i)   the public;
   (ii) The staff.
* The location of the electrical intake / meter distribution board.

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.

**3.6 Insurance**

A letter must be submitted on headed note paper from either an Insurance Company or Broker, or on the form provided in **Appendix 4**, 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.

**3.7 Electrical Certificates**

You must enclose certificates from a competent electrical engineer stating that the electrical installation, fire alarm and emergency lighting on the premises have been tested. All inspections and accompanying certificates must be completed by the following approved bodies:

* An NICEIC registered approved electrical contractor.
* A member of the Institute of Electrical Engineers (MIEE).
* A registered member of the Electrical Contractors Association (ECA).
* An insurance Company/Agent specialising in electrical inspections and testing.
* Any suitably qualified electrical engineer/contractor or company deemed to be competent to carry out such inspections and tests.  Such electrical engineer/contractor must be approved by Council's Licensing Department prior to any work being commenced and hold acceptable insurance indemnity.

The Periodic Inspection Test shall be carried out in accordance with the IEE Regulations 16th Edition GN3 Inspection and Testing or relevant current edition and to BS 7671 standards.

**This certificate must be submitted at a maximum interval of 3 years or sooner, if determined necessary by the electrical engineer.**

**3.8 New Premises / Renovations**
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 electrical inspection and initial test in accordance with the IEE inspection and test 16th edition or the relevant current edition.
* A certificate of installation and commissioning of the fire alarm system as recommended in BS 5839, Part I 1998, Appendix B.
* An emergency lighting completion certificate for the emergency lighting system/installation.

On completion of such tests completion and inspection reports/certificates shall be completed by one of the approved bodies and submitted to Council for approval.

**3.9 Emergency Lighting**

All emergency lighting shall be installed, designed and conform to BS 5266, Part I 1988. An emergency lighting test **shall be carried out annually** in accordance with BS 5266, Part I 1988, Section 12.4.5., and on completion of such a test a certificate or report shall be completed by one of the approved bodies.

This report must be submitted with the entertainment licence application.

It is also the responsibility of the licensee to maintain and supervise the emergency lighting system.

**3.10 Fire Alarms**

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 Northern Ireland Fire & Rescue Service, and be approved by Council's Building Control 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., and on completion of such a test a certificate or report shall be completed.

This report must be submitted with the entertainment licence application.

It is also the responsibility of the licensee to maintain and supervise the fire alarm automatic detection systems.

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.

**3.11 Fire Fighting Equipment**

An up to date certificate must be submitted from the suppliers of the firefighting 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 Northern Ireland Fire & Rescue Service Report. Such an inspection must be carried out annually.

**3.12 Fire Proofing & Flame Retardant Certificates**

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 may be requested by Council, where necessary.

A certificate also confirming that your seating, including coverings, is fire resistant may be requested by Council, where necessary.

**3.13** **Floor Loading Certificate**

Council may require, particularly for first time applications or where premises have been structurally altered, a certificate from an approved qualified person that the floors of the premises satisfy the requirements of BS 6399 Part 1 1996 - Design load for Buildings; Part I Code of Practice for Dead and Imposed Loads.

Where entertainment of the pop concert type is to be provided Council may require loading strength in excess of those tabulated in BS 6399 Part 1 1996.

Applicants will be advised in writing if the structural loading certificate is required.

**3.14 Ceiling Certificate**

Council may require a certificate from an approved qualified person that ceilings and ornamental plaster in the place of entertainment have been inspected. The certificate shall contain a report on their conditions.

Applicants will be advised in writing if a ceiling certificate is required.

**3.15 Inspection**

A licensing officer will visit to inspect your premises and ensure compliance with licensing conditions. During performance inspections may also be carried out where licensing / environmental health officers may visit your premises accompanied by the PSNI or NIFRS to assess fire safety & crowd control.

### 3.16 Objections & Appeals

If we receive objections to an application which are not resolved through mediation, it will be referred to the Council for further consideration. If this happens, both you and those who object to your application will have the chance to present your case to the Council.

If an application is refused or where terms, conditions or restrictions are imposed or where a licence is revoked, applicants have the right to appeal our decision. Appeals must be lodged within 21 days of you being informed of the decision to the County Court. Their decision is final.

##

## 3.17 What Happens when a Licence is Approved?

Tacit approval does not apply to entertainment licence applications and you should not consider your licence granted until you receive formal confirmation from us.

You should not provide any entertainment at your premises until a decision has been made about your application and a valid entertainment licence issued.

It is a serious offence to breach the terms of an entertainment licence, especially in relation to overcrowding. Doing so can lead to your licence being revoked or suspended, as well as a fine of up to £20,000.

All entertainment licenses issued are granted for a period of up to 12 months and are subject to standard conditions such as:

* days and hours of use
* the nature of entertainment which may be provided
* occupancy figures.

Notification of renewal will be sent to the licensee 2 months before the expiration of a current licence. It is important to notify us if the licensee has changed or left the premises as soon as possible so as to avoid this renewal notice not being received.

1. **Fire Risk Assessment**

New Fire Safety Regulations came into effect in 2010, making it a requirement for businesses to have in place a current Fire Risk Assessment.

This requires business to

* identify the fire hazards and risks associated with their premises
* identify the people, or groups of people at risk
* remove and reduce the risks as far as reasonably possible; put in place general fire precautions to deal with any remaining risks
* implement additional preventative and protective measures if flammable or explosive substances are used or stored on the premises, and
* develop and implement appropriate emergency procedures in the event of fire.

More information on how to complete a fire risk assessment is available from the Northern Ireland Fire and Rescue Service at <http://www.nifrs.org/firesafe/introduction.php>

1. **Application Checklist**

 **Application Form**

 **Confirmation of Public Liability Insurance**

 **3 x copies of plans (New Applications Only)**

 **Satisfactory Electrical Installation Condition Report**

 **Satisfactory Fire Alarm and Detection System Inspection Report**

 **Satisfactory Emergency and Escape Lighting System Inspection Report**

 Certificate of Inspection for Firefighting Equipment

 Advertisement sent to a Local Paper

 Fire Risk Assessment

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**Appendix 1**

**APPLICATION FOR INDOOR ENTERTAINMENT LICENCE**

***LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985***

**Mid and East Antrim Borough Council is collecting and processing your personal information to fulfil our legal obligation & public task in relation to managing requests across our services.**

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**This form should be completed in black ink and block capitals**

**Application for: Grant / Renewal / Variation / Transfer / Provisional licence**

|  |
| --- |
| **Surname** (& maiden name if applicable) |
| **Forename(s)** (as given at birth) |
| **Date of Birth** | **Driving Licence No** | **Contact Tel No** |
| **Home Address** | **Business Address** |
|  |  |
|  |  |
| ***EMAIL:*** | ***EMAIL:*** |
| If a Limited Company, state the name of thecompany, name of secretary and address of the registered office, otherwise provide the name and address of each member of the company. |  |
|  |
|  |
|  |
| State the name and address of the premises/area for which a Licence is sought. |  |
|  |
|  |
|  |
| State total number of persons to be accommodated |  |
| State the form of entertainment to be held in the premises and the days and hours during which entertainments may take place (i.e. tick the appropriate box / boxes) |
| **FORM OF ENTERTAINMENT** | **DAYS PREMISES OPEN** | **BETWEEN HOURS OF** |
| Theatrical Performance |  | Monday |  | from |
|  |  | to |
| Dancing, Singing, Music, Other |  |  |  |  |
| Entertainment of Like Kind |  | Tuesday |  | from |
|  |  | to |
| Circus |  |  |  |  |
| Wednesday |  | from |
| Any public contest, match, |  |  |  | to |
| exhibition or display of Boxing/ |  |  |  |  |
| Wrestling/Judo/Karate/Similar |  | Thursday |  | from |
| Sport or Darts |  |  |  | to |
|  |  |  |
| Machines for Entertainment or |  | Friday |  | from |
| Amusement |  |  |  | to |
|  |  |  |
| Equipment for playing Billiards/Pool/Snooker/Other similargames (except where same are not incidental to the main purpose of the premises) |  | Saturday |  | from |
|  |  |  | to |
|  |  |  |  |
|  | Sunday |  | from |
|  |  |  | to |

**Specify the type of entertainment licence sought:**

|  |  |
| --- | --- |
| Licence (for one year or for such shorter period as the Council may specify) |  |
| Licence for not more than 14 particular days within 12 month period |  |
| **State particular days (dates):** | 1. | 2. |
| 3. | 4. | 5 |
| 6. | 7. | 8. |
| 9. | 10. | 11. |
| 12. | 13. | 14. |
| Licence for any 14 unspecified days within 12 month period |  |
| Licence relating to provision of machines for entertainment / amusement in premises |  |
| Licence for an outdoor musical event |  |

|  |  |
| --- | --- |
| Has there been, since the date of the last licence, any interior or external structural alteration or extension to the premises to be licensed or has there been provided at the premises any additional fitments, appliances or equipment? | YESNO |
| * I / we undertake to abide by the terms, conditions and restrictions of the licence, if granted to deliver up the licence if the premises are sold or transferred to another person to deliver up the licence for cancellation within 10 days of the premises ceasing to be used for the purpose for which the licence is granted.
* I / we understand that if the premises do not comply with the ‘Conditions of Licence’ adopted by the Borough Council, the licence will not be granted and I/we further understand that, if granted, the Licence may in accordance with the provisions of the Order be revoked if the premises cease to comply with the said Conditions.
* I / we enclose a remittance of £\_\_\_\_\_\_\_\_\_\_\_ being the amount of licence fee.
* I / we enclose 3 copies of a layout plan drawn to scale (for new applications, extensions or amendments to existing buildings **only)**
* I / we enclose a letter of confirmation from our insurers confirming that there is current public liability insurance.
* I / we enclose the following inspection reports - fire alarm and detection systems, emergency and escape lighting system, electrical installation, firefighting equipment.
* I/we enclose a Fire Risk Assessment for the premises.
* I / we confirm that the pro forma provided has been completed and placed with a local newspaper.
 |
| **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***When complete please return to: Mid and East Antrim Borough Council (Licensing Section), Smiley Buildings, Victoria Road, Larne BT40 1RU***

**Appendix 2**

**APPLICATION FOR ENTERTAINMENTS LICENCE**

**THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)**

**(NORTHERN IRELAND) ORDER 1985**

Notice is hereby given that application has been made to Mid and East Antrim Borough Council for the grant/renewal/transfer/variation\* *(delete as applicable)* of an Entertainments Licence for *(insert type of entertainment, e.g. singing, dancing etc.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in respect of premises known as *(insert name of premises):*

situated at *(insert address of premises)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The name and address of the applicant is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any person wishing to make representation in relation to the application shall give notice to the Council, stating in general terms the nature of the representation, not later than 28 days after the date of the application, which was \_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert date).*

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20

# Appendix 3

**ADVERTISEMENT**

Please attach a copy of the advertisement, which has been placed in a local newspaper circulating in the borough.

Please also record details of the date of the publication of the advertisement and the name of the paper in which it was published.

 **ADVERT 1**

Publication date of advert \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of paper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix 4 DECLARATION OF PUBLIC LIABILITY INSURANCE COVER

# PART 1 – TO BE COMPLETED BY THE APPLICANT

I (name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Of (address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have made application to Mid and East Antrim Borough Council on \_\_\_\_\_\_\_\_\_\_\_\_ (date) for an Entertainments Licence to provide the following entertainment at the premises:

Known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Situated at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Type of Entertainment Applied for:

|  |  |
| --- | --- |
|  | Theatrical performance |
|  | Dancing, singing, music, entertainment of a like kind |
|  | Does this include public discos?  | YES |  | NO |  |
|  | Circus |
|  | Any entertainment which consists of, or includes, any public contest, match, exhibition or display of:  |
|  | (1) Boxing, wrestling, judo, karate or any similar sport |
|  | (2) Billiards, pool, snooker or other similar game |
|  | (3) Darts |
|  | Machines for entertainment or amusement |
|  | Equipment for playing billiards, pool, snooker or other similar games |

# INDOOR

|  |  |
| --- | --- |
|  | Any public musical event which is held wholly or mainly in the open air and at a place on private land |

**OUTDOOR**

Address where event is to be held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PART 2 – TO BE COMPLETED BY INSURANCE COMPANY / BROKER

We hereby confirm that there is in force a policy insuring the applicant in respect of any liability which may be incurred by him in respect of the death of, or bodily injury to, any person on or about the premises while being used for entertainment purposes as indicated above.

Current Insurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Dates: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Limit of Indemnity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restrictive Endorsements (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_

Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Official Stamp**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ONCE COMPLETE, PLEASE RETURN THIS FORM TO:

***Mid and East Antrim Borough Council (Licensing Section), Smiley Buildings, Victoria Road, Larne BT40 1RU (E.mail licensing@midandeastantrim.gov.uk)***

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