



**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (N.I.) ORDER 1985**

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS OR IF COMPLETING ELECTRONICALLY PLEASE USE FILL AND SIGN PDF TOOLS TO COMPLETE**

Please reference the Entertainment Licence Guidance Document when completing this form

**Premises Details:**

Name:	
Address:	
Telephone:	

**Applicant Details:**

Name:	
Address:	
Telephone:	
Email:	
Date of birth:	

**Manager Details:**

Name:	
Email Telephone:	

**TYPE OF LICENCE APPLIED FOR (Tick one)**

INDOOR ENTERTAINMENT LICENCE	<input type="checkbox"/>	Complete section A
OUTDOOR ENTERTAINMENT LICENCE (Wholly in the open air)	<input type="checkbox"/>	Complete section B

Occupancy Numbers: \_\_\_\_\_ (for new applications occupancy will be set post inspection)

## Fire Risk Assessment

Do you have a current fire risk assessment		YES		NO	
Last Assessment review date					

Your Fire risk assessment should be reviewed annually, if you have a new fire risk assessment or you have made any changes during your review to an existing assessment please submit the complete document.

### Please tick types of Entertainment to be provided

a) Dancing, singing, music or any entertainment of a like kind	
b) Theatrical performances	
c) Public contest, match, exhibition or display of:	
i. Boxing, wrestling, judo, karate, etc.	
ii. Billiards, pool, snooker, etc.	
iii. Darts	
d) Equipment for playing snooker or similar games	
e) Machines for entertainment or amusement	

## SECTION A INDOOR ENTERTAINMENT LICENCE

### Licence Requirements

Day	Hours of use		Day	Hours of use	
	FROM	TO		FROM	TO
Monday			Friday		
Tuesday			Saturday		
Wednesday			Sunday		
Thursday					

Are you applying for entertainment past 1:00 AM	YES	NO

**Licence Type Applied For:** *(please tick as appropriate)*

Annual	<input type="checkbox"/>	Provisional	<input type="checkbox"/>
Occasional Up to 14 unspecified dates	<input type="checkbox"/>	Occasional Up to 14 particular dates (please provide details)	<input type="checkbox"/>
Transfer	<input type="checkbox"/>	Variation of terms	<input type="checkbox"/>

If applying for a variation of terms, please provide details of the terms or details on licence you wish to vary

Has the premises undergone any renovations or alteration since the last application

YES

NO

If you have answered yes provide details below

Do you wish the licence to cover substantially enclosed outdoor areas, please provide further details ?

## SECTION B OUTDOOR LICENCE

(Any public musical entertainment which is held wholly or mainly in the open air and on private land)

Licence requirements

DATES	TIMES

Location of Event

Address	
Please provide details of the event location	

Details of event

What capacity of event are you planning for ?	
Will temporary structures be used?	
Has an event safety plan been completed for the event?	

FEE ENCLOSED: £

SIGNED:

DATE:

Mid and East Antrim Borough Council is collecting and processing your personal information to fulfil our legal obligations in relation to entertainment licences under the Local Government (Misc Provisions) Order 1985 . We will keep your information secure, accurate and for no longer than is necessary in accordance with data protection laws. Your information may be shared with PSNI and NIFRS for the purpose above. If you wish to find out more about how we control and process personal data and protect your privacy please see [www.midandeantrim.gov.uk/privacy-notice](http://www.midandeantrim.gov.uk/privacy-notice)

PLEASE ENSURE FORM IS SIGNED AND DATED, INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT. COMPLETED FORMS AND SUPPORTING DOCUMENTS SHOULD BE SUBMITTED TO:

Licensing, Smiley Buildings, Victoria Road, Larne, BT40 1RU

Or emailed to :[licensing@midandeantrim.gov.uk](mailto:licensing@midandeantrim.gov.uk)

**PLEASE USE THE CHECKLIST BELOW TO ENSURE YOU PROVIDE ALL DOCUMENTATION REQUIRED TO MAKE APPLICATION.**

### Application Checklist

- Application Form
- Confirmation of Public Liability Insurance
- Fire Risk Assessment
- 2 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
- Certificate of Inspection for Firefighting Equipment
- Advertisement sent to a Local Paper