



Subject:	Licensed premises transferring from Lisburn & Castlereagh and review of application certification
Date:	17 th June, 2015
Reporting Officer:	Trevor Martin, Head of Building Control, ext. 2450
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Is this report restricted?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Is the decision eligible for Call-in?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

1.0	Purpose of Report
1.1	To inform the Committee of the licensed premises which were previously within the Lisburn and Castlereagh areas and which are now within the new Belfast boundary.
1.2	To consider proposals to rationalise the certification required for an Entertainments Licence application so that the pre-requisites for all licensees of the former Belfast, Lisburn and Castlereagh Councils are aligned.

2.0	Recommendations
2.1	For Committee to note the information provided regarding the premises which transferred from the former Lisburn and Castlereagh Councils into the new Belfast City Council.
2.2	The Committee is also requested to consider and adopt the recommendations being proposed in respect of the revision to the certificates which are a pre-requisite to an Entertainments Licence application.

3.0	Main report
3.1	Key Issues Members will recall that, at your previous meeting of 20 th May 2015, you agreed to adopt the City Centre boundary area proposed for the purposes of determining the premises required to advertise an application for an Entertainments Licence in one of the four main newspapers.
3.2	Arising from your discussions the Committee also requested a report to be presented at a future meeting detailing the licensed premises which were previously within the Lisburn or

<p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p>	<p>Castlereagh areas and which are now within the new Belfast boundary.</p> <p>As a result of Local Government reform, a total of 56 licences transferred across into the new Belfast area. A summary of the various licence types which transferred, is as follows:</p> <p><u>Lisburn</u></p> <ul style="list-style-type: none"> • 2 Hotels • 5 Bars • 2 Clubs • 1 Amusement Arcade • 1 Church • 5 Petrol Stations • 1 Outdoor space • 5 Street Traders • 1 Transferable Asset (activity centre) <p><u>Castlereagh</u></p> <ul style="list-style-type: none"> • 2 Hotels • 3 Bars • 3 Clubs • 6 Churches • 5 Petrol Stations • 1 Outdoor space • 6 Street Traders • 7 Transferable Assets (activity/community centres) <p>This brings the total number of licences in Belfast to 588, which includes entertainment venues, amusement arcades, petrol stations, cinemas and street trading. However, this excludes temporary street trading licences, which fluctuate from year to year. It also excludes the number of events we deal which is on average 63 per year.</p> <p>A number of other commercial premises which transferred into the new Belfast City Council area have been identified and we are engaging with the owners of these premises to ascertain if they are required to apply for an Entertainments Licence.</p> <p>A list of the premises which transferred from Lisburn and Castlereagh is attached as Appendix 1.</p> <p>A map indicating the location of these premises is also attached as Appendix 2.</p> <p><u>Certification Pre-requisites for Entertainments Licence Applications</u></p> <p>Along with every application for an indoor Entertainments Licence a variety of certificates and proofs are required to complete the process. The recent decision Members took, arising from the Reform of Local Government, to review the advertising requirements for an Entertainments Licence provides an opportunity to rationalise the certification we require and to look to ensure consistency for all applicants, new and existing. Given the drive from Government to minimise ‘red tape’ for businesses there is also the prospect that we may be able to further ease the administrative and financial burden on licensees.</p> <p>Under the terms of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985, the applicant for the grant, renewal or transfer of an Entertainments Licence shall provide such particulars as the council may reasonably require.</p> <p>Currently upon application for a licence we request a list of application pre-requisites as follows:</p>
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- Public Liability Insurance – Provided annually.
- Newspaper Adverts – One advertisement is now requested.
- Fire Extinguisher Certificate – Provided annually.
- Electrical Certificate – Valid for a maximum 3 years.
- Emergency Lighting Certificate – Provided annually.
- Heating Certificate – Provided every 2 years.
- Ventilation Certificate – Provided every 2 years.
- Ceiling Certificate – Provided every 4 years.
- Structural Certificate – Required upon application for the grant of a licence (Thereafter, only required if the premises is altered or extended).
- Acoustic Report – Requested upon application for the grant of a licence.
- Fire Risk Assessment – Reviewed and updated annually.

3.11 In Belfast we also request confirmation as part of our application that, where Door Supervisors are employed, they are registered with the SIA.

Certification summary and recommendations

3.12 A table is attached as Appendix 3 which provides a comparison of the pre-requisites Lisburn and Castlereagh asked for as part of their application process compared with what we currently ask for in Belfast.

3.13 All three Councils request public liability insurance, one newspaper advertisement, fire extinguisher and fire alarm certificates and a fire risk assessment. Thereafter there is a variation in the certification requested or the length of time the certificate remains valid.

3.14 The need for heating, ventilation, electrical, ceiling, and structural certificates and the requirement for an acoustic report vary among the three Councils with Belfast currently requesting all this documentation.

3.15 Belfast City Council is also the only Council which seeks confirmation that, where Door Supervisors are employed, they are registered with the SIA.

3.16 Having reviewed the application pre-requisites for each Council a proposal for each is included in the table in Appendix 3 for consideration. It is proposed that those pre-requisites which are asked for by all 3 Councils are retained with some rationalisation of how long they remain valid.

3.17 In respect of Door Supervisors it is proposed that we retain the request for confirmation that, where Door Supervisors are employed, they are registered with the SIA. As we used to administer a Door Supervisors Scheme in Belfast we were keen to maintain some form of control over the function. It also helps promote the importance of employing properly registered door staff within licensed premises, which in turn is important to the safer night-time economy for Belfast.

3.18 A Structural Certificate will be requested at Grant stage only but may be required thereafter if further structural changes are made to the building.

3.19 A Ceiling Certificate will not now be required except in circumstances where, following a visual inspection of the premises by the surveyor, it is determined that one should be provided.

3.20 An Acoustic Report, depending upon the location of the venue, may be requested at Grant stage and when major works/alterations have been carried out.

3.21 For both the Heating and Ventilation certificates it is proposed that this pre-requisite

	<p>should be removed. However, whilst it will no longer be necessary to submit these certificates it remains a requirement of the Rules of Management that all heating and ventilation installations are maintained by the licensee to protect the health and safety of all building users.</p>
3.22	<p>The requirement to provide certificates for the heating and ventilation has been part of our application process since the legislation was introduced. Our experience of both aspects has been that neither has presented any issues and it is therefore considered that requesting the certificates every two years is an unnecessary additional burden.</p>
3.23	<p>As part of our inspection regime Officers will be mindful of these building services and should they observe any defects or problems during the inspection steps will be taken to address them.</p>
3.24	<p>Members will be aware of the current review of Entertainments Licensing legislation and will note that this includes a proposal that the DoE produce revised model terms, conditions and restrictions which may be attached to a licence. Should this proposal be accepted there will be scope to review all forms of certification required as a pre-requisite to obtaining a licence and it is envisaged any changes that are made in Belfast will be a pre-cursor to wider changes that the DoE may make.</p>
3.25	<p>Members are advised that as a result of the outcome of this exercise and other matters being explored we are currently working on updating the BCC Rules of Management and will bring a report proposed changes for your consideration in due course.</p>
3.26	<p><u>Financial & Resource Implications</u> None</p>
3.27	<p><u>Equality or Good Relations Implications</u> There are no equality or good relations issues.</p>

4.0	Appendices – Documents Attached
	<ul style="list-style-type: none"> • Appendix 1 – List of the premises which transferred from Lisburn and Castlereagh • Appendix 2 – Map indicating the location of premises transferred from Lisburn and Castlereagh • Appendix 3 – Table of summary and recommendations regarding application pre-requisite review