



Subject:	Application for the Grant of a 14-day Occasional Outdoor Entertainments Licence for Writer's Square
Date:	16 th September, 2015
Reporting Officer:	Trevor Martin, Head of Building Control, ext. 2450
Contact Officer:	Stephen Hewitt, Building Control Manager, ext. 2435

Is this report restricted?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Is the decision eligible for Call-in?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues						
1.1	<p>To consider an application from Ms Jillian Thompson, Cathedral Quarter Trust c/o Culture Night Belfast, for the grant of a 14-Day Occasional Outdoor Entertainments Licence for Writer's Square based on the Council's standard conditions to provide outdoor musical entertainment.</p> <table border="0"><thead><tr><th>Area and Location</th><th>Ref. No.</th><th>Applicant</th></tr></thead><tbody><tr><td>Writer's Square Donegall Street Belfast BT1 1ZZ</td><td>WK/201501031</td><td>Ms Jillian Thompson Cathedral Quarter Trust Culture Night Belfast 109-113 Royal Avenue Belfast, BT1 1FF</td></tr></tbody></table>	Area and Location	Ref. No.	Applicant	Writer's Square Donegall Street Belfast BT1 1ZZ	WK/201501031	Ms Jillian Thompson Cathedral Quarter Trust Culture Night Belfast 109-113 Royal Avenue Belfast, BT1 1FF
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1.2	A copy of the Application Form is attached as Appendix 1.						
1.3	A location map is attached as Appendix 2.						
1.4	Members are reminded that all applications for the grant of Outdoor Entertainments Licences must be brought before Committee for consideration.						
2.0	Recommendations						
2.1	<p>Taking into account the information presented and any representations made in respect of the application you are required to make a decision to either:</p> <ol style="list-style-type: none">1. Approve the application for the grant of a 14-day Occasional Outdoor Entertainments Licence, or2. Approve the application for the grant with special conditions, or						

	<p>3. Refuse the application for the grant of the 14-day Occasional Outdoor Entertainments Licence.</p>
2.2	<p>If the application is granted it will be conditional upon any outstanding technical matters, such as those relating to noise management, being completed to the satisfaction of the Council.</p>
2.3	<p>If an application is refused, or special conditions are attached to the licence to which the applicant does not consent, then the applicant may appeal the Council's decision within 21 days of notification of that decision to the County Court. In the case that the applicant subsequently decides to appeal outdoor entertainment may not be provided until any such appeal is determined.</p>

3.0	Main report
	<p><u>Key Issues</u></p>
3.1	<p>The standard days and hours for an Outdoor Entertainments Licence are:</p> <ul style="list-style-type: none"> • Monday to Sunday: 11.30am to 11.00pm.
3.2	<p>In addition, the following special conditions are usually attached to Outdoor Licences:</p> <ol style="list-style-type: none"> 1. Maximum numbers will be agreed at the discretion of the Building Control Service and will vary depending upon individual concert set up proposals. 2. Prior to any event taking place the promoters are required to demonstrate evidence of early consultation and have in place a robust system of dealing with any complaints, which has been agreed in advance with the Council. 3. Any requests to provide entertainment later than 11.00pm must be considered by the Licensing Committee and therefore must be made at least 3 months in advance of the proposed event. 4. Should an application to provide entertainment beyond 11.00pm be granted and the Council then receive a significant number of complaints regarding noise or the complaint is of such significant impact, authority is granted to the Director of Health and Environmental Services, in consultation with the Town Solicitor, to reduce the finishing time for any subsequent nights of the event, in which case the promoter will be required to make contingency arrangements.
3.3	<p>Writer's Square is owned by the Department for Social Development (DSD) and some Members of the Committee may recall that it has previously been licensed to provide both indoor and outdoor entertainment as it held a Marquee and Outdoor Entertainments Licence.</p>
3.4	<p>However, the DSD confirmed with us earlier this year that due to budget cuts that it would not be renewing the Entertainments Licences for the Square and that anyone wishing to use the area for an event would have to submit their own application to cover the period of use.</p>
3.5	<p>If a licence is granted the applicant intends to use it to provide entertainment at the upcoming Culture Night event which is taking place on Friday 18th September 2015. The entertainment will consist of live stage performances of music, singing and dance.</p>

3.6	Culture Night is now regarded as one of the biggest cultural celebrations within Belfast and is now in its seventh year of operation bringing live dance, music, art, poetry, film, theatre and food to the City.
3.7	The event is always well attended and organisers hope to have an increase on the 50,000 who visited last year's event.
3.8	The organisers have been working closely with Officers from the Service in order to have plans and measures in place, including any licences for the range of events they will have in place on the night.
3.9	<p><u>Representations</u></p> <p>A Public Notice of the application has been placed but is not due to expire until the 15th September 2015. However, at the time of writing this report no written representation has been lodged as a result of the advertisement and we will provide a further update regarding this at your meeting.</p>
3.10	<p><u>PSNI</u></p> <p>The Police Service of Northern Ireland has been consulted and has confirmed that they have no objection to the application and are in support of the event. The police will also be invited to attend a final pre-event meeting to discuss traffic management and wider operational policing issues prior to the event being held. A copy of their response is attached as Appendix 3.</p>
3.11	<p><u>NIFRS</u></p> <p>The Northern Ireland Fire and Rescue Service were also consulted and have no objection to the application. However, as with the PSNI and other partner agencies, they have also been invited to attend the final pre-event meeting.</p>
3.12	<p><u>Health, safety and welfare</u></p> <p>Officers of the Service have engaged extensively with organisers for this event and other interested parties to ensure that the appropriate documentation is developed and that all safety and technical requirements are met in advance of each specific event taking place, should you decide to grant the licence.</p>
3.13	<p><u>Noise</u></p> <p>A Noise Management Plan is currently being developed for the event and the Environmental Protection Unit has been informed of the application. The Unit will be consulted on the Noise Management Plan for the event.</p>
3.14	<p><u>Applicant</u></p> <p>The applicant, and/or their representatives, will be available at your meeting to answer any queries you may have in relation to the application.</p>
3.15	<p><u>Financial & Resource Implications</u></p> <p>Officers will be required to carry out inspections for each outdoor event and attend any planning meetings which are catered for within existing budgets.</p>
3.16	<p><u>Equality or Good Relations Implications</u></p> <p>There are no equality or good relations issues associated with this report.</p>

4.0	Appendices – Documents Attached
	<ul style="list-style-type: none">• Appendix 1 – Application Form• Appendix 2 – Location map• Appendix 3 – PSNI comments