



Subject:	Application for the Grant of a Seven-day Annual Outdoor Entertainments Licence - Writers' Square
Date:	20th April, 2016
Reporting Officer:	Stephen Hewitt, Building Control Manager, ext. 2435
Contact Officer:	Patrick Cunningham, Assist Building Control Manager, ext. 6446

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/Summary of main Issues						
1.1	<p>To consider an application from the Department for Social Development (DSD) for the grant of a Seven-day Annual Outdoor Entertainments Licence for Writers' 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>Writers' Square Donegall Street Belfast BT1 1ZZ</td><td>WK/201600291</td><td>Ms Barbara Megaw Department for Social Development 4th Floor Oxford House 49-55 Chichester Street Belfast, BT1 4HL</td></tr></tbody></table>	Area and Location	Ref. No.	Applicant	Writers' Square Donegall Street Belfast BT1 1ZZ	WK/201600291	Ms Barbara Megaw Department for Social Development 4th Floor Oxford House 49-55 Chichester Street Belfast, BT1 4HL
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1.2	A copy of the application form is attached at Appendix 1.						
1.3	A location map is attached at 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 Seven-day Annual Outdoor Entertainments Licence, or2. Approve the application for the grant with special conditions, or						

	<p>3. Refuse the application for the grant of the Seven-day Annual 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
	<u>Key Issues</u>
3.1	<p>The standard days and hours for an Outdoor Entertainments Licence are:</p> <ul style="list-style-type: none"> • Monday to Sunday: 11.30 am to 11.00 pm.
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 Planning and Place, 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>Writers' Square is owned by the Department for Social Development (DSD). 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 advised the Service that, due to cuts to previous budgets, it was unable to renew the Entertainments Licences for the Square and that anyone who wished to use the venue for an event had to submit their own application for a licence to cover the period of use.</p>
3.5	<p>The applicant has also applied for a Seven-day Marquee Entertainments Licence, which will be issued under the Council's Scheme of Delegation. However, if the Outdoor Entertainments Licence is granted the applicant intends to once again promote the use of the Square for a range of events and utilise both licences.</p>

	<p><u>Representations</u></p> <p>3.6 Public notice of the application has been placed and no written representation has been lodged as a result of the advertisement.</p> <p><u>PSNI</u></p> <p>3.7 The Police Service of Northern Ireland has been consulted and has confirmed that it has no objection to the application. The police will also be consulted in advance of any proposed event to consider traffic management and wider operational policing issues. A copy of its response is attached at Appendix 3.</p> <p><u>NIFRS</u></p> <p>3.8 The Northern Ireland Fire and Rescue Service were also consulted and has no objection to the application. It will also be invited to meetings and provided with the relevant documentation in advance of any planned event.</p> <p><u>Health, Safety and Welfare</u></p> <p>3.9 The Service has previously administered Entertainments Licences and events at the venue and as a result it is familiar with the relevant particulars and details about the venue and the surrounding area and infrastructure.</p> <p>3.10 We will engage with organisers 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> <p><u>Noise</u></p> <p>3.11 The Environmental Protection Unit has been informed of the application and will comment on each individual outdoor event when information relevant to it has been provided, such as the appropriate noise management plan.</p> <p><u>Applicant</u></p> <p>3.12 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> <p><u>Financial and Resource Implications</u></p> <p>3.13 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> <p><u>Equality or Good Relations Implications</u></p> <p>3.14 There are no equality or good relations issues associated with this report.</p>
<p>4.0</p>	<p>Documents Attached</p> <p>Appendix 1 – Application Form Appendix 2 – Location map Appendix 3 – PSNI comments</p>