

# GUIDANCE NOTES

*These notes can be used to overcome any problems you are having with your application. Each section relates to an individual Certificate and is colour coded to the relevant form for your convenience. Please read everything carefully.*

## CHECKLIST

Use this when you are finished your application to ensure you have covered everything and are returning all that is required. An incomplete application cannot be processed and causes unnecessary work for you and us.

## APPLICATION FORM

Fill in each section fully, remembering to include a telephone number where you can be easily contacted, and most importantly, **SIGN AND DATE IT**. If this is your first application, you must submit 3 copies of plans showing the floor layout of your premises.

## APPENDIX 1

This specifies the type of entertainment you can apply for. The abbreviations may be used to simplify the completion of the application form.

## SUGGESTED FORM OF ADVERTISEMENT

Use this form to compile your public advertisement. Fill in the boxes with the type of entertainment you will provide and the name and address of the premises where it will be held. At the bottom, fill in your own name and address and then take the form to a local newspaper of your choice no later than 7 days after the date on the application form.

## CERTIFICATE OF INSURANCE

This form relates to your need for **Public Liability Insurance**, and not any other kind. You should complete the first part above the dividing line giving your name and address and the name and address of the premises where the entertainment will be held. Remember to delete any categories of entertainment which do not apply to your application. Send the form to your Insurer who will complete and stamp the second part. If the Insurance Company wish to send the completed form directly to us, then that is acceptable. It is not necessary to send us the policy document. If an insurance renewal date coincides with, or near your application date, then you should send us confirmation that the policy has been, or will be renewed.

## CERTIFICATE FOR FIRE FIGHTING EQUIPMENT

Fill in your own details and the details of the premises in the first section of the form. The person who services your fire extinguishers should complete the second section of the form. Make sure they sign and date it.

## CERTIFICATE IN RESPECT OF FLAMMABILITY OF DRAPES

If your drapes or curtains have not been cleaned, altered or added too since the last time they were flame proofed then you should write this on the certificate yourself, sign and date it. You do not have to do anything else. If you have reason to have some material flame proofed, then fill in your details on the first section of the form and give it to the company who carry out the work who will complete the second section, again, signing and dating it

## DECORATION OF SURFACES

This form tells us if you have carried out any decorative work which could affect the fire precautions of the premises. If you have not carried out work since the last time you completed this Certificate, then fill in SECTION A. If you have carried out decorative work to any surfaces, then fill in SECTION B giving specific details.

## ELECTRICAL INSPECTION REPORTS (3)

It is no longer a requirement that you use an NICEIC registered electrical contractor to carry out the inspections, but you are at liberty to do so if you wish. The competent contractor of your choice should be given our reports to complete. They should give accurate details of all the work they do and **specific details of their qualifications**. It is not enough to write, 'electrician, engineer, qualified electrician' or anything like this. If your contractor is happy with the standard of the overall electrical installation and will validate the report for three years, then you will not need this specific report for that period of time. You should keep copies of the report to forward to us with subsequent applications. You will however, have to obtain annual reports on your Emergency Lighting and Fire Alarm System. Contact a contractor well in advance so you can have them organised to coincide with your application. Try to satisfy yourself as to the competency of the contractor and if you have any doubts then don't use them.

**Place the complete application in the plastic folder and send it to us together with the correct fee. A table of fees is included within this pack. If you have any problems with any aspect of your application for an Entertainments Licence, please contact the Licensing Officer, Vivian Murphy on 028 4066 0606.**