



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

**THE CINEMAS (NORTHERN IRELAND) ORDER 1991
The Fire and Rescue Services (Northern Ireland) Order 2006
The Fire Safety Regulations (Northern Ireland) 2010**

**APPLICATION FOR GRANT/RENEWAL/TRANSFER OF A
CINEMA LICENCE**

Completed Application to be sent to one of the below offices:

**Oifig Dhún Padraig
Downpatrick Office**
Licensing Section
Economy, Regeneration and Tourism
Department
Downshire Civic Centre
Downshire Estate
Ardglass Road
Downpatrick
BT30 6GQ

**Oifig an Iúir
Newry Office**
Licensing Section
Economy, Regeneration and Tourism
Department
Unit 19 Rampart Road
Greenbank Industrial Estate
Newry
BT34 2QU

For further information contact:

Tel: 0330 137 4030
Email: licensing@nmandd.org
www.newrymournedown.org

APPLICATION FOR USE OF PREMISES FOR FILM EXHIBITIONS

**The Cinemas (Northern Ireland) Order 1991
The Fire and Rescue Services (Northern Ireland) Order 2006
The Fire Safety Regulations (Northern Ireland) 2010**

Section 1 - About Your Application

Please tick ✓ type of Licence applied for:

- Application for Grant of a Cinema Licence**
- Application for Renewal of a Cinema Licence**
- Application for Transfer of a Cinema Licence**

Section 2 – Premises details

Name of Premises:	
Address of Premises:	
Daytime Telephone Number:	
Email Address:	

Section 3 – Applicants details

Name of applicant:	
Address of applicant:	
Daytime Telephone Number:	
Email Address:	

Section 4 – Opening Hours

State the days and times for which you intend to provide Cinematic exhibitions:

Days	From	To
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Section 5 – Proposed Showings

Tell us if you want to apply for the cinema licence to include:

- Special permission for children’s showings**
- Special permission for Sunday film shows**
- Special permission for additional hours**

Declaration and Signature

- Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- The Council to which you are submitting this application form, collects data for the purposes of the management and application of the Cinema Order. The data may also be passed onto other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreement of or similar purposes.
- Newry, Mourne and Down District Council collects the Data on this Form for the purpose of Administering Cinema Licensing under The Cinemas (Northern Ireland) Order 1991.
- The Data Collected on this Form will be shared with the relevant Council Departments, the Police Service of NI and the NI Fire and Rescue Service under the Data Protection Act 1998.

The Council’s privacy notice can be accessed via our website www.newrymournedown.org/privacy-policy.

By signing below, this indicates that you have read and understood the above declaration.

		Official Use Only	
Print Full Name:		Date Received:	
Signature:		Receipt Number:	
Date:		£	

CHECKLIST

CINEMA LICENCE - I confirm I have enclosed the following:

Tick ✓

1.	Completed Application Form	<input type="checkbox"/>
2.	Application Fee Card, cash or cheque payment accepted. Cheques to be made payable to: 'Newry, Mourne and Down District Council'. The application fee is £600 for a period of one year <u>or</u> £120 for Transfer of Licence.	<input type="checkbox"/>
3.	Public Liability Insurance Confirmation from your Insurance Company that your premises has current valid public liability insurance cover. To include premises name, address and expiry date. Please note Employer's Liability Insurance is <u>not</u> acceptable.	<input type="checkbox"/>
4.	Fire-Fighting Equipment Certificate	<input type="checkbox"/>
5.	Fire Risk Assessment – Under the Fire Safety Regulations (Northern Ireland) 2010 you must carry out a fire risk assessment of your premises. <ul style="list-style-type: none"> • Full Fire Risk Assessment is required for first application <u>or</u> if alterations have been made to the premises since last Licence. • Reviewed Fire Risk Assessment is required for <u>renewal</u> applications. 	<input type="checkbox"/>
6.	* Electrical Installation Condition Report This certificate must be submitted annually unless authorised for longer by the inspecting electrical contractor, up to a maximum of 3 years.	<input type="checkbox"/>
7.	* Emergency Lighting Certificate	<input type="checkbox"/>
8.	* Fire Alarm System Certificate	<input type="checkbox"/>
9.	Floor Plan If first application <u>or</u> alterations have been made to premises since last Licence, one copy of a floor plan to a scale of not less than 1:100 must be provided. The plan must reflect the physical measures shown in your Fire Risk Assessment, e.g. escape routes, emergency lights, emergency exits, fire doors, fire alarm points, fire safety notices, occupancy numbers for each area etc.	<input type="checkbox"/>

- * These three certificates must be signed and completed by one of the following: -
- an approved Electrical Contractor on Roll of NICEIC
 - a member of the Electrical Contractors Association
 - an approved member of the Institute of Engineering & Technology (IET)

Please note if an Electrical Contractor is not a member of any of the third-party accreditation bodies listed above, verification must be provided of training and competencies for maintenance and testing to relevant British Standards from an approved training body. If verification is not provided, we will not be able to accept Fire Alarm System Certificates and Emergency Lighting Certificates from the Electrical Contractor.

All documentation may be emailed to: licensing@nmandd.org (as PDF or MS Word format attachments). We may ask for the original of any emailed document.