



**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

**CINEMAS (NORTHERN IRELAND) ORDER 1991**

**APPLICATION FOR THE GRANT, RENEWAL,  
TRANSFER OF CINEMA LICENCE / PERMISSION  
FOR ADDITIONAL HOURS,  
PERMISSION FOR CHILDRENS SHOWS OR SUNDAY SHOWS**

*For further details contact:*

Environmental Health Department  
Armagh City Banbridge and Craigavon Borough Council

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Friary Road	Linenhall Street	Lakeview Road
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## GUIDANCE NOTES

1. Where grant of a Licence is required or alterations have taken place to the premises, the applicant is required to submit three copies of plans of the premises.

### PLANS:

Plans and sections requested to be submitted shall be to a scale of not less than 1:100.  
BLOCK PLAN to a scale of not less than 1:500.

LOCATION PLAN to a scale of not less than 1:1250.

### THE FOLLOWING INFORMATION MUST BE INDICATED ON PLANS:

#### Block Plan:

The Cinema concerned, the site boundary relating thereto, its relationship to adjoining buildings, the users of the adjoining buildings and any roads, etc., adjacent to the place.

#### Floor Plan:

Four copies of a layout plan must be submitted.

The scale of the plan must not be less than 1/100 and it must clearly indicate the following:

- (a) The parts of the premises in which Cinematograph Exhibitions will be held in relation to the overall licensed premises.
- (b) Details of fixed seating, loose table and chair arrangement, etc. in those areas where exhibitions will be held.
- (c) All escape routes, both internal and external, by which a means of escape in case of fire may be effected.
- (d) General and safety lighting systems.
- (e) Relevant construction and structural particulars in relation to structural stability and structural fire precautions.
- (f) Levels of the place and adjoining ground level, if not at or about ground level.
- (g) Details of the type of heating appliance serving the premises, together with its Location.
- (h) The sanitary accommodation and washing facilities provided for the use of (i) the public and (ii) the staff.
- (i) The location of the electrical intake / meter distribution board.

NB. After the initial submission of such plans it will not be necessary when applying for renewal to submit further copies unless alterations or extensions have been made since the previous application.

2. If the applicant is a body corporate, the title of the body and the address of its registered office is required.
3. The consent of the Council will be required under Article 4 of the Cinemas (Northern Ireland) Order 1991 for cinema exhibitions for children at any time during the year.
4. The consent of the Council will also be required for exhibitions at any time on Sundays or other days between the hours of 1.00 am and 8.00 am.
5. Council will consult with the Police Service for Northern Ireland and the Northern Ireland Fire & Rescue Service in relation to this application.
6. A Fire Risk Assessment must be completed and forwarded to the Council.
7. The application fee is £250.

ARMAGH CITY BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

APPLICATION FOR CINEMA LICENCE  
CINEMAS (NORTHERN IRELAND) ORDER 1991

NOTICE OF APPLICATION * delete as appropriate				FOR OFFICE USE ONLY			
I/We hereby make application to Armagh Banbridge and Craigavon District Council under the provisions of the above Order for the:  *(a) Grant of Cinema Licence *(b) Renewal of Cinema Licence *(c) Transfer of Cinema Licence *(d) Special Permission for Children s Shows *(e) Special Permission Additional Hours  Signed: _____ (applicant) Date: _____				Ref No.			
				Date application Recorded.			
				Fee Paid.			
				Receipt No.			
				Date of PSNI Report			
				Date of NIFRS Report			
APPLICATION REQUIREMENTS (COMPLETE IN BLOCK CAPITALS AND IN BLACK INK)							
1. Name and address of Applicant  _____ _____ Tele No _____				1. Name of person in charge  _____ _____ Tele No _____			
2. Address of Premises for which Licence is sought  _____ _____ Tele No _____				2. Name and address of person to whom licence is to be transferred (if applicable)  _____ _____ Tele No _____			
Days and hours for which you intend to provide cinematograph exhibitions:				Days		From	To
How many screens are contained within your cinema complex?						<input type="text"/>	
What is the occupancy of each screen?							
Screen 1	Screen 2	Screen 3	Screen 4	Screen 5	Screen 6	Screen 7	Screen 8

### CONDITIONS OF APPLICATION

The following Certifications are required in support of your application for a Cinema Licence: -

#### 1. **Electrical Installations**

Certificates in respect of the following:-

- (i) **Condition Report for an Electrical Installation** together with the **Schedule of Test Results**. (Supplied by Electrical Engineer) (Required every 3<sup>rd</sup> year)

Have you enclosed this certificate/report?

Yes	No
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**NOTE:**

All Periodic Inspection and Testing shall be carried out in accordance with the current edition of the IEE Regulations for Electrical Installations, Inspection and Testing as recommended in BS 7671:2008 + A1 (2011), with the maximum period between inspections and testing being 3 years, this does not exclude the requirement to carry out an annual routine check.

- (ii) **Emergency Lighting Periodic Inspection and Testing Certificate** (Supplied by Electrical Engineer) (Required annually)

Have you enclosed this certificate?

Yes	No
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**NOTE:**

All emergency lighting systems shall be inspected and tested annually and carried out in accordance with the current edition of BS 5266 Part 1, 2011, Annual Test.

**Additional Information** – Certificates from an approved competent electrical engineer, stating that the electrical installations on site have been examined and tested and found to be in a **satisfactory condition**. Current membership of the following bodies is considered as an acceptable qualification:

- Institute of Electrical Engineers (IEE)
- National Inspection Council for Electrical Installation Contracting (NICEIC)
- Electrical Contractors Association (ECA) or Electrical Contractors Association of Scotland

#### 2. **Fire Alarm and/or Fire Detection Test Certificate** (Required annually)

Have you enclosed this certificate?

Yes	No
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**NOTE:**

All Fire Alarm systems shall be inspected and tested **annually** and carried out in accordance with the recommendations of Clause 45 of BS 5839, Part 1, 2002, incorporating Amendments 1,2,3, with particular reference to Section 4, User Responsibilities Annual Inspection and Test.

3. **Fire Fighting Equipment** – a certificate confirming that all fire fighting equipment within the premises is in good working condition and suitable for the purpose for which it is intended. (See sample attached – Page 13)

Have you enclosed this certificate?

Yes	No
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4. **Certificate for New Drapes** – A certificate in respect of Flammability of Drapes, Curtains etc

Have you enclosed this certificate?

Yes	No
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5. **Certificate for Drapes** – A certificate in respect of Laundry/Dry Cleaning of Drapes, Curtains etc

Have you enclosed this certificate?

Yes	No
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6. **Certificate of Insurance** – A certificate of Insurance, confirming that the premises are covered by **Public Liability** Insurance. This **must** have the Insurer's stamp on it.

Have you enclosed this certificate?

Yes	No
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7. Certificate for Ceilings - in relation to structural stability

Have you enclosed this certificate?

Yes	No
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8. The Fire & Rescue Services (NI) Order 2006 and The Fire Safety Regulations (NI) 2010 and the need to submit a copy of a Fire Risk Assessment with your application. Fire Risk Assessment Templates and Guidance are available online at [www.nifrs.org/firesafe/guidance](http://www.nifrs.org/firesafe/guidance).

Have you enclosed a Fire Risk Assessment?

Yes	No
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**Additional Information** – in some instances additional certificates relating to the condition of ceiling and / or ornamental plasterwork, floor structures, heating installations or air conditioning units may be required. The Council will notify you if such certificates are necessary and they must be supplied by competent persons.

**FIRE ALARM INSPECTION AND SERVICING CERTIFICATE**

Customer Name:	Site Address:
Contract or Project Number:	

The extent of liability of the signatory is limited to the system described below.  
 Extent of system covered by this certificate

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Variations from the recommendations of Clause **45** of BS 5839-1:2002 for periodic or annual inspection and test (as applicable):

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Relevant details of the work carried out and faults identified have been entered in the system log book.

During the past 12 months, .....false alarms have occurred.  
 The above number of false alarms equates to .....false alarms per  
 100 automatic fire detectors per annum (for Category M systems enter "Not applicable").  
 The following work/action is considered necessary:

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To complete this form you **must** belong to one of the following – please indicate which one applies

- 1) Institute of Electrical Engineers (IEE)
- 2) National Inspection Council For Electrical Installation Contracting (NICEIC)
- 3) Electrical Contractors Association (ECA) or the Electrical Contractors Association of Scotland
- 4) An Insurance Company/Agent specialising in electrical inspections and testing
- 5) A BAFE listed company
- 6) An engineer/contractor or company with equivalent associations

I/we being the competent person(s) responsible (as indicated by my/our signatures below) for the servicing of the fire alarm system, particulars of which are set out below, CERTIFY that the said work for which I/we have been responsible complies to the best of my/our knowledge and belief with the recommendations of Clause **45** of BS 5839-1:2002 quarterly inspection of vented batteries/periodic inspection and test/inspection and test over a 12 month period (delete as applicable), except for the variations, if any, stated in this certificate.

Name (in block letters): \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Branch address:

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Postcode: \_\_\_\_\_



**CERTIFICATE OF INSPECTION FOR FIRE FIGHTING EQUIPMENT**

Certificate in respect of maintenance and condition of fire fighting equipment installed in premises to be licensed under the Cinemas (Northern Ireland) Order 1991

Name of Licensee \_\_\_\_\_

Address of Licensee \_\_\_\_\_

\_\_\_\_\_

Name and Address of Licensed Premises \_\_\_\_\_

\_\_\_\_\_

The equipment consists of various types of appliances as detailed in the schedule.

	<b>Fire Blanket</b>	<b>CO<sub>2</sub></b>	<b>Dry Powder</b>	<b>Foam</b>	<b>Water</b>	<b>Other</b>
No. of Appliances on Premises						
No. of Appliances Serviced						
No. of Appliances Condemned						
No. of Appliances Recharged						
New Appliances Supplied						

I/We hereby certify that every fire extinguisher installed in the premises referred to above complies with the relevant British Standard and the recommendation of the Fire Authority for Northern Ireland and is mechanically sound in efficient working order, was last charged on the \_\_\_\_\_ and has been tested by discharge at least once in every **FIVE** years.

Name and Address of Manufacturer, Supplier or authorised Service Agent responsible for the maintenance of the fire fighting equipment installed in the premises \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of responsible Person employed by the Manufacturer, Supplier or Service Agent of the fire Fighting equipment \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

COMPANY STAMP
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**CERTIFICATE IN RESPECT OF FLAMMABILITY OF NEW DRAPES, CURTAINS**

Certificate in respect of Flammability of Drapes, Curtains fitted in premises to be licensed under the Cinemas (Northern Ireland) Order 1991

Name of Licensee \_\_\_\_\_

Address of Licensee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Licensed Premises \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We hereby certify that the drapes, curtains fitted in the premises referred to above, are manufactured from either durably flame proofed material or inherently flame retardant material, which would indicate that it meets the requirements of the relevant British Standard 5867 Part II, Type C.

Signature and Names and \_\_\_\_\_  
Address of the approved \_\_\_\_\_  
Test-house accepting \_\_\_\_\_  
Responsibility for this \_\_\_\_\_  
Certificate

Date: \_\_\_\_\_

COMPANY STAMP

**CERTIFICATE IN RESPECT OF LAUNDRY/DRYCLEANING OF  
DRAPES, CURTAINS**

Date: \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that all drapes and/or  
curtains

at the premises known as

\_\_\_\_\_

have not been laundered or dry cleaned since flame retarding treatment was carried  
out,

as certified by

\_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

COMPANY STAMP

**CERTIFICATE OF INSURANCE****Cinemas (Northern Ireland) Order 1991***TO BE COMPLETED BY APPLICANT:*I/We of 

have made application to Armagh City Banbridge and Craigavon Borough Council

on  for a Cinemas Licence.Name of Premises: Address of Premises: *TO BE COMPLETED BY INSURANCE COMPANY:*

We hereby confirm that there is in force a policy of public liability insurance, insuring the above named holder of the licence in respect of the premises for which a Cinemas Licence is required.

Current Insurer: Policy Number: Effective Dates: From:  To: Current Limit of Indemnity:  £Restrictive Endorsements (if any): Signed:  Date: 

COMPANY STAMP

