



# Cinema Licence Application

Please read our guidance notes on making a cinema licence application before filling in this form. If you need any help call us on **028 90270650** or come into our office.

## I. Application type *(tick as appropriate)*

**Grant (new application)**

**Renewal**

**Transfer**

## 2. Applicant's details

First name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Surname: \_\_\_\_\_

Business organisation name (if applicable):  
\_\_\_\_\_

Address and postcode: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company name (if applicable):  
\_\_\_\_\_

If applying on behalf of a limited company, partnership, club, church please state your position:  
\_\_\_\_\_

Phone: \_\_\_\_\_

## 3. About the premises

Tell us if the cinema licence is for:

An indoor premises

An outdoor premises

A moveable building or structure

Name of premises: \_\_\_\_\_

If applying for a licence for a moveable building or structure you must complete section 6 of this form.

Address and postcode: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Plans of the premises

If applying for a grant of cinema licence, or if the layout of the premises has been altered in any way since the last licence was issued, you must include two copies of plans of the premises with your application.

Number of floors (stories) at the premises: \_\_\_\_\_

Premises phone number: \_\_\_\_\_

### Fire Risk Assessment of the Premises

Email address: (If different from above):  
\_\_\_\_\_

Under the Fire Safety Regulations (Northern Ireland) 2010 you must carry out a Fire Risk Assessment of your premises. Please tell us the date when the last Fire Risk Assessment was carried out.

Number of patrons accommodated at the premises (maximum total audience): \_\_\_\_\_

Date of Fire Risk Assessment: \_\_\_\_\_

Note: For us to issue a cinema licence a Fire Risk Assessment of the premises must have been carried out or renewed not longer than 12 months before the date of your application. Please see our cinema guidance notes for details.

Please fill in the following table giving us information about each cinema screen room in the premises:

Cinema screen room name	Floor cinema screen room is located on	Audience capacity (total number of seats)	Number of attendants	Does the cinema screen room have a balcony
<b>Example: Screen 1</b>	<b>Ground floor</b>	<b>200</b>	<b>2</b>	<b>No</b>

### 4. 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

- **Special permissions for children’s showings** - a child is regarded as a person under the age of 16 years and you need the consent of the council to show a film wholly or mainly to children.
- **Special permissions for Sunday film shows and additional hours** - standard cinema licence hours are Monday - Saturday 8am - 1am the following morning. You must have the consent of the council to show films outside these hours or on a Sunday.

If applying for additional hours, please list the days and hours below (for example Sunday 11am - 11pm):

	Hours being applied for
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Saturday</b>	
<b>Sunday</b>	

## 5. Responsible person

You must appoint a responsible person over 21 years of age ('the person in charge') to be in charge of the premises, this may be the day to day manager of the premises. Please provide their details:

First name(s): \_\_\_\_\_ Address and postcode: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

## 6. Information about movable buildings or structures

Note: the location for the first planned showing must be in the Belfast City Council area.

Type / description of moveable building or structure (for example marquee):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Location address and postcode:

\_\_\_\_\_  
 \_\_\_\_\_

Landowner's address and postcode:

\_\_\_\_\_  
 \_\_\_\_\_

Landowner's contact telephone number:

\_\_\_\_\_

Tick to confirm that you have the permission of or have made arrangements, with the landowner:   
 (You must provide us with evidence of this)

You must provide a location plan (min scale 1 : 1250) and two copies of full plans of the moveable building or structure.

Audience capacity: \_\_\_\_\_

Is there suitable access for people with a disability including wheelchair users? Yes  No

Please outline any access provisions provided or issues with access:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you planned other showings in any other locations? Yes  No

If 'Yes' and any of these are to be in the Belfast City Council area, please list the locations:

\_\_\_\_\_  
 \_\_\_\_\_

## 7. Application fees

The fee you need to pay is detailed below. For the grant or renewal of a licence the fee depends on the total audience capacity (number of patrons) the premises can accommodate. There is a set fee for the transfer of a licence. **Please tick the fee that is appropriate to your application.**

Number of Patrons	Fee	Tick
Up to 200	£200	
Up to 400	£400	
Over 400	£600	
Transfer of Licence	£120	

Note: cheques must be made payable to Belfast City Council. You can also pay at our office by card or by cash or by card if you telephone us.

## 8. Declaration

I confirm that I am making this application under the Cinemas (NI) Order 1991:

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

Applicant / agent (please delete as appropriate)

### **Privacy notice - how we will use information about you**

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing cinema licence applications and enforcing cinema licensing legislation.

You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under the following legislation: Cinemas (Northern Ireland) Order 1991

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. It may also be shared with the Northern Ireland Fire and Rescue Service (NIFRS) and with the Police Service of Northern Ireland (PSNI) for the purposes of consulting with them about cinema licence applications.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so. The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact building control's policy and legal officer at [buildingcontrol@belfastcity.gov.uk](mailto:buildingcontrol@belfastcity.gov.uk) or phone 028 9027 0650.

If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast,