

1975 No. 349

**MAGISTRATES' COURTS****Magistrates' Courts (Licensing) Rules (Northern Ireland) 1975***Made* . . . . . 9th December 1975*Coming into operation* . . . . . 1st February 1976*To be laid before Parliament*

The Secretary of State(a), in pursuance of section 23 of the Magistrates' Courts Act (Northern Ireland) 1964(b) and section 86(1) of and paragraph 4 of Schedule 4, paragraph 2 of Schedule 5, paragraph 3 of Schedule 6, paragraph 4 of Schedule 7, paragraph 8(2) of Schedule 8 and paragraph 3 of Schedule 9 to the Licensing Act (Northern Ireland) 1971(c), on the recommendation of the Magistrates' Courts Rules Committee and after consultation with the Lord Chief Justice, hereby makes the following rules:

**PART I***Citation and commencement*

1. These rules may be cited as the Magistrates' Courts (Licensing) Rules (Northern Ireland) 1975 and shall come into operation on 1st February 1976.

*Revocations*

2. The Magistrates' Courts (Licensing) Rules (Northern Ireland) 1971(d) and the two instruments each of which is entitled the Magistrates' Courts (Licensing) (Amendment) Rules (Northern Ireland) 1973(e) are hereby revoked.

*Interpretation*

3.—(1) In these rules—

“the Act” means the Licensing Act (Northern Ireland) 1971; and a reference to a section by number is a reference to that section as numbered in the Act.

(2) A reference to a form by number is a reference to that form as numbered in the Schedule to these rules.

(3) The notes appended to the forms do not form any part thereof and are so appended only for the purpose of assisting their proper completion.

(a) Formerly the Minister of Home Affairs for Northern Ireland: *see* S.I. 1973/2163

(b) 1964 c. 21 (N.I.)

(c) 1971 c. 13 (N.I.)

(d) S.R. & O. (N.I.) 1971, No. 184 (p. 898)

(e) S.R. & O. (N.I.) 1973, Nos. 14 (I, p. 52) and 487 (II, p. 2795)

## PART II

## RENEWAL OF LICENCES

*Applications for the renewal of licences*

4.—(1) Notice of application for the renewal of a licence shall be in Form 1.

(2) Where on such application the applicant intends also to make an application under section 29 (for an order specifying part of premises as suitable for extension licences) under section 44 (for an order directing that the hours be alternative permitted hours) or under section 45 (for an order directing the inclusion of additional permitted hours for hotel or restaurant) he shall attach to the notice in Form 1, served on the clerk of petty sessions and to the copy served on the divisional commander of the police division in which the premises are situated a notice in Form 2, 3, 4 or 5, as may be appropriate, and, where the application is under section 29, under section 44(1)(a), 44(2) or section 45, a plan of the premises distinguishing the part thereof to which the application relates.

(3) The applicant for an order under section 29 of the Act shall produce to the court a copy of the certificate of the Northern Ireland Tourist Board that the premises for which the licence is sought to be renewed are registered in the register of restaurants maintained by the Board under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948(f).

(4) Notice of intention to object to the renewal of a licence shall be in Form 6.

*Plans to be attached to notices of renewal*

5.—(1) The plan referred to in rule 4(2) must be to scale on linen or substantial paper and shall show each floor of the premises on a separate page measuring approximately eighteen inches by eighteen inches and certified by an architect, surveyor or other person considered by the court to be competent to do so.

(2) The plan shall show the parts of the premises in which intoxicating liquor is sold, or in which it is intended that intoxicating liquor should be sold, by clearly distinguishing in bold hatched or shaded colour between that and other parts of the premises.

*Production of evidence that hotel or restaurant complies with requirements*

6.—(1) Where application is made for the renewal of a licence for a hotel or restaurant, a copy of the certificate of the Northern Ireland Tourist Board that the premises are registered in the appropriate register under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948 and, in the case of a restaurant, comply with the requirements of section 84(1) shall be lodged with the notice of application.

(2) Evidence for the purposes of section 84(4) that a licence was granted before 31st July 1902, or that the accommodation provided on the premises is approved by the Northern Ireland Tourist Board or that premises are in the register of guest houses, as the case may be, produced to the clerk of petty sessions may be in the form of a certified extract from the register of licences or a certificate of the Board, as may be appropriate.

*Production of licence granted by district council under Local Government Act (Northern Ireland) 1934*

7. Where application is made for the renewal of a licence—

(a) for a hotel or restaurant and either an application is to be made or an order is in force for the premises under section 45 of the Act; or

(b) for any place of entertainment,

any licence required for those premises by the district council under section 31 of the Local Government Act (Northern Ireland) 1934(g) shall be produced to the court.

### PART III

#### TRANSFER OF LICENCES AND AUTHORISATIONS UNDER SECTION 26

##### *Applications for transfer*

8.—(1) Notice of application for the transfer of a licence shall be in Form 7 and notice of application for the transfer and renewal of a licence under section 20 shall be in Form 8.

(2) A short extract from a copy of the newspapers bearing the notices referred to in paragraph 1(a) of Schedule 5 to the Act and the date on which they were published shall be lodged with the clerk of petty sessions a reasonable time before the hearing of the application.

(3) Notice of intention to object to a transfer shall be in Form 9.

##### *Protection Orders and authorisation of continuance in business*

9.—(1) Notice of application for a protection order shall be in Form 10.

(2) Notice that a person is carrying on business by virtue of section 25 shall be in Form 11.

(3) Notice of application for an order under section 26 authorising the continuance of business under a licence in temporary or other premises shall be in Form 12.

(4) Notice of intention to object to the making of a protection order or an order under section 26 shall be in Form 13.

### PART IV

#### OCCASIONAL LICENCES

##### *Applications for the grant of an occasional licence*

10.—(1) Notwithstanding anything in paragraph 2 of schedule 7 to the Act, a notice of application for the grant of an occasional licence shall be served not less than seven days before the time of the court sitting at which the application is to be made.

(2) Notice of application for the grant of an occasional licence shall be in Form 14.

(3) An occasional licence shall be in Form 15.

(4) The applicant for an occasional licence shall attach to the notice of application and to the copy thereof to be served on the divisional commander a written statement containing the particulars referred to in paragraph (5) made by the body organising the function to which the application relates.

(5) The written statement referred to in paragraph (4) shall be signed by an officer of the body and set out the name and purposes of the body, the nature of the function, the premises on which and the times during which the function is to be held. It shall state the names and addresses of each of the persons to be in personal charge of running the function.

(6) A caution such as is referred to in paragraph 3 of Schedule 7 to the Act shall be in Form 16 and the cautioner shall in addition to complying with that paragraph serve a copy of the caution on the person to whom the licence was granted.

(7) The divisional commander or a cautioner who intends to object to the grant of an occasional licence shall serve notice of his intention to object and his grounds for doing so in Form 17 upon the applicant and upon the clerk of petty sessions; but where the court is satisfied that the person intending to object has reasonable grounds for failure to serve any such notice, the court may nevertheless hear such person in considering the application.

(8) Where the divisional commander does not object to the grant of the licence he shall so state on the bottom of the copy of the notice of the application which he receives and shall cause the form to be delivered to the clerk of petty sessions not later than the day before the court sitting at which the application is to be made.

## PART V

### ALTERATIONS TO LICENSED PREMISES

#### *Notice required by section 31(1)(ii)*

11.—(1) The notice of an alteration to licensed premises required by order of some lawful authority referred to in section 31(1)(ii) of the Act shall be in Form 18.

(2) The proposed alterations shown in the plan required to be attached to Form 18 under paragraph 8(1) of Schedule 8 to the Act should be authenticated on behalf of the authority in question by the signature of an officer thereof having power to do so.

## PART VI

### EXTENSION LICENCES

#### *Applications for extension licences*

12.—(1) Notwithstanding anything in paragraph 2 of Schedule 9 to the Act, a notice of application for the grant of an extension licence shall be served not less than seven days before the time at which the person who intends to make the application wishes it to be considered.

(2) Notice of application for an extension licence shall be in Form 19 and of intention to object thereto shall be in Form 20.

(3) An extension licence shall be in Form 21.

(4) Paragraphs (4), (5) and (8) of Rule 10 shall apply to applications for the grant of extension licences as they apply to occasional licences, and paragraph (8) of rule 10 shall, in so applying, have effect as if for the words "the court sitting at which the application is to be made" there were substituted the words "the day on which the application is to be considered".

## PART VII

### MISCELLANEOUS

#### *Plans*

13.—(1) Where premises were licensed for which plans were deposited in the office of the clerk of the Crown and peace and have been sent to the clerk of petty sessions or plans are in the possession of the clerk of petty sessions before the commencement of section 34(3) of the Act, those plans shall be indexed as relating to the register and kept as plans duly sent to such clerk under that section.

(2) Where by reason of any change in the boundaries of a petty sessions district or otherwise, premises should be registered in the register of another district, a certified copy of the relevant entry in the register and any plans relating thereto shall be sent by the clerk for the first-mentioned district to that of the other for inclusion in the register and he shall so inform the person holding the licence for the premises.

#### *Copies of notices for divisional commander to be served at police station within police division*

14.—(1) Any notice, document or copy thereof required by the Act or these rules to be served upon the divisional commander of a police division shall be served, unless the divisional commander otherwise directs, by being lodged with the member of the Royal Ulster Constabulary for the time being in charge of a police station within the division in which the premises to which the document relates are situated or, as the case may be, in which the applicant resides.

(2) Where the applicant is a body corporate paragraph (1) shall have effect as if for the reference to the police division in which the applicant resides there were substituted a reference to that in which the body has its principal or registered office.

#### *Mode of service of documents*

15.—(1) Any notice, document or copy thereof such as is referred to in Rule 14 or which is required by the Act or by these Rules to be served on the clerk of petty sessions or any other person or body may be served by the applicant, by his solicitor or a member of the staff in the solicitor's office over the age of sixteen years by sending it by registered post or by the recorded delivery service in an envelope addressed to the intended recipient—

- (a) where Rule 14 applies, at the police station specified in that rule;
- (b) where service is to be on the clerk of petty sessions or a local or official body, at the address of his or its office;
- (c) in any other case, at his residence.

(2) A notice of application or any other document served on the clerk of petty sessions shall be endorsed with a note of the mode and time of service of any document required by the Act or these rules also to be served by the person effecting the service in connection with the application.

(3) Production of the Post Office receipt of posting shall be evidence of such posting.

Northern Ireland Office  
9th December 1975

*Merlyn Rees*  
One of Her Majesty's Principal  
Secretaries of State

## ARRANGEMENT OF FORMS IN SCHEDULE

## PART I—RENEWAL

## Form

1. Notice of application for renewal of a licence.
2. Notice of application for order on renewal of licence that part of licensed premises be specified as suitable for functions mentioned in section 49(6) (functions for which extension licence may be granted).
3. Notice of application for order on renewal of licence directing that permitted hours for off-sales in part of premises licensed under section 3(1)(a) of 1971 Act be alternative permitted hours.
4. Notice of application for order on renewal of licence directing that permitted hours for premises licensed for sale by retail for consumption off the premises be the alternative permitted hours.
5. Notice of application for order on renewal of licence for hotel [*or* restaurant] that on certain days and in a certain part [*or* in parts] thereof additional hours be included in the permitted hours.
6. Notice of intention to object to the renewal of a licence.

PART II—TRANSFER, PROTECTION ORDERS AND  
TEMPORARY CONTINUANCE

7. Notice of application for transfer of licence.
8. Notice of application for transfer and renewal of licence.
9. Notice of intention to object to transfer of licence.
10. Notice of application for a protection order.
11. Notice by person carrying on business under a licence by virtue of section 25(1) [*or* 25(2)].
12. Notice of application for an order authorising the continuance of business under a licence in temporary or other premises.
13. Notice of intention to object to making of protection order [*or* authorisation of temporary continuance of business].

## PART III—OCCASIONAL LICENCES

14. Notice of application for an occasional licence.
15. Occasional licence.
16. Caution stating that cautioner wishes to be heard on next following application for an occasional licence.
17. Notice of intention to object to the grant of an occasional licence.

## PART IV—ALTERATIONS TO LICENSED PREMISES

18. Notice of alteration to licensed premises required by lawful authority.

## PART V—EXTENSION LICENCES

19. Notice of application for an extension licence.
20. Notice of intention to object to the grant of an extension licence.
21. Extension licence.

## SCHEDULE

## PART I—RENEWAL

## Form 1

LICENSING ACT (NORTHERN IRELAND) 1971  
 (Section 11 and Schedule 4 paragraphs 3 and 4)

**Notice of application for renewal of a licence**

(State full names of applicant)

Applicant	}	Petty Sessions District of
who resides at		County [Borough] of
(State full postal address at which applicant resides)		

TAKE NOTICE that I intend to apply to the Court for the above-named petty sessions district [1] sitting at \_\_\_\_\_ on the \_\_\_\_\_ day of [2] [September] 19 \_\_\_\_\_, for the renewal of the licence (attached to this notice) authorising the sale of intoxicating liquor for the premises situated at

(full address of premises) as being premises of the following kind according to section 3(1) of the Licensing Act (Northern Ireland) 1971; namely—

- [3] [(a) premises in which the only or principal business carried on is the business of selling intoxicating liquor by retail for consumption either in or off the premises;]
- [(b) premises in which the only or principal business carried on is the business of selling intoxicating liquor by retail for consumption off the premises;]
- [(c) an hotel, i.e., premises or a set of premises [registered in the register of hotels maintained by the Northern Ireland Tourist Board under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948] [treated as an hotel by virtue of section 84(4)(a) or (b) (as the case may be) of the Licensing Act (Northern Ireland) 1971];]
- [(d) a restaurant, i.e. premises (other than those referred to in section 3(1)(a) of the Act) structurally adapted and used, or intended to be used, for providing customers with a customary main meal at mid-day or in the evening or both where there is in force a certificate of the Northern Ireland Tourist Board stating that the premises comply with the requirements set out in section 84(1) of the Licensing Act (Northern Ireland) 1971 (including their registration in the register of restaurants maintained under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948);]



- [(e) a place of public entertainment i.e. premises used as a theatre or such other premises used for the purposes of such entertainments, in accordance with such conditions, as are prescribed by regulations made by the Department of Finance;]
- [(f) a refreshment room in a railway station, an airport, harbour terminal or bus station;]
- [(g) a seamen's canteen;]

[4] I am the owner of the business to be carried on under the licence,  
 [or The following body corporate owns the business— (full title of  
 company etc. stating whether limited liability company or other body)  
 of which the following persons are the directors— (full names and  
 addresses) and the following are the executive controllers— (name persons other  
 than directors who have executive control within the meaning of  
 section 2(4) of the Act of 1971)]

[5] The owner of the premises is (full name)  
 of (full address)

[6] No alteration such as is specified in section 31 of the Licensing Act (Northern Ireland) 1971 has been made to the premises since the licence was last renewed *(or, in the case of a first renewal since it was granted).*

Dated this          day of          19 .

Applicant  
 [or Solicitor for Applicant]

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the    Police Division at    (*Divisional Headquarters*) being the Division in which the premises are situated [and (*if different*) to the Divisional Commander of the    Police Division at    being the Division in which the applicant [7] resides].

NOTE :

[1] This notice must be served not later than 9th August on the Clerk of Petty Sessions for the district in which the premises are situated and the Divisional Commander for the police division in which the premises are situated and also where the applicant resides in some other police division upon the Divisional Commander of the Division in which the applicant resides.

The copy of the notice to be served on the Divisional Commander may be lodged at any police station in the appropriate division.

As to the meaning of "reside" where applicant is a body corporate, see note [7] below.

Where this is done, the Clerk of Petty Sessions may renew the licence in the absence of the applicant *except* where the application is also to transfer the licence or where—

- (a) notice of objection to renewal is served on the Clerk of Petty Sessions;
  - (b) the licence to be renewed is one in force in relation to certain premises on which business has been interrupted (see section 14 of the Act of 1971);
  - (c) the licence to be renewed is for a seamen's canteen or non-seagoing vessel;
  - (d) application is made or an order is in force under the following sections of the Act—section 29 (suitability of part of premises for functions for which extension licences may be granted under section 49); section 44 (alternative permitted hours for off-licence premises); or section 45 (additional hours for hotel or restaurant providing certain entertainment).
  - (e) the Clerk of Petty Sessions requires the application to be made to the court.
- [2] As to penalties for failure duly to serve notice of application see section 13 of the Act of 1971.
- [3] The *inapplicable* paragraphs *must* be deleted.
- [4] This includes any personal representative, trustee, assignee, committee, liquidator, receiver or guardian carrying on the business in exercise of a power conferred by or under any statutory provision, will or deed.
- [5] This means the person for the time being receiving the rack rent of the premises, whether on his own account or as personal representative, trustee, assignee, committee, liquidator, receiver or guardian or who would receive the same if the premises were let at a rack rent.
- [6] It is an offence under section 31 of the Act of 1971 to alter premises in certain respects so as to alter drinking facilities, etc.
- [7] Where an applicant is a body corporate any reference to a police division in which a person resides becomes a reference to that in which the body has its principal or registered office.

**STAMP REQUIRED.** A *petty sessions stamp* to the value of £1.00 must be affixed to this notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the Clerk of Petty Sessions and a remittance for the amount must be enclosed with this notice together with the existing licence.

## Form 2

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 29)

**Notice of application for order on renewal of licence that part of licensed premises be specified as suitable for functions mentioned in section 49(6) (functions for which extension licence may be granted)**

(State full names of applicant)

Applicant

who resides at

(State full postal address at which applicant resides)

Petty Sessions District of

County [Borough] of

TAKE NOTICE that I intend upon the application to the Court for the above-named petty sessions district [1], sitting at on the                      day of                      19                      , for the renewal of the licence authorising the sale of intoxicating liquor at the premises situated at

(full address of premises) as being premises of the kind mentioned in section 3(1)(a) of the Licensing Act (Northern Ireland) 1971 (namely, those in which the only or principal business carried on is the business of selling intoxicating liquor by retail for consumption either in or off the premises) to apply under section 29 of that Act for an order specifying the part of the premises particularly delineated on the [2] plan attached hereto as being suitable for [3] functions such as are mentioned in section 49(6) of the said Act on the grounds that—

- (i) the part so delineated is structurally adapted and used or intended to be used for the purpose of providing for the accommodation of persons frequenting it substantial refreshment to which the sale of intoxicating liquor is ancillary; and
- (ii) suitable means of access to that part of the premises otherwise than through any other part of the premises which is used for the sale of intoxicating liquor, are available for customers.

A copy of the certificate of the Northern Ireland Tourist Board that the premises are registered in the register of restaurants maintained by the Board under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948 will be produced to the court at the hearing of the application.

Dated this                      day of                      19                      .

Signature of Applicant  
or his Solicitor.

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the Police Division at (Divisional Headquarters) being the Division in which the premises are situated.

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NOTE:

- [1] This notice must be attached to, and served together with the notice of application for renewal of the licence in Form 1 in the Schedule to the Magistrates' Courts (Licensing) Rules (Northern Ireland) 1975, on the Clerk of Petty Sessions for the petty sessions district, and to the copy served on the Divisional Commander of the Police Division in which the premises are situated.
- [2] A plan of the entire premises drawn to the appropriate architectural scale on linen or substantial paper with each floor shown on a separate page measuring approximately 18" x 18" certified by an architect, surveyor or other person considered by the court to be competent to do so must be attached to the notice and a copy served on the Divisional Commander referred to in Note 1.
- This aspect of the plan must delineate clearly the part of the premises to which the application under section 29 relates and show how it is adapted to the purpose referred to in paragraph (i) of the notice as well as the suitable means of access referred to in paragraph (ii).
- [3] The functions for which extension licences may be granted under section 49 of the Act are—
- (a) functions organised by any body established for social, charitable or benevolent purposes or for furthering the common interest of persons associated with any trade, profession, educational or cultural activity or any game or sport; or
  - (b) functions (not exceeding six in number in any year) organised by the licence holder.

**STAMP REQUIRED.** A *petty sessions stamp* to the value of 25p must be affixed to this notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the Clerk of Petty Sessions and a remittance for the amount must be enclosed with this notice.

Form 3

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 44(1)(a))

**Notice of application for order on renewal of licence directing that permitted hours for off-sales in part of premises licensed under section 3(1)(a) of 1971 Act be alternative permitted hours**

(State full names of applicant)

Applicant  
who resides at

(State full postal address at which applicant resides)

Petty Sessions District of  
County [Borough] of

TAKE NOTICE that I intend upon the application to the Court for the above-named petty sessions district [1] sitting at on the day of 19 for the renewal of the licence authorising the sale of intoxicating liquor at the premises situated at

(full address of premises) as being premises of the kind mentioned in section 3(1)(a) of the Licensing Act (Northern Ireland) 1971 (namely those in which the only or principal business carried on is the business of selling intoxicating liquor by retail for consumption either in or off the premises) to apply for an order directing that the permitted hours for the part of the premises particularly delineated on the [2] plan attached hereto as being—

- (a) structurally adapted for the sale of intoxicating liquor for consumption off the premises, and
- (b) not connected by any internal means of passage open to customers with a part of the premises used for the sale of such liquor for consumption in the premises,

be [3] the alternative permitted hours on the condition (which the court may insert in the licence) that such part shall not be used for the sale of intoxicating liquor for consumption in the premises.

Dated this day of 19

Signature of Applicant  
or his Solicitor.

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the Police Division at (Divisional Headquarters) being the Division in which the premises are situated.

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NOTE :

[1] This notice must be attached to and served together with the notice of application for renewal of the licence in Form 1 in the Schedule to the Magistrates' Courts (Licensing) Rules (Northern Ireland) 1975 on the Clerk of Petty Sessions and the copy of the notice served on the Divisional Commander of the Police Division in which the premises are situated.

[2] A plan of the entire premises drawn to the appropriate architectural scale and certified by an architect, surveyor or other person considered by the court to be competent to do so, must be attached to the notice and a copy served on the Divisional Commander referred to in Note 1.

This aspect of the plan must delineate clearly the part of the premises to which the application under section 44 relates and show how it is adapted to the purpose referred to in paragraph (a) of the notice as well as the fact that there is not internal means of passage as stated in paragraph (b).

[3] The "alternative permitted hours" means the hours on weekdays, other than Christmas Day, between 9.30 a.m. and 9.00 p.m. (instead of the permitted hours under section 42 of the Act, i.e. on weekdays other than Good Friday or Christmas Day, from 11.30 a.m. to 11.00 p.m. and on Good Friday from 5.00 p.m. to 11.00 p.m.).

**STAMP REQUIRED.** A *petty sessions stamp* to the value of 25p must be affixed to this notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the Clerk of Petty Sessions and a remittance for the amount must be enclosed with this notice.

Form 4

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 44(1)(b))

**Notice of application for order on renewal of licence directing that permitted hours for premises licensed for sale by retail for consumption off the premises be the alternative permitted hours**

(State full names of applicant)

Applicant

Petty Sessions District of

who resides at

County [Borough] of

(State full postal address at which applicant resides)

TAKE NOTICE that I intend upon the application to the Court for the above-named petty sessions district [1] sitting at on the day of 19 for the renewal of the existing licence authorising the sale of intoxicating liquor at the premises situated at

(full address of premises) as being premises of the kind mentioned in section 3(1)(b) of the Licensing Act (Northern Ireland) 1971 (namely, those in which the only or principal business carried on is the business of selling intoxicating liquor by retail for consumption off the premises) to apply for an order directing that the permitted hours for the premises be [2] the alternative permitted hours.

Dated this day of 19

Signature of Applicant  
or his Solicitor.

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the Police Division at (Divisional Headquarters) being the Division in which the premises are situated.

NOTE :

[1] This notice must be attached to, and served together with the notice of application for renewal of the licence in Form 1 in the Schedule to the Magistrates' Courts (Licensing) Rules (Northern Ireland) 1975 on the Clerk of Petty Sessions, and to the copy of the notice served on the Divisional Commander of the Police Division in which the premises are situated.

[2] The "alternative permitted hours" means the hours on week days, other than Christmas Day, between 9.30 a.m. and 9.00 p.m. (instead of the permitted hours under section 42 of the Act, i.e. on week days other than Good Friday or Christmas Day, from 11.30 a.m. to 11.00 p.m. and on Good Friday from 5.00 p.m. to 11.00 p.m.).

STAMP REQUIRED. A petty sessions stamp to the value of 25p must be affixed to this notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the clerk of petty sessions and a remittance for the amount must be enclosed with this notice.

Form 5

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 45)

**Notice of application for order on renewal of licence for hotel [or restaurant] that on certain days and in a certain part [or in parts] thereof additional hours be included in the permitted hours**

(State full names of applicant)

Applicant  
who resides at

Petty Sessions District of

County [Borough] of

(State full postal address at which applicant resides)

TAKE NOTICE that I intend upon the application to the Court for the above-named petty sessions district [1] sitting at on the day of 19 for the renewal of the existing licence authorising the sale of intoxicating liquor at the premises situated at

(full address of premises) being [an hotel] [a restaurant], to apply for an order directing that in the part [or parts] of the premises particularly delineated on the [2] plan attached hereto (as being structurally adapted and used or intended to be used for the purpose of habitually providing for the accommodation of persons frequenting that part musical or other [3] entertainment as well as substantial [4] refreshment) on the following weekdays (other than Christmas Day or Good Friday) namely

(here insert applicable days) during the following period

(specify period not exceeding one year) the hours from eleven in the evening to half-past one in the morning of the day next following shall in addition to the hours mentioned in sections 42 and 43 of the Licensing Act (Northern Ireland) 1971 [but subject to the condition referred to below] be included in the permitted hours for the [hotel] [restaurant].

[The said condition to be inserted in the licence is that the part [or parts] of the hotel referred to shall not be used for the sale of intoxicating liquor for consumption off the premises during the hours from eleven in the evening of any day specified in the order to half-past one in the morning of the day next following.]

Dated this day of 19

Signature of Applicant  
or his Solicitor.

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the Police Division at (Divisional Headquarters) being the Division in which the premises are situated.



## NOTE :

- [1] This notice must be attached to, and served together with the notice of application for renewal of the licence in Form 1 in the Schedule to the Magistrates' Courts (Licensing) Rules (Northern Ireland) 1975 on the Clerk of Petty Sessions, and to the copy of the notice served on the Divisional Commander of the Police Division in which the premises are situated.
- [2] A plan of the entire premises drawn to the appropriate architectural scale on linen or substantial paper with each floor shown on a separate page measuring approximately 18" x 18" and certified by an architect, surveyor or other person considered by the court to be competent to do so, must be attached to the notice and a copy served on the Divisional Commander referred to in Note 1.  
This aspect of plan must delineate the part [or parts] of the premises to which the application under section 45 relates and show how it is adapted to provide the entertainment and refreshment to which reference is made.
- [3] Entertainment does not include any form of entertainment given otherwise than by persons actually present and performing.
- [4] No part of the premises shall be treated for the purposes of section 45 of the Act as used or intended to be used for the purpose of habitually providing refreshment and entertainment during any period unless it is used or intended to be used for providing them *after, and* for a substantial period *preceeding* 11 *p.m.* on every weekday during that period or on particular weekdays in every week during that period, any break for a period or periods not exceeding two weeks in any three successive months, or on any special occasion, or by reason of any emergency being disregarded.

STAMP REQUIRED. A *petty sessions stamp* to the value of 25p must be affixed to this Notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the Clerk of Petty Sessions and a remittance for the amount must be enclosed with **this notice.**

Form 6

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section II and Schedule 4 paragraphs 5 and 6)

Notice of intention to object to the renewal of a licence

(State full names of applicant)

Applicant  
who resides at

Petty Sessions District of  
County [Borough] of

(State full postal address at which applicant resides)

TAKE NOTICE that I (full names  
and if member of the R.U.C. state rank) of  
(full address or, if member of the R.U.C. state police station) [or on  
behalf of (name of local body)] intend

on hearing of the application of (full  
names of applicant) of (address  
of applicant) at the sitting of the Court for the above-named petty sessions  
district [1] at on the day of 19  
for the renewal of the licence authorising the sale of intoxicating liquor for  
the premises situated at (full  
address of premises) to appear and object to such renewal on the following  
grounds—

(State briefly and precisely grounds of objection stating which of the [2]  
grounds specified in paragraph 5 of Schedule 4 to the Licensing Act  
(Northern Ireland) 1971 the objector relies on.)

Dated this day of 19  
Objector  
or Solicitor for Objector

To the Applicant and to the Clerk of Petty Sessions for the above-named  
petty sessions district [and (where the objector is not a member of the Royal  
Ulster Constabulary) to the Divisional Commander of the  
Police Division at (Divisional Headquarters)]

## NOTE:

- [1] The objector must be one of the following :
- (a) the Divisional Commander upon whom the notice is served (or any other member of the R.U.C., not below the rank of sergeant nominated by him), or
  - (b) the local body for the area; or
  - (c) any person owning or residing or carrying on business in premises in the vicinity of the premises for which the renewal of the licence is sought.
- [2] The following may be grounds for objecting to the renewal of the licence:
- (a) that the applicant is not a fit person to hold a licence; or
  - (b) that—
    - (i) the kind of premises specified in the notice is not that for which the licence was granted or the premises are not of the kind so specified; or
    - (ii) the premises are not suitable to be licensed for the sale of intoxicating liquor by retail; or
  - (c) that the business carried on in the premises under the licence has not been conducted in a peaceable and orderly manner since the previous renewal of the licence or, where the renewal applied for is the first renewal of the licence, since the licence was granted; or
  - (d) that—
    - (i) the business carried on in the premises under the licence, or
    - (ii) in the case of premises of a kind mentioned in section 3(1)(c) to (g), of the Act of 1971 (other than a hotel in respect of which the note and record mentioned in paragraph 7 of Schedule 11 have been made) the business to which the sale of intoxicating liquor under the licence is ancillary, has been discontinued.

PART II—TRANSFER, PROTECTION ORDERS AND  
TEMPORARY CONTINUANCE

## Form 7

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 18 and Schedule 5 paras. 1 and 2)

Notice of application for transfer of licence

(State full names of applicant)

Applicant  
who resides at

Petty Sessions District of

County [Borough] of

(State full postal address at which  
applicant resides)

TAKE NOTICE that I intend at the sitting of the Court of Summary  
Jurisdiction for the above named petty sessions district on  
at to apply for the transfer  
to me of a licence <sup>[[1]]</sup> granted provisionally by the County Court for the  
Division of on  
at ] at present held by

(full  
names of present licensee) of

(full  
address of present licensee) for the premises at

(full  
address of licensed premises) being premises of the following kind according  
to section 3(1) of the Licensing Act (Northern Ireland) 1971, namely—

- [2] [(a) premises in which the only or principal business carried on is the  
business of selling liquor by retail for consumption either in or off  
the premises;]
- [(b) premises in which the only or principal business carried on is the  
business of selling intoxicating liquor by retail for consumption off  
the premises;]
- [(c) an hotel, i.e., premises or a set of premises [registered in the  
register of hotels maintained by the Northern Ireland Tourist  
Board under section 10 of the Development of Tourist Traffic  
Act (Northern Ireland) 1948] [treated as an hotel by virtue of  
section 84(4)(a) or (b) (as the case may be) of the Licensing Act  
(Northern Ireland) 1971;]]
- [(d) a restaurant, i.e. premises (other than such as are mentioned in  
section 3(1)(a) of the Licensing Act (Northern Ireland) 1971)  
structurally adapted and used, or intended to be used for the  
purpose of providing persons frequenting the premises with a  
customary main meal at midday or in the evening or both and  
for which there is in force a certificate by the Northern Ireland

Tourist Board stating that the premises comply with certain requirements (including registration in the register of restaurants maintained under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948);]

[(e) a place of public entertainment, i.e. a theatre or such other premises used for the purposes of such entertainments, in accordance with such conditions as may be prescribed by regulations made by the Department of Finance;]

[(f) a refreshment room in a railway station, an airport, a harbour terminal or a bus station;]

[(g) a seamen's canteen.]

[[<sup>3</sup>] A protection order authorising (name of person authorised) of (address) to carry on business under the licence was granted on Jurisdiction sitting for the at for the period of months from the date of the order [and further protection orders were granted by the following Courts on the following dates for the following periods (specify details of any further protection orders).] by a Court of Summary petty sessions district of

[[<sup>4</sup>] The licence was suspended for a period of months by a Court of Summary Jurisdiction sitting for the petty sessions district of at on for the following offence—

[and the suspension is the subject of an appeal to the County Court for the Division of ]

[I intend to ask the Court hearing this application to terminate the suspension.].

[[<sup>5</sup>] I am [or shall be] the owner of the business [to be] carried on under the licence. [or The following body corporate owns [or will own] the business [to be] carried on under the licence—

(full title of company etc. stating whether limited liability company or other body) of which the following persons are the directors

(full names and addresses) and the following are the executive controllers—

(name persons other than directors who have executive control within the meaning of section 2(4) of the Act of 1971)].

[[<sup>6</sup>] The owner of the premises is (full names) of (full address).

The licence will be deposited with the Clerk of Petty Sessions before or at the hearing of the application.



Form 8

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 20)

Notice of application for transfer and renewal of licence

(State full names of applicant)

Applicant

Petty Sessions District of

who resides at

County [Borough] of

(State full postal address at which applicant resides)

TAKE NOTICE that I intend at the sitting of the Court of Summary Jurisdiction for the above named petty sessions district on at \_\_\_\_\_ to apply for the transfer to me of a licence <sup>[[1]]</sup> granted provisionally by the County Court for the Division of \_\_\_\_\_ on at \_\_\_\_\_ ] at present held by

(full

names of present licensee) of

(full

address of present licensee) for the premises at

(full

address of licensed premises) being premises of the following kind according to section 3(1) of the Licensing Act (Northern Ireland) 1971, namely—

- [2] [(a) premises in which the only or principal business carried on is the business of selling liquor by retail for consumption either in or off the premises;]
- [(b) premises in which the only or principal business carried on is the business of selling intoxicating liquor by retail for consumption off the premises;]
- [(c) an hotel, i.e., premises or a set of premises [registered in the register of hotels maintained by the Northern Ireland Tourist Board under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948;] [treated as an hotel by virtue of section 84(4)(a) or (b) (as the case may be) of the Licensing Act (Northern Ireland) 1971;]]
- [(d) a restaurant, i.e. premises (other than such as are mentioned in section 3(1)(a) of the Licensing Act (Northern Ireland) 1971) structurally adapted and used, or intended to be used for the purpose of providing persons frequenting the premises with a customary main meal at midday or in the evening or both and for which there is in force a certificate by the Northern Ireland Tourist Board stating that the premises comply with certain requirements (including registration in the register of restaurants maintained under section 10 of the Development of Tourist Traffic Act (Northern Ireland) 1948);]

[(e) a place of public entertainment, i.e. a theatre or such other premises used for the purposes of such entertainments, in accordance with such conditions as may be prescribed by regulations made by the Department of Finance;]

[(f) a refreshment room in a railway station, an airport, a harbour terminal or a bus station;]

[(g) a seamen's canteen.]

[[<sup>3</sup>] A protection order authorising (name  
of person authorised) of  
(address) to carry on business under the licence was granted on (name  
by a Court of Summary  
Jurisdiction sitting for the petty sessions district of  
at for  
the period of months from the date of the order [and further  
protection orders were granted by the following Courts on the following dates  
for the following periods—  
*(specify details of any further protection orders).* ]

[[<sup>4</sup>] The licence was suspended for a period of months by a  
Court of Summary Jurisdiction sitting for the petty sessions  
district of at on  
for the following offence—

[and the suspension is the subject of an appeal to the County Court for the  
Division of ]

[I intend to ask the Court hearing this application to terminate the  
suspension.].

[<sup>5</sup>] I am [or shall be] the owner of the business [to be] carried on under  
the licence.

[or The following body corporate owns [or will own] the business [to be]  
carried on under the licence—

(full  
*title of company etc. stating whether limited liability company or other body)*  
of which the following persons are the directors

(full  
names and addresses) and the following are the executive controllers—

(name  
persons other than directors who have executive control within the meaning  
of section 2(4) of the Act of 1971)].

[<sup>6</sup>] The owner of the premises is (full  
names) of (full  
address).

[<sup>7</sup>] No alteration such as is specified in section 31 of the Licensing Act  
(Northern Ireland) 1971 has been made to the premises since the licence  
was last renewed (or, in the case of a first renewal, since it was granted).



[8] As the existing licence is due to [expire] [expired] on  
(date)

TAKE NOTICE that at the same time I intend to apply to the Court to renew the licence until the expiration of the [current] [next] licensing year, i.e. 30th September 19 before transferring it to me.

The licence will be deposited with the Clerk of Petty Sessions before or at the hearing of the application.

Dated this day of 19

Applicant  
or Solicitor for  
Applicant

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the Police Division at (Divisional Headquarters) being the Division in which the premises are [to be] situated [and (if different) to the Commander of the Police Division at being the Division in which the applicant [9] resides.]

NOTE :

- [1] These words are appropriate only where the application is for the transfer of a licence provisionally granted by the County Court and the grant has not yet been declared final on completion of the premises.
- [2] The *inapplicable* paragraphs *must* be deleted.
- [3] Delete except where application is made during the currency of a protection order or after it has ceased to have effect and the application is made not later than the end of the licensing year next following the expiration of the licence.
- [4] Delete except where licence is subject to a suspension order.
- [5] This includes any personal representative, trustee, assignee, committee, liquidator, receiver or guardian carrying on the business in exercise of a power conferred by or under any statutory provision, will or deed.
- [6] This means the person for the time being receiving the rack rent of the premises, whether on his own account or as personal representative, trustee, assignee, committee, liquidator, receiver or guardian or who would receive the same if the premises were let at a rack rent.
- [7] It is an offence under section 31 of the Act of 1971 to alter premises in certain respects so as to alter drinking facilities, etc.
- [8] Under section 20 of the Act where a person applies for a transfer of a licence the holder of which has not applied for a renewal thereof, the Court on the application of that person may renew the licence before transferring it to him.  
A Court shall not renew a licence on an application under that section unless the application is made—  
(a) within the three months immediately preceeding the date on which the licence is due to expire, or  
(b) not later than the end of the licensing year next following the date on which the licence expired, or  
(c) during the currency of a protection order.
- [9] Where the applicant is a body corporate any reference to a police division in which a person resides becomes a reference to that in which the body has its principal or registered office.

STAMP REQUIRED. A *petty sessions stamp* to the value of £1.00 must be affixed to this notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the Clerk of Petty Sessions and a remittance for the amount must be enclosed with this notice.

## Form 9

LICENSING ACT (NORTHERN IRELAND) 1971  
(Schedule 5 paras. 3 and 4)

**Notice of intention to object to transfer of licence**

*State full names of applicant)*

who resides at

*(State full postal address at which applicant resides)*

Applicant

Petty Sessions District of

County [Borough] of

TAKE NOTICE that I [1] *(full names)* of *(full address)* intend on the hearing of the application of *(full names of applicant)* of *(address of applicant)* at the sitting of the Court of Summary Jurisdiction for the above-named petty sessions district at *(full address of present licensee)* on the *(full address of present licensee)* day of *(full address of licensed premises)*, 19 *(full address of licensed premises)*, for the transfer of the licence [granted provisionally by the County Court for the *(full address of licensed premises)* Division of *(full address of licensed premises)* on *(full address of licensed premises)* at *(full address of licensed premises)* ] at present held by *(full address of licensed premises)* of *(full address of licensed premises)* for the premises at *(full address of licensed premises)* to appear and object to the transfer on the following grounds—

*(State briefly and precisely grounds of objection stating which of the [2] grounds specified in paragraph 3 of Schedule 5 to the Licensing Act (Northern Ireland) 1971 the objector relies on).*

Dated this  day of  19 .

Objector  
or Solicitor for Objector

To the Applicant and to the Clerk of Petty Sessions for the above-named petty sessions district [and *(where the objector is not a member of the Royal Ulster Constabulary)* to the Divisional Commander of the *(Divisional Headquarters)* Police Division at *(Divisional Headquarters)*

## NOTE :

[1] The objector must be one of the following:

- (a) the Divisional Commander upon whom the notice is served (or any other member of the Royal Ulster Constabulary not below the rank of sergeant nominated by him); or
- (b) the local body for the area; or
- (c) any person owning or residing or carrying on business in premises in the vicinity of the premises for which the transfer of the licence is sought.

[2] The following may be grounds for objecting to renewal of the licence:

- (a) that the applicant is not a fit person to hold a licence; or
- (b) that the business carried on in the premises under the licence has been discontinued; or
- (c) that in the case of an hotel, a restaurant, a place of public entertainment, a refreshment room in public transport premises or a seamen's canteen, the business to which the sale of intoxicating liquor is ancillary has been discontinued.

Form 10

LICENSING ACT (NORTHERN IRELAND) 1971.  
(Section 23 and Schedule 6 paragraphs 2 and 3)

Notice of application for a protection order

(State full names of applicant)

Applicant

who resides at

(State full postal address at which applicant resides)

Petty Sessions District of

County [Borough] of

TAKE NOTICE that I intend to apply to a Court of Summary Jurisdiction sitting for the above-named petty sessions district sitting at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, for [1] a protection order authorising me to carry on business under the licence held by

licensee) of

(full name of

premises at

(full address of licensee) for the

(full address of premises stating whether they are those on which principal business is sale for consumption in and off the premises, off the premises, an hotel, a restaurant, refreshment room, etc.).

[2] I am proposing to apply for the transfer of the licence [or I am a person entitled to a beneficial interest in consequence of the former licensee's death (there being no personal representative willing/able to act)] [or I propose to carry on the business on behalf of the licensee because the licensee has become incapable through illness or other infirmity of carrying on the business authorised by the licence.]

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Applicant  
or Solicitor for Applicant

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the \_\_\_\_\_ Police Division at \_\_\_\_\_ (Divisional Headquarters) being the Division in which the premises are situated.

NOTE :

[1] A protection order is authority to carry on business under a licence until an application for transfer or renewal can be brought before a court. A licence in connection with which a protection order is in force is deemed to continue in force for such period as the protection order remains in force. See section 23 of the Licensing Act (N.I.) 1971.

[2] The *inapplicable* words must be deleted.

STAMP REQUIRED. A *petty sessions stamp* to the value of 25p must be affixed to this notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the Clerk of Petty Sessions and a remittance for the amount must be enclosed with this notice.

1-2-77

Form 11

## LICENSING ACT (NORTHERN IRELAND) 1971

(Section 25(3))

**Notice by person carrying on business under a licence by virtue of section 25(1) [or 25(2)]**

TAKE NOTICE that, whereas *(full name(s) of licensee)*  
 being the holder of the licence for the premises at *(full address)*  
 on which the principal business was that of *(full address)*  
*(state whether business was principally for consumption in and off or off the premises, an hotel, restaurant, etc.),*  
*\*died [or was adjudged bankrupt etc.] [or state other events]* on the  
 day of 19 , and I am his personal representative [*\*or there being no personal representative willing [or able] to act [or as his assignee or trustee in bankruptcy, etc.] [or as the Official Assignee, etc.]*]  
*(state fully and precisely the appropriate circumstances in terms of section 25(1) or 25(2) of the above Act of 1971).*

I commenced to carry on the business under the said licence by virtue of section 25(1) [or (2)] of the Licensing Act (Northern Ireland) 1971 on the day of 19 .

Signature

To the Clerk of Petty Sessions at being  
 that for the petty sessions district in which the premises are situated and to  
 the Commander of the Police Division at  
*(Divisional Headquarters)* being the Division in which they  
 are situated.

## Form 12

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 26 and Schedule 6 paras. 2 and 3)

**Notice of application for an order authorising the continuance of business  
under a licence in temporary or other premises**

(State full names of applicant)

Applicant

who resides at

(State full postal address at which  
applicant resides)

Petty Sessions District of

County [Borough] of

TAKE NOTICE that I (full  
names) of

(full address) intend to apply to a Court of Summary Jurisdiction sitting for  
the above-named petty sessions district sitting at \_\_\_\_\_ on the  
day of \_\_\_\_\_ 19 \_\_\_\_\_, for an order authorising me as  
the holder of a licence for the premises at \_\_\_\_\_

(full address of original premises)  
being a licence for the sale of intoxicating liquor for consumption [<sup>1</sup>] [[in or]  
[off the premises] [or in [an hotel] [a restaurant] [a place of public entertain-  
ment] [a refreshment room in public transport premises] [a seaman's canteen]]  
and because I am unable to carry on business on the premises by reason of  
the circumstances that they—

[<sup>2</sup>] [by reason of fire [tempest] [or state other unavoidable calamity] have  
become incapable of being used for the business carried on in them under  
the licence];

[or have been [or are likely to be] acquired or demolished, either wholly or  
to a substantial extent, under the statutory provision (namely \_\_\_\_\_)];

[or have been [or are to be] extended to include other premises which are, or  
are to be constructed so as to be, contiguous to them];

[or are [or are to be] used for the purpose of the same business in con-  
junction with other additional premises which are [or are to be] constructed  
adjacent to them];

[or have been [or are to be] wholly or substantially demolished and new  
premises have been or are to be constructed wholly or partly within their  
curtilage;] to carry on business for the period of [six] months at the  
following premises

(full address of premises for which authorisation sought).

The last-mentioned are [<sup>3</sup>] temporary premises erected [or to be erected]  
wholly [or partly] within the curtilage, or on the site of the original premises/  
other premises in the vicinity of the original premises or their site.

[<sup>4</sup>] A plan of the premises for which the authorisation is sought is attached  
to this notice.

Dated this

day of

19

Applicant

or Solicitor for Applicant

To the Clerk of Petty Sessions for the above-named petty sessions district and to the Divisional Commander of the Police Division at (Divisional Headquarters) being the Division in which the premises to which the application relates are situated.

---

## NOTE:

[1] [2] and [3] It is essential that the *inapplicable* words be deleted.

[4] The plan attached to the notice and copy must clearly delineate by appropriate colourings or markings and a legend or key thereto the part or parts of the premises, or, in the case of an hotel, any public or common part or parts of the premises in which intoxicating liquor is to be sold.

STAMP REQUIRED. A *petty sessions stamp* to the value of 25p must be affixed to this notice under the Magistrates' Courts Rules (Northern Ireland) 1974. This stamp is obtainable from the Clerk of Petty Sessions and a remittance for the amount must be enclosed with this notice together with the existing licence.



Form 13

LICENSING ACT (NORTHERN IRELAND) 1971  
(Schedule 6, para. 5)

**Notice of intention to object to making of protection order [or authorisation of temporary continuance of business]**

*(State full names of applicant)*

Applicant

Petty Sessions District of

who resides at

County [Borough] of

*(State full postal address at which applicant resides)*

TAKE NOTICE that I *(rank)*  
of *(station and Police Division)*  
intend at the hearing of the application of the above-named applicant  
at the sitting of the Court of Summary Jurisdiction for the above-named  
petty sessions district at \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_, 19 \_\_\_\_\_, for the making of a protection order [or  
the authorisation of the temporary continuance of business formerly con-  
ducted at \_\_\_\_\_ *(premises for which licence held)*]  
authorising the applicant to carry on business at \_\_\_\_\_  
*(full address of premises at which business to be*  
*continued)* to object to the making of the order on the following grounds—  
*(state grounds of objection briefly and precisely).*

Signature of Objector

To the Applicant and to the Clerk of Petty Sessions for the above-named petty sessions district.

## PART III—OCCASIONAL LICENCES

Form 14

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 27 and Schedule 7)

## Notice of application for an occasional licence

(State full names of applicant)

Applicant  
who resides at

Petty Sessions District of

County [Borough] of

(State full postal address at which  
applicant resides)TAKE NOTICE that I  
names) of

(full

(full address) as the licence  
holder for the premises of the kind mentioned in section 3(1)(a) of the  
Licensing Act (Northern Ireland) 1971 at(full address  
of premises) [1] in which the only or principal business is that of selling  
intoxicating liquor by retail consumption either in or off the premises intend  
to apply at the Court of Summary Jurisdiction [2] sitting for the above-  
named petty sessions district at on  
for an occasional licence authorising the sale of  
intoxicating liquor by retail [3] at the following place (being a place other  
than the premises aforesaid)—

during the following [4] period and between the following hours—

(specify exact period, i.e., day or days and hours during  
which it is proposed that sale should take place. The total period may not  
exceed six days).The function to which the occasional licence is ancillary is one of an  
occasional nature to which section 27 of the said Act of 1971 applies being  
a function of the following nature—The organising body known as  
for the following purposes namely [5](specify nature of function).  
(name) is a body establishedbeing  
social, charitable or benevolent purposes or for furthering the common  
interests of persons associated with a trade, profession, educational or  
cultural activity or a game or sport.



Form 15

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 27 and Schedule 7)

OCCASIONAL LICENCE

Petty Sessions District of  
County [Borough] of

**Licence authorising holder of licence of kind specified in section 3(1)(a) to sell intoxicating liquor at place other than that for which that licence is held**

The Court of Summary Jurisdiction for the above-named petty sessions district grants to (name  
*of licensee)*

the holder of the licence for the premises at (address)

being premises of the kind mentioned in section 3(1)(a) of the Licensing Act (Northern Ireland) 1971 in which the only or principal business is that of selling intoxicating liquor by retail for consumption either in or off those premises, an occasional licence authorising the sale of intoxicating liquor by retail for consumption at or on the following place or premises—  
(specify

*place or premises)* during the following period, namely—

being the day(s) of

19 , during

the hours of

The function to which the sale of such liquor is to be ancillary is of the following nature

*(description)* and is organised by the following body, namely (name)  
which is a body established for the following purpose—

being  
a social, charitable or benevolent purpose or for furthering the common interests of persons associated with any trade, profession, educational or cultural activity or any game or sport.

Resident Magistrate

This day of

19

**Warning to Licence-Holder**

1. This licence does not authorise the sale of intoxicating liquor except during hours specified in the licence.
2. This licence does not authorise the sale of intoxicating liquor for consumption off the place specified in the licence.
3. Where an occasional licence has been granted in connection with a function at any place, a constable may at any time during the period of the function enter that place for the purpose of ascertaining whether there has been a contravention of the Licensing Act (Northern Ireland) 1971 (which makes it an offence, for example, to sell intoxicating liquor to a person under the age of eighteen, to permit such a person to consume such liquor on the premises for which the occasional licence is in force or to sell liquor to a drunken person or permit drunkenness on such premises).
4. Failure to observe the law renders the licensee liable to conviction and punishment under that Act.
5. Failure or delay in admitting a constable to the premises renders the licence-holder liable to a fine of £100 on summary conviction and failure to produce this licence forthwith to a constable for examination renders the holder of the licence and the person in charge of the sale of intoxicating liquor at the premises liable to a fine of £20 on such conviction.

Form 16

LICENSING ACT (NORTHERN IRELAND) 1971  
 (Section 27 and Schedule 7 paragraph 3)

**Caution stating that cautioner wishes to be heard on next following  
 application for an occasional licence**

I (name)  
 [on behalf of the (name  
 of local body for the area)] [or being a person [owning premises] [or residing]  
 [or carrying on business] at

(address)

in the vicinity of]

a place specified in the occasional licence granted to  
 (name of licensee) of

(address

of licensee) the holder of a licence for the sale by retail of intoxicating liquor  
 at the premises at

(address

of premises for which licence held) for a function held on  
 hereby serve on you, as the Divisional Commander for the Police Division  
 in which that place is situated, and on you, the holder of that licence, this  
 caution stating that I wish to be heard by the Court on the next following  
 (if any) application for an occasional licence in connection with a function  
 to be held at that place.

Signature of Cautioner

To the Divisional Commander of the  
 at  
 and to  
 of

Police Division  
 (Divisional Headquarters).  
 (name of licensee)  
 (address of licensed premises)

Form 17

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 27 and Schedule 7 para. 5 and Rule 10(7))

Notice of intention to object to grant of an occasional licence

(State full names of applicant)

Applicant

Petty Sessions District of

who resides at

County [Borough] of

(State full postal address at which applicant resides)

TAKE NOTICE that I (if member of R.U.C. state rank) of (address or, if member of R.U.C. state Police Station and Police Division) intend at the hearing of the application of the above-named applicant for an occasional licence for the following function at (premises) on the day(s) of

19 during the hours between a.m. and p.m. to appear and object to the grant of the licence.

The grounds of objection are as follows—

(state grounds briefly).

Dated this day of 19

Signature of Objector

To the Applicant and to the Clerk of Petty Sessions for the above-named petty sessions district.

## PART IV—ALTERATION TO LICENSED PREMISES

Form 18

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 31 and Schedule 8)**Notice of alteration to licensed premises required by lawful authority**

TAKE NOTICE that I (full names) of (full address) holding a licence for the premises at (full address of premises) being premises of the kind specified in section 3(1) of the Licensing Act (Northern Ireland) 1971 [<sup>1</sup>] namely, in which the only or principal business carried on is that of selling intoxicating liquor by retail for consumption [either in or] off the premises [or an hotel] [or a restaurant] [or a place of public entertainment] [or a refreshment room in public transport premises] [or a seamen's canteen] have been required by the following lawful authority, that is to say—

(specify authority giving full title, e.g., the planning, housing or other authority making the requirement) by notice given on the day of 19 to make the following alteration in the said premises—

and the alteration is one to which paragraph [<sup>1</sup>] [(a)] [(b)] [(c)] [(d)] of section 31(1) of the said Act of 1971 applies.

A plan of the premises showing the proposed alterations is attached to this notice and is authenticated on behalf of the said authority by the signature of (full names) being an officer of that authority having power to do so.

Dated this day of 19

Signature of Licensee

To the Clerk of Petty Sessions for the petty sessions district of in the County [Borough] of being the district in which the premises are situated.

[<sup>1</sup>] Delete whichever is inapplicable.



## PART V—EXTENSION LICENCES

Form 19

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 49 and Schedule 9)

## Notice of application for an extension licence

(State full names of applicant)

Applicant

Petty Sessions District of

who resides at

County [Borough] of

(State full postal address at which  
applicant resides)TAKE NOTICE that I  
(names) of

(full

address) as the holder of a licence for the premises at

(full

(full  
address of premises) being an hotel [or restaurant] [or premises of a kind  
mentioned in section 3(1)(a) of the Licensing Act (Northern Ireland) 1971 (in  
which the only or principal business carried on is the sale by retail of  
intoxicating liquor for consumption either in or off the premises) [1] for  
which as respects a certain part [or parts] of the premises an order was  
made under section 29 of that Act specifying it [or them] suitable for  
functions such as are subject to this application], intend to apply [2] to the  
Court of Summary Jurisdiction (or, where section 49(3) applies, the Clerk of  
Petty Sessions) for the above-named district sitting at  
on the            day of            19            for an extension  
licence under section 49 of that Act authorising the sale by retail in the  
premises [3] [or in that part of the premises known as            ]  
on the            day of            19            , between [4] the  
hours of            and

The function to which the extension licence is ancillary is of the  
following nature—

is organised by the following [5] body, namely

(description) and

which is a body established for the following purposes—

(name)

being  
social, charitable or benevolent purposes or for furthering the common  
interests of persons associated with a trade, profession, educational or  
cultural activity or a game or sport [or [6] is one of six functions permitted  
annually to the licence-holder under section 49(6) of the Act of 1971].

This year I have been granted  
organised by me as licence holder.

extension licences for functions



Form 20

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 49 and Schedule 9 para. 5)

Notice of intention to object to the grant of an extension licence

(State full names of applicant)

Applicant

who resides at

(State full postal address at which applicant resides)

Petty Sessions District of  
County [Borough] of

TAKE NOTICE that I (R.U.C. rank)  
of (Police Station  
and Police Division) intend at the hearing of the application of the above-named applicant for an extension licence for the following function—

at (premises) on the  
day(s) of 19 during the hours between a.m.  
and p.m. to appear and object to the grant of the licence.

The grounds of objection are as follows—

(state grounds  
briefly)

Dated this day of 19

Signature of Objector

To the Applicant and to the Clerk of Petty Sessions for the above-named petty sessions district.

Form 21

LICENSING ACT (NORTHERN IRELAND) 1971  
(Section 49)

**Extension Licence**

Petty Sessions District of  
County [Borough] of

The holder,  
of a licence for the premises at

(name of licensee)

(address)

being [an hotel] [a restaurant] [premises of a kind mentioned in section 3(1)(a) of the above Act of 1971 for part of which an order made on the day of 19 is in force under section 29 of that Act] is hereby granted this extension licence authorising the sale of intoxicating liquor by retail for consumption in the following part of those premises [specified in such order]; that is to say (specify part or parts of premises in which sale to be authorised) on the day of 19 during the hours of

The function to which the sale of such liquor will be ancillary is of the following nature—

and is a function organised by the following body, namely

(description)

which is a body established for the following purposes—

(name)

being a social, charitable or benevolent purpose or for furthering the common interests of persons associated with a trade, profession, educational or cultural activity or a game or sport [or a function organised by the licence-holder].

Resident Magistrate  
[or Clerk of Petty Sessions]

This

day of

19

**Warning to Licence-Holder**

1. This licence does not authorise the sale of liquor on any Sunday or on Christmas Day or Good Friday or during any part of the period from half past one in any morning to half past eleven in that morning.
2. This licence permits the purchase of intoxicating liquor in that part or parts of the premises specified in the licence by persons lawfully attending the function so specified *only during the hours specified in the licence and its consumption during those hours and the first 30 minutes after the conclusion of those hours.*
3. This licence must at any time during the period of the function when intoxicating liquor is sold, made available for purchase or being consumed in the premises, forthwith be produced by the person who is in charge of the sale of intoxicating liquor there for examination by a constable at his request.

If it is not so produced without reasonable excuse the holder of the licence and that person are each guilty of an offence and are liable on summary conviction to a fine not exceeding £20.

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**EXPLANATORY NOTE**

*(This note is not part of the rules but is intended to indicate their general purport.)*

These rules consolidate with minor amendments, the Magistrates' Courts (Licensing) Rules (Northern Ireland) 1971 and amending rules.

The rules prescribe the notices and other documents used in Courts of summary jurisdiction in connection with applications for the renewal, transfer, etc., of licences for the sale by retail of intoxicating liquor.

The licences (other than the forms of occasional or extension licence) are prescribed by regulation. (See the Licensing (Form of Licence) Regulations (Northern Ireland) 1971 (S.R. & O. (N.I.) 1971 No. 302 (p. 1417)).