

Belfast City Council Licensing Committee

Representation Form for Applicants

INFORMATION ABOUT MAKING REPRESENTATION TO COMMITTEE

YOU MUST READ AND REFER TO THIS GUIDANCE WHEN COMPLETING YOUR APPLICATION

- Your comments should outline the reasons why you consider the application should be granted. It should also confirm if you have already been made aware of the objectors concerns and if you have implemented any measures to resolve them. You should provide all relevant information and attach any relevant supporting documents or photographs.
- Each person or deputation shall have five minutes to make their presentation to Committee. Where more than one member of the deputation wishes to address the Committee the five minutes should be shared among them.
- Your deputation should consist of no more than three persons.
- Further details shall be provided in due course and as this matter progresses to Committee.
- If you require assistance in filling out this application, please contact the Building Control Service on 028 90 270650.

Information you may Include

- Be selective and only include documents and photographs which are clearly supportive of your application.
- Any relevant correspondence from the PSNI or other agencies (e.g. e-mails or letters) which has not already been provided to the Council.
- You do not have to provide photographs but if you do, please number them and give a brief description of what they show and how they support your case, either by listing them in numerical order at the beginning of your representation or by cross-referencing them in the course of your representation.

Information you should leave out

- Communications (e-mails, letters, etc.) sent to you by Council officers (including details of noise complaints, etc.).
- It is not necessary to include copies of complaints where the Council has already been made aware of them.
- It is not necessary to include Community Safety Reports unless you wish to draw the Committee's attention to a specific item on it, in which case you should only include the section containing the item.
- You do not need to submit multiple copies for other parties as the Council shall make copies where required and shall be responsible for circulating information to relevant parties.

SECTION 1a – Declaration and Consent – to be completed by the applicant

Before submitting your completed form to us please tick and sign below to show that you understand and accept the implications of submitting this Representation Form to us:

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I understand that the submission of the objection and this counter representation form may result in a hearing before the Council's Licensing Committee for the purpose of determining my licensing application and that I will have an opportunity to attend this hearing to address the Committee.

Are you are prepared to attend the Licensing Committee meeting and to make a representation to the Committee?

Yes

☒

No

☐

Please note that the proceedings of the meeting will be audio-recorded, except where the Committee is considering any confidential matters. A copy of the recording of the meeting will be made available on the Council Website within two working days of the minutes being ratified by the Council.

Please indicate whether you consent to your speech being recorded and made available online by marking 'X' in the appropriate box:

IMPORTANT: In ticking and signing this part of the form you are giving or withholding your consent to your speech being placed on public record in audio format.

☒

I consent to my speech being recorded at the Committee Meeting and being placed on public record in audio format.

☐

I do not consent to my speech being recorded at the Committee Meeting and being placed on public record in audio format.

Signature:



Date: 29 August 2025

SECTION 1b – Sharing Your Details

Please note that all information in this form will be shared with the objectors, Members of the Council's Licensing Committee and any relevant statutory consultees in advance of the Committee meeting.

SECTION 2 – Your Details / Details of your organisation

Your contact details:

Title [Delete as appropriate]	
Surname	
First name(s)	
Address (including postcode)	
Telephone Number:	
Mobile:	
E-mail:	

SECTION 3 – Attempts to Resolve Issues

1. Have resident's, other parties and/or their representatives contacted you to make you aware of their concerns?

Yes ☐ No ☒

If 'Yes', please provide details below of any communication between you, including dates, brief summary and outcome, for example: liaison meetings, telephone calls or e-mails. If 'No', please outline why not. REMEMBER: You do not need to submit correspondence between you and council officers.

2. Have you taken any action to address their concerns? (for example, by implementing changes or improvements to resolve their concerns)

Yes ☐ No ☒

If 'Yes', please provide details in the space below, including times, dates and details of who you consulted and spoke to.

Details of changes or improvements made

In this section, you should state the issue e.g. notified of complaint from resident by BCC on 3/4/15 - on 5/4/15 took these measures: 1. Closed off side area; 2. Deployed two more door staff; etc. There is no need to summarise the complaint as the Council will already have a copy. If you dispute the content of any matter please reserve any further comment for the substance of your representation.

We have not received any complaints other than the noise complaints received by council. We have added additional covering to an inside fire door that opens at the back of our building. We have advised those using the hall to keep windows which open at the back of the club closed when possible.

We have taken sound level recordings outside of our hall, at the back wall, on a number of occasions. None of these show excessive sound emanating from the hall.

Details of contact with PSNI (if any)

You should list and attach all correspondence between you and the PSNI. Please refer to Guidance above.

N/A

Details of contact with Belfast City Council Noise Team (if any)

E.g. Noise team contacted me on following dates as a result of which I took the following measures: 1. Date – action taken, 2. Date – action taken

- 1 Noise team contacted me on 9th August as a noise complaint was raised.
- 2 We agreed to close the door to the bar and to ask those talking outside the hall to return inside or leave the premises.

Details of contact with any other Agencies (if any)

None

SECTION 4 – Your Representation

Please outline your representation in the space provided below. Arrange under subject-matter headings if possible, giving reasons for each point you make. Be specific and give relevant examples if possible, state facts and give figures such as distances, times, dates and so on if appropriate.

You should note that this submission shall form part of your five minute presentation to Committee and will be included in the Committee Report. Please continue on a separate sheet if necessary.

1. Shaftesbury Bowling Club has played an important role in the Annadale Avenue community since it moved to the current location in 1956. It is an invaluable sporting and social resource for those from 18 years of age to 96 years. It provides a social hub for our members and for the surrounding community. We have approx 80 members, the majority of whom are 60+. Our members compete in club competitions and local championships and leagues.
2. We are located in the middle of housing developments and rarely have complaints of any kind. Nosie complaints in the past 2 years have been from 1 or 2 households. Our other neighbours are very supportive of the club.
3. We have taken sound recordings over the past year during the Tuesday evening dance classes and none of these have shown excessive noise.
4. We are still recovering our membership from a post Covid number of 50. As our membership grows, we use any funds raised from functions to carry our ongoing repairs.
5. Alongside our bowling activities, the club provides a 'home' for:
 - A. A Sunday Church Service and midweek youth church group meeting
 - B. Children's Irish dancing class on Saturday mornings
 - C. [REDACTED] dancing class (every Tuesday evening)
 - D. Art class on Thursday evenings
 - E. NIA – mindful movement exercise classes
 - F. Yoga classes
 - G. Allotment Group meetings
 - H. Resident Groups' meetings
 - I. [REDACTED] get togethers – learning disability support for adults, focusing on inclusivity in the community
 - J. [REDACTED] events - support for Breast cancer survivors
 - K. [REDACTED] sessions – a wonderful, big community choir for everyone in the heart of the bustling Ormeau Road in Belfast.
6. Bowling is practiced throughout the week, outdoors from April-Sept and indoors for the rest of the year.
7. We have 60 Members who compete in club competitions and local championships and leagues. Most of these members are aged 60+ with the majority over 70.
8. The club bar complies rigorously with Licensing Laws.
9. On-site car parking is in place to accommodate members and visiting teams, to avoid disruption on Annadale Avenue.

Please detail any measures or changes that you would be willing to undertake to address the objectors concerns, or give any suggestions you would like the Licensing Committee to consider:

The club operates on a good neighbour basis. Since an objection from a resident was received almost 2 years ago, it has:

- Reduced all noise levels – turning off bass music
- Lined the door facing on to the houses at the back of the club
- Locked windows facing onto the housing at the back of the hall

It is noteworthy that of the many adjacent houses surrounding the club, only 1 household submitted objections when we applied for our license last time.

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Freedom of Information Act 2000 – Under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 people may ask us for information we hold. We are responsible for deciding whether the requested information can be released. Before we release any information which identifies you, we will seek your views on its disclosure, unless there is a legal requirement to disclose the information. The final decision on what will be disclosed rests with the Council except in circumstances where we are under a legal obligation to release the information to another party.

Data Protection Act 2018 – We will process your personal information in accordance with the Data Protection Act 2018. We will use the information you have given us on this form and on any accompanying documentation to enable the licensing authority to take into account any relevant issues in making decisions in licensing matters. Should other council departments, government agencies or any other party request this form, any part of it or any information provided on it or submitted on account of it for lawful reasons, we may disclose some or all of the details requested or we may disclose the form either in its entirety or in part and in accordance with the law.

Please return completed form to: Building Control Service, Licensing Team, Ground Floor, Cecil Ward Building, 4 - 10 Linenhall Street, Belfast BT2 8BP

I confirm that I have completed this form and am making this representation in support of my licensing application. In signing this form I consent that my personal data, including any sensitive personal information that I have disclosed in this form about myself may be shared with all parties to this action, including objectors.

Signed:



Date: 29/08/2025