

Secretary
Name of Venue Operator
Name of Venue
Address

Dear Sir

I write to inform you that [Name of stand at name of venue] is “Regulated” under the provisions of The Safety of Sports Grounds (NI) Order 2006. The commencement date for the Regulation of this stand is (2 months from this date). It will be an offence to admit spectators to this stand on an occasion when no Safety Certificate is in operation for it in accordance with Article 18 of the Safety of Sports Ground (NI) Order 2006.

I have therefore enclosed an application form for a Safety Certificate with this letter. The application form should be completed and returned to the (name of District Council) prior to xxxxx. You will note that you have been asked to nominate a ‘qualified person’ who will be the applicant and holder of the safety certificate. A ‘qualified person’ is defined in Article 15(1) of The Safety of Sports Grounds (NI) Order 2006 as ‘the person who is responsible for the management of the ground’.

The District Council will determine as to whether it considers the person nominated to be the ‘qualified person’ fulfils the required criteria. In the event of the Council deeming the applicant for the safety certificate not to be a ‘qualified person’, they will serve a Notice on him/ her advising of this determination. This person may then appeal to a Magistrates Court with regards to this decision. An appeal form will be forwarded with the Notice. Copies of this documentation will also be forwarded to you.

The costs of a Safety Certificate and any amendments, transfers etc are contained within Safety of Sports Grounds (Fees and Appeals) Regulations (NI) 2009. The fee for this application is £50 and a cheque for this amount made payable to (name of district council) should be included with this application.

It may be useful to include a copy of plans of the Regulated Stand and venue (if available) at scale 1:200 (plans at scale 1:100 may be required for structures) with the application. Reports relating to the structures and services should also be forwarded with the application, if available. These and related documents are likely to be required as soon as practicable after the (2 months from now) as part of the Certification process. It may be useful to contact me at (contact details) at your earliest convenience to discuss these issues.

Should you require any clarification regarding any of the issues mentioned above, please do not hesitate to contact me.

Yours faithfully

[Name of lead officer]
[Name of District Council]