



The Explosives (Fireworks) Regulations (Northern Ireland) 2002 as amended by the Pyrotechnic Articles (Safety) Regulations 2015

Application for a licence to purchase, possess and use Category F2 fireworks

Explanatory Notes

Please read these notes carefully and retain them for your information

- A licence is not required if you want to purchase, possess and use fireworks classified under category F1 (suitable for indoor use) or sparklers classified under Category F2 (suitable for use in the average garden). You must have a licence before you can purchase, possess and use any other type of fireworks – that is, those classified under categories F2, F3 or F4 of Schedule 1 of the Pyrotechnic Articles (Safety) Regulations 2015. There is a separate application form for category F3 and F4 fireworks.

- The applicant is normally the person purchasing, possessing and using the fireworks.
- The licence is only valid for the period stated on it.
- We will not normally issue a licence for fireworks to be used between 11pm and 7am.

- A licence for a display that is being held at a location other than your private address will identify the firer of the fireworks (the person who must use the fireworks) and the person responsible for safety before, during and after the display – the same person may perform one or more of these roles. You must also provide a site plan. Guidance on the preparation of one is available from this office. The site plan asks you to indicate the position of stewards. Two stewards should be provided for the first 50 spectators, plus an extra steward for every additional 250 spectators. The stewards should be briefed to carry out their duties effectively prior to the event.

- **You will only be licensed to purchase, possess and use the fireworks listed at section 4 of your application form.** Your fireworks retailer can help you complete this. If you wish to purchase a boxed selection of fireworks the name of the manufacturer and the name of the boxed selection must be stated. In all other cases the manufacturer and type of firework must be stated. The type of fireworks should be: fountain; Roman candle; mine; wheel; rocket; combination, etc.

- The application should be submitted to us in sufficient time to allow us to process it and as this process can take up to 3 weeks. At busy times, particularly during the Halloween period, any delay in submitting your application could result in a licence not being issued as we could not guarantee to process it in time.

Note - The retailer is required to make a record of your purchase of fireworks but they should not take your licence or any part of it from you as it must accompany your fireworks at all times.

Payment of the licence fee

Payment can be made by cheque or postal order and must be enclosed with your application form. If it is not possible for you to pay this way please telephone this office. **CASH OR POST DATED CHEQUES WILL NOT BE ACCEPTED.**

Where the number of persons at your fireworks display will be:

- Fewer than 100, the fee is £30.
- 100 or more but fewer than 1000, the fee is £80.
- More than 1000, the fee is £160.

Please make your cheque/postal order payable to: “Department of Justice No 1 Account or DOJNI No 1 Acc” and write the applicant’s name clearly on the back.

Important note

The Department of Justice will not issue a licence if, for any reason, it considers it inappropriate to do so, for example on the grounds of health and safety. In accordance with Schedule 3 of the regulations the fee for the processing of the licence will not be refunded if a licence is refused on the grounds of health and safety or if you withdraw your application within 10 days of the date of the proposed fireworks display.

Personal Information

The details entered in this form may be stored and shared with other organisations. Further information on how we deal with your personal data is in **Annex A** below.

Insurance

We strongly recommend that you insure your proposed display as you may be liable for any damage, injury or distress that your fireworks cause.

Enquiries

If you have any questions about your application or licence, please contact us:

Firearms and Explosives Branch

Department of Justice

Block B

Castle Buildings

Stormont Estate

Belfast

BT4 3SG

Tel: 0300 200 7881

Fax: 028 9052 0194

Email: feb@justice-ni.x.gsi.gov.uk

Safety at fireworks displays

We recommend that you consult the Explosives Industry guidance booklets available at -

<http://www.eig2.org.uk/wp-content/uploads/GYOFD-Red-Guide.pdf>

The booklet is aimed specifically at those persons or organisations that plan to run their own fireworks display and have no specialist knowledge. The guide gives advice on such matters as selecting a suitable site; spectator safety; firing the fireworks; and what you do if something goes wrong.

Firework safety

Read the manufacturer's instructions on each individual firework well before your display so that you know how to use them.

Have a bucket of water handy in case of an emergency.

Have a torch so that you can read the instructions on the fireworks.

Light fireworks at arm's length, using a taper or portfire.

Follow the Firework Safety Code; this means that you should for example:

- Only buy fireworks bearing the CE Marking and only from a registered retailer.

- Do not drink alcohol before letting off fireworks.

- Never go near a firework that has been lit. Even if it has not gone off, it could still explode.

- Never put fireworks in your pocket or throw them.

- Always supervise children around fireworks and keep pets indoors.

Application for a Category F2 (Garden) Fireworks Licence

**Please complete in CAPITAL letters and in black ink.
If you need more space, continue on a separate sheet**

1. Applicant details (the person purchasing, possessing and using the fireworks)

Title (Mr/Mrs/Miss, etc.) Forename Surname

Address

..... Postcode.....

Contact Tel. No (If a contact number is not provided, the application form will be returned)

Email:

2. Display details

Date of Display Number of persons attending

Location of Display

..... Postcode

In which Council Area will the fireworks be used?

3. Is the location at 2 above your own private address? Yes No
If you answered "Yes" to the above, please go to Section 4.
If you answered "No" please complete the rest of this section.

Purpose of display

Time of display: between..... and.....

Have current, appropriate and adequate insurance cover for the display? Yes No

Organisation hosting the event (if applicable).....

Person responsible for firing the display

Title (Mr/Mrs/Miss, etc.)Forename Surname

Address

Person responsible for event safety (if different from firer)

Title (Mr/Mrs/Miss, etc.)Forename Surname

Address

Please attach an accurate site plan of the display site (see Explanatory Notes)

4. Fireworks details

Name of Fireworks Retailer Retailer's Registration No

Manufacturer	Firework name	Type	Number of fireworks
e.g. <i>Fireworks NI</i>	<i>Sky Light</i>	<i>Rocket</i>	<i>x4</i>

5. Applicant's Declaration

<p>I am 18 years of age or over and am the person purchasing, possessing and using the fireworks.</p> <p>I confirm that the fireworks, to which this application applies, conform to Category F2 of the Pyrotechnic Articles (Safety) Regulations 2015.</p> <p>I confirm that the information given in this application is, to the best of my knowledge, accurate, true and complete. I understand that my application may be rejected for withholding details or giving false or misleading information and that a fireworks licence obtained by the provision of false or misleading information will be null and void and the subsequent purchase, possession or use of fireworks will be an offence.</p> <p style="margin-top: 20px;">SignatureDate</p>

<p>Checklist</p> <p>Please ensure you have:</p> <ul style="list-style-type: none"> Completed all relevant sections of the application form. Enclosed payment of the correct fee (cash and post dated cheques will not be accepted). Enclosed a site plan (for events not held at your own private address) <p>Please return your completed application to:</p> <p>Firearms and Explosives Branch Block B Department of Justice Castle Buildings Stormont Estate Belfast BT4 3SG</p>

Annex A - Privacy Notice - Fireworks

Firearms & Explosives Branch (FEB)
Room B4.22
Castle Buildings
Stormont
Belfast
BT4 3SG
Tel: 028 90520057
Email: feb@justice-ni.x.gsi.gov.uk

DOJ Data Protection Officer
Telephone: 028 9037 8617
Email: DataProtectionOfficer@justice-ni.x.gsi.gov.uk

Why are you processing my personal information?

We are processing your information as you are applying for a Fireworks Licence to allow you to purchase fireworks. In accordance with The Explosives (Fireworks) Regulations (Northern Ireland) 2002, as amended by the Pyrotechnic Articles (Safety) Regulations 2015, you must have a licence before you can purchase fireworks.

What categories of personal data are you processing?

FEB requires you to supply contact details (where the licence is to be sent) and where the fireworks will be used. FEB request the applicant's name, address, phone number and email address.

Where do you get my personal data from?

We get your personal data from your application form.

Do you share my personal data with anyone else?

If necessary, we may share your personal data with Councils, HSENI or law enforcement agencies.

Do you transfer my personal data to other countries?

We do not transfer personal data to other countries.

How long do you keep my personal data?

We will only retain your data for as long as necessary and in line with our Retention and Disposal Schedule ([Publication scheme | Department of Justice](#)).

What rights do I have?

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)

- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- **You have the right to object to the processing, [in specific circumstances](#)**

How do I complain if I am not happy?

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact *Department Data Protection Officer at:*

**Department of Justice
Knockview Buildings
Block 4
Ballymiscaw
Stormont Estate
Belfast
BT4 3SL**

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>