

SI0325

NIPB Arrangements for Intoxicating Liquor at PSNI Establishments

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Procedures & Conditions for Northern Ireland Policing Board authorisation to sell, supply, keep & consume intoxicating liquor at Police establishments.

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NIPB Arrangements for Intoxicating Liquor at PSNI Establishments

1. Introduction

This Service Instruction outlines the procedures and conditions for the Northern Ireland Policing Board (NIPB) authorising the sale, supply, keeping and the consumption of intoxicating liquor at Police establishments.

2. Legal Status

Liquor Licensing in Northern Ireland is contained in [The Licensing \(NI\) Order 1996](#) (the Licensing Order) and [The Registration of Clubs \(NI\) Order 1996](#) (The Clubs Order).

By virtue of [Article 84\(b\)](#) of 'the Licensing Order' and [Article 51](#) of 'The Clubs Order' these Legislative Orders will not apply to the sale, supply, keeping or consumption of intoxicating liquor to or in any premises that has been granted an authorisation by the NIPB.

Authorisations for exemptions under Article 84(b) of 'the Licensing Order' and Article 51 of 'The Clubs Order' will be only considered for approval by the NIPB where in the opinion of the Chief Constable there is a genuine need for such a facility.

3. General Authorisation

This Service Instruction contains details in relation to a General Authorisation, an Extension to a General Authorisation and an Occasional Authorisation.

It will be necessary to form a recreation club with general membership for this purpose.

The rules of the Police Club must include or incorporate standard club rules.

These Rules shall not be amended without the prior approval of the Chief Constable and the NIPB. Further specific rules may be added by the Police Club as required, but these additional rules must not be inconsistent with the obligatory club rules.

4. Application for a General Authorisation

Applicants must fully satisfy the District Commander / Head of Department that there is a genuine need for the facility at the premises for which the exemption is sought.

The Chief Constable must be satisfied that the conditions under which liquor has been or will be supplied comply with this Service Instruction and that the club rules have been or will be complied with.

Application for an Initial Grant or Renewal of a General Authorisation will be made by the relevant PSNI Club to the NIPB via the relevant District Commander / Head of Department.

Applicants should provide all information requested including contact details (e-mail address and mobile number), to ensure the application is processed promptly by the NIPB.

For e-mail applications, these should be sent for the attention of Emerging Priorities Branch at information@nipolicingboard.org.uk

Hard copy applications should be sent for the attention of Emerging Priorities Branch, NIPB, James House, Block D, 2-4 Cromac Avenue, The Gasworks, BELFAST, BT7 2JA.

The application on Form NIPB1 will contain a description of the premises in which it is

proposed to sell, supply, keep and consume intoxicating liquor, the proposed hours of opening that must be in compliance with the permitted hours under 'The Clubs Order' and have attached:

- a) A copy of the rules of the club;
- b) Where the club has been in existence, a copy of the club's accounts and auditor's report for the previous year. These must be prepared to the standard required by 'The Clubs Order';
- c) All documentation outlined on the Grant / Renewal Application Form NIPB1;
- d) Plans outlining the club premises and bar area for which the General Authorisation grant is being sought; and
- e) With regard to a renewal of a General Authorisation, if the premises of the club have been structurally altered since the last application for the grant or renewal - A plan of the premises and a description of the accommodation, facilities and amenities provided by the club.

The establishment below currently holds a General Authorisation to sell, supply, keep & consume intoxicating liquor. The necessary steps should be taken to ensure that the following club conforms to the instructions contained in this Service Instruction:

- Fermanagh Recreation Club.

The relevant District Commander will ensure that the above club is regularly inspected.

If a new Recreation Club is formed and granted a General Authorisation by the NIPB, they will be added to this list and must also comply with the requirements of this Service Instruction.

The permitted hours of operation and consumption for a Police establishment holding a General Authorisation will conform to the general permitted hours of operation under [Article 24](#) of 'The Clubs Order'. Where such a Police Club does not open routinely to the permitted hours, their actual opening hours must not exceed the permitted hours under 'The Clubs Order'. The proposed hours of opening must be

included on the grant/renewal application to the NIPB.

The [Article 24](#) general permitted hours applicable to a NIPB General Authorisation are:

Drinking Time Permitted	From - To
Weekdays	11.30 – 23.30
Sunday	12.30 – 23.00
Christmas Day	12.30 – 22.00
Drinking up Time	One hours drinking up time is also allowed after permitted hours as per Article 25 of 'The Clubs Order'.

The hours of supply of intoxicating liquor in a night workers club outlined in 'the Licensing Order' are not applicable to and are not permitted within any granted NIPB General Authorisation.

Off sales or supply are not permitted within any General Authorisation granted by the NIPB.

One hours drinking up time will apply to all extensions granted.

Off sales or supply are not permitted during any extension authorisation granted by the NIPB.

5. Application for an Extension to a General Authorisation

Extensions to normal club supply hours may be considered to cater for special occasions or functions. In such cases, prior application for the extension must be made in writing to NIPB via the relevant District Commander / Head of Department. This facility will be considered and granted to reflect [Article 26](#) of 'The Clubs Order' – 'Special Occasion Authorisations', therefore these additional exemption authorisations will be strictly limited to 104 per calendar year and will operate under the same additional permitted hours as 'The Clubs Order'.

Applications should be sent to Emerging Priorities Branch in NIPB.

No extension will be granted:

- Beyond 01.00 on the day following the function; or
- For Christmas Day.

The application will normally be made by the Recreation Club who should indicate on the application the purpose of the function and numbers expected to attend. **All such applications must be received by the NIPB not less than 8 weeks** before the date the special occasion or function is due to take place. There will be no exceptions to this arrangement. Applications must be submitted on Form NIPB2.

All information required must be supplied on the form by the recreation club, including attaching copies of any relevant entertainment licence and local risk assessment and a point of contact (including name, E-mail address and a mobile number) to ensure the application is processed promptly by the NIPB. Three responsible members from the recreation club must ensure they have read and signed the conditions contained within the

application. Any applications received without the required information and accompanying documentation will not be authorised. It is emphasised that unauthorised extensions hours **are not routinely covered by a General Authorisation**.

Functions must not proceed until formal approval is received from NIPB.

6. Application for an Occasional Authorisation

Occasional Authorisations will only be considered for Police Establishments that have not been granted a General Authorisation. This facility and procedure applies if an organising club, other relevant body or individuals within such a Police establishment wish to sell, supply, keep and consume intoxicating liquor at an event or function in that building or other relevant place. The NIPB may consider granting a suitable application for an occasional authorisation under [Article 84\(b\)](#) of 'the Licensing Order' for that particular event or function only on the recommendation of the Chief Constable via the relevant District Commander.

The organising club, body or individuals must supply all the required information in full including attaching copies of any relevant entertainment licence and local risk assessment as outlined within Form NIPB3. In addition, three responsible members from the organising club, body or individuals must ensure they have fully read and signed the conditions outlined within the application. Applicants should provide all information requested including a point of contact (including name, E-mail address and a mobile number) to ensure the application is processed promptly by the NIPB. Any applications for occasional authorisations received without the required information and accompanying documentation will not be authorised, therefore no exemption will exist under ['The Licensing Order'](#).

In addition, where an occasional event or function is to be organised solely by retired Police Officers or Police Staff, an additional responsible person who is a serving Police Officer at that location must be nominated to also sign and accept the conditions outlined on Form NIPB3.

The sale, supply and consumption of intoxicating liquor must not extend beyond

the hours that are formally granted by the NIPB on any Occasional Authorisation issued.

Where extension hours have been requested and granted they must not exceed 1.00 am on the day following the function.

No extensions will be granted for Christmas Day. One hour drinking up time will apply to all extensions granted.

It is emphasised that **no off sales or supply are permitted** at any establishments holding a function or event under the authority of a NIPB Occasional Authorisation. Additionally, it should be noted that Occasional Authorisations do not allow or permit members or permitted guests to remove intoxicating liquor for consumption off the relevant authorised premises or place.

Applications for Occasional Authorisations should be made on Form NIPB3 and forwarded to the NIPB Emerging Priorities Branch via the relevant District Commander/Head of Department concerned. All such Occasional

Authorisation Applications should reach the NIPB **at least 8 weeks** before the date of the proposed function. There will be **no exceptions** to this arrangement.

As a condition of an Occasional Authorisation being granted, the organising club, body or individuals are required to maintain all accounts and records of purchases, sales and proceeds of intoxicating liquor, food / refreshments and entertainment provided. Post the function or event, a summary of accounts will be prepared and certified by two of the responsible organisers of the function / event. The records and the accounts summary will be submitted to the relevant District Commander / Head of Department concerned for retention.

Where the function or event is to take place at a Police establishment, a supervising member of at least Sergeant Rank must be appointed to ensure adequate supervision of the function. The supervising member will ensure the function / event is properly conducted in a manner that is compliant to and reflects the required organisational and professional standards. The supervising member should ensure:

- a) The event takes place in the form and time period specified within the application;
- b) A signing in / out record of attendees / guests is maintained;
- c) An incident log is maintained that provides details of any occurrences during the event / function; and
- d) No off sales or supply are permitted.

Post the function or event, the Supervising Member will submit the function / event records obtained to the District Commander / Head of Department for retention.

Functions must not proceed until formal approval is received from NIPB.

If the PSNI establish that the facilities are being abused in any way or that rules are not being complied with, the organisation will formally review the relevant General, Extension or Occasional Authorisation. Consequently, as necessary on a case-by-case basis, the NIPB may then decide to vary the conditions for a General / Extension Authorisation to continue or withdraw the authorisation forthwith. With

regard to a PSNI reviewed Occasional Authorisation that has been highlighted, the NIPB may consider refusing to grant any further Occasional Applications received from that relevant organising body / individuals or where appropriate that Police establishment.

The NIPB is the issuing licensing authority for General, Extension and Occasional Authorisations at Police establishments.

The NIPB may therefore from time to time request to inspect Police Clubs regarding General / Extension Authorisations or other Police locations requesting Occasional Authorisations for functions or events.

Where such an inspection has been requested, the NI Policing Board Officials should be facilitated accordingly.

7. Legislative Requirements Regarding any Provided Licensable Entertainment

Where a club, organising body or individuals intend to provide a form of licensable public entertainment at a function or event held under a NIPB

Authorisation, they must also obtain an entertainment licence as is legislatively required by the [Local Government \(Miscellaneous Provisions\) Northern Ireland Order 1985](#).

The onus is on the relevant Police Club, organising body or individuals to ensure a valid entertainment licence is obtained from the Local District Council and it is applicable to the type(s) of entertainment to be provided.

A general guide to such licensable entertainment is as follows:

- a) A theatrical performance;
- b) Dancing, singing or music or any other entertainment of a like kind;
- c) A circus; and
- d) Any entertainment which consists of or includes any public contest, match, exhibition or display of:
 - i. Boxing, wrestling, judo, karate or any similar sport;
 - ii. Billiards, pool, snooker or any similar game; and
 - iii. Darts.

Exempted Entertainment:

- a) Music or singing in a place used wholly or mainly for public religious worship;
- b) Performed as an incident of a religious meeting or service; and
- c) An entertainment that takes place wholly or mainly in the open air (requires an outdoor entertainment licence).

With regard to General Authorisations and / or Extensions, it is the responsibility of each Police Club to ensure that a valid and relevant entertainment licence is in place where regular or infrequent licensable entertainment is to be provided at that club.

Organising clubs, bodies or individuals applying for Occasional Authorisations for functions / events where they intend to provide licensable entertainment must ensure that a valid entertainment licence is obtained prior to and submitted with any application in order for it to be given consideration.

8. Insurance Requirements

With regards to the insurance requirements, PSNI do not provide any insurance for any social / recreational facilities, events and functions that are provided for Police Officers, Police Staff and their guests.

The responsibility for providing insurance for these type of events falls to the individual recreation club.

9. Compliance with Clubs Order and Licensing Order

There is a personal responsibility upon Police Officers who operate General / Extension Authorisations at Police Clubs, or who are involved in planning, organising and staging events or functions under Occasional Authorisations, to ensure they fully comply with the constraints of 'The Clubs Order' and 'the Licensing Order'.

10. Professional Standards – Police Officers and Police Staff

Premises operating under either a General / Extension or Occasional Authorisation will

be strictly conducted to conform and fully comply with the rules, organisational standards and the behaviour expected from members of the Police Service of Northern Ireland.

Police Officers and Police Staff involved in organising, staging, supervising and attending events / functions held under General / Extension / Occasional Authorisations are reminded of their obligations to comply with the PSNI Code of Ethics and the Northern Ireland Civil Service (NICS) Code of Ethics (in conjunction with the NICS Staff Handbook Section, Conduct & Discipline).

Police Officers and Police Staff are also reminded, that organising and socialising at PSNI Clubs or attending at occasional functions / events are considered by the service to be an extension of the workplace. In addition, service employees should be aware that behaviour of the highest order that reflects the professional standards of the organisation is both expected and required from all professional Police Officers and Police Staff.

In particular the attention of Police Officers' is drawn to the following articles within the

[PSNI Code of Ethics](#), Article 1.10: Whether on or off duty, Police Officers shall not behave in a way that is likely to bring discredit upon the Police service. Article 9.2: Police Officers on duty shall not consume alcohol without proper authority.

The attention of Police Staff is drawn to the NICS Staff Handbook, Conduct & Discipline, Section 1.33.1, "The normal standards of behaviour expected from Staff in workplaces across the NICS and in dealings with colleagues generally are also to be observed by and between Staff attending residential training courses and / or participating in other activities that have been organised away from the workplace, including social functions. Police Staff are expected to behave in such a manner that does not bring discredit to the NICS and the Police Service.

The intoxicating liquor facility should be located in a part of the building removed from the 'working sector' of the premises and within an area not used by members of the public.

Access should, if possible, be arranged so that those attending will have minimal

access to those parts of the building in operational use or used by members of the public.

Any breach of this Service Instruction, the PSNI Code of Ethics and / or the NICS Code of Ethics (in conjunction with the NICS Staff Handbook Section, Conduct & Discipline) will be investigated in the normal manner with regard to any potential criminal and / or disciplinary issues that arise.

11. Human Rights

This Service Instruction is deemed Human Rights compliant.

12. Monitoring and Review

The Deputy Principal, Social Policy, Criminal Justice Branch, Justice Department is responsible for reviewing the contents of this Service Instruction in accordance with Service Policy.

Appendix A Contact Us

Service Instruction Author

DP, Social Policy, Justice Branch

Branch E-Mail

zCriminalJusticeSecretariat