



Licensing Sub Committee Hearing Panel

Date: Monday, 22 May 2023

Time: 10.00 am

Venue: Council Antechamber, Level 2, Town Hall Extension

This is a **supplementary agenda** containing additional information about the business of the meeting that was not available when the agenda was published

Access to the Council Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

There is no public access from any other entrance of the Extension.

Membership of the Licensing Sub Committee Hearing Panel

Councillors - Grimshaw, Connolly and Hewitson

Supplementary Agenda

1. Urgent Business

To consider any items which the Chair has agreed to have submitted as urgent.

1a. Urgent Business - Temporary Event Notice - Rooftop, The Point Building, 173-175 Cheetham Hill Road, Manchester, M8 8LG 3 – 292

The report of the Director of Planning, Building Control and Licensing is enclosed.

1b. Urgent Business - Temporary Event Notice - Projekts MCR, Skatepark, 97 London Road, M1 2PG 293 - 374

The report of the Director of Planning, Building Control and Licensing is enclosed.

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

Ian Smith
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Email: ian.hinton-smith@manchester.gov.uk

This supplementary agenda was issued on **Tuesday, 16 May 2023** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA

**Manchester City Council
Report for Resolution**

Report to: Licensing Subcommittee Hearing Panel – 22 May 2023

Subject: Rooftop, The Point Building, 173-175 Cheetham Hill Road, Manchester, M8 8LG - ref: LTN288021

Report of: Director of Planning, Building Control & Licensing

Summary

Submission of a temporary event notice where an objection notice has been given.

Recommendations

That the Panel consider the objection notice(s) and give a counter notice where it considers it appropriate.

Wards Affected: Cheetham

Manchester Strategy Outcomes	Summary of the contribution to the strategy
A thriving and sustainable City: supporting a diverse and distinctive economy that creates jobs and opportunities	Licensed premises provide a key role as an employer, in regeneration, and in attracting people to the city. The efficient processing of applications as well as effective decision making in respect of them, plays an essential role in enabling businesses to thrive and maximise contribution to the economy of the region and sub-region.
A highly skilled city: world class and home grown talent sustaining the city's economic success	An effective Licensing regime will enable growth in our City by supporting businesses who promote the Licensing Objectives.
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	The Licensing process provides for local residents and other interested parties to make representations in relation to licensing applications. Representations have to be directly related to the licensing objectives.
A liveable and low carbon city: a destination of choice to live, visit and work.	An effective licensing system supports and enables growth and employment in our City with neighbourhoods that provide amenities suitable to the surrounding communities.

A connected city: world class infrastructure and connectivity to drive growth	
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Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

None

Financial Consequences – Capital

None

Contact Officers:

Name: Fraser Swift
 Position: Principal Licensing Officer
 Telephone: 0161 234 1176
 E-mail: fraser.swift@manchester.gov.uk

Name: Patrick Ware
 Position: Technical Licensing Officer
 Telephone: 0161 234 4858
 E-mail: Premises.licensing@manchester.gov.uk

Background documents (available for public inspection):

- Manchester City Council Statement of Licensing Policy 2016 - 2021
- Guidance issued under section 182 of the Licensing Act 2003, April 2017
- Licensing Act 2003 (Hearings) Regulations 2005
- Any further documentary submissions by any party to the hearing

1. **Introduction**

- 1.1 On 9 May 2023, a temporary event notice (TEN) was given under s100A of the Licensing Act 2003 in respect of Rooftop, The Point Building, 173-175 Cheetham Hill Road, Manchester, M8 8LG in the Cheetham ward of Manchester. A location map of the premises is attached at **Appendix 1**.
- 1.2 In accordance with Licensing Act 2003 regulations, Greater Manchester Police (GMP) and Licensing Out of Hours Compliance (LOOH) were notified of the TEN.
- 1.3 Where either GMP or LOOH is satisfied that allowing the premises to be used in accordance with the TEN would undermine a licensing objective, they must give an objection notice to the relevant licensing authority, the premises user, and to every other relevant person.
- 1.4 The objection notice must be given no later than three working days after the day on which the objector is given the TEN.
- 1.5 An objection notice has been received in respect of this TEN and so it must be determined by a Licensing Hearing Panel in accordance with the Council's Constitution.

2. **The Notice**

- 2.1 A copy of the TEN is attached at **Appendix 2**.
- 2.2 The premises user is Mr Derryn Ofori Gyamfi.
- 2.3 The description of the event is live dj's, catering and alcohol.
- 2.3.1 In accordance with the Live Music Act 2012 and Deregulation Act 2015, performances of Live Music and Recorded Music between the hours of 0800 and 2300 hours have been deregulated and so should not be regarded as licensable activities for the purposes of this TEN.
- 2.3.2 Any further details provided relating to any of the individual licensable activities are specified on the TEN at **Appendix 2**.
- 2.4 **Activities unsuitable for children**
- 2.4.1 The premises user has not highlighted any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.
- 2.5 **Further documentation accompanying the application**
- 2.5.1 The premises user has submitted the following documents in support of the TEN, which are included with the application form at **Appendix 2**:
 - Response to objections
 - Event Plan
 - List of attendees

3. **Objection Notice(s)**

3.1 Objections were received from GMP and from LOOH in respect of the TEN (**Appendix 3**). The personal details of all members of the public have been redacted. Original copies of these objections will be available to the Panel at the hearing.

3.2 Summary of the objections:

Party	Grounds of representation	Recommends
GMP	GMP have concerns as to how the event will be managed and the impact it will have in the surrounding location. There are also concerns regarding the conduct of the organisers at a previous, unlicensed event in July 2022 where a Prohibition Notice was breached.	Serve a counter notice
Licensing and Out of Hours Compliance	Concerns regarding the impact of noise on local residents and businesses; lack of an event management plan; the poor organisation of previous events held by the notice giver; and concerns regarding safety raised by GMFRS.	Serve a counter notice

4. **Key Policies and Considerations**

4.1 **Legal Considerations**

4.1.1 Hearings under the Licensing Act 2003 operate under the Licensing Act 2003 (Hearings) Regulations 2005.

4.2 **New Information**

4.2.1 In accordance with Regulation 18 of the Licensing Act 2003 (Hearings) Regulations 2005, the authority may take into account documentary or other information produced by a party in support of their application, representations or notice either before the hearing or, with the consent of all parties, at the hearing.

4.3 **Hearsay Evidence**

4.3.1 The Panel may accept hearsay evidence and it will be a matter for the Panel to attach what weight to it that they consider appropriate. Hearsay evidence is evidence of something that a witness neither saw nor heard, but has heard or read about.

4.4 **The Secretary of State's Guidance to the Licensing Act 2003**

- 4.4.1 The Secretary of State's Guidance to the Licensing Act 2003 is provided for all parties involved in licensing. It is a key medium for promoting best practice, ensuring consistent application of licensing powers across England and Wales and for promoting fairness, equal treatment and proportionality.
- 4.4.2 Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182. The Guidance is therefore binding on all licensing authorities to that extent. However, the Guidance cannot anticipate every possible scenario or set of circumstances that may arise and, as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons.
- 4.4.3 Departure from the Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

4.5 **Manchester Statement of Licensing Policy**

- 4.5.1 Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' its statement of licensing policy.
- 4.5.2 The Licensing Policy sets out the vision the licensing authority has for the regulation of licensed premises throughout Manchester and outlines the standards expected in order to ensure the promotion of the licensing objectives in the city. The Panel may depart from the policies should it consider doing so would benefit the promotion of the licensing objectives. Reasons are to be given for any such departure from the Policy.
- 4.5.3 Section 4 of the Policy (Operation of the Policy) sets out how the Licensing Policy is intended to be used in practice for licence applications and licensed premises.
- 4.5.4 Where the authority considers that to impose on the TEN one or more of the conditions from a premises licence or club premises certificate in force at the premises (insofar as such conditions are not inconsistent with the event) is appropriate for the promotion of the licensing objectives, the policy is to give notice to the premises user that includes a statement of the conditions imposed. Copies of this notice will be provided for GMP and LOOH.
- 4.5.5 Where, following any representations at the hearing, the licensing authority is not satisfied the event will ensure the promotion of the licensing objectives, the policy is to issue a counter-notice against the Temporary Event Notice.

5. **Conclusion**

- 5.1 A licensing authority must carry out its functions under this Act ("licensing functions") with a view to promoting the licensing objectives:
- the prevention of crime and disorder
 - public safety;
 - the prevention of public nuisance; and

- the protection of children from harm.
- 5.2 In considering the matter, the Panel should take into account any objections that have been received from GMP or LOOH, and representations made by the applicant or premises user as the case may be. In reaching the decision, regard must also be had to relevant provisions of the national guidance and the Council's licensing policy statement.
- 5.3 Having regard to the objection notice(s), the panel must give the premises user a counter notice if it considers it appropriate for the promotion of a licensing objective to do so.
- 5.4 If the panel decides not to give a counter notice the panel may impose one or more conditions on the TEN if –
- the authority considers it appropriate for the promotion of the licensing objectives to do so,
 - the conditions are also imposed on a premises licence or club premises certificate that has effect in respect of the same premises, or any part of the same premises, as the temporary event notice, and
 - the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.
- 5.5 All licensing determinations should be considered on the individual merits of the notification.
- 5.6 The Panel's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve. Findings on any issues of fact should be on the balance of probability.
- 5.7 It is important that a licensing authority should give comprehensive reasons for its decisions in anticipation of any appeals. Failure to give adequate reasons could itself give rise to grounds for an appeal.
- 6. The Panel is asked to determine the temporary event notice.**

Rooftop, The Point Building
 173-175 Cheetham Hill Road, Manchester, M8 8LG
 Premises Licensing
 Manchester City Council

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PREMISE NAME:	Rooftop, The Point Building
PREMISE ADDRESS:	173-175 Cheetham Hill Road, Manchester, M8 8LG
WARD:	Cheetham
HEARING DATE:	22/05/2023

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Temporary Event Notice

Payment Transaction number:- SSES00664165 | Form Reference number EF1/814489

Premises User Information

Title

If other please state

n/a

Surname

Forenames

Previous names (Please enter details of any previous names or maiden names, if applicable)

n/a

Your date of birth

Your place of birth

Amsterdam

National Insurance Number

Your current address (We will use this address to correspond with you unless you complete the separate correspondence box)

Telephone

Evening telephone

n/a

Mobile phone

n/a

Fax number

n/a

Email address

[Redacted]

Address

[Redacted]
[Redacted]
[Redacted]

Telephone

n/a

Evening telephone

n/a

Mobile phone

n/a

Fax number

n/a

Email

n/a

Premises information

Please give the name and address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references)

The Point Building, 173 175 Cheetham Hill Rd, Cheetham Hill, Manchester M8 8LG

Premises licence number

n/a

Club premises certificate number

n/a

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details.

we intend to use the rooftop of the premises

Please describe the nature of the premises

the premises is a professional office building housing multiple businesses

Please describe the nature of the event

We are a private members club hosting events all over manchester, the event will include live dj's, catering and alcohol

Licensable activities

The sale by retail of alcohol

Yes

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

No

The provision of regulated entertainment

Yes

The provision of late night refreshment

Yes

Are you giving a late temporary event notice?

No

Please state the dates on which you intend to use these premises for licensable activities.

27/05/2023, 28/05/2023, 29/05/2023

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock).

17:00 - 01:00

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers (maximum 499).

480

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both

On

Please state if the licensable activities will include the provision of relevant entertainment.

No

If yes selected, please state the times during the event period that you propose to provide relevant entertainment.

n/a

Personal Licence Details

Do you currently hold a valid Personal Licence?

No

Issuing Authority

n/a

Licence Number

n/a

Date of Issue

n/a

Date of Expiry

n/a

Any further relevant details

n/a

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

No

If answering yes, please state the number of temporary event notices you have given for events in that same calendar year

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

No

If answering yes, please state the total number of temporary event notices your associate have given for events in the same calendar year

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

No

If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Declaration and Payment New

Name

Derryn Ofori Gyamfi

Capacity in which you are making this application

Event Organiser

Additional information

I_understand

Yes

These are the files included with this application :-

Acknowledgement

I acknowledge receipt of this temporary event notice

Signature:

On behalf of the Licensing Authority

Date:

Name of officer signing:

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Dear Licensing and Out of Hours Team, and Greater Manchester Police,

We're responding to your objections regarding the Temporary Event Notice (TEN) for our forthcoming YB Island Skymani event, which is due to be held on Saturday, 27th and Sunday, 28th of May 2023, from 5 pm to 1 am on both days. We understand the concerns raised and wish to assure you of our unrelenting commitment to public safety, prevention of public nuisance, and maintaining order.

Since the 2022 events, YB Island has undergone a significant transformation. We now have a new management team and have profoundly revised our event planning and management approach. Our focus is not only on providing an enjoyable experience for our attendees but equally on ensuring their safety and minimising any potential disruption to the local community.

It is important to note that our upcoming Skymani event will be hosted at an entirely different rooftop location from the previous one. This new venue has been chosen precisely for its adherence to all health and safety standards. We are confident in the safety of this venue and would like to extend an invitation for a site visit to provide you with further assurance.

As a private members event group, we ensure that all attendees are known to us, and tickets can only be purchased following our application process. This provides comprehensive details of all attendees and dramatically enhances our ability to manage the event effectively.

In response to concerns about noise, we've engaged a professional sound management firm. They will implement a sound containment strategy utilising directional speaker systems and sound barriers to confine noise within the venue. We will continuously monitor sound levels during the event to ensure they remain within the approved limits.

We are fully committed to public safety. To this end, we have partnered with JW Cyclone, an SIA-certified security company. Trained security personnel from JW Cyclone will be present at the event to enforce our stringent policy against unauthorised licensable activities, manage crowd control, and assist in implementing our end-of-night dispersal plan.

Since our management change, we have successfully hosted several events without health, safety or public order incidents. We would be pleased to provide reports and feedback from these events to demonstrate our improved practices.

We trust this response addresses your concerns and demonstrates our unwavering commitment to public safety and nuisance prevention. We are confident that with these changes, the proposed YB Island Skymani event can be conducted safely, responsibly, and with minimal impact on the local community.

We look forward to your favourable consideration.

Best regards,





Skymani 2023

Event Plan

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- 3.3 Conflict Management
- 3.4 Drug Confiscation and Storage

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- 4.2 Event Ending and Dispersal

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- 6.2 Ticket System

- **7. Alcohol and Food Management**

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- 7.3 Bar Maintenance
- 7.4 Waste Management

- **8. Conclusion**



1.1 INTRODUCTION

EVENT OVERVIEW

Skymani is a privately organised rooftop event curated by our esteemed entertainment brand, YB Island. The proposed event is set to take place on the 27 and 28 May, starting at 15:00 and ending at 23:00.

Since its inception in August 2022, YB Island has been under professional management, hosting various events. These include:

- The Enchanted two-day festival at Untitled Studios
- The Gala Party at Canvas Manchester
- Secrets at Vermillion Manchester
- Euphoria at Victoria Baths Manchester

Throughout these events, we have received over 7,500 membership applications, of which 5,400 have been approved at the time of writing.



1.2 INTRODUCTION

STATEMENT OF INTENT

We are committed to delivering an outstanding experience at our events, with utmost attention to safety, public order, and community respect. We acknowledge the concerns raised regarding our Temporary Event Notice (TEN) under previous management and have put significant measures in place to ensure these issues are not repeated.

Our comprehensive plan aims to demonstrate our dedication to meeting and exceeding the licensing objectives. This includes preventing crime and disorder, public nuisance, harm to children, and ensuring public safety.

We pledge to work closely with all relevant authorities to host a lawful, safe, and respectful event.

Building on our past successful events that brought together a community of over 5,400 members, we are excited to provide a thoroughly enjoyable experience for all, with minimal disruption to our neighbours and community.



2.1

Venue & Location

VENUE INFORMATION

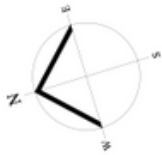
Our event will occur at The Point Building, 173-175 Cheetham Hill Rd, Cheetham Hill, Manchester M8 8LG. Specifically, we will be utilising the building's rooftop garden facility.

To ensure safety, we have enclosed the perimeter of the rooftop garden using 2x3.5-metre fencing.

The venue provided us with their recent fire detection and alarm system inspection report and the fire extinguisher test certificate dated 24/04/2023. Copies of these essential documents can be made available upon request.

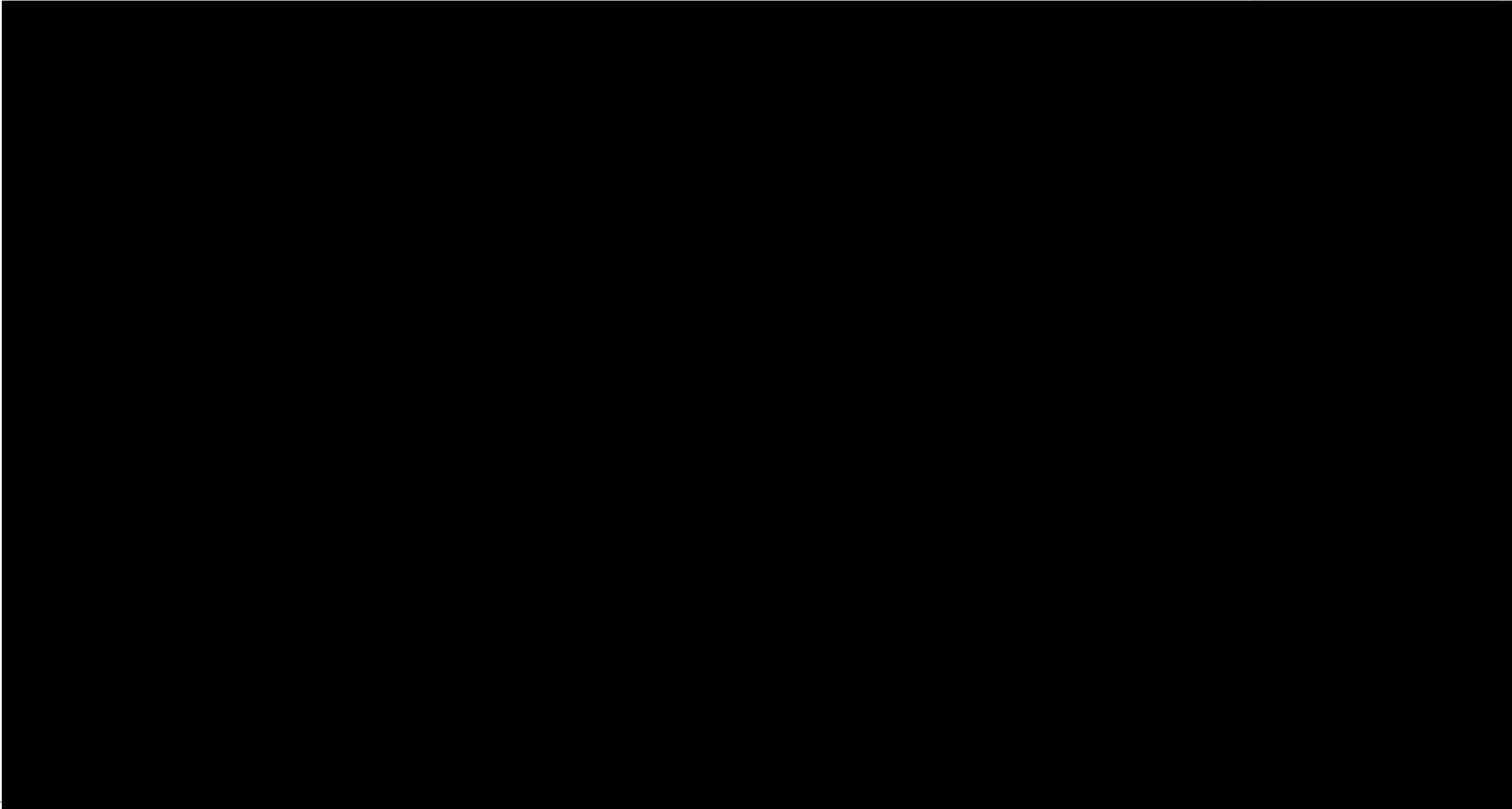


2.2 – GROUND FLOOR



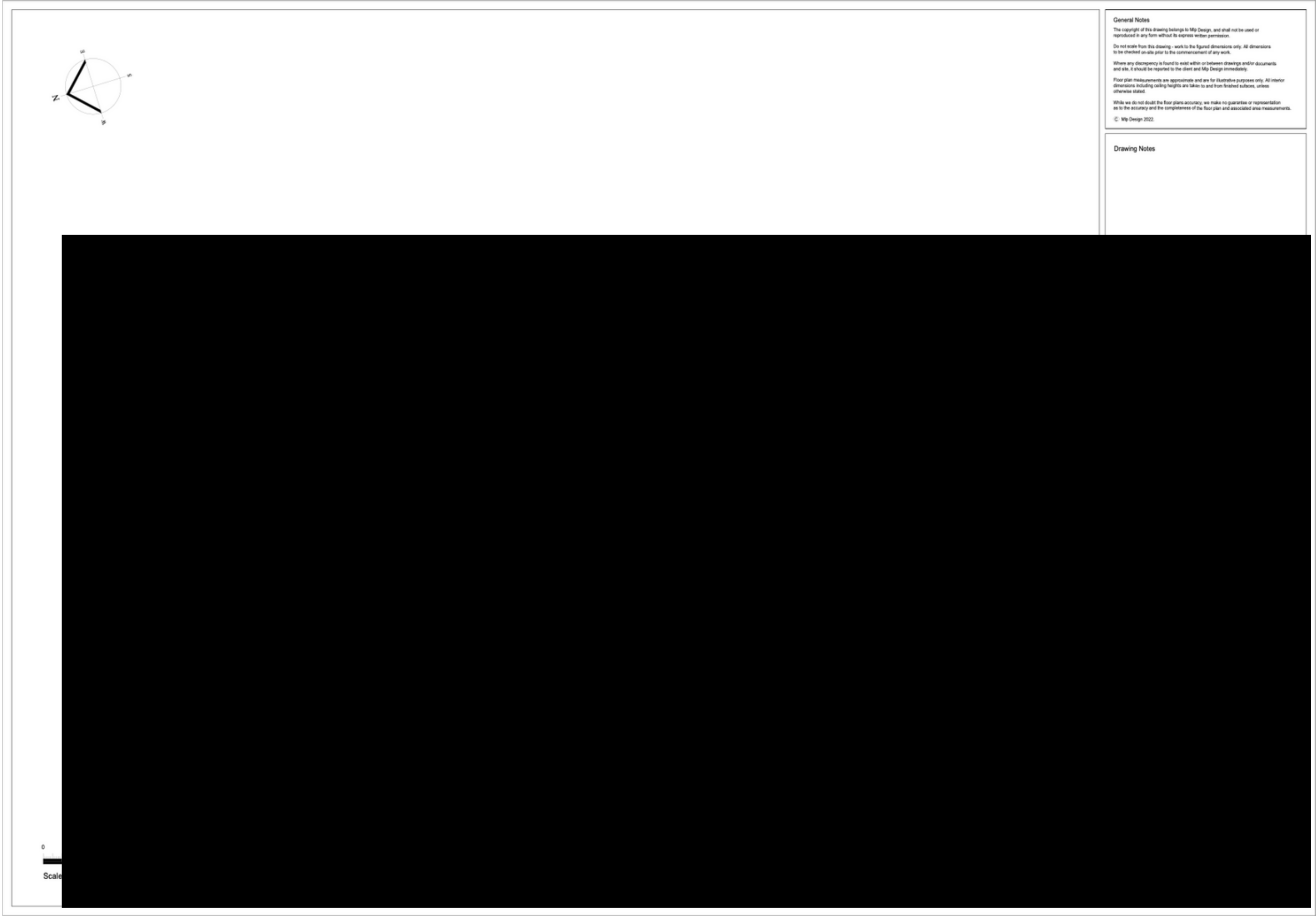
General Notes
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Floor plan measurements are approximate and are for illustrative purposes only. All interior dimensions including ceiling heights are taken to and from finished surfaces, unless otherwise stated.
While we do not doubt the floor plans accuracy, we make no guarantee or representation as to the accuracy and the completeness of the floor plan and associated area measurements.
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Drawing Notes



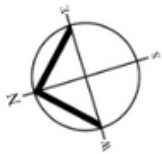


2.2 – FIRST FLOOR





2.2 – SECOND FLOOR



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 My Design 2022.

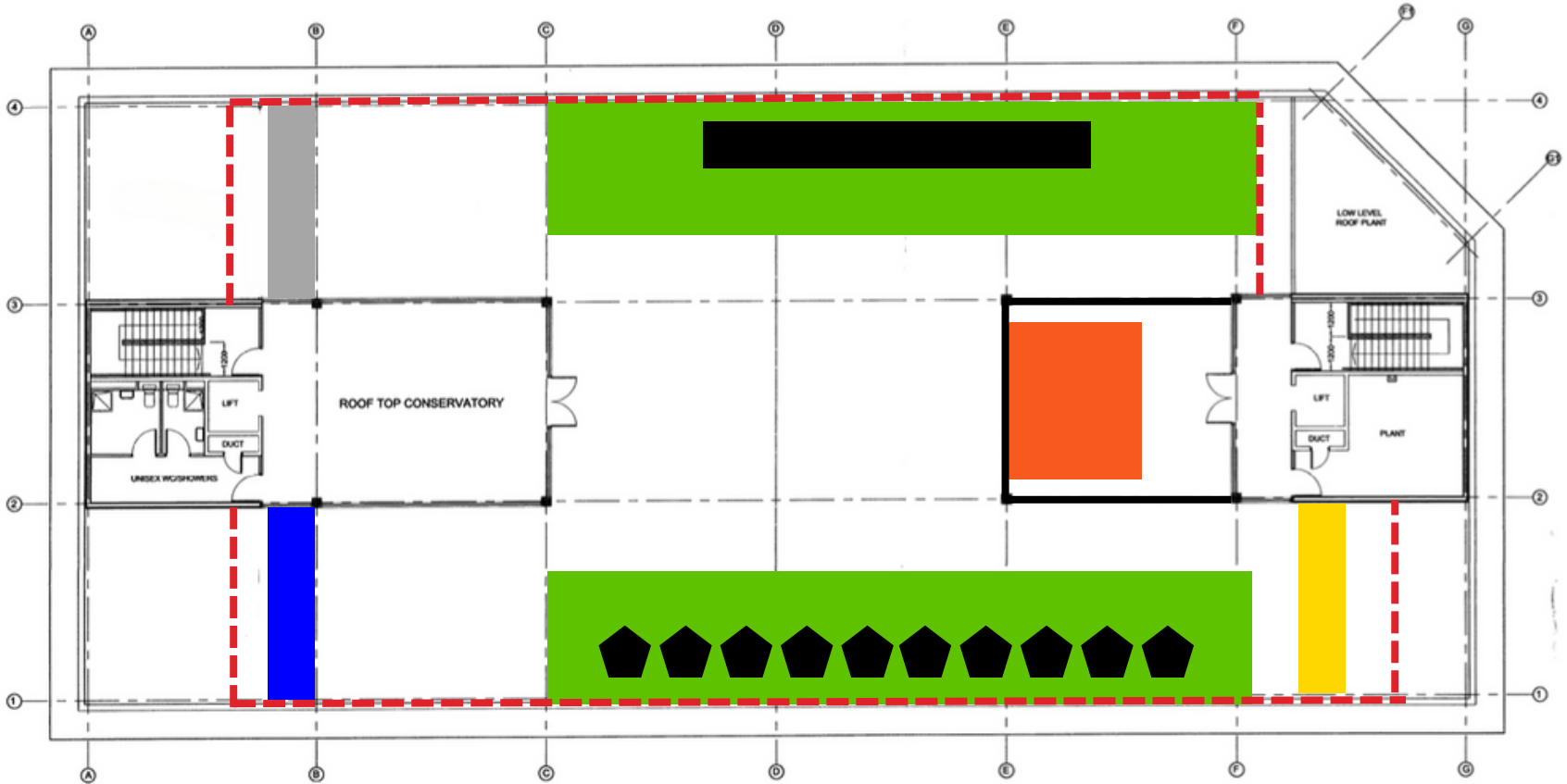
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2.2 – ROOFTOP GARDEN

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ROOF FLOOR LAYOUT

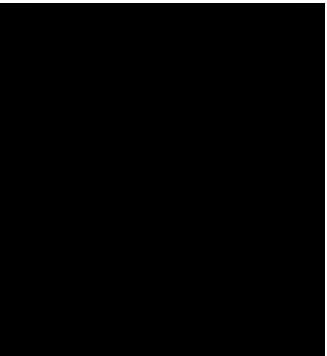
WALL TYPE KEY:

	140mm / 100mm Blockwork Walls.
	150mm SIPS walls.
	Metal Stud partition walls. (For sizes refer to detail drawings)

ALL DIMENSIONS IN MM

- = 2 X 3.5 METRE FENCING
- = ASTRO TURF
- = DJ BOOTH
- = BAR
- = FOOD
- = TOKEN BAR
- = VIP TABLES
- = VIP BAR

B	EAVES OVERHANG REDUCED IN SIZE. LENGTH OF ROOF PODS INCREASED. OPEN AIR PLANT AREAS SHOWN.	30.01.08
A	ROOF TOP CONSERVATORY ADDED. UNISEX WC SHOWER CURBLES ADDED	20.10.07
Rev	Amendment	Date





2.3

Venue & Location

PROXIMITY TO RESIDENTIAL AREA

Our venue is in a mixed-use area, with the closest residential property approximately 267 metres away. This significant distance plays a crucial role in our noise management strategy. Sound typically diminishes by 6 decibels (dB) with a doubling of space from the source due to the dispersion of sound waves. Hence, at a distance of 267 metres, the sound from our event will be significantly reduced.

Please refer to our noise management plan in section 4.1 for more information.



3.1 Prevention of Crime and Disorder

ALCOHOL LICENSING

Our nominated Designated Premises Supervisor (DPS) on site is our accomplished event manager, [REDACTED] Sadie is a seasoned professional with a rich history in the industry.

She brings with her an extensive breadth of experience, having worked in a variety of roles and settings within the event and hospitality sector. Sadie's understanding of industry best practices and compliance requirements and her proven ability to handle high-pressure situations make her an excellent choice as our DPS.

All contact information will be supplied on the DPS form.



3.2 – SECURITY PLAN – GROUND FLOOR

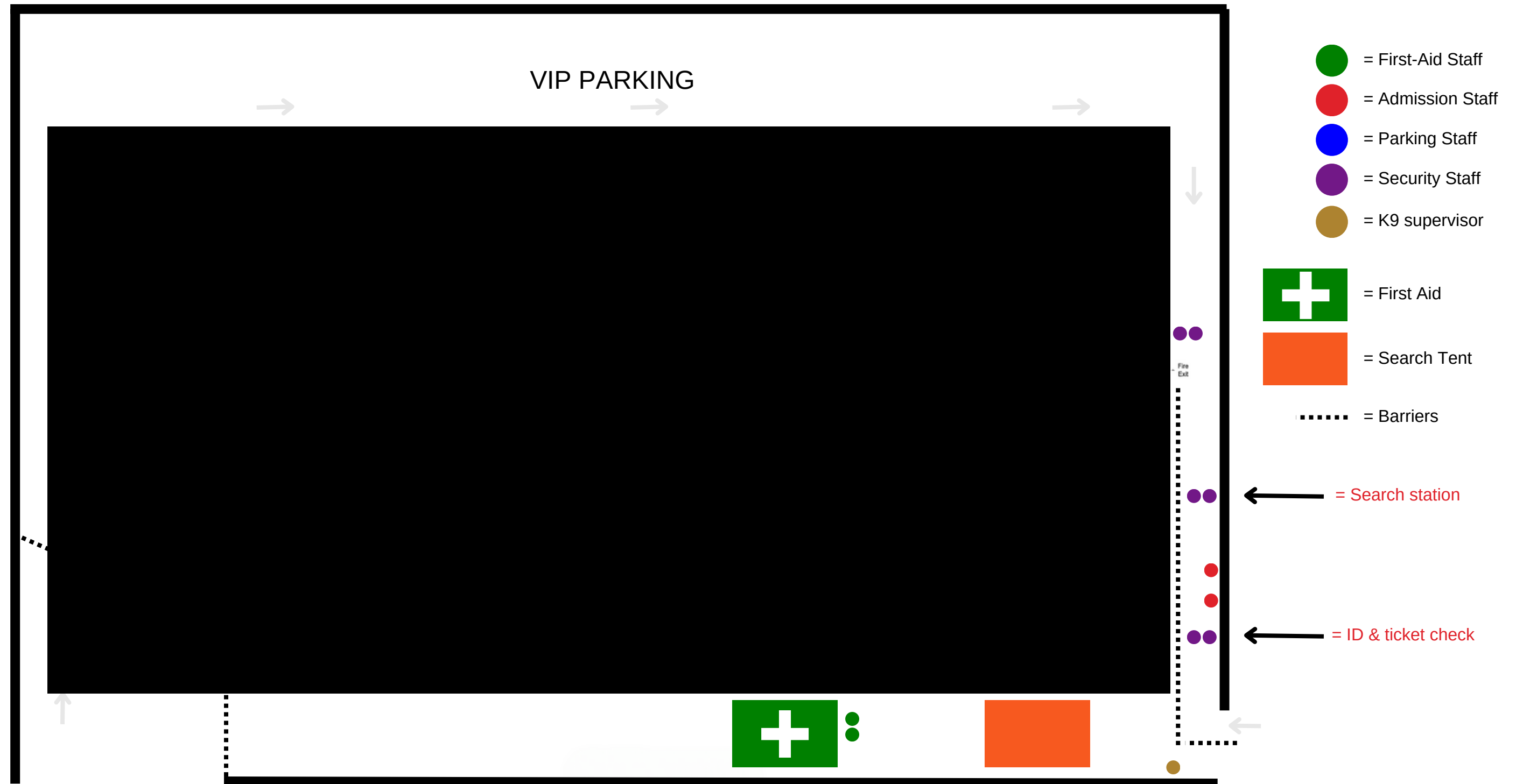
We have a team of nine security staff members on the ground floor level. Their key responsibilities encompass a range of tasks such as:

- Implementing crowd control measures effectively through clear communication and appropriate signage
- Verifying the authenticity of identification and ticket validity
- Undertaking meticulous searches of bags and attendees with the aid of metal detectors

In addition to our security personnel, the ground-level staff comprises various roles to ensure smooth operations:

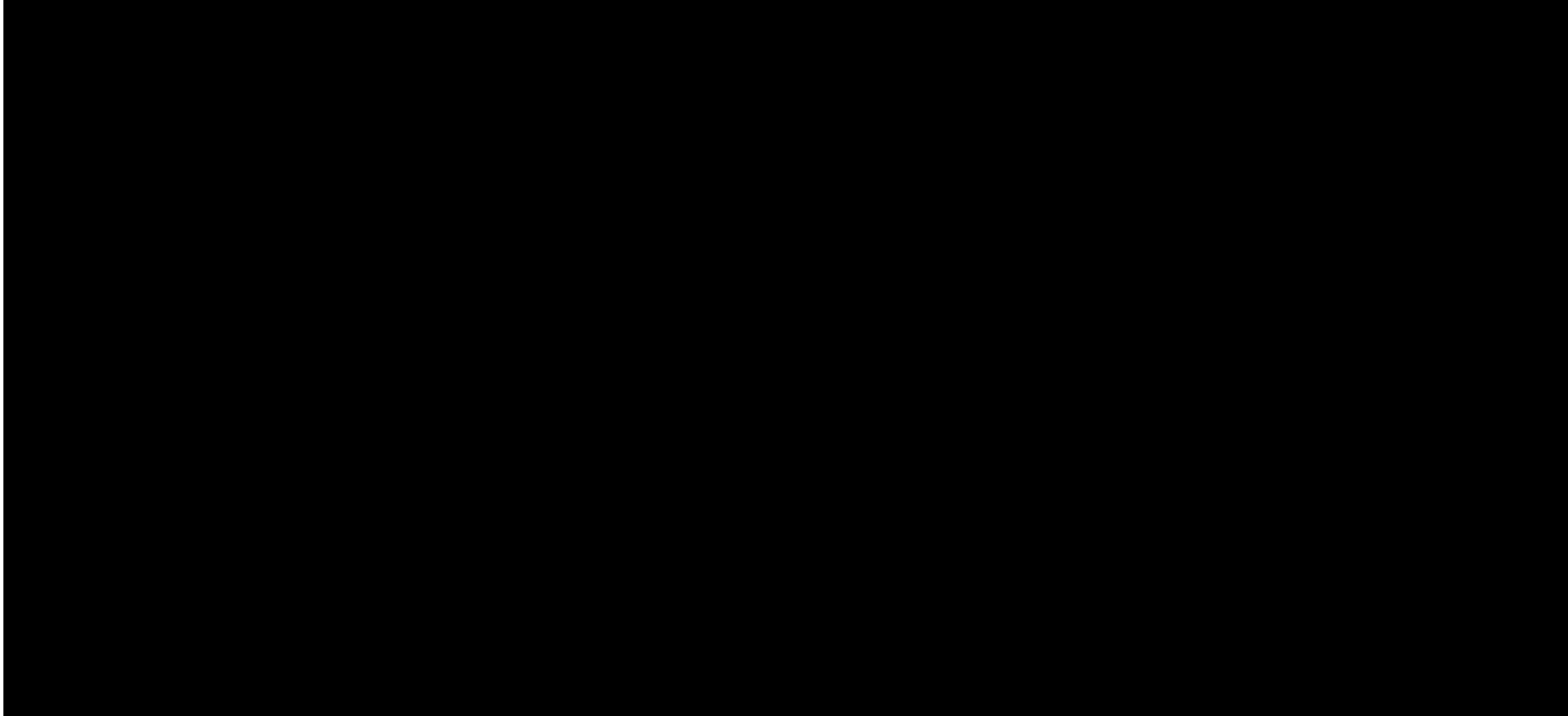
- Two admission staff members scan tickets to ensure swift and accurate entry.
- Two first aiders are stationed at the first aid tent, ready to provide immediate assistance in any health emergencies.
- A specially trained K9 unit and a professional K9 handler are deployed for preliminary checks. Should the K9 unit detect the presence of any illicit substances, two staff members at our dedicated search station are on hand to conduct more in-depth searches.
- Two parking staff are on-site to guide and assist with vehicle parking bookings and payments.


These teams work together seamlessly to provide attendees with a safe, secure, and enjoyable experience.





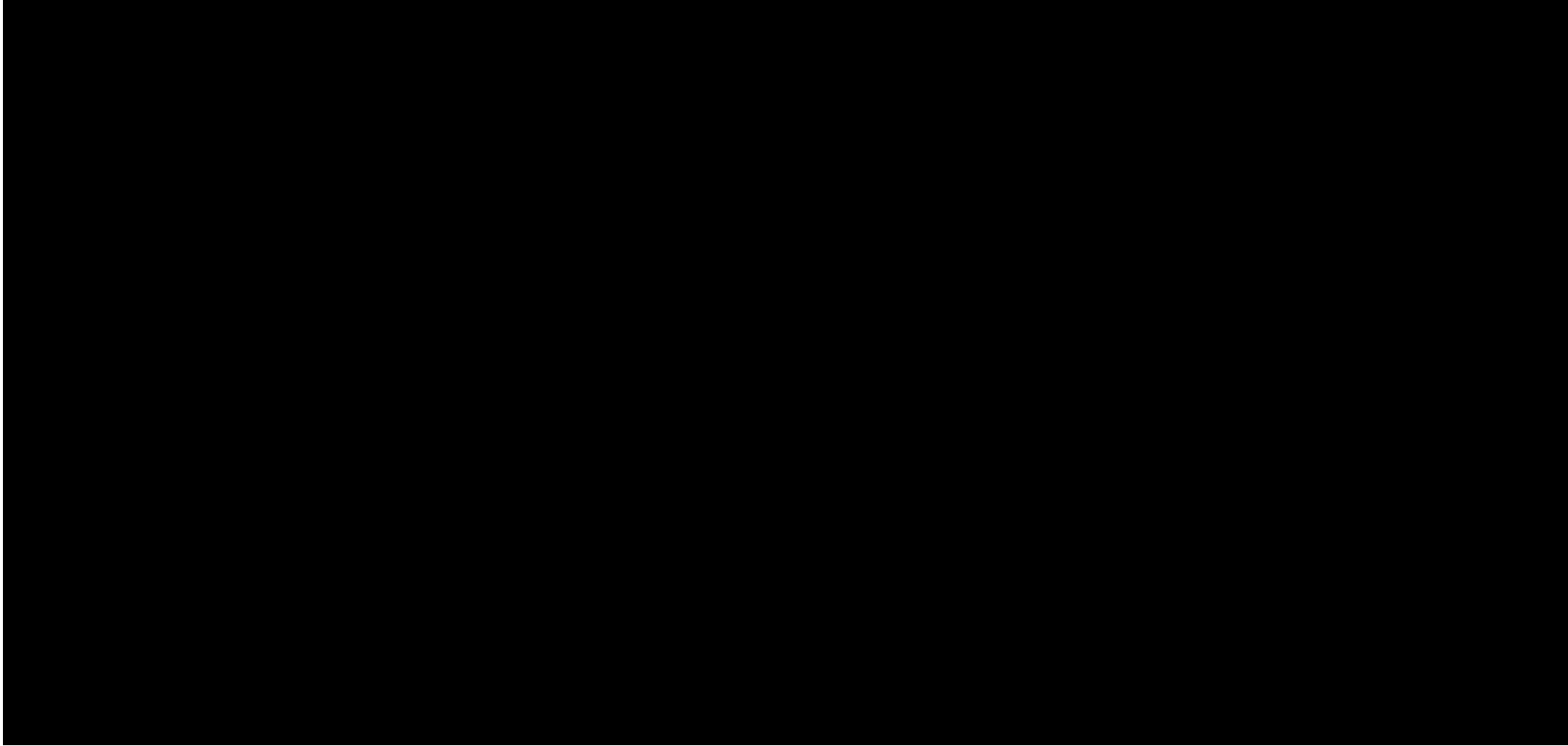
3.2 SECURITY PLAN – FIRST FLOOR





 = Security Staff



3.2 – SECURITY PLAN – SECOND FLOOR

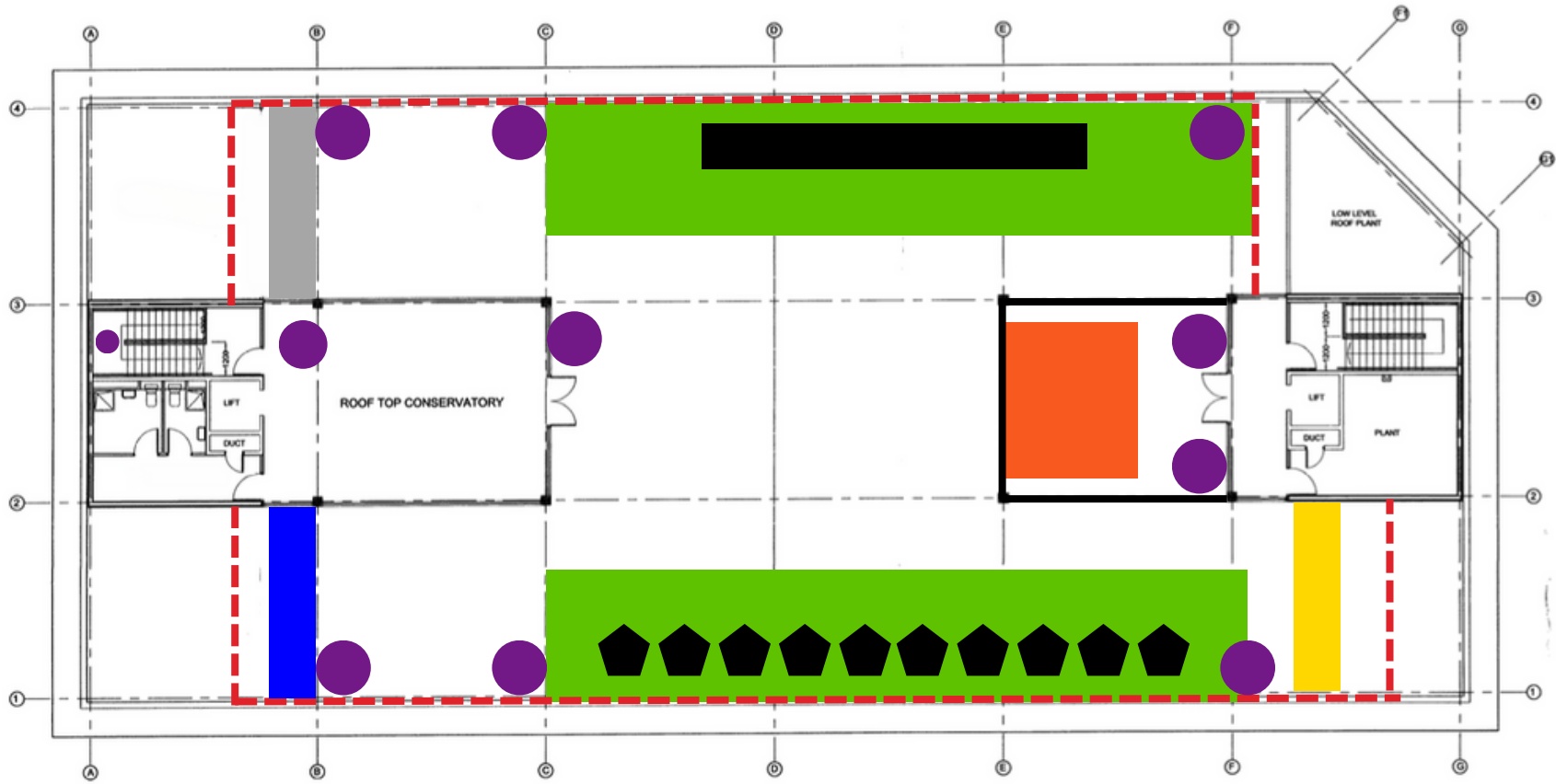


-  = Security Staff
-  = Toilet Attendant



3.2 – SECURITY PLAN – ROOFTOP

● = Security Staff



ROOF FLOOR LAYOUT

- - - = 2 X 3.5 METRE FENCING
- = ASTRO TURF
- = DJ BOOTH
- = BAR
- = FOOD
- = TOKEN BAR
- = VIP TABLES
- = VIP BAR



3.3

Prevention of Crime and Disorder

CONFLICT MANAGEMENT

At YB Island, we prioritise the safety and enjoyment of all attendees. Our Conflict Management Plan is designed to handle any potential conflicts effectively:

Prevention: Staff will be thoroughly trained in customer service and dispute resolution techniques. Rules and expectations will be communicated to attendees via signage and announcements.

Identification: Our uniformed security personnel will be vigilant in spotting potential conflicts. We'll ensure a high staff-to-guest ratio for effective monitoring.

Resolution: Our trained staff will intervene in conflict to diffuse the situation calmly and professionally. Complex problems will be escalated to our designated Conflict Management Lead.

Escalation Protocol: If a conflict escalates, our security team will intervene. If necessary, individuals may be asked to leave the premises. Local law enforcement will be contacted when warranted.

Post-Conflict Review: After a significant conflict, we'll conduct a review to understand its cause and identify preventive measures for the future.

We are committed to continually monitoring and adapting our procedures as necessary to ensure the well-being of all attendees.



3.4

Prevention of Crime and Disorder

DRUG CONFISCATION AND STORAGE

We adopt a zero-tolerance policy towards drugs. We aim to provide all attendees with a safe and enjoyable environment free from illicit substances. To ensure this, we have implemented a rigorous drug confiscation and storage procedure:

Preliminary Checks: A specially trained K9 unit and a professional K9 handler are deployed for initial checks of the queuing attendees. Their role is to detect the presence of any illicit substances.

In-depth Searches: If the K9 unit detects potential substances, we have two dedicated staff members at our search station to conduct more in-depth searches.

Confiscation and Ejection: If any drugs are found in the possession of an attendee, the substances will be immediately confiscated. The attendee will be ejected from the premises.

Storage and Reporting: Confiscated substances will be securely stored in a locked container within our dedicated search tent. This ensures the safekeeping of confiscated items until they can be handed over to the police. All drug-related incidents will be fully documented and reported to the police at the end of each day.

Our commitment to a zero-tolerance drug policy is firm, and we will take all the actions required to enforce this at our event.



4.1

Prevention of Public Nuisance

NOISE MANAGEMENT PLAN

We are committed to ensuring that our events are enjoyable for our attendees while minimising disruption to our neighbouring residents. For this reason, we have partnered with Vivid Productions since August 2022, an experienced sound management company, to develop a thorough Noise Management Plan:

Careful Speaker Placement: Vivid Productions' expert audio technicians will strategically position the speakers to direct sound towards the event area, minimising dispersion to surrounding locations. This careful placement takes into account the unique layout of the venue.

Directional Speaker Technology: High-quality speakers with directional design features will be used. These specialised speakers, including horn-loaded models and adjustable tweeters, enable us to control and contain the sound within the event area.

Volume Control: Professional sound engineers from Vivid Productions will ensure the sound system operates at an appropriate volume level throughout the event. Adhering to local noise regulations and considering the comfort of nearby residents, we aim to minimise any potential noise disturbances.

This Noise Management Plan has been designed with the utmost respect for our neighbours, and we are dedicated to maintaining a harmonious relationship with the local community. We have successfully implemented similar plans in previous events, resulting in no complaints regarding sound leakage.

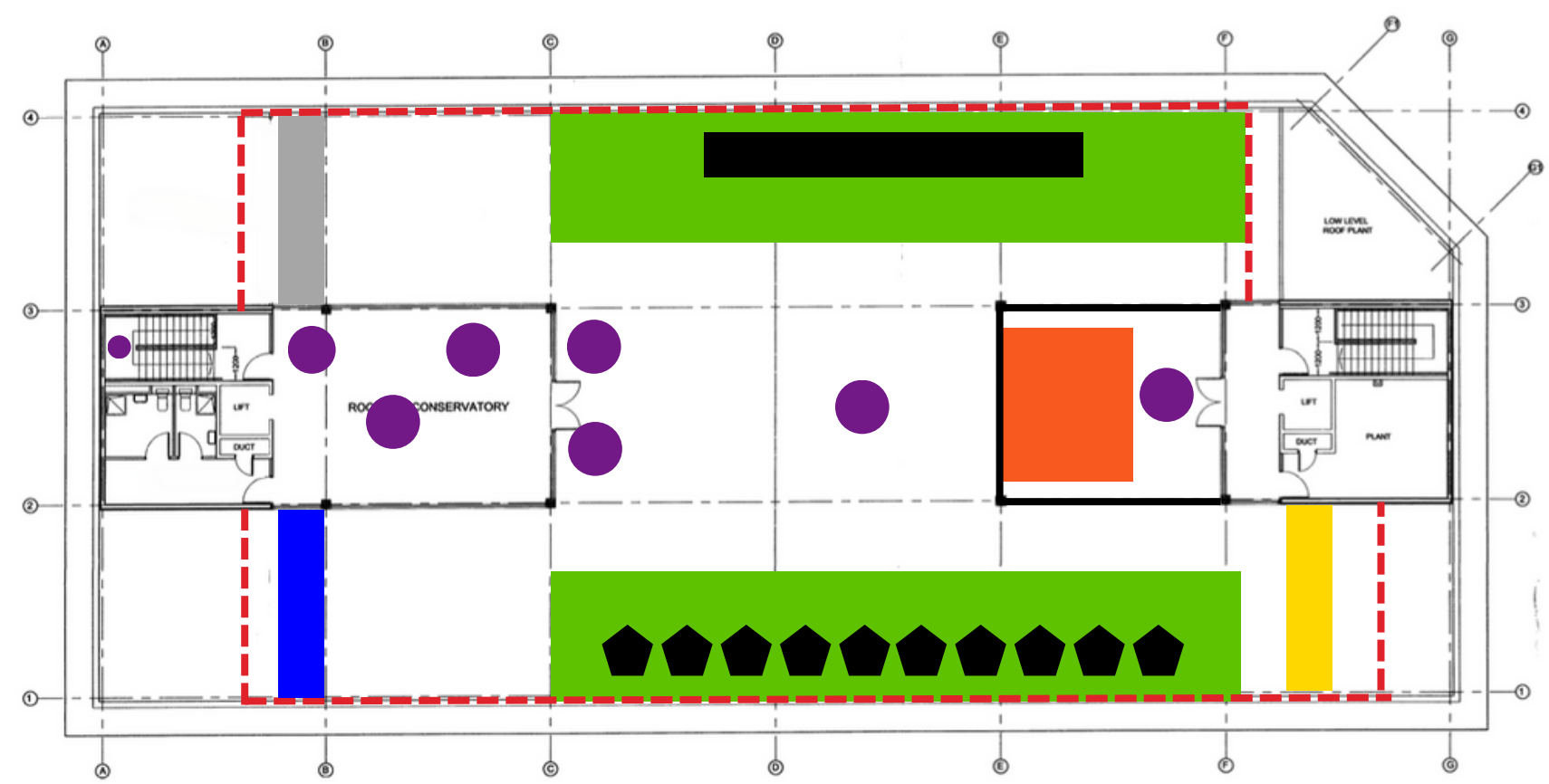
We are confident that these measures, diligently implemented, will ensure a successful, enjoyable, and community-conscious event. We remain open to feedback and are committed to continuous improvement in all our event operations.



4.2 – EVENT ENDING & DISPERSAL

Page 89

● = Security Staff





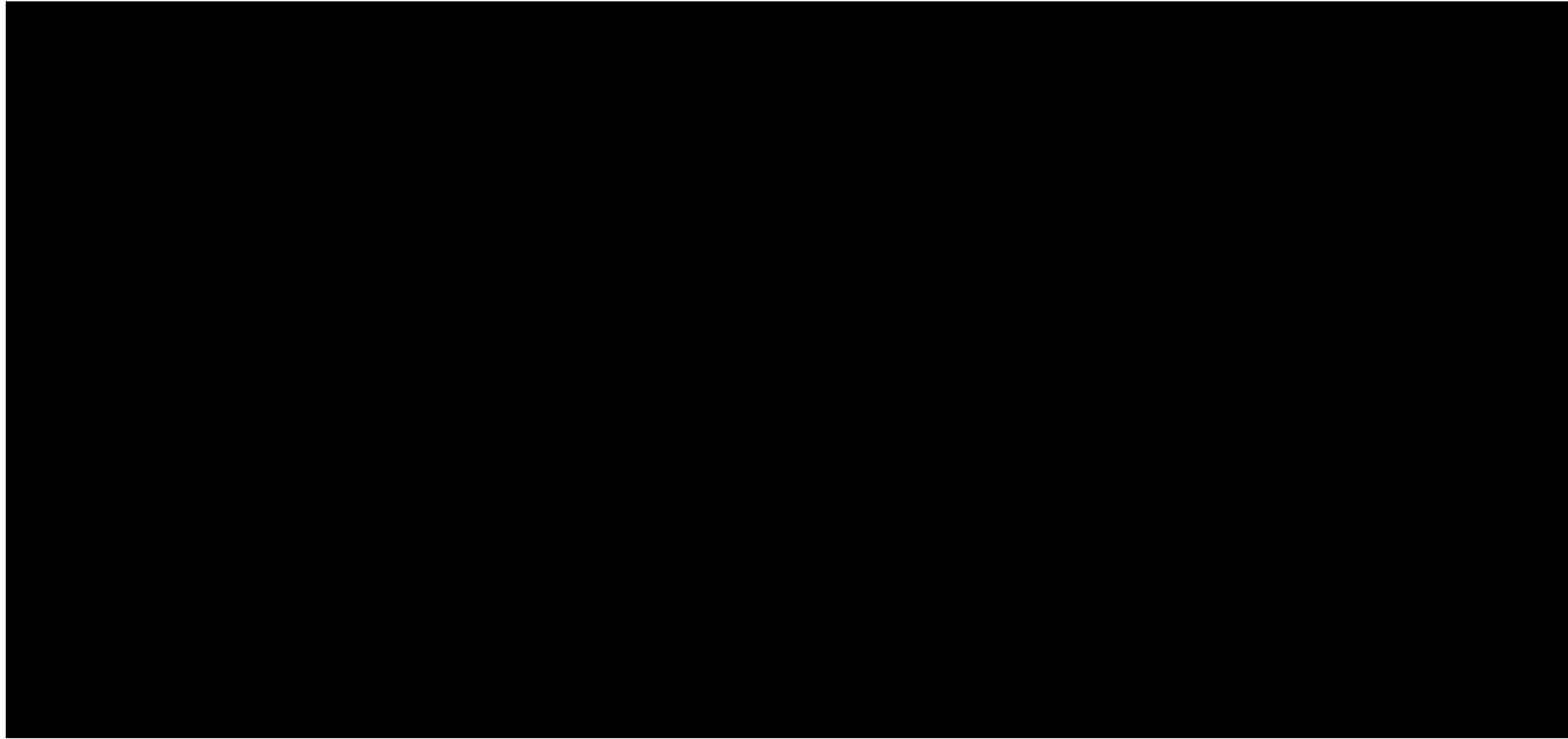
ROOF FLOOR LAYOUT

- = 2 X 3.5 METRE FENCING
- = ASTRO TURF
- = DJ BOOTH
- = BAR
- = FOOD
- = TOKEN BAR
- = VIP TABLES
- = VIP BAR



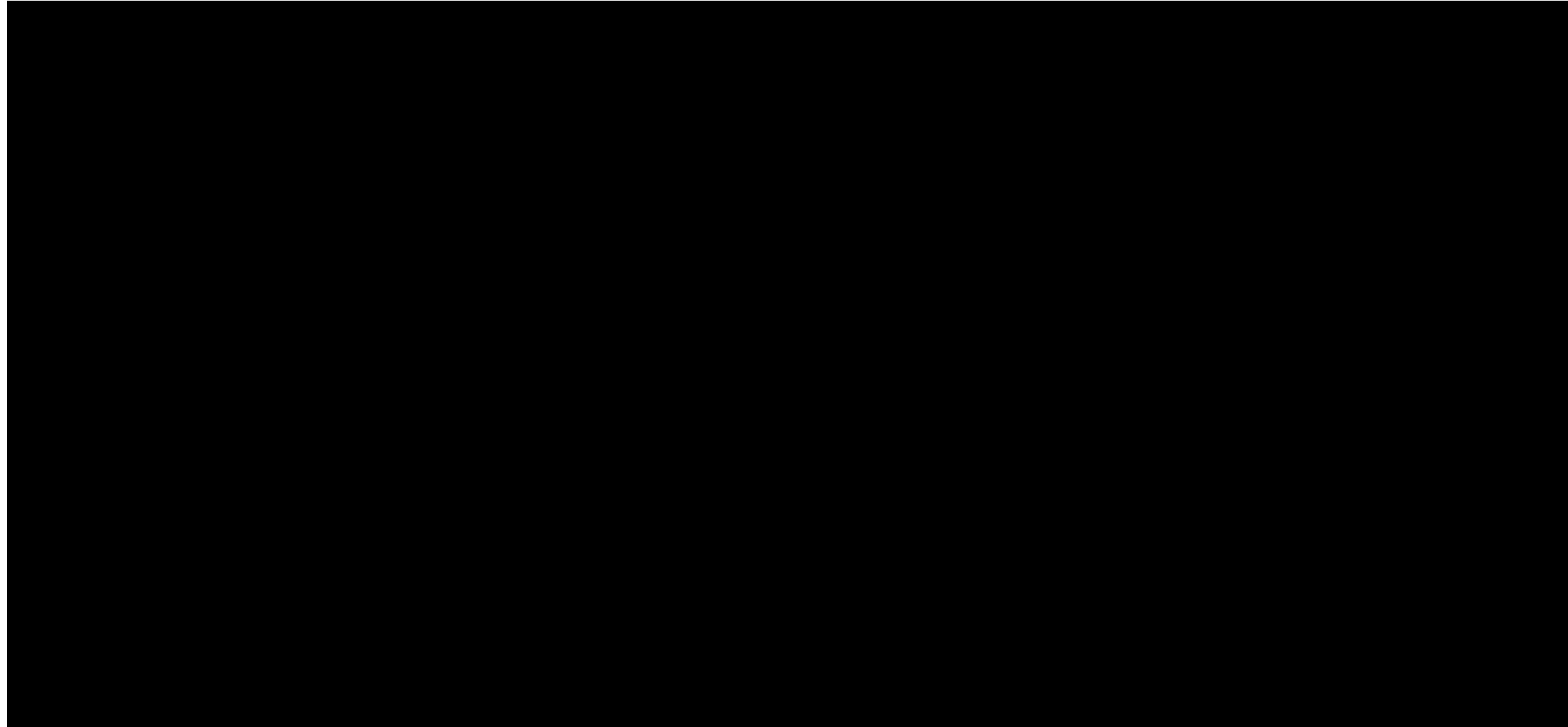
4.2 – EVENT ENDING & DISPERSAL

-  = Security Staff
-  = Toilet Attendant





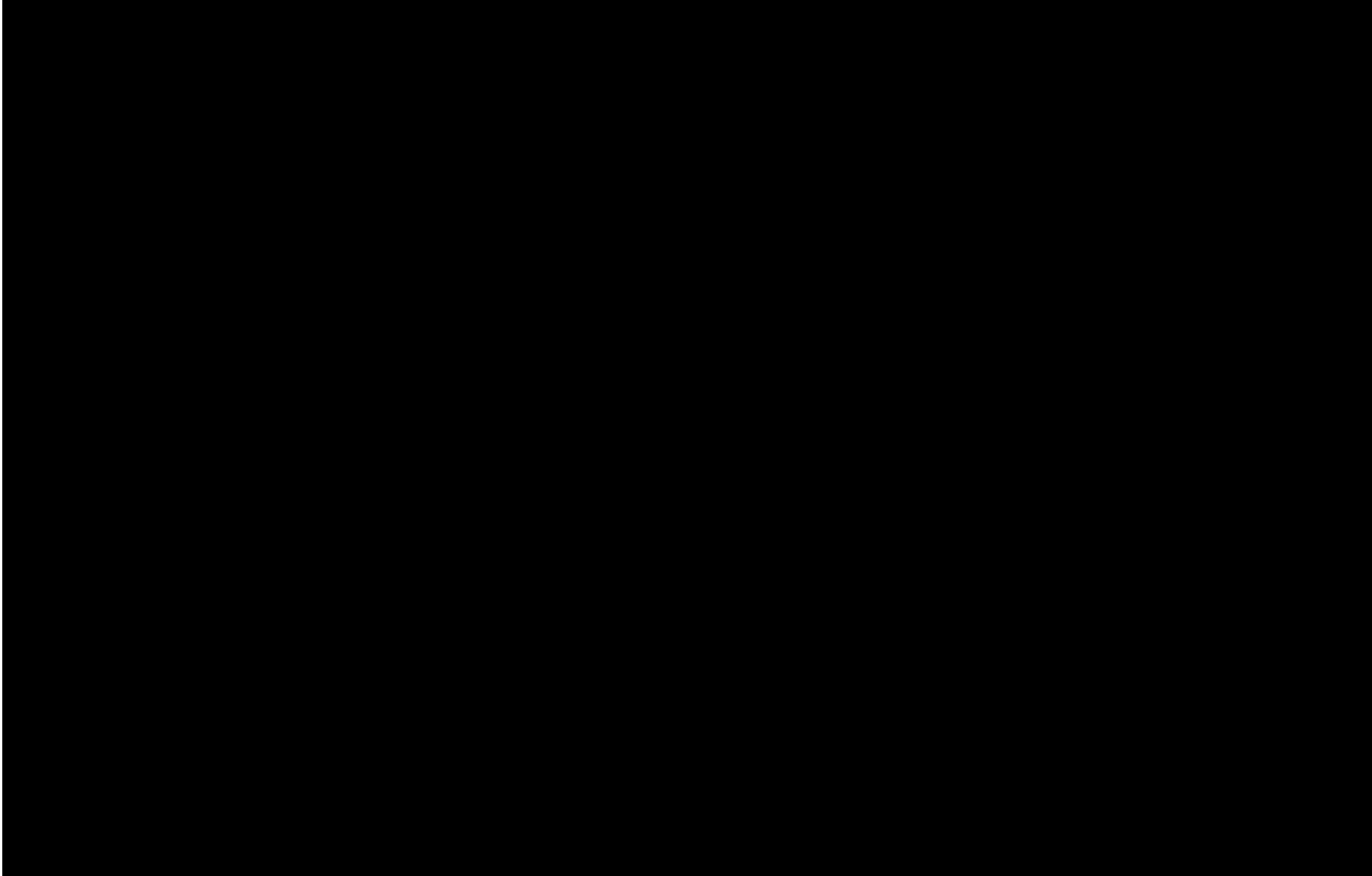
4.2 – EVENT ENDING AND DISPERSAL



● = Security Staff



4.2 – EVENT ENDING & DISPERSAL





4.2

Prevention of Public Nuisance

EVENT ENDING SUMMARY

Our attendees' safety and orderly conduct are paramount to us, even after the conclusion of our event. To ensure this, we have devised a detailed plan for event ending and crowd dispersal:

Security Formation: Based on our comprehensive floor plans, our security personnel will take strategic positions to guide attendees towards the exits in an orderly manner. The placement of security staff has been designed to facilitate people's smooth flow and minimise congestion within the venue.

Clear Communication: Our security team will utilise clear and effective communication to guide attendees, ensuring a steady flow of traffic and preventing any bottlenecks at the exits.

Traffic Flow Management: Directional arrows will be used, as depicted in our floor plans, to guide attendees towards the designated exits and away from the premises, ensuring a systematic and organised dispersal.

Transport Arrangements: A local taxi firm has been engaged to provide transportation for attendees after the event. Taxis will be conveniently positioned in allocated ground-level parking spots, making it easy for attendees to find a safe ride home.

Through these measures, we aim to ensure that the conclusion of our event is as smooth and enjoyable as the main event itself, with minimal disruption to our attendees and the local community.



5.1 Public Safety

EMERGENCY PROCEDURES & SAFETY

We prioritise the safety and well-being of all attendees, staff members, and neighbours throughout our events. Our comprehensive safety plan includes the following key measures:

Secure Perimeter: A robust barrier with 2-metre fencing around the rooftop perimeter has been established. This ensures the safety of all attendees by preventing accidental falls or unauthorised access.

Escape Routes: Two exits on opposite sides of the building, each connected to a broad stairway, facilitate quick and efficient evacuation in an emergency. These exits lead to a designated area of total safety, ensuring that all individuals can exit the premises quickly and safely if necessary.

Fire Risk Management: According to the building's fire risk assessment, the escape routes are optimally designed for a swift and safe evacuation. An advanced smoke detection system provides an early warning in case of fire, ensuring all areas of the property are promptly alerted.

Fire Extinguishers: Fire extinguishers are strategically positioned throughout the premises. All staff members and management have been made aware of their locations and trained in their use, enhancing our capability to respond quickly in case of a fire.

Emergency Protocol: In an emergency that necessitates evacuation, our trained security staff will guide attendees down both exits calmly and orderly. They ensure everyone exits the premises safely and as efficiently as possible.



5.2

Public Safety

STAFF UNIFORM AND IDENTIFICATION

To ensure easy identification and maintain a high standard of professionalism at our event, we have established a uniform policy for all our staff members.

Security Staff: All security personnel will be outfitted in high-visibility vests, enabling them to be easily spotted in any crowd or lighting condition. This will help attendees quickly identify security staff should they require assistance.

Event Staff: All other staff will wear tops branded with the YB Island logo and marked with 'Staff' on the back. This helps in immediate recognition of the team members and assists attendees in identifying whom to approach for information or assistance.

Management Team: Management team members will wear distinct 'Organiser' tops. This differentiates them from the rest of the team, indicating their seniority and decision-making role.



5.3 Public Safety

STAFF UNIFORM AND IDENTIFICATION

As part of our commitment to ensuring a safe and enjoyable environment for all event attendees, we have implemented a comprehensive plan for the safety and maintenance of the venue.

Building Condition: The building has been thoroughly inspected, and necessary repairs have been carried out. The rooftop, which is the central area of the event, has been cleared of any refuse or potential hazards. The rooftop's condition has been improved and made secure to host an event of this magnitude.

Safety Perimeter: To ensure the safety of all attendees, a 2-metre high fencing has been installed around the rooftop's perimeter. This will prevent any accidental falls and offer a secure environment for the event.

Fire Safety Measures: The building has a robust fire safety rating, with smoke detectors installed throughout to give early warning in case of fire. Fire extinguishers are strategically located around the building, easily accessible for all staff and attendees. All our staff members have been trained to identify and use these fire extinguishers if necessary.

Escape Routes: Two exits are located on adjacent sides of the building, equipped with wide stairways. These escape routes will be used in an emergency for quick and safe evacuation. Our security staff are trained to guide attendees calmly and efficiently to these exits and off the premises.

Maintenance Plan: We have arranged regular checks and venue clean up during the event to ensure it remains in optimal condition. This includes maintaining cleanliness, checking the state of the facilities, and addressing any potential issues promptly.



6.1

Prevention of Harm to Children

AGE RESTRICTION ENFORCEMENT

We strictly enforce a 21+ age restriction for all attendees. To guarantee this, we have implemented a comprehensive age verification process that operates at different stages:

Membership Application: Our events are exclusively open to members. During the membership application process, we require all potential members to confirm they are over 21. This is our initial step in age verification.

Ticket Purchase: Tickets for the event can only be purchased by approved members who have completed our application process. This ensures that the ticket holder has passed our age verification during the application process.

Entry Check: Additional age verification is carried out on the event day. Every attendee's identification is checked upon entry. The name on the ID must match the name on the ticket, and the ID must also confirm that the attendee is 21 or over. Our security staff are trained to check IDs thoroughly and refuse entry to anyone who doesn't meet our age restrictions or whose ID does not match the ticket.



6.2

Prevention of Harm to Children

TICKET SYSTEM

We utilise custom, advanced ticketing software designed to provide a seamless and efficient customer journey while ensuring that our event parameters are met. This system is integral to our membership funnel and operates with the following considerations:

Age Verification: As part of the application process, our system verifies the applicant's age. This is the first step in ensuring our 21+ age restriction is upheld.

Social Activity Check: Our system reviews the applicant's social activity. This allows us to ensure that potential members align with the values and expectations of our community.

Description Assessment: Applicants are required to describe the application process. This description is evaluated to verify the suitability of potential members further.

Data Collection: Our ticketing system collects and stores all attendee data. This information is crucial for maintaining the security and integrity of our events and ensuring a personalised and enjoyable experience for our attendees.

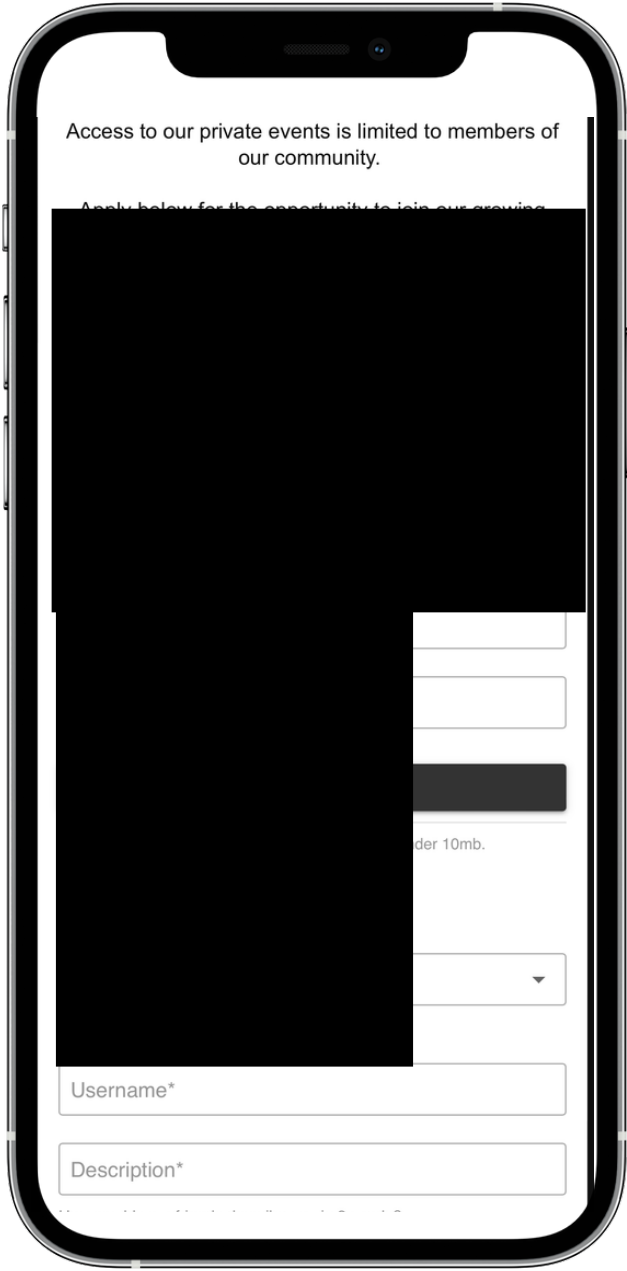
Application Approval: Once an applicant has been verified and their data has been assessed as satisfactory across all three parameters, their application is accepted. They are then eligible to purchase tickets for our events.



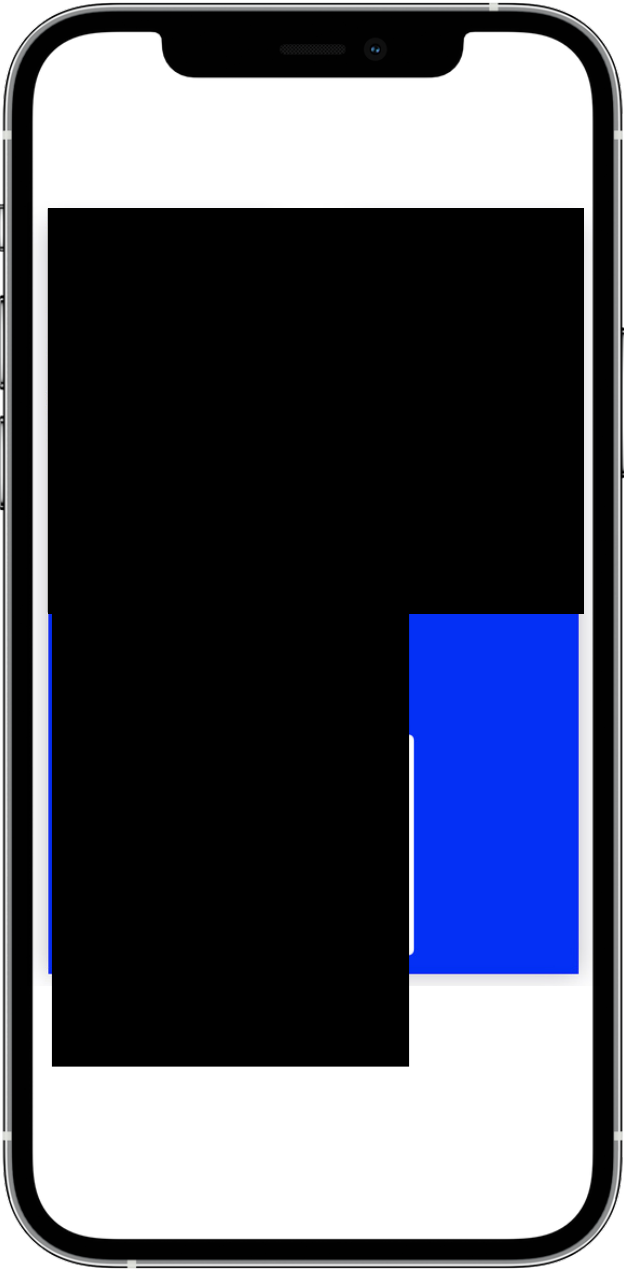
6.2 – TICKET SYSTEM

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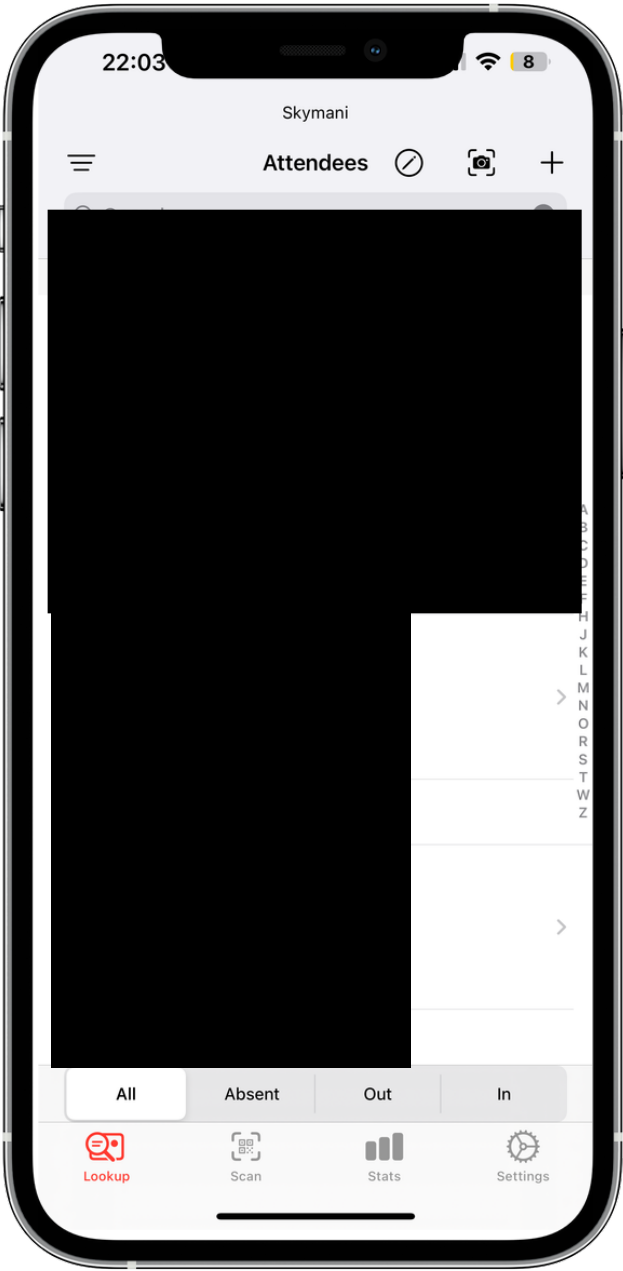
Apply



Buy
(If accepted)



Attend





7.1

Alcohol and Food Management

ALCOHOL DELIVERY AND MANAGEMENT

Our procedures are designed to ensure efficient and responsible service throughout the event, with each step meticulously planned and executed.

Delivery and Storage: All alcohol for the event is delivered to our secure storage unit a few days before the event. This early delivery ensures adequate time to inventory and prepares the beverages for the bar setup.

Transportation: A day before the event, the alcohol is transported from the storage unit to the event venue. This allows us sufficient time to arrange and set up the bar efficiently, ensuring a smooth service during the event.

Stock Management: Upon arrival at the event venue, all alcohol quantities are logged into our Point of Sale (POS) system. This digital logging allows for real-time tracking of stock levels during the event, ensuring that we maintain an appropriate supply at all times.



7.2

Alcohol and Food Management

CATERING

Our event is catered by a trusted and experienced team accompanying us from one event to another, providing high-quality and consistent service. All food is prepared in advance under controlled conditions to ensure optimal safety and taste. Once on site, the food is kept hot in professional-grade food warmers until ready to be served.

The caterers are skilled in maintaining the highest hygiene and food handling standards, ensuring a satisfactory dining experience for all our guests. The team is adept at preparing delicious food and managing the logistics of serving a large number of attendees efficiently.



7.3

Alcohol and Food Management

BAR MAINTENANCE

Our approach to bar maintenance is underpinned by years of experience and perfected through the execution of numerous successful events.

Experienced Staff: Our bar is managed by a core team of professional staff who have worked with us across multiple events. Their familiarity with our practices, procedures, and clientele ensures smooth operations.

Token System: To maximise efficiency and ensure fast, seamless service, we operate a token system. Cash is not handled at the bar, allowing our bar staff to focus solely on serving customers quickly and effectively.

Cleanliness and Stock Replenishment: Regular cleaning of the bar area is carried out to maintain hygiene and create a pleasant environment for our patrons. Stock is monitored and replenished to ensure we can continually meet demand.

Clear Communication: We maintain open lines of communication between bar staff and management. This ensures that any issues can be quickly identified and addressed and allows real-time problem-solving.



7.4

Alcohol and Food Management

WASTE MANAGEMENT

Ensuring an effective waste management plan is crucial to maintaining cleanliness and environmental responsibility during our event. We have allocated 12 strategically placed bins throughout the venue for our event. This includes two containers at the entry points, acting as the first waste collection line for attendees entering the premises.

Our cleaning team will closely monitor all bins, ensuring they are emptied as frequently as required to maintain a clean and pleasant environment for our guests. A reserve of 3 spare containers will be available on-site, ready to be deployed if necessary.

At the end of each day, a professional waste management service will be enlisted to handle the comprehensive collection and disposal of all waste. This ensures the site is ready and clean for the following day's event after our cleaning partners have cleaned the premises.

We are committed to reducing the environmental impact of our event, and we encourage all attendees to make full use of the waste disposal facilities provided. This commitment to effective waste management is not only vital for the successful operation of our event but also underlines our dedication to sustainability and respect for our surroundings.



CONCLUSION

YB Island is firmly committed to upholding the Licensing Objectives, ensuring public safety, and preventing nuisance and crime. Our plans reflect these commitments, addressing every aspect of our operations to minimise potential issues.

We value the guidance provided by the Council and Police. We have updated our management strategies and safety protocols based on their feedback. We aim to ensure a smooth and safe event from stringent noise management and standing firm on our strict anti-drug policies to efficient crowd dispersal and waste management.

We aim to organise an enjoyable event that respects local community standards and complies with regulatory requirements. We appreciate your consideration and look forward to delivering a successful event at YB Island.



Confirmation of Liability Insurance

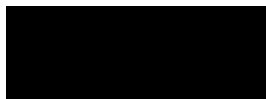
This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

Policyholder

Policy Number

Policy Form

Insurer



Insurance Policy for Professionals

Markel International Insurance Company Limited

Professional Indemnity Insurance

Period of Insurance 03-Aug-2022 to 27-Jun-2023

Limit of Indemnity £50,000

Basis of Cover Applies to each claim

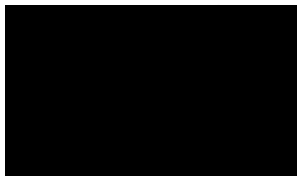
Public Liability Insurance

Period of Insurance 03-Aug-2022 to 27-Jun-2023

Limit of Indemnity £1,000,000

Basis of Cover Applies to each claim but in respect of Products Liability is the total for all claims made during the period of insurance

Signed for and on behalf of Markel (UK) Limited:



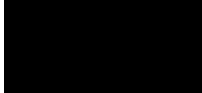
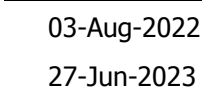
Date:

03-Aug-2022

Note: This confirmation of insurance is for information purposes only. You should refer to the actual policy document for the binding terms, conditions and exclusions of cover.

Certificate of Employers' Liability Insurance^(a)

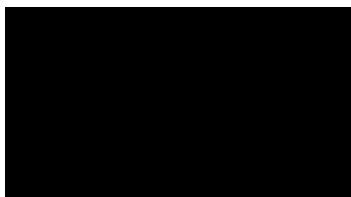
(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Assured employs persons covered by the Certificate)

- | | |
|--------------------------------------|--|
| 1. Policyholder |  |
| 2. Policy Number |  |
| 3. Date of commencement of insurance | 03-Aug-2022 |
| 4. Date of expiry of insurance | 27-Jun-2023 |

We hereby certify that:

1. subject to paragraph 2, the insurance to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
2. the minimum amount of cover provided by this certificate is no less than £10,000,000

Signed on behalf of Markel International Insurance Company Limited (Authorised Insurers)



- a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the certificate covers the holding company and all its subsidiaries, or that the certificate covers the holding company and only the named subsidiaries.
- b) Specifically applicable law as provided for in regulation 4(6) of the Regulations.

Health and safety for small/medium sized businesses

How my insurer helps me manage my health and safety risk

Good health and safety standards help you to run your business successfully. Meeting the requirements of relevant regulation is a central factor in achieving this. Insurers recognise the wider benefits to society of encouraging businesses in following sensible, proportionate measures aimed at helping them to carry out their activities.

We are providing this information to help you take sensible steps to manage health and safety effectively.

Insurers will continue to settle legitimate claims. Insurers will also co-operate with businesses such as yours if you need to deal with the consequences of vexatious claims made against you.

Your insurer will always be willing to offer you guidance on what constitutes good practice in managing health and safety. This guidance should be aimed at improving the resilience of your business in dealing with civil law claims made against you, and will be proportionate to the level of risk involved.

Employers' liability vs public liability – what's the difference?

Insurers provide cover for businesses' legal liabilities by issuing:

- Employers' liability policies – this covers employers for injury or disease to people they employ; and
- Public liability policies – this covers businesses for injury, disease or damage to people they do not employ, for example visitors.

The law - the Health and Safety at Work etc. Act 1974

- This is the main law on health and safety and says that every employer is to ensure, so far as is reasonably practicable, the health and safety of employees and also persons not in their employment who may be affected by work activities.
- Your insurer expects you to take reasonable steps to comply with this requirement and other related regulations, using the guidance and tools provided by the Health and Safety Executive (or other competent organisations) to help with this aim. You can find more information at www.hse.gov.uk/index.htm.
- Your insurer will not refuse to pay a claim purely because of a breach of health and safety regulations.
- Your insurer will not withdraw cover mid-term purely because of a breach of health and safety regulations.

Who is an Employee?

There are various forms of employment. Often a working individual may not be engaged under a contract of employment. For this reason, insurers include, under an employers' liability policy, a definition of who is to be treated as an 'employee'. A typical definition would be:

- Any person employed under a contract of service or apprenticeship;
- people on work experience schemes, for example, students;
- any person hired or borrowed from another employer including drivers or operators

of hired in plant;

- labour only subcontractors; and
- home workers.

All these people are covered while working for and under your control in your business.

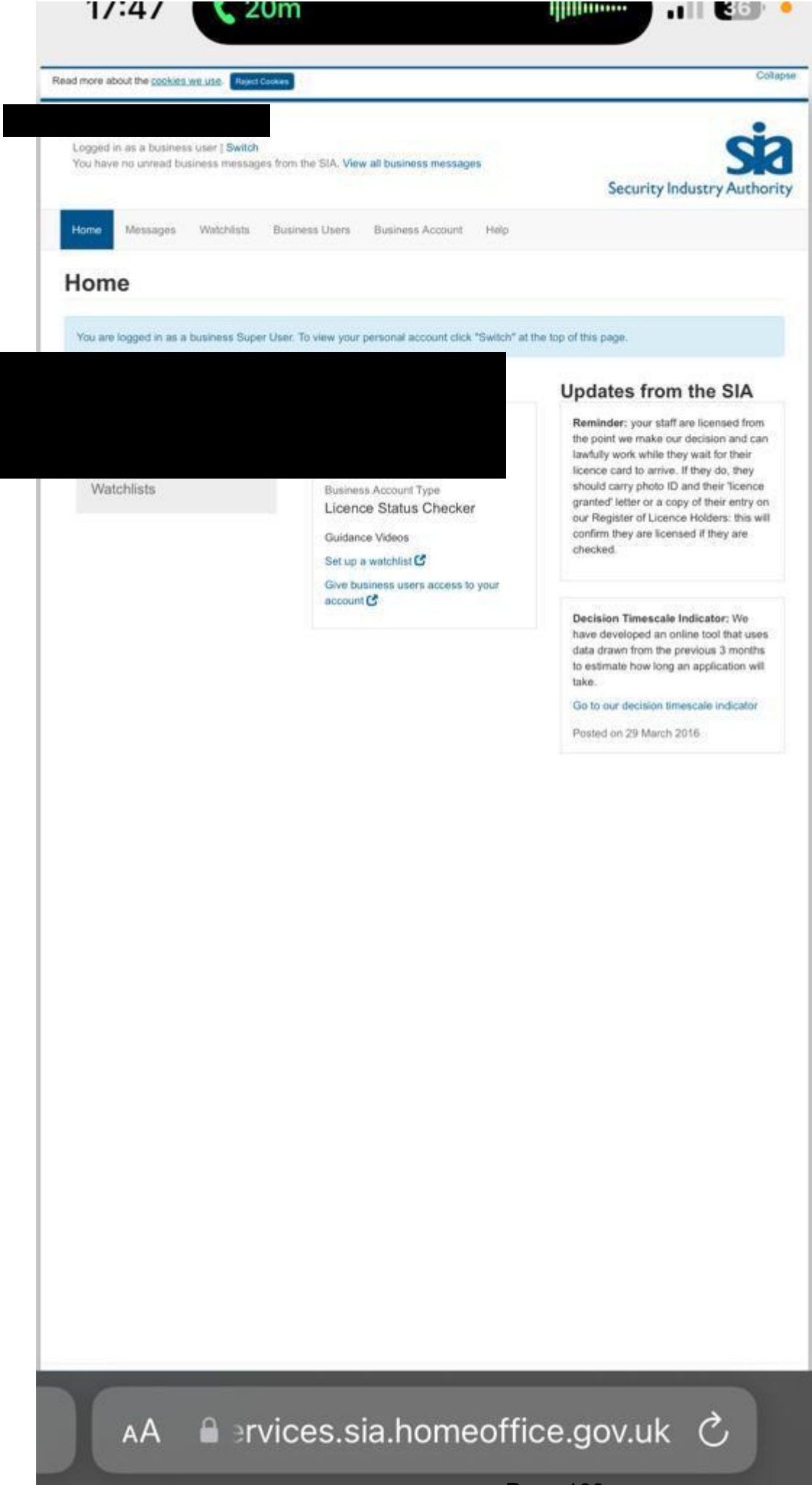
Some common concerns

Documentation	<p>Insurers do not generally need you to show any formal evidence that you are keeping to health and safety regulations nor do they ask to see health and safety documents as a condition of granting insurance cover.</p> <p><u>However</u>, although it is <u>not</u> a legal or insurance requirement to do so, good record keeping (for example, training records, written risk assessments etc.) may be useful if you need to defend a civil law claim.</p>
Written risk assessments	<p>If you employ fewer than five employees, there is no need for you to complete written risk assessments. <u>However</u>, although completing and recording risk assessments is <u>not</u> a legal or insurance requirement, it may help in defending any civil law claims made against you.</p>
The role of health and safety consultants	<p>You do not need to hire a health and safety consultant. The law says that you must have access to competent health and safety advice – often, this is available from your own staff.</p> <p>If, however, the complexity or nature of your business indicates that you do need external support, your insurer will normally recommend that you use a health and safety consultant who is listed on the Occupational Safety and Health Consultants Register. You can get more information at www.oshcr.org.</p>
Testing portable electrical appliances	<p>There is no specific legal requirement for every portable electrical appliance to be tested each year and your insurer will not insist upon this when offering you insurance.</p> <p>However, as you must maintain this equipment suitably to prevent danger, insurers recommend you follow the guidance published by the HSE, available at www.hse.gov.uk/electricity/index.htm.</p> <p>For specific guidance, read 'Maintaining portable electric equipment in low risk environments', available at www.hse.gov.uk/pubns/indg236.pdf</p>

More help

Insurers approve the principles set out in the Association of British Insurers' Key Principles document: Health and Safety for Businesses and the Voluntary Sector. This is available at www.abi.org.uk

You can also find more guidance on the HSE website available at www.hse.gov.uk.



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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GREATER MANCHESTER POLICE



To: Manchester City Council
Licensing Unit
Manchester Town Hall Extension
Lloyd Street
Manchester

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

12th May 2023

Dear Sir,

Please accept this letter as formal notification that Greater Manchester Police wish to object, under Section 104(2) of the Licensing Act 2003, to the **TEMPORARY EVENT NOTICE** detailed below, as we are satisfied that granting the application under these circumstances would undermine the Licensing Objectives.

PREMISES NAME:	Rooftop
ADDRESS:	The Point Building, 173 175 Cheetham Hill Rd, Cheetham Hill, Manchester M8 8LG
DATE OF EVENT:	27/05/2023, 28/05/2023 & 29/05/2023
TIME OF EVENT:	1700 – 0100 hrs

GMP objects to the grant of this Temporary Event Notice on the grounds of the Prevention of Crime and Disorder, the Prevention of Public Nuisance and Public Safety.

The application is seeking to allow the roof top of the premises premises to host a 3-day beer event from 5pm until 1am each day for up to 480 people.

There is no detail whatsoever within the application to show how these numbers will be managed, whether it is a ticketed event, what security will be in place, how the customers will be dispersed at the end of the night, what welfare provision there will be and also no plan has been included with the application.

GREATER MANCHESTER POLICE

Therefore, GMP have concerns as to how the event will be managed and the impact it will have in the surrounding location.

In addition to this In July 2022 the same company YB Island, arranged an unlicensed party at 28 Knowsley Street, Cheetham Hill. Fire Safety Inspectors attended the building and at the time a Prohibition Notice was served to prevent the use of the roof as a place of assembly. Unfortunately, the notice was breached as the party organisers carried on with the planned party on the rooftop and over 400 people are believed to have attended.

GMFRS, GMP and MCC licensing attended at the premises in the early hours and reported that the conditions inside and outside were not safe and the atmosphere did not feel particularly welcoming. They said that the party organisers were extremely evasive, refusing to provide names and mobile numbers etc and then not answering phone numbers in the run-up to the party.

As such we ask that this TEN application is refused.

Signed:.....PC 17659 Isherwood..... (rank/pin/name)

Date/Time 12th May 2023 1715 hrs

.....


**MANCHESTER
CITY COUNCIL**
Licensing & Out of Hours Compliance Team - Representation

Name	Stuart Alderson
Job Title	Neighbourhood Compliance Officer
Department	Licensing and Out of Hours Compliance Team
Address	Level 1, Town Hall Extension, Manchester, M60 2LA
Email Address	stuart.alderson@manchester.gov.uk
Telephone Number	0161 234 1220

Premise Details

Application Ref No	REF288021
Name of Premises	Rooftop, The Point Building
Address	173-175 Cheetham Hill Road, Manchester, M8 8LG

Representation

Outline your representation regarding the above notice below. This representation should describe the likely effect of this temporary event notice on the licensing objectives and on the vicinity of the premises.

The Licensing and Out of Hours team (LOOH) have assessed the likely impact of this Temporary Event Notice (TEN), taking into account a number of factors, including the nature of the area in which the premises is located, the hours applied for and any potential risk that the granting of this TEN could lead to in relation to public nuisance.

We are concerned that the proposed YBIsand "SKYMANI" event will undermine the licensing objectives. The rooftop area which the applicant is intending to use is open to the elements and noise is likely to escape in all directions and cause a nuisance to local residents and businesses.

At a previous rooftop event held by YBIsland under the name "SKYMANI" in 2022, the council received 13 individual noise complaints from local residents during these events. Having recently spoken to the applicant for this new application, there appears to be no plan in place to manage the noise outbreak and so this event, like the previous events of a similar nature, are highly likely to undermine the public nuisance licensing objective.

Having seen first-hand how poorly those "SKYMANI" events in 2022 were managed, we also have serious concerns regarding public safety. At the "SKYMANI" events in July 2022 YBIsland showed little regard for the safety of their guests. They were carrying out unauthorised licensable activity selling alcohol at the events, the rooftop they used was in a state of poor repair with a large amount of refuse on it, the roof had an open lift shaft at one end and had insufficient means of escape in the event of an emergency. Guests and staff members were also observed openly inhaling nitrous oxide cannisters throughout the event.

Greater Manchester Fire Service (GMFRS) were so concerned with the buildings safety, they served a Prohibition Notice preventing the roof being used for these events. Despite this Prohibition Notice being in place, YBIsland

ignored this legal restriction and held their event anyway, thus breaching the Prohibition notice and ultimately putting the lives of all their guests in great danger.

Since the TEN application has been submitted, GMFRS have made contact with the council once again to raise serious concerns to us regarding this event

Taking all of the above into consideration, LOOH strongly object to this temporary event notice.

Manchester City Council Report for Resolution

Report to: Licensing Subcommittee Hearing Panel – 22 May 2023

Subject: Projekts MCR, 97 London Road, Manchester, M1 2PG –
Ref: LTN288084

Report of: Director of Planning, Building Control & Licensing

Summary

Submission of a temporary event notice where an objection notice has been given.

Recommendations

That the Panel consider the objection notice(s) and give a counter notice where it considers it appropriate.

Wards Affected: Ardwick

Manchester Strategy Outcomes	Summary of the contribution to the strategy
A thriving and sustainable City: supporting a diverse and distinctive economy that creates jobs and opportunities	Licensed premises provide a key role as an employer, in regeneration, and in attracting people to the city. The efficient processing of applications as well as effective decision making in respect of them, plays an essential role in enabling businesses to thrive and maximise contribution to the economy of the region and sub-region.
A highly skilled city: world class and home grown talent sustaining the city's economic success	An effective Licensing regime will enable growth in our City by supporting businesses who promote the Licensing Objectives.
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	The Licensing process provides for local residents and other interested parties to make representations in relation to licensing applications. Representations have to be directly related to the licensing objectives.
A liveable and low carbon city: a destination of choice to live, visit and work.	An effective licensing system supports and enables growth and employment in our City with neighbourhoods that

	provide amenities suitable to the surrounding communities.
A connected city: world class infrastructure and connectivity to drive growth	

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

None

Financial Consequences – Capital

None

Contact Officers:

Name: Fraser Swift
Position: Principal Licensing Officer
Telephone: 0161 234 1176
E-mail: fraser.swift@manchester.gov.uk

Name: Helen Howden
Position: Technical Licensing Officer
Telephone: 0161 234 4294
E-mail: Premises.licensing@manchester.gov.uk

Background documents (available for public inspection):

- Manchester City Council Statement of Licensing Policy 2016 - 2021
- Guidance issued under section 182 of the Licensing Act 2003, April 2017
- Licensing Act 2003 (Hearings) Regulations 2005
- Any further documentary submissions by any party to the hearing

1. Introduction

- 1.1 On 9 May 2023, a temporary event notice (TEN) was given under s100A of the Licensing Act 2003 in respect of Projekts MCR, 97 London Road, Manchester, M1 2PG in the Ardwick ward of Manchester. A location map of the premises is attached at **Appendix 1**.
- 1.2 In accordance with Licensing Act 2003 regulations, Greater Manchester Police (GMP) and Licensing Out of Hours Compliance (LOOH) were notified of the TEN.
- 1.3 Where either GMP or LOOH is satisfied that allowing the premises to be used in accordance with the TEN would undermine a licensing objective, they must give an objection notice to the relevant licensing authority, the premises user, and to every other relevant person.
- 1.4 The objection notice must be given no later than three working days after the day on which the objector is given the TEN.
- 1.5 An objection notice has been received in respect of this TEN from the LOOH team and so it must be determined by a Licensing Hearing Panel in accordance with the Council's Constitution.

2. The Notice

- 2.1 A copy of the TEN is attached at **Appendix 2**.
- 2.2 The premises user is John Haines.
- 2.3 The description of the event is:

“Punk rock music event with bar, running from 8pm to 3am with 499 people. This would be an after party to the Outbreak Festival held at the Mayfield Depot. Two events Friday 23/06/23 & Saturday 24/06/23. Event would include a full risk assessment, noise controls (including site perimeter checks), and security on the gate and inside venue.”
- 2.3.1 In accordance with the Live Music Act 2012 and Deregulation Act 2015, performances of Live Music and Recorded Music between the hours of 0800 and 2300 hours have been deregulated and so should not be regarded as licensable activities for the purposes of this TEN.
- 2.3.2 Any further details provided relating to any of the individual licensable activities are specified on the TEN at **Appendix 2**.
- 2.3.3 The premises is subject to a premises licence issued under the Licensing Act 2003. A copy of the licence, and the policies attached that licence, are included at **Appendix 4**.

2.4 **Activities unsuitable for children**

- 2.4.1 The premises user has not highlighted any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

2.5 **Further documentation accompanying the application**

- 2.5.1 The description of the TEN refers to further documentation however none was submitted in support of the TEN.

3. **Objection Notice**

- 3.1 An objection notice was received from LOOH in respect of the TEN (**Appendix 3**). The TEN does not include any personal information so no redactions are needed.
- 3.2 Summary of the objections:

Party	Grounds of representation	Recommends
Licensing and Out of Hours Compliance	<ul style="list-style-type: none"> • LOOH team request refusal of this TEN “on the grounds that The Prevention of Public Nuisance Licensing Objective will, beyond question, be undermined. The noise from an event held at that location, across the road to a hotel, student accommodation and only 100 metres to Lockton Close, a residential street, would undoubtedly prevent anyone from being able to rest in their property or sleep until the event itself finishes.” • It is considered that the proposal of an outdoor live music event until 3am does not show consideration for people living nearby. • The TEN refers to ‘noise controls’ but no information is provided to indicate what these controls would be. • Noise is likely to travel from the event. 	Serve a counter notice

4. **Key Policies and Considerations**

4.1 **Legal Considerations**

- 4.1.1 Hearings under the Licensing Act 2003 operate under the Licensing Act 2003 (Hearings) Regulations 2005.

4.2 **New Information**

- 4.2.1 In accordance with Regulation 18 of the Licensing Act 2003 (Hearings) Regulations 2005, the authority may take into account documentary or other information produced by a party in support of their application, representations or notice either before the hearing or, with the consent of all parties, at the hearing.

4.3 **Hearsay Evidence**

- 4.3.1 The Panel may accept hearsay evidence and it will be a matter for the Panel to attach what weight to it that they consider appropriate. Hearsay evidence is evidence of something that a witness neither saw nor heard, but has heard or read about.

4.4 **The Secretary of State's Guidance to the Licensing Act 2003**

- 4.4.1 The Secretary of State's Guidance to the Licensing Act 2003 is provided for all parties involved in licensing. It is a key medium for promoting best practice, ensuring consistent application of licensing powers across England and Wales and for promoting fairness, equal treatment and proportionality.
- 4.4.2 Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182. The Guidance is therefore binding on all licensing authorities to that extent. However, the Guidance cannot anticipate every possible scenario or set of circumstances that may arise and, as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons.
- 4.4.3 Departure from the Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

4.5 **Manchester Statement of Licensing Policy**

- 4.5.1 Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' its statement of licensing policy.
- 4.5.2 The Licensing Policy sets out the vision the licensing authority has for the regulation of licensed premises throughout Manchester and outlines the standards expected in order to ensure the promotion of the licensing objectives in the city. The Panel may depart from the policies should it consider doing so would benefit the promotion of the licensing objectives. Reasons are to be given for any such departure from the Policy.
- 4.5.3 Section 4 of the Policy (Operation of the Policy) sets out how the Licensing Policy is intended to be used in practice for licence applications and licensed premises.

- 4.5.4 Where the authority considers that to impose on the TEN one or more of the conditions from a premises licence or club premises certificate in force at the premises (insofar as such conditions are not inconsistent with the event) is appropriate for the promotion of the licensing objectives, the policy is to give notice to the premises user that includes a statement of the conditions imposed. Copies of this notice will be provided for GMP and LOOH.
- 4.5.5 Where, following any representations at the hearing, the licensing authority is not satisfied the event will ensure the promotion of the licensing objectives, the policy is to issue a counter-notice against the Temporary Event Notice.

5. Conclusion

- 5.1 A licensing authority must carry out its functions under this Act ("licensing functions") with a view to promoting the licensing objectives:
- the prevention of crime and disorder
 - public safety;
 - the prevention of public nuisance; and
 - the protection of children from harm.
- 5.2 In considering the matter, the Panel should take into account any objections that have been received from GMP or LOOH, and representations made by the applicant or premises user as the case may be. In reaching the decision, regard must also be had to relevant provisions of the national guidance and the Council's licensing policy statement.
- 5.3 Having regard to the objection notice(s), the panel must give the premises user a counter notice if it considers it appropriate for the promotion of a licensing objective to do so.
- 5.4 If the panel decides not to give a counter notice the panel may impose one or more conditions on the TEN if –
- the authority considers it appropriate for the promotion of the licensing objectives to do so,
 - the conditions are also imposed on a premises licence or club premises certificate that has effect in respect of the same premises, or any part of the same premises, as the temporary event notice, and
 - the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.
- 5.5 All licensing determinations should be considered on the individual merits of the notification.
- 5.6 The Panel's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve. Findings on any issues of fact should be on the balance of probability.

5.7 It is important that a licensing authority should give comprehensive reasons for its decisions in anticipation of any appeals. Failure to give adequate reasons could itself give rise to grounds for an appeal.

6. The Panel is asked to determine the temporary event notice.

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Projekts MCR

Projekts Skateboard, 97 London Road, Manchester, M1 2PG

Premises Licensing

Manchester City Council

© Crown copyright and database rights
2018. Ordnance Survey 100019568.**PREMISE NAME:** Projekts MCR**PREMISE ADDRESS:** Projekts Skateboard, 97 London Road, Manchester, M1 2PG**WARD:** Ardwick**HEARING DATE:** 22 May 2023 Page 301

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Temporary Event Notice

Payment Transaction number:- SSES00664496 | Form Reference number EF1/814882

Premises User Information

Title

Mr

If other please state

n/a

Surname

Haines

Forenames

John

Previous names (Please enter details of any previous names or maiden names, if applicable)

n/a

Your date of birth

Your place of birth

National Insurance Number

Your current address (We will use this address to correspond with you unless you complete the separate correspondence box)

Telephone

Evening telephone

n/a

Mobile phone

n/a

Fax number

n/a

Email address

Address

97 London Road, Manchester. M1 2PG

Telephone

n/a

Evening telephone

n/a

Mobile phone

n/a

Fax number

n/a

Email

n/a

Premises information

Please give the name and address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references)

Projekts Skatepark
97 London Road
Manchester
M1 2PG

Premises licence number

256435

Club premises certificate number

n/a

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details.

n/a

Please describe the nature of the premises

Concrete skatepark and cafe under the Mancunian Way flyover. Secure site. 1440sqm.

Please describe the nature of the event

This should be 3am - see next section which confirms dates and times, HH

Punk rock music event with bar, running from 8pm to 3pm with 499 people. This would be an after party to the Outbreak Festival held at the Mayfield Depot. 2 events Friday 23/06/23 & Saturday 24/06/23. Event would include a full risk assessment, noise controls (including site perimeter checks), and security on the gate and inside venue.

Licensable activities

The sale by retail of alcohol

Yes

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

No

The provision of regulated entertainment

No

The provision of late night refreshment

Yes

Are you giving a late temporary event notice?

No

Please state the dates on which you intend to use these premises for licensable activities.

2 events - Friday 23/06/23 & Saturday 24/06/23

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock).

Both event 8pm-3am

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers (maximum 499).

499

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both

On

Please state if the licensable activities will include the provision of relevant entertainment.

No

If yes selected, please state the times during the event period that you propose to provide relevant entertainment.

n/a

Personal Licence Details

Do you currently hold a valid Personal Licence?

Yes

Issuing Authority

Manchester City Council

Licence Number

276575

Date of Issue

01/07/2022

Date of Expiry

n/a

Any further relevant details

n/a

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

No

If answering yes, please state the number of temporary event notices you have given for events in that same calendar year

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

No

If answering yes, please state the total number of temporary event notices your associate have given for events in the same calendar year

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

No

If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.

n/a

a) ends 24 hours or less before; orb) begins 24 hours or less afterthe event period proposed in this notice?

No

Declaration and Payment New

Name

John Haines

Capacity in which you are making this application

Facility Manager

Additional information

I_understand

Yes

These are the files included with this application :-

Acknowledgement

I acknowledge receipt of this temporary event notice

Signature:



On behalf of the Licensing Authority

Date:

Name of officer signing:

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**MANCHESTER
CITY COUNCIL**

Licensing & Out of Hours Compliance Team - Representation

Name	Ben Moran
Job Title	Neighbourhood Compliance Team Lead
Department	Licensing and Out of Hours Compliance Team
Address	Level 1, Town Hall Extension, Manchester, M60 2LA
Email Address	ben.moran@manchester.gov.uk
Telephone Number	0161 234 1220

Premise Details

Application Ref No	REF 288084
Name of Premises	Projekts MCR
Address	Projekts Skateboard, 97 London Road, Manchester, M1 2PG

Representation

Outline your representation regarding the above application below. This representation should describe the likely effect of the grant of the licence/certificate on the licensing objectives and on the vicinity of the premises.

The Licensing & Out of Hours Compliance Team have assessed the likely impact of the granting of this application taking into account a number of factors, including the nature of the area in which the premises is located and the proximity to residential accommodation, the hours applied for, and any potential risk that the granting of this application could lead to issues of public nuisance.

The applicant has applied for a 'Punk rock music event' to run from 20:00 until 03:00 the following morning, which will be an 'after party' to the Outbreak Festival which is being held at Mayfield Depot on both Friday 23rd June 2023 and Saturday 24th June 2023 with an expectation to allow up to 499 people on each night.

Projekts MCR is located underneath the Mancunian Way which can be seen in the picture below.



Having considered the application we seek refusal on the grounds that The Prevention of Public Nuisance Licensing Objective will, beyond question, be

undermined. The noise from an event held at that location, across the road to a hotel, student accommodation and only 100 metres to Lockton Close, a residential street, would undoubtedly prevent anyone from being able to rest in their property or sleep until the event itself finishes.

The mere proposal of an outdoor, live music event until 03:00 shows zero consideration for those that live in the locality. Whilst the applicant states they will have 'noise controls' there is nothing within the application to suggest what these controls would be. By virtue of the way in which noise will travel from the event I would argue that any noise control that is offered is a complete fallacy.

Recommendation: Refuse Application



MANCHESTER CITY COUNCIL

LICENSING ACT 2003 PREMISES LICENCE

Premises licence number	256435
Granted	04/05/2021
Latest version	DPS variation 277349 granted 23/07/2022

Part 1 - Premises details

Name and address of premises
Projekts MCR Projekts Skatepark, 97 London Road, Manchester, M1 2PG
Telephone number 0161 532 4290

Licensable activities authorised by the licence
<ol style="list-style-type: none"> 1. The sale by retail of alcohol*. 2. The provision of regulated entertainment, limited to: Performance of plays; Exhibition of films; Live music; Recorded music; Performances of dance; <p>* All references in this licence to "sale of alcohol" are to sale by retail.</p>

The times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	09:00	09:00	09:00	09:00	09:00	09:00	09:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
The sale of alcohol is licensed for consumption on the premises only.							
Seasonal variations and Non standard Timings:							
None							

Performance of plays; Live music							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	09:00	09:00	09:00	09:00	09:00	09:00	09:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
Licensed to take place outdoors only.							
Seasonal variations and Non standard Timings:							
None							

Exhibition of films; Recorded music;							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	09:00	09:00	09:00	09:00	09:00	09:00	09:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
Licensed to take place both indoors and outdoors.							
Seasonal variations and Non standard Timings:							
None							

Performance of Dance							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
Licensed to take place both indoors and outdoors.							
Seasonal variations and Non standard Timings:							
None							

Hours premises are open to the public							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Finish	23:00	23:00	23:00	23:00	23:00	23:00	23:00
Seasonal variations and Non standard Timings:							
None.							

Part 2

Details of premises licence holder	
Name:	Projekts MCR Ltd
Address:	Projekts Skatepark, 97 London Road, Manchester, M1 2PG
Registered number:	29726R

Details of designated premises supervisor where the premises licence authorises for the supply of alcohol	
Name:	John Michael Haines
Address:	[REDACTED]
Personal Licence number:	276575
Issuing Authority:	Manchester City Council

Annex 1 – Mandatory conditions	
Door Supervisors	
<p>1. Only individuals licensed by the Security Industry Authority shall be used at the premises to undertake security activities, which include guarding against: -</p> <ul style="list-style-type: none"> (a) Unauthorised access or occupation (e.g. through door supervision), (b) Outbreaks of disorder, or (c) Damage, <p>unless otherwise entitled by virtue of section 4 of the Private Security Industry Act 2001 to carry out such activities.</p>	
Supply of alcohol	
<p>2. No supply of alcohol may be made under this premises licence:</p>	

- (a) At a time when there is no designated premises supervisor in respect of the premises licence or,
- (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.
4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either –
- (a) a holographic mark, or
- (b) an ultraviolet feature.
5. (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price, which is less than the permitted price.
- (2) For the purposes of the condition set out in (1) above–
- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
- (b) “permitted price” is the price found by applying the formula–
- $$P = D + (D \times V)$$
- where –
- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
- (3) Where the permitted price given by paragraph (2)(b) would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4) (a) Sub-paragraph (4)(b) applies where the permitted price given by paragraph (2)(b) on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
- (b) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
6. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or

participate in any irresponsible promotions in relation to the premises.

- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
7. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
8. The responsible person must ensure that –
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold the customer is made aware that these measures are available.

For the purposes of conditions 6, 7 and 8 above, a responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

Exhibition of films

9. The admission of children under the age of 18 to film exhibitions permitted under the terms of this certificate shall be restricted in accordance with any recommendations made:
- (a) by the British Board of Film Classification (BBFC) where the film has been classified by that Board, or
 - (b) by the Licensing Authority where no classification certificate has been granted by the BBFC, or where the licensing authority has notified the club which holds the certificate that section 20 (3) (b) (74 (3)(b) for clubs) of the Licensing Act 2003 applies to the film.

Annex 2 – Conditions consistent with the operating schedule

1. Projekts MCR will have a defined policy documenting security measures based on a risk assessment of the regular operations of the premises and the local area.
2. risk assessments will be produced for events outside of our regular operations so that security measures are suitable for any situations.
3. All staff will be briefed and be aware of their responsibilities and relevant company operating procedures before they commence paid duty at the premises.
4. The premises licence and/or Designated Premises Supervisor (DPS) will carry out reviews of security incidents at the premises. Such reviews will be documented and conducted one month after the premises licence is effective, followed by quarterly reviews. The security reviews will include details of any remedial action identified and implemented. Copies of the security review will be made available upon inspection by a responsible authority, police officer, or authorised officer.
5. For events with 240 or more patrons attending, a designated queuing area will be enclosed within appropriate barriers to ensure that the footway is kept clear
6. Any queue to enter the premises that forms outside the premises will be kept orderly and supervised by a member of staff to ensure fire exits are kept clear and that there is no public nuisance or obstruction to the public highway. Any person who appears to be intoxicated or who is behaving in a disorderly manner will not be allowed entry to the premises.
7. The premises will continue to operate a register for all persons using the skatepark and use a booking system for events outside of our regular operations.
8. Staff will regularly control capacity and operate a one in one out whenever necessary
9. The premises licence holder will ensure that the provision of door supervisors for events outside of our regular operations is appropriate to ensure the safe control of the premises, and will review this on a regular basis and upon request from GMP.
10. All staff engaged outside the entrance to the premises, or supervising or controlling queues, will wear visible and identifiable clothing.
11. The employment of female door supervisor(s) will be prioritised when required for events outside of our regular operations mostly targeting a female audience and/or where a large female attendance is expected.
12. Any door supervisors on duty at the premises will be supplied by an SIA-Approved Contractor Scheme company.
13. All door supervisors will be briefed on their responsibilities and relevant company operating procedures before they commence duty.
14. An incident log (which may be electronically recorded) will be kept at the premises for at least six months, and will be made available on request to the police or an authorised officer of the licensing authority, which will record the following incidents including pertinent details:
 - a) all crimes reported to the venue, or by the venue to the police
 - b) all ejections of patrons
 - c) any complaints received
 - d) any incidents of disorder
 - e) seizures of drugs, offensive weapons, fraudulent ID or other items
 - f) any refusal of the sale of alcohol
 - g) any visit by a relevant authority or emergency service
 - h) the times on duty, names and the licence numbers of all licensed door supervisors employed by the premises
 - i) seizures of drugs, offensive weapons, fraudulent ID or other items.
15. The premises licence holder and/or DPS will carry out a documented risk assessment on the need for searching patrons entering the premises. The risk assessment will be reviewed regularly and no less than every six months.

16. A written policy that aims to prevent customers or staff bringing illegal drugs, weapons or other illegal items onto the premises at any time will be in place and operated at the premises.
17. All controlled drugs (or items suspected to be, or containing controlled drugs) found at the premises will be placed in a designated lockable box as soon as practicable. Whenever this box is emptied, all its contents must be given to Greater Manchester Police for appropriate disposal.
18. Any searches conducted by a SIA-trained member of staff during events outside of our regular operations will be in an area monitored by the premises CCTV.
19. A member of staff will carry out searches of the premises before the premises open, during hours of operation and at closing. Any relevant items recovered, eg. illegal drugs, will be managed accordingly in accordance with company procedures.
20. 28 days' notice shall be given to Greater Manchester Police of any events held that are organised by an external promoter, including full details of the nature of the event and of the promoter.
21. All staff will be trained in:
 - a) relevant age restrictions in respect of products,
 - b) recognising signs of drunkenness,
 - c) how to refuse service,
 - d) the premises' duty of care,
 - e) company policies and reporting procedures,
 - f) action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services,
 - g) the conditions in force under this licence.
22. Documented records of training completed will be kept for each member of staff. Training will be regularly refreshed and at no greater than 12 monthly intervals. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.
23. All staff responsible for the retail of alcohol will be trained in recognising signs of drunkenness, how to refuse service and the premises duty of care. Documented records of training completed will be kept for each member of staff. Training will be regularly refreshed and at no greater than 12 monthly intervals. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.
24. There will be no self-service of spirits on the premises.
25. The premises will have a documented Duty of Care policy for managing intoxicated and vulnerable customers at the premises. The policy will also include provision for persons refused entry to the premises who are also considered vulnerable by staff.
26. The premises will display prominent signage indicating at any point of sale of alcohol that it is an offence to sell alcohol to anyone who is drunk. Non-intoxicating beverages, including drinking water, will be available on the premises.
27. A log (which may be electronically recorded) will be kept detailing all refused sales of alcohol. The log will include the date and time of the refused sale and the name of the member of staff who refused the sale. The log will be made available for inspection at the premises by the police or an authorised officer of Manchester City Council at all times while the premises are open.
28. The position of CCTV cameras at the premises will be to the satisfaction of Greater Manchester Police and a plan showing the cameras will be provided for the licensing authority and Greater Manchester Police.
29. The Designated Premises Supervisor will ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice will be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identity against the notice.
30. Alcohol will be served in cans, polycarbonate, plastic or shatterproof glasses, particularly for events.

However glassware may be used in some circumstances such as special events with small numbers of guests. Examples include dinner events, small gatherings for sales events, events for special guests like dignitaries from the local council and MPs. These events would be sufficiently low risk for the use of glassware.

31. Open containers of alcohol will not be removed from the premises.
32. The designated premises supervisor will ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.
33. The number of persons permitted in the premises at any one time including staff will not exceed:
 - a) 60 persons in the ground floor northside container
 - b) 60 persons in the first floor northside container
 - c) 60 persons on the viewing platform
 - d) 2000 within the skatepark
34. The capacity of each room/space will be displayed on its entrance.
35. The premises licence holder will ensure a suitable method of calculating the number of people present during licensable activities is in place.
36. During events of more than 500 people the number of people present will be securely recorded in a logbook for a period of at least 12 months
37. All firefighting equipment shall be regularly inspected and serviced in line with the appropriate British Standard.
38. The premises will operate a pre-opening and closing checklist to ensure all appropriate steps have been taken before the premises are open to the public and at the close of business each day. These checks will be recorded and kept for a minimum of six months and made available for inspection upon request by a responsible authority, police officer or authorised officer.
39. The premises licence holder will ensure that at all times when the public is present there is at least one competent person able to administer first aid, that an adequate and appropriate supply of first aid equipment and materials is available on the premises, and that adequate records are maintained in relation to the supply of any first aid treatment.
40. All staff on duty at the premises will be trained in the Fire Safety and Evacuation procedures for the premises and aware of their individual responsibilities. This includes any door supervisors.
41. Documented records of training completed will be kept for each member of staff.
42. Training will be regularly refreshed and at no greater than 12 monthly intervals.
43. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.
44. The designated premises supervisor will ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.
45. The designated premises supervisor will ensure staff are controlling noise to reasonable levels so it does not give rise to a nuisance. The licensee or management will ensure all external promoters have a procedure for the prevention of noise nuisance.
46. For events outside our regular operations where live or recorded music takes place, the DPS or appointed staff will undertake regular monitoring of noise levels at the nearest noise-sensitive locations.
47. A record will be kept of any monitoring, including the date, time and location of monitoring; the name of the monitor; and any action taken. Records will be kept for no less than six months and will be made available upon request by a police officer or an authorised officer of Manchester City Council.
48. Staff will monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.
49. Local residents will be invited to community meetings held by the premises licence holder, where representations can be made. The minutes of the meeting and any actions to be taken will be lodged with the Council's Licensing Unit by the premises licence holder within seven days of the meeting.
50. Patrons permitted to temporarily leave and then re-enter the premises, eg. to smoke, will not be

permitted to take drinks containing alcohol or glass containers with them

51. At the end of trading each day, the pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, will be cleaned when necessary eg. when finding hazardous debris, and litter collected and stored in accordance with the approved waste storage arrangements.
52. The premises and immediate surrounding area will be kept clean and free from litter at all times the premises are open to the public.
53. Litter bins will be provided at the premises in sufficient capacity to ensure that customers can adequately dispose of any litter.
54. No unauthorised advertisement of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) will be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or distributed to the public, that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services.
55. All waste will be properly placed in the bins and locked in the designated bin enclosure. A key to the designated bin enclosure will be provided to the bin collector to access for collection.
56. Notices will be prominently displayed at the exit requesting patrons to respect the needs of local residents and leave the area quietly. The premises will have contact numbers of a taxi company made readily available to customers
57. Except for private parties, while alcohol is being served, no children under the age of 18 will be permitted on the premises after 21:00.
58. The premises will display prominent signage indicating at any point of sale of alcohol that it is an offence to buy, or attempt to buy, alcohol for a person under the age of 18.
59. The Challenge 25 scheme will be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age will only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, or a card bearing the PASS hologram
60. The premises will display prominent signage indicating at any point of sale of alcohol that the Challenge 25 scheme is in operation.
61. A log will be kept at the premises to record all refused sales of alcohol for the reasons that the person(s) is/are, or appear(s) to be, under 18 years of age. The log will record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the police or an authorised officer of Manchester City Council. The log will be checked on a regular basis by the Designated Premises Supervisor to ensure that it is being used by staff and each check will be recorded in the log.
62. There will be a policy for the premises agreed with Greater Manchester Police on the handling of fraudulent identification used to attempt to purchase alcohol or gain entry to the premises.
63. The premises will display prominent signage indicating at any point of sale of alcohol that it is an offence to buy or attempt to buy alcohol for a person who is under 18 and for a person under the age of 18 to buy or attempt to buy alcohol.
64. In addition to any other training, the premises licence holder will ensure that all staff are trained to prevent underage sales, are aware of and prevent proxy sales, maintain the refusals log, enter sales correctly on the tills so the prompts show as appropriate, and that they monitor staff to ensure their training is put into practice.
65. Documented records of training completed will be kept for each member of staff. Training will be regularly refreshed and at no greater than 12 monthly intervals. Training records will be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.
66. Information will be displayed on the premises on what to do if there is a cause for concern regarding a child's welfare. This will include reporting to Manchester City Council via its Contact Centre on 0161 234 5000 or mcsreply@manchester.gov.uk, or the NSPCC on 0808 800 5000 (free 24-hour service) or dialling 999 in the event of an immediate threat
67. The website home page used as part of the business operating under this licence will clearly state the premises licence number.

Annex 3 – Conditions attached after hearing by the licensing authority

1. No noise shall emanate from the premises, nor vibration be transmitted through the structure of the premises, which gives rise to a public nuisance.

Annex 4 – Plans

See attached

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Projekts MCR Challenge 25 & Drunkenness Policy

Projekts MCR will adhere to its legal obligation to refuse to sell alcohol to anyone who is under 18 years old or drunk.

Staff are the first line of contact in the sale of alcohol and are legally responsible for underage sales or selling to a person who is drunk.

Staff will refuse the sale of alcohol to anyone showing signs of drunkenness and ask them to leave the premises, even if they have a pass or have paid for the admission to the skatepark.

Prohibited Action	Fine
Selling alcohol to under 18s	Unlimited
Allowing the sale of alcohol to under 18s	Unlimited
Buying alcohol on behalf of an under 18	Unlimited
Allowing the consumption of alcohol by under 18s	Unlimited
The sale of alcohol by under 18s	£200

Acceptable ID

Projekts' staff are required to request a valid ID from anyone who appears to be under 25 and to refuse alcohol to anyone who is unable to provide ID when requested.

Valid forms of ID are as follows:

- Photo Driving Licence
- Passport
- PASS proof of age card

All valid forms of ID must meet the following criteria:

- Within renewal/expiry date
- Date of birth must be over 18 years
- Photo must match the person showing the ID

Staff are required to check that the ID is valid.

Preventing drunkenness

In order to prevent drunkenness on the premises, before selling alcohol and while supervising the premises, staff will look for signs of:

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- Over cheerfulness
- Becoming more talkative
- Slurred speech
- Aggressive behaviour
- Being over sentimental

People become drunk by consuming alcohol faster than their body can metabolise it. Staff will be responsible for the monitoring of customers consumption.

Projekts will not engage in irresponsible promotion or offer that encourages customers to drink in a way that could cause a significant risk of breaching one or more of the four licensing objectives, and staff are responsible to discourage drinking quickly, including drinking games.

Recording Refusals

- If a customer shows signs of drunkenness or fails to produce a valid photo ID, which confirms his or her age, the sale must be refused and, after the customer has left, recorded in the refusal register.
- The register should be kept in a safe place, out of sight of the customer.
- The duty manager will sign off each entry in the register.

Protection of vulnerable persons

Projekts' staff are trained in First Aid and will follow an awareness training on dealing with vulnerable adults. They will be responsible for assessing the safeguarding and medical needs of customers that appear intoxicated. In cases of incidents, this will be recorded in an accident report form or incident log and reported to management.

Staff will be requested to encourage and support customers showing signs or early signs of drunkenness in using public transport or taxis, and will have contacts and information details available to them on request.

Penalties

Who can be prosecuted if alcohol is served to someone under 18?

- The purchaser
- The bar staff
- The Licensee (DPS)
- The business owner

Punishments for selling alcohol to under 18s include:

- A fine
- Loss of licence
- Fixed penalty notice

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- Temporary closure of premises

It is an offence to sell alcohol to a person who is drunk (Fine £1,000)

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Dispersal Policy - End of Evening and Events

Staff will operate the following procedures and systems, as required, to ensure that the premises are operating in a responsible manner with regard to the dispersal of patrons, particularly later in the evening and following organised functions and events within the facility.

1. Staff shall be alert to the number of patrons on the premises in the later evening.
2. Clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents to leave the premises and area quietly.
3. Supervision of the entrance towards the end of the evening and final hour of service shall be maintained by staff and/or stewards, and/or security staff during higher risk events.
4. CCTV will record the entrance/exits at all times.
5. At the end of the evening, reception staff, or any additional door staff during higher risk events will be visible at exits of the skatepark to ensure appropriate behaviour by customers leaving the premises.
6. All members of staff involved in the provision of licensable activities will be aware of the conditions applied at the Premises Licence, particularly those relating to the closing times of the premises.
7. During the last 30 minutes of operation, café staff will announce last orders for alcohol beverages, (as well as hot beverages and food requiring heating and preparation), and give 10 minutes for customers to purchase them.
8. Volumes of music will be reduced gradually towards the end of the evening to encourage gradual dispersal of patrons.
9. Appropriate announcements will be made towards the end of evening encouraging guests to disperse gradually and to remind customers of consideration for neighbours.
10. Staff will:-
 - a. Encourage customers to drink up and progress to exit the premises in an orderly manner.
 - b. Draw exiting customers' attention to the notices and asking them to be considerate to neighbours if they feel customers may cause a disturbance.
 - c. Ensure the removal of drinks from any customers who attempt to leave the premises carrying one.
 - d. Actively encourage customers not to assemble outside the premises if they feel customers may cause a disturbance.
 - e. Direct customers to nearest public transport and taxi ranks and/or call taxis for customers as appropriate. The external areas will be cleared of customers in accordance with conditions on the Premises Licence.

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Drugs Policy

Policy statement

Projekts MCR recognises that it is the responsibility of the licence holder and Designated Premises Supervisor (DPS) to ensure that they are rigorous in attempting to deter drug use and supply and that failure to do so could result in a review of the licence under Section 51 of the Licensing Act 2003, upon which various sanctions, such as stringent conditions or removal of licensable activity, could be imposed on the licence. Projekts MCR is, therefore, committed to provide a safe, healthy and supportive environment for staff, customers and children. Projekts MCR will not condone the possession, use or supply of illegal drugs, nor the misuse of alcohol or other substances, on its premises.

Actions against customers

It is the policy of Projekts MCR to refuse entry to customers or to request customers to leave the premises where there is a reasonable belief that the customer has been using drugs, or may be in the possession of drugs or other illegal or offensive items or is drunk.

Recognising signs of illegal drug use

Identifying someone on drugs	General signs of drug use in your premises	Identifying someone suffering from drug abuse
Unexplained changes in personality or attitude that are inconsistent with alcohol use	Torn up beer mats/ cigarette packets/bits of cardboard left on tables or in ashtrays	Problems with vital signs including: temperature; heart rate; respiratory rate
Extreme hyperactivity or lethargy	Roaches (home-made filter tips from cannabis cigarettes)	Nausea and vomiting as well as abdominal pain and diarrhoea including that which contains blood
Fearful or paranoid without logical reason	Empty packets made of folded paper, card or foil	Confusion, semi-consciousness and coma
Tremors, slurred speech, giggling or lack of coordination (be aware of those with a genuine disability)	Needles, syringes, swabs, spoons, candles, pieces of burned tinfoil, filters removed from cigarettes, lemon juice or citric acid sachets	Chest pain and extremely rapid or slow breathing
Bloodshot eyes or pupils much larger or smaller than usual	Traces of powder on flat hard surfaces	
Hallucinations	Strong, sickly sweet, smoky smells, or an ammonia-like smell	
Suspicious behaviours including frequent trips to the toilet	Blood or blood stained items	

	Payment with tightly rolled banknotes or notes that have been tightly rolled	
	Traces of blood or powder on banknotes	
	Solvent paraphernalia e.g. aerosol cans, lighter refills	

Preventing drug use on our premises

All staff working at events will be vigilant in monitoring activity. Security staff will regularly monitor key areas within the premises for suspicious activity. Where Projekts staff suspect dealing may be taking place, customers will be asked to undergo a search. This will be conducted in the presence of another member of staff in a discreet area following the procedures outlined above. Anyone refusing to be searched will be asked to leave the premises.

Training of staff

All permanent and casual staff working at Projekts will receive training on this policy as part of their induction process. Written procedures will be available to assist in implementing the policy. Awareness will be maintained by staff reviews every 12 months to determine the needs for refresher training or when changes are introduced following new legislation.

Finding Drugs

The responsibility for decisions will rest with the duty manager. All suspected drugs incidents will be documented using an incident form, to include the names and addresses of all those involved. Given that incidents may vary from finding drugs on the premises, finding customers in possession of a small amount of illegal drugs, or finding customers in possession of a large amount of drugs, the procedure to be followed will vary as follows:

- If a customer is in possession of what is thought to be a class A drug (Heroin, methadone, cocaine, Ecstasy, LSD, amphetamines (if prepared for injection) or magic mushrooms, regardless of the amount involved, the police will be called using the 999 system and the person found in possession of the drugs held under citizen arrest.
- If a customer is found in possession of a small amount of suspected illegal drugs not covered in the list above and those drugs are deemed to be for personal use, these will be confiscated, placed in a sealed bag, labelled and left in the drugs safe. The incident will be recorded on an incident report together with the customer's details, if they are given. Any suspected illegal drugs found, together with details of the incident, will be passed at an appropriate time to the police who will determine what further action will be taken. Where a customer refuses to hand over the suspected drugs, the police will be called immediately.
- If a customer is found in possession of what is believed to be nitrous oxide, the following will apply: - Whilst not an offence, if the customer is in possession of a small quantity (i.e. what could be deemed for personal use) then it will be a condition of entry that the item is confiscated. If confiscation is refused, then entry will be denied. - If in possession of a larger quantity, suspected to be for distribution, then the items will be confiscated and an incident form completed. Details of the incident, as well as the confiscated items, will be passed to the police.
- If customers, staff or visitors find suspected illegal drugs on the premises, the drugs will be removed to the safe, having first been bagged and labelled. Any drugs found, together with details (day/time etc), will at an appropriate time be passed to the police.
- If a large amount of suspected illegal drugs is discovered or staff have grounds for suspecting dealing may be taking place on Projekts premises, the police will be called immediately.

Monitoring and Review

This policy will be a dynamic document which is reviewed bi-annually and in the light of new developments in drug use and H&S legislation.

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Glass, Receptacle and Falling Objects Policy

Risks Associated with Glass Use

Projekts MCR wants to ensure that staff and customers are kept safe while inside our premises and recognises that glasses pose a risk when broken. The aim of the policy is to help reduce the risk of injuries caused by glass.

Reducing Risk

1. The majority of drinks will be served in cans or non-glassware, such as polycarbonates, which pose a much lower risk to customers if they fall from a table or are dropped.
2. When glasses are in use, usually during low risk events, staff will regularly check the tables and other surfaces to clear away any empties.
3. Glasses and other receptacles will not be allowed to leave the premises and anyone attempting to will have the item taken from them by door staff
4. During higher risk events, Projekts will increase the number of staff to ensure all empties can be cleared away quickly and effectively.
5. Security staff will be hired during higher risk event or events of more than 500 people to reduce the risk of broken glass or other sharp objects being brought onto the premises

Falling Objects - High Risk Areas - Viewing Bridge and Ramps

Projekts viewing bridge spans the width of the skatepark and offers views across the entire site. As a structure available to the public, there is risk of patrons resting drinks on the balustrade and accidentally knocking them off, potentially causing serious injury to a person standing below.

Reducing the risk of falling objects:

1. The balustrade is designed with a high lip running its entire length to prevent items such as drinks, slipping off or being knocked off by accident
2. Staff will check the balustrade frequently to remove empties
3. Any adult found deliberately dropping items from the bridge, posing a risk to others, will be removed from the facility by staff or security staff..
4. Glasses will not be permitted on the ramps.

Spillages and Broken Glass

Projekts staff are trained to clear up spillages and broken glass quickly and safely using the proper PPE.

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Smoking Policy

Policy Statement

Due to the harmful effects smoking can have on individuals who smoke and those exposed to tobacco smoke passively, Projekts has a strict no smoking policy throughout its premises, including the outdoor skatepark.

The Law

Smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK.

Workers can be fined up to £200.

The law doesn't apply to e-cigarettes but Projekts prohibits the use of e-cigarettes on its premises.

Businesses can be fined up to £2,500 if they don't stop people smoking in the workplace or up to £1,000 if they don't display 'no smoking' signs.

Procedure

It is the responsibility of all staff to ensure that no one smokes on the premises and that anyone found smoking is asked politely to stop smoking.

Staff will ensure that anyone smoking close to the skatepark's entrance is asked politely to move further away, as smoke can blow inside the building.

Any smoking related litter found outside the building must be cleared up by Projekts staff.

Non-observance of the Policy

Staff who fail to comply with this policy will warrant disciplinary action and could lead to dismissal.

Customers who fail to comply will be threatened with a ban from the facility and, if they still do not comply, security or police will be called to remove them from the facility.

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Preservation of a Crime Scene Policy

The purpose of this policy is to help instruct staff what to do if they come across a serious crime at work. This would include a robbery, or serious damage to property as might occur during a break-in/burglary; serious assaults to persons within the premises, or finding a dead or a seriously injured person. Staff judgement will be required if a situation occurs that isn't included above. If unsure, staff should always contact their line manager for guidance.

Procedures

- For any staff member who comes across a possible scene of a crime:
 - the priority will be the preservation of life by ensuring appropriate medical attention
 - access to the scene will then be controlled to the extent possible until the appropriate security staff member assumes responsibility for the crime scene.
- In the case of an apparent attempted suicide, or suicide, or a death resulting from unknown causes, the provisions of this policy with respect to the protection of the incident scene and protection of evidence will apply until it is determined not to be a crime scene.
- The police will be contacted in cases where an offender is found dead.
- A staff member will, to the extent possible, control access to the scene until police take over.
- In the case where a computer is considered as possible evidence in a crime, both the Chief, IT Client Services, and the Manager, Information Technology Security, will be notified immediately. The latter will provide direction on the proper protection of any computer-based evidence in cooperation with the Security Intelligence Officer, until the investigation is handed over to other authorities.

Preserving a Crime Scene

A possible scene of a crime must be treated with the utmost care so as to not contaminate or destroy evidence. The following minimum protocol will be adhered to in order to protect the scene of a crime:

- establish a perimeter to protect the scene
- evacuate non-involved persons
- prevent unauthorised persons from entering the crime scene or contaminating any evidence
- prevent any damage or further damage
- maintain an accurate "scene log" to, where possible, record the names and the times of everyone who enters and/or leaves the scene
- maintain control of the scene until relieved by a designated officer or by police

Preservation of Evidence

The following steps will be taken to preserve evidence:

- do not move anything unless absolutely necessary
- to the extent possible, avoid contaminating evidence
- photograph or video record the scene as well as individual objects before moving anything
- protect forensic evidence from the elements

- record and identify any evidence found or moved (i.e. what, where, by whom and when)
- do not disturb a computer when it is part of an incident scene

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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