

Manchester City Council

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We FAC251 Limited

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Brickworks Basement Barton Arcade			
Post town	Manchester	Postcode	M3 2BJ
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£Band C	

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i. as a limited company please complete section (B)
- ii. as a partnership please complete section (B)
- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth					
Nationality					
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking					

service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth					
Nationality					
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name FAC251 Limited
Address Kay Johnson Gee LLP 2nd Floor 1 City Road East Manchester M15 4PN
Registered number (where applicable) 06161539

Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
A	S	A P

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>Creative Arts and Event Space and Corporate Event Space.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)

f) recorded music (if ticking yes, fill in box F)

g) performances of dance (if ticking yes, fill in box G)

h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	11:00	03:00	<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	11:00	03:00			
Wed	11:00	03:00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur	11:00	03:00			
Fri	11:00	06:00	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5) On all Bank Holiday Sundays, licensable activities will be extended to 06:00. On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour. New Year’s Eve - licensable activities will be extended from the end of the permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.		
Sat	11:00	06:00			
Sun	11:00	03:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	11:00	03:00	Please give further details here (please read guidance note 3)		
Tue	11:00	03:00			
Wed	11:00	03:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	11:00	03:00			
Fri	11:00	06:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	06:00	On all Bank Holiday Sundays, licensable activities will be extended to 06:00.		
Sun	11:00	03:00	On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour. New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)		
Day	Start	Finish			
Mon					
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for indoor		

			sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	11:00	03:00			
			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Tue	11:00	03:00			
			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Wed	11:00	03:00			
			On all Bank Holiday Sundays, licensable activities will be extended to 06:00.		
Thur	11:00	03:00			
			On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour.		
Fri	11:00	06:00			
			New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		
Sat	11:00	06:00			
Sun	11:00	03:00			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	11:00	03:00	Please give further details here (please read guidance note 3)		
Tue	11:00	03:00			
Wed	11:00	03:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	11:00	03:00			
Fri	11:00	06:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	06:00	On all Bank Holiday Sundays, licensable activities will be extended to 06:00.		
Sun	11:00	03:00	On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour. New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	11:00	03:00	Please give further details here (please read guidance note 3)		
Tue	11:00	03:00			
Wed	11:00	03:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	11:00	03:00			

Fri	11:00	06:00	<p><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p> <p>On all Bank Holiday Sundays, licensable activities will be extended to 06:00.</p> <p>On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour.</p> <p>New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p>
Sat	11:00	06:00	
Sun	11:00	03:00	

G

<p>Performances of dance Standard days and timings (please read guidance note 6)</p>			<p><u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>		Indoors	<input checked="" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<p><u>Please give further details here</u> (please read guidance note 3)</p>			
Mon	11:00	03:00				
Tue	11:00	03:00				
Wed	11:00	03:00	<p><u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)</p>			
Thur	11:00	03:00				
Fri	11:00	06:00	<p><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p> <p>On all Bank Holiday Sundays, licensable activities will be extended to 06:00.</p> <p>On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour.</p> <p>New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p>			
Sat	11:00	06:00				
Sun	11:00	03:00				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	11:00	03:00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	11:00	03:00	Please give further details here (please read guidance note 3)		
Wed	11:00	03:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thur	11:00	03:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	11:00	06:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	06:00	On all Bank Holiday Sundays, licensable activities will be extended to 06:00. On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour. New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		
Sun	11:00	03:00	On all Bank Holiday Sundays, licensable activities will be extended to 06:00. On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour. New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>	
Mon	23:00	03:00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>	

Tue	23:00	03:00	
Wed	23:00	03:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)
Thur	23:00	03:00	
Fri	23:00	06:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat	23:00	06:00	
Sun	23:00	03:00	On all Bank Holiday Sundays, licensable activities will be extended to 06:00. On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour. New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	11:00	03:00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Tue	11:00	03:00			
Wed	11:00	03:00			
Thur	11:00	03:00	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	11:00	06:00			
Sat	11:00	06:00	On all Bank Holiday Sundays, licensable activities will be extended to 06:00. On the day when British Summer Time commences, and on that day only, licensable activities will be extended by one hour.		
Sun	11:00	03:00	New Year's Eve - licensable activities will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name [REDACTED]	
Date of Birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) [REDACTED]	

K

Please highlight 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 (please read guidance note 8).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11:00	03:00	
Tue	11:00	03:00	

Wed	11:00	03:00	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)</p> <p>On all Bank Holiday Sundays, opening hours will be extended to 06:00.</p> <p>On the day when British Summer Time commences, and on that day only, opening hours will be extended by one hour.</p> <p>New Year's Eve - opening hours will be extended from the end of the permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p>
Thur	11:00	03:00	
Fri	11:00	06:00	
Sat	11:00	06:00	
Sun	11:00	03:00	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

b) The prevention of crime and disorder

1. A CCTV system shall be maintained and operated at the premises.
2. Recorded CCTV images will be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.
3. CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any DVDs subsequently produced will be in a format so it can be played back on a standard PC or DVD player.
4. Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
5. SIA registered door staff shall be employed at the premises, in accordance with a risk assessment to be carried out by the DPS on an event by event basis. When employed, door staff will wear high visibility armbands.
6. When employed, a register of those door staff employed shall be maintained at the premises and shall include:
 - the number of door staff on duty;
 - the identity of each member of door staff;
 - the times the door staff are on duty.
7. Open containers of alcohol shall not be removed from the premises, save for consumption in

any delineated external area.

8. A refusals book will be maintained at the premises, and made available to an officer of a responsible authority upon request.
9. Staff will be trained in the law relating to underage sales and the operation of the conditions attached to this licence and that training shall be documented and repeated at 6 monthly intervals.
10. A Dispersal Policy and a Smoking Policy will be implemented and adhered to.

c) Public safety

11. A first aid box will be available at the premises at all times.
12. Regular safety checks shall be carried out by staff.
13. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
14. The premises shall maintain an Incident Log and public liability insurance.

d) The prevention of public nuisance

15. Noise from affiliated music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
16. No noise shall emanate from the premises nor vibration to be transmitted through the structure of the premises which gives rise to nuisance.
17. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.
18. The emptying of bins into skips, and refuse collections will not take place between 11pm and 8am.

e) The protection of children from harm

19. A "Challenge 21" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 21. The only acceptable forms of identification shall be photographic driving licences, passports, HM forces cards, or a form of identification with the "PASS" hologram.
20. Staff training will include the Challenge 21 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.
21. Notices advising what forms of ID are acceptable must be displayed.
22. Notices must be displayed in prominent positions indicating that the Challenge 21 policy is in force.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15) • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	[Redacted Signature]

Date	██████████
Capacity	██

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
██			
Post town	██████████	Postcode	██████████
Telephone number (if any)	██		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
██			