

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 Progress MCR 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 The Progress Centre Charlton Place Ardwick			
Post town	Manchester	Postcode	M12 6HS
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£tbc	

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/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) 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 (by ticking yes to one box below):

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

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 I am 18 years old or over <input type="checkbox"/> Please tick yes					
Nationality					
Current residential 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			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
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)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(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 Progress MCR Limited
Address 31 King Street West Manchester M3 2PJ
Registered number (where applicable) 11227794
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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

Ground Floor: café for Late Night Refreshment.

Third Floor: music & event space.

External car park area to be used for events. The hours for the external area will be 12:00 until 23:00 when events take place.

The hours not covered by the proposed licensable activities will be for tenants of the various units and their guests (all floors) to access the building and various areas.

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all 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) x
- f) recorded music (if ticking yes, fill in box F) x
- g) performances of dance (if ticking yes, fill in box G) x
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) x

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

x

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

x

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			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 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>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</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	22:00	03:30	<u>Please give further details here</u> (please read guidance note 4) Third floor event space.		
Tue	22:00	03:30		The external area will be licensed from 12:00 until 23:00 on Mondays to Sundays. This will be when events take place only.	
Wed	22:00	03:30	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) An extra hour on Sundays and Mondays on a Bank Holiday weekend, and the Thursday preceding Good Friday.		
Thur	22:00	03:30		An extra hour when British Summer Time commences. From the start of permitted hours on New Years Eve to the end of permitted hours on New Years Day.	
Fri	22:00	05:00	<u>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</u> (please read guidance note 6)		
Sat	22:00	05:00			
Sun	22:00	03:30			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	x
Day				Outdoors	<input type="checkbox"/>
Start	Finish			Both	<input type="checkbox"/>
Mon	22:00	03:30	<u>Please give further details here</u> (please read guidance note 4) Third floor event space		
Tue	22:00	03:30		The external area will be licensed from 12:00 until 23:00 on Mondays to Sundays. This will be when events take place only.	
Wed	22:00	03:30	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) An extra hour on Sundays and Mondays on a Bank Holiday weekend, and the Thursday preceding Good Friday.		
Thur	22:00	03:30		An extra hour when British Summer Time commences. From the start of permitted hours on New Years Eve to the end of permitted hours on New Years Day.	
Fri	22:00	05:00	<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 6)		
Sat	22:00	05:00			
Sun	22:00	03:30			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	22:00	03:30	<u>Please give further details here</u> (please read guidance note 4) Third floor event space		
Tue	22:00	03:30		The external area will be licensed from 12:00 until 23:00 on Mondays to Sundays. This will be when events take place only.	
Wed	22:00	03:30	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) An extra hour on Sundays and Mondays on a Bank Holiday weekend, and the Thursday preceding Good Friday.		
Thur	22:00	03:30		An extra hour when British Summer Time commences. From the start of permitted hours on New Years Eve to the end of permitted hours on New Years Day.	
Fri	22:00	05:00	<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 6)		
Sat	22:00	05:00			
Sun	22:00	03:30			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Mon	22:00	03:30		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	22:00	03:30	<u>Please give further details here</u> (please read guidance note 4) Third floor event space		
Wed	22:00	03:30	The external area will be licensed from 12:00 until 23:00 on Mondays to Sundays. This will be when events take place only.		
Thur	22:00	03:30	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) An extra hour on Sundays and Mondays on a Bank Holiday weekend, and the Thursday preceding Good Friday.		
Fri	22:00	05:00	An extra hour when British Summer Time commences. From the start of permitted hours on New Years Eve to the end of permitted hours on New Years Day.		
Sat	22:00	05:00	<u>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</u> (please read guidance note 6)		
Sun	22:00	03:30			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	x
Mon	23:00	03:30	<u>Please give further details here</u> (please read guidance note 4) Ground Floor Café		
Tue	23:00	03:30			
Wed	23:00	03:30	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) An extra hour on Sundays and Mondays on a Bank Holiday weekend, and the Thursday preceding Good Friday. An extra hour when British Summer Time commences. From the start of permitted hours on New Years Eve to the end of permitted hours on New Years Day.		
Thur	23:00	03:30			
Fri	23:00	05:00	<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 6)		
Sat	23:00	05:00			
Sun	23:00	03:30			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for <u>consumption – please tick</u> (please read guidance note 8) Third floor event space	On the premises	
Day	Start	Finish		Off the premises	<input type="checkbox"/>
			The external area will be licensed from 12:00 until 23:00 on Mondays to Sundays. This will be when events take place only.	Both	x
Mon	22:00	03:00	State any seasonal variations for the supply of alcohol (please read guidance note 5) An extra hour on Sundays and Mondays on a Bank Holiday weekend, and the Thursday preceding Good Friday. An extra hour when British Summer Time commences. From the start of permitted hours on New Years Eve to the end of permitted hours on New Years Day. 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 (please read guidance note 6)		
Tue	22:00	03:00			
Wed	22:00	03:00			
Thur	22:00	03:00			
Fri	22:00	04:30			
Sat	22:00	04:30			
Sun	22:00	03:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Oliver Keenan Ryder	
Date of birth [REDACTED]	
[REDACTED] [REDACTED] [REDACTED] [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) Salford City Council	

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 9).
 N/A

L

<p>Hours premises are open to the public Standard days and timings (please read guidance note 7)</p>			<p>State any seasonal variations (please read guidance note 5) An extra hour on Sundays and Mondays on a Bank Holiday weekend, and the Thursday preceding Good Friday.</p> <p>An extra hour when British Summer Time commences.</p> <p>From the start of permitted hours on New Years Eve to the end of permitted hours on New Years Day.</p>
Day	Start	Finish	<p>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 (please read guidance note 6) The hours not covered by the proposed licensable activities will be for tenants of the various units and their guests (all floors).</p> <p>The external area will be licensed from 12:00 until 23:00 on Mondays to Sundays. This will be when events take place only.</p>
Mon	00:00	24:00	
Tue	00:00	24:00	
Wed	00:00	24:00	
Thur	00:00	24:00	
Fri	00:00	24:00	
Sat	00:00	24:00	
Sun	00:00	24:00	

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 10)

As per current Premises Licence: 246056

Entry to external events will be by ticket only, and there will be no sales of tickets at the premises so as to ensure that the number of guests is controlled.

b) The prevention of crime and disorder

As per current Premises Licence: 246056

c) Public safety

As per current Premises Licence: 246056

When external events are taking place, access will be allowed to the internal toilet facilities and temporary facilities will also be provided. These will be checked regularly by members of staff.

d) The prevention of public nuisance

As per current Premises Licence: 246056

Adequate litter bins will be placed around the external area during events and cleared away after the conclusion of the event.

e) The protection of children from harm

As per current Premises Licence: 246056

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. x
- I have enclosed the plan of the premises. x
- I have sent copies of this application and the plan to responsible authorities and others where applicable. x
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. x
- I understand that I must now advertise my application. x
- I understand that if I do not comply with the above requirements my application will be rejected. x
- [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). x

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 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **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
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	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	<i>Licensing Legal Solicitors</i>
Date	8 th February 2021
Capacity	Solicitors & Authorised Agents for the Applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **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 14) Licensing Legal Solicitors The Progress Centre Charlton Place Ardwick			
Post town	Manchester	Postcode	M12 6HS
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			

Dispersal Policy

Aim

To effectively manage the dispersal of customers leaving the premises.

Objectives

1. Provide high level of visible information for delegates on transport and accommodation options.

1.1 Information will be provided by website, marketing literature and orally.

1.2 All literature will describe the transport or accommodation options available.

2. Transport options will include pre-bookable taxi facility for leaving after an event.

2.1 The Premises Licence holder will make arrangements with local taxi providers to have sufficient taxis available for the number of customers attending.

2.2 Clear notices to be displayed giving details of local taxi companies which use the ring back scheme.

3. Run down period starting one hour before close for music events.

3.1 One hour before close, the sale of alcohol will cease and the music style will change to a reduced volume and lower tempo.

3.2 One hour before close, house lights will gradually be turned up.

3.3 During the run down period, soft drinks, teas and coffees to be served.

3.4 Customers to be allowed to wait in the internal area to avoid congregating outside.

4. Manage the movement of pedestrians away from the premises.

4.1 All customers to be guided towards Charlton Place and then subsequently to Downing Street.

4.2 Stewards will be positioned outside the premises to guide customers away from residential areas.

4.3 Free maps will be available for use by customers detailing preferred walking routes.

4.4 Free lollipops to be provided to customers.

4.5 Staff to remain in supervision of the outside areas until all customers have dispersed.

4.6 Clear legible notices to be placed near the exits requesting customers to respect neighbours and to leave the premises and the area quickly and quietly.

4.7 Staff to be vigilant to ensure that alcohol is not served to any person who is drunk.

4.8 No person who is drunk to be allowed to enter the premises.

4.9 Door staff/stewards to request any customers waiting outside the premises to move away from the area quickly and quietly.

5. Collection of customers within the premises boundary and movement to destination.

5.1 The car park area located within the boundary of the premises to be used for the purpose of transport collection after an event.

6. Outside area to be cleaned.

6.1 All litter shall be removed from the external area of the premises at close.

6.2 Staff to ensure the outside area is left in a clean and tidy state.

SMOKING POLICY

AIMS

To minimise the impact of smokers on other premises within the locality.
Encourage customers smoking outside the premises to behave in a responsible manner.
Ensure that no litter is created by smokers.
Ensure a well managed external smoking area.
Ensure that non-smokers are affected as little as possible.

Objectives

The smoking area will be supervised by staff at all times it is in use after 23:00.
Smokers will be allowed out of the premises and encouraged to smoke in a designated area, situated on Charlton Place.
Smokers will be requested by door staff to smoke only in the designated area.
Smokers will be requested by door staff to act responsibly and respect the right of any neighbours to a quiet environment.
Smokers misbehaving will be informed they will not be allowed to stay outside otherwise no further admission to the premises and will be asked to leave or to come inside the premises.
Litter bins will be available in the defined area.
Staff will ensure that the smoking area is cleared of smoking debris at close each day.
Notices will be displayed inside the premises that the premises are a no-smoking environment and that a smoking policy is in force.
The location of the smoking area shall be clearly defined on the location plan forming part of this application.

Drugs Policy

Introduction

The overall aim is full compliance with The Misuse of Drugs Act 1971 and the Licensing Act 2003; as well as making a real contribution towards tackling the problem of drugs.

Drug Prevention Policy

Our aim is to be a drugs-free premises and we will work towards achieving this through:-

- Communication with customers
- Carrying out random searches
- Providing employees with guidance, information, training and procedures to assist them in identifying drugs, the effects of taking them and appropriate action
- Complying with legal responsibilities
- Working with industry bodies to promote the drug prevention message
- Working closely with the Local Authority and Greater Manchester Police.

Responsibility

The implementation of the Company procedures is the responsibility of the General Manager.

PROCEDURE FOR DEALING WITH THE MISUSE OF DRUGS

Manager's Guidelines

The circumstances of drug possession will vary. Some people will be carrying drugs for their own personal use; others will have set out to make as much money as possible from buying and selling drugs.

This procedure is to assist in taking the correct action in each set of circumstances, and takes into account not only the law, but also what is safe and practical.

We will liaise with Greater Manchester Police to determine acceptable and appropriate courses of action regarding dealing with drugs.

Drugs on Entry

- Customers should be advised that taking drugs into the premises is not acceptable
- Customers may be asked to agree to a search as a condition of entry
- If drugs are found during a search the customer will be detained and the Police will be called
- If anything is found that appears to be a drug (e.g. powder, tablet, herbal substance, liquid or tab) the customer should be detained and the Police called.
- Any customer who refuses to be searched must not be permitted to gain entry.

Powers of Search

- Only the Police have the power to search someone without their consent
- A customer's consent must be gained by our employees in order for a search of their person or belongings to take place
- Even if staff make a lawful arrest (i.e. if they are in possession of Class A or Class B drugs) there is no automatic power of search

Drugs Within The Premises

- If staff see a customer who appears to be in possession of drugs they should take them to a private room
- Search the customer if they give consent
- Always have a second member of management or a Door Supervisor present. If you find anything that appears to be Class A, B or C the drugs must be placed in an envelope and sealed
- The envelope should be signed by the finder and suspect and must be witnessed by a member of the Management
- Enter the details of the drugs found in the Drugs Register
- Detain the customer until the Police arrive.

Drugs Register

- All drugs found must be recorded in the Drugs Register
- The Drugs Register must be made available upon request by an Officer of GMP, and must be monitored, checked and signed regularly by Management
- A Drug Disposal Policy should be discussed and agreed with local Police. Any item seized and booked into the Register and stored in the safe, must be reported to the Police as soon as reasonably practical and in any case within 24 hours.

Drugs Safe

- A safe (or secure cupboard) for the purpose of storing confiscated drugs will be maintained on the premises
- There will be only one key to access the safe which is to be held by the Duty Manager
- The local Police will attend on request of the Management to collect and safely dispose of the contents of the Drugs Safe, as above. Any drugs found must be disposed of within the law, by surrender to the Police as soon as reasonably practical and in any case within 24 hours of confiscation.