

LICENSING ACT 2003
202 Kitchen, Manchester
Units B5 & B6, Left Bank

DISPERSAL POLICY

Key Definitions:

- **Customers** – those who have visited the Premises for the purpose of Licensable Activities
- **Dispersal** – the manner in which Customers and Staff leave the Premises and the immediate vicinity
- **Front Area** - the front area of the Premises adjacent to Left Bank/New Court Street
- **Licensable Activities** – as per the Licensing Act 2003
- **Licensing Authority** – Manchester City Council
- **Licensing Objectives** – as per the Licensing Act 2003

- **Permitted Hours** – the hours for Licensable Activities as per the Premises Licence
- **Policy** – this Dispersal Policy
- **Premises** – 202 Kitchen, Units B5 & B6 Left Bank, Manchester M3 3AN
- **Premises Licence** – TBC
- **Premises Licence Holder** – Level 202 Ltd
- **Quiet Marshals** – members of Staff designated to assist with the Dispersal of Customers
- **Rear Area** - the rear area of the Premises adjacent to the river Irwell
- **Responsible Authority** – as per the Licensing Act 2003
- **Responsible Authority Officer** – an officer from a Responsible Authority
- **SIA** – door supervisors licensed by the Security Industry Authority

- **Staff** – those who are employed by the Premises Licence Holder for the purpose of providing Licensable Activities
- **Wind-Down Period** - a period of time, determined by the Premises Licence Holder prior to the end of Permitted Hours when the Premises Licence Holder will take various steps to encourage dispersal from the Premises

Objective:

The objective of this policy is to promote the Licensing Objectives, particularly The Prevention of Public Nuisance Licensing Objective. The Premises Licence Holder will utilise this Policy to ensure that Dispersal from the Premises and its immediate vicinity takes place in a controlled and orderly fashion and that the exterior areas of the Premises are managed in a sensible and considerate fashion.

Layout of the Premises:

The Premises is made up of three areas - the Front Area, the Rear Area and the internal area. The Front and Rear areas are external and the internal area is, unsurprisingly, internal.

Phased Dispersal

The Premises operate a booking system for tables/spaces at the Premises. There is limited availability for walk-ins.

To that end, the Premises Licence Holder will manage bookings, particularly at sensitive hours e.g. after 22:00, to ensure that bookings are staggered/a phased dispersal.

To assist with this, the Front and Rear Areas (except for smoking) will cease to be used for Licensable Activities at XX:XX daily and the Premises Licence Holder won't seat additional customers in the Front and Rear Areas after XX:XX.

The Premises Licence Holder will liaise with nearby Premises as to their arrangements for the operation of their outdoor areas and will seek to fit in with established custom.

Wind-Down Period

The Premises Licence Holder will use a variety of measures during Wind-Down Periods to ensure controlled Dispersal from the Premises. These may include:

- Not seating additional customers in the Front or Rear Area after XX:XX (1 hour prior to the area closing)
- Deliberately slowing down or stopping sales of alcohol
- Increasing lighting levels
- Stopping or slowing any background music that is being played

- Making Customers aware (by words and actions e.g. commencing cleaning/providing Customers with their bill, that the Premises will shortly be closing
- Engaging with Customers to finish their food and drinks and to leave the Premises quietly and considerately

This list is not exhaustive. The Premises Licence Holder may employ other measures as appropriate and proportionate to assist with any Wind-Down Period.

Premises Licence Conditions Relevant to Dispersal:

The Premises Licence contains several conditions that are relevant to Dispersal and this Policy. They are:

- *The Premises Licence Holder shall devise, implement, and maintain a Dispersal Policy for the Premises. A copy of the Policy shall be kept at the Premises and made available to Responsible Authority Officers on request.*
- *A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.*

- *There shall be a personal licence holder on duty on the premises from 19:00 until the premises closes to the public Monday to Sunday.*
- There shall be no admittance or re-admittance to the premises after 22:30 Sunday to Thursday and after 23:30 Friday and Saturday except for patrons permitted to temporarily leave the premises to smoke.
- The Premises licence shall employ a minimum of 2 SIA Licensed Door Supervisors from 20:00 until 15 minutes after the premises closes to the public on a Friday and Saturday night.
- The Premises Licence Holder shall additionally employ SIA Licensed Door Supervisors or at other times based on a documented risk assessment. A copy of the risk assessment shall be kept at the Premises and made available to Responsible Authority Officers on request.
- An incident log shall be kept at the premises, and made available on request to a Responsible Authority Officer. It must be completed within 24 hours of the incident and will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received concerning crime and disorder
 - (d) any incidents of disorder

- (e) all seizures of drugs or offensive weapons
- (f) any faults in the CCTV system, searching equipment (where used) or scanning equipment (where used)
- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

- Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- Any external areas shall be kept closed from XX:XX daily with the exception of customers permitted to use the areas to smoke.
- Customers using the external areas to smoke (after XX:XX) shall not be permitted to take drinks or glasses with them.
- All outside tables and chairs shall be rendered unusable by XX:XX each day.

Breach of any one of these conditions is a criminal offence punishable by up to 6 months in prison, or an unlimited fine, or both. The Premises Licence Holder will comply with the conditions of its Premises Licence to promote the Licensing Objectives

The Premises Licence Holder will manage Dispersal by:

- Utilising the Wind-Down Period measures highlighted above as well as any other measure the Premises Licence Holder identifies in support of this Policy
- Making sure that Staff are suitably briefed and trained in this Policy commensurate with their role within the business e.g. bar staff/management will be expected to have a greater knowledge of this policy than those engaged in the kitchen
- Ensuring that any externally contracted SIA, when engaged, are suitably briefed and trained in this Policy
- Ensuring that both Staff and, when engaged, any externally contracted SIA understand the geography/topography of the area including where the nearest noise sensitive properties are. An initial assessment will be conducted as to the nearest noise sensitive properties and this will be kept under review
- Ensuring, so far as reasonably possible, consistency in any externally contracted SIA used at the Premises e.g. the Premises Licence Holder will expect any SIA provider to endeavour to provide SIA familiar with the Premises, its layout and procedures
- Requiring that any externally contracted SIA used at the Premises remain at the Premises for at least 15 minutes (and for as long as necessary) to effect a complete dispersal from the Premises

- Briefing Staff on the relevant local transport links contained within this Policy and ensuring that they are empowered to assist customers in leaving the area via the most suitable route
- Ensuring that any externally contracted SIA, when engaged, are similarly briefed in relation to the relevant local transport links
- Maintaining contact details for local taxi firms. Requesting that local taxi firms inform their drivers of the need to respect local residents when collecting their customers
- Asking Customers who appear to be waiting for a taxi whether they would be willing to wait inside the Premises until their taxi arrives
- Displaying signage at exits from the Premises in accordance with the relevant condition
- Ensuring that Customers leaving the Premises do not take drinks or glasses with them (with the exception of off-sale purchases until the relevant time)
- Utilising Staff and, where engaged, SIA to politely ask Customers to leave the area in quickly and quietly
- If necessary, designating Staff as Quiet Marshals to assist with the Dispersal of Customers

- Encouraging Customers to move towards Bridge Street and the relevant transport links and ensuring that Customers do not linger at the junction of New Court Street/Left Bank
- Ensuring that any Customers heading down Left Bank (towards The Dockyard) have a genuine need to disperse in that direction and that they do not linger at the junction of New Court Street/Left Bank
- Ensuring that Staff and, when engaged, SIA remain outside the Premises for an appropriate and proportionate period after the last Customer has left the Premises to ensure complete Dispersal
- Identifying any issues with Dispersal and updating this Policy accordingly
- Recording any incidents experienced during Dispersal and logging them in accordance with the Premises' incident reporting procedures and the conditions of the Premises Licence
- Reminding Staff and, when engaged, any SIA that they too must leave the Premises in an orderly manner and not create any form of public nuisance. Taking the necessary action in respect of any staff or SIA that ignore this requirement
- Ensuring that a copy of this Policy is kept at the Premises and made available for inspection by Responsible Authority Officers

Local Transport Links:

Taxis

The designated local taxi companies is:

1. Street Cars - 0161 228 7878

Average waiting time for taxi from this company is 8 minutes.

The nearest black cab rank is located at Bridge Street (approximately 200m from the Premises)

Rail Services

The nearest railway station to the Premises is Salford Central.

Salford Central Station

New Bailey Street

Salford

Greater Manchester

M3 5ET

Station website - <https://www.northernrailway.co.uk/stations/SFD>

Timetable - <https://www.nationalrail.co.uk/> or
<https://www.thetrainline.com/>

Bus

The nearest Bus Stop is located on Bridge Street (approximately 200m from the Premises)

Website and timeables - <https://tfgm.com/public-transport/bus>

Tram

The nearest Tram Stops are located at St. Peter's Square or Deansgate/Castlefield

Website and timetables - <https://tfgm.com/public-transport/tram>

Customers may also wish to use ride hailing or ride sharing apps such as Uber, Gett etc.

This Policy is the property of the Premises Licence Holder and may be updated from time to time to reflect changes in operating practices.

For any queries regarding this Policy please contact our Designated Premises Supervisor, currently Camran Adams.