



**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 Manchester Carnival Together CIC**

*(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 <b>Alexandra Park 180 Russell Street Moss Side</b>			
<b>Post town</b>	Manchester	<b>Postcode</b>	<b>M16 7JL</b>

Telephone number at premises (if any)	■■■■
Non-domestic rateable value of premises	£

**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 checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>	<b>First names</b>	
I am 18 years old or over <input checked="" type="checkbox"/> Please tick yes		
Current postal address if different from premises address		
Post town	<b>Manchester</b>	Postcode <span style="background-color: black; color: black;">██████</span>
<b>Daytime contact telephone number</b>		
<b>E-mail address (optional)</b>		

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

**(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 Manchester Carnival Together CIC
Address C/O 1 Parsonage Street, Manchester, Greater Manchester, United Kingdom, M15 5WD
Registered number (where applicable) 13421031
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Authority CIC
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
04	09	2021

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

DD	MM	YYYY
04	09	2021

Please give a general description of the premises (please read guidance note 1)  
Manchester City Council, Public Park at 24.3 Hectares - bordered by Alexandra Road South, Claremont Street, Princess Road.

Defined Premises as per Site Plan - Capacity for Manchester Caribbean Carnival 9,999

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

9,999
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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**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
	-----				
Tue					
	-----		<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Wed					
	-----				
Thur					
	-----		<b><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></b> (please read guidance note 5)		
Fri					
	-----				
Sat					
	-----				
Sun					
	-----				

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon	-----	-----			
Tue	-----	-----	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Wed	-----	-----			
Thur	-----	-----	<b>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</b> (please read guidance note 5)		
Fri	-----	-----			
Sat	-----	-----			
Sun	-----	-----			

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			
Wed			
Thur			<b><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></b> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)			
Mon	-----	-----				
Tue	-----	-----	<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)			
Wed	-----	-----				
Thur	-----	-----	<b><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></b> (please read guidance note 5)			
Fri	-----	-----				
Sat	-----	-----				
Sun	-----	-----				



**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<p><b>Please give further details here</b> (please read guidance note 3)                  2 stage areas will provide a facility for live amplified music to be performed. Groups will perform various styles of Caribbean music including Soca, calypso and reggae. Around 20 - 25 groups will perform 15 to 75 mins each over the 1 day of the event.</p> <p>Groups will be selected on the basis of</p> <ul style="list-style-type: none"> <li>• Quality of the performance</li> <li>• Breadth of appeal</li> <li>• Avoidance of associated nuisance</li> <li>• Absence of conflict with other areas of MCTC policy</li> <li>• Production of required legal documentation.</li> <li>• Acceptability of level of any associated disruption relative to the likely benefit of the event.</li> </ul>		
Tue					
Wed			<p><b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)</p>		
Thur					
Fri			<p><b>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</b> (please read guidance note 5)</p>		
Sat	13.00	19.00			
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3) 2 stage areas will have recorded amplified music played by DJs.  DJs will be selected on basis of: <ul style="list-style-type: none"> <li>• Quality of the performance</li> <li>• Breadth of appeal</li> <li>• Avoidance of associated nuisance</li> <li>• Absence of conflict with other areas</li> <li>• Production of required legal documentation</li> <li>• Acceptability of level of any associated disruption relative to the likely benefit of the event.</li> </ul>		
Tue					
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)		
Sat	13.00	19.00			
Sun					

# G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3) Dance performances will take place by local groups on the Heritage Stage amplified music, either in conjunction with a band performance or DJ.  Groups will be selected on basis of: <ul style="list-style-type: none"> <li>• Quality of the performance</li> <li>• Breadth of appeal</li> <li>• Avoidance of associated nuisance</li> <li>• Absence of conflict with other areas</li> <li>• Production of required legal documentation</li> <li>• Acceptability of level of any associated disruption relative to the likely benefit of the event.</li> </ul>	Both	<input type="checkbox"/>
Tue					
Wed				<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)	
Thur					
Fri				<b>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</b> (please read guidance note 5)	
Sat	13.00	19.00			
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Caribbean Story Telling, Caribbean Arts & Crafts and sport tasters i.e. cricket, tennis and athletics.		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3) Arts & Crafts Workshop - hair braiding, face painting, kite making, stilt walking, storytelling of Caribbean Culture & History and dance.		
Wed			Entertainment will be selected on basis of: <ul style="list-style-type: none"> <li>• Quality of the performance</li> <li>• Breadth of appeal</li> <li>• Avoidance of associated nuisance</li> <li>• Absence of conflict with other areas</li> <li>• Production of required legal documentation</li> <li>• Acceptability of level of any associated disruption relative to the likely benefit of the event.</li> </ul>		
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Fri					
Sat	13.00	19.00	<b>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</b> (please read guidance note 5)		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	.....	.....	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue	.....	.....			
Wed	.....	.....	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur	.....	.....			
Fri	.....	.....	<b><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></b> (please read guidance note 5)		
Sat	.....	.....			
Sun	.....	.....			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<p><b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)</p> <p>In line with Manchester City Council guidelines on the supply of alcohol at an event in public parks, the following conditions will be applied to the sale of alcohol:</p> <p>A - Local Alcohol Management meeting is to take place with the Park Management and Policing Agencies to discuss the 'Consumption/ Sale of Alcohol', at least 28 days before the event.</p> <p>B - 'Alcohol only to be consumed or served in pre-determined designated area, after consultation with the police.'</p> <p>C - An Alcohol Management Plan to be in place with assigned accredited S.I.A stewards.</p> <p>D - The designated area to be properly signed, informing people that 'Alcohol cannot be removed from the Premises.' and managed accordingly.</p> <p>E - The supply of alcohol is limited to the time and date of this application. At any other time, the premises is not licenced for the supply of alcohol.</p> <p><b><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></b> (please read guidance note 5)</p>		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	13.00	18.30			
Sun					

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

Name Louise Renn
------------------

Address ██████████ ██████████ ██████████	
Postcode	██████████
Personal licence number (if known) ██████████	
Issuing licensing authority (if known) ██████████	

**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).

No activity of this nature will take place. The Caribbean Carnival is a family event and all activity is designed to be appropriate for children and families. Much of the activity in the carnival is specifically tailored towards children and there will be music and dance performances involving children from local schools and community groups.

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			<b>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</b> (please read guidance note 5)

Fri			
Sat	00.00	23.59	
Sun			



**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)**

MCTcic with the assistance of Manchester City Council Events will provide the event management function and structure to support the MCTC to develop and deliver the Carnival in 2021.

The event is being planned through an MCC co-ordinated multi-agency event planning process in order to satisfy the four licensing objectives and the final plans will be reviewed and validated by an event safety advisory group consisting of MCC Parks Leisure and Events, GMP, GMFRS, MCC Neighbourhood Team, MCC Licensing and Compliance and MCC Environmental Health.

MCC will support the producing an Event Management Plan for the Carnival which will incorporate the Risk Assessment, Health and Safety Plan, Security and Crowd Management Plan, Alcohol Management Plan and Traffic Management Plan for the event.

The event content will mainly constitute music (live and recorded played by DJs) and dance performances in two stages, fairground rides, a variety of food and non-food stalls, cultural and community group areas and 2 x licensed bars within the site (see attached site plan).

Whilst the supply alcohol will be a component of this event it is an auxiliary service, and the main focus will be a celebration of Caribbean Culture for the local community. The management of the supply of alcohol will be agreed in conjunction with GMP and MCC and will include controls to promote best practice and prevent excessive drinking and to prevent drunkenness.

The appointed security and stewarding company will deploy resources in line with MCTC's Event Management Plan within the footprint of the event site - and on the periphery of the venue during egress - to control ingress, prevent disorderly and violent behaviour and to support the safe egress of people.

A cleansing schedule will be implemented both during and after the event by the appointed contractor to ensure the park is kept to its normal high standard of cleanliness. Event organisers will be charged with the responsibility of keeping the premises and surrounding areas tidy during event load in and build. Litter management during the event and post event clean-up is being contracted by MCTcic. MCTcic accept responsibility for any reinstatement costs.

The Caribbean Carnival in Alexandra Park is an established annual event relevant to the local community - the majority of Manchester's African Caribbean residents live in Moss Side or other surrounding areas. The event will close at 7.00pm to minimise disruption to residents at night. The main event activity will take place in the middle of the park (see site plan) thus minimising visual impact from outside of the site. Note that this event has taken place in Alexandra Park for a number of years and has always been an established annual event within the local community.

No activity will be permitted that will negate the provision of a safe, child friendly environment.

The premises license takes in the majority of the park on advice from GMP. This allows conditions of entry to be implemented at the three points of entry to the licensed site as follows:

- Admission subject to Bag Search
- No Alcohol
- No Glass
- No Drugs or Legal Highs
- No Weapons

- No dogs within the main event arena - except guide dogs
- No bicycles within the main event area
- Management reserve the right to refuse admission

These conditions will be implemented by the security contractor at the 4 entrance/exit points with the support of GMP if necessary. Capacity will be limited to 9,999 at any one time by the use of clickers at all points of public access/egress and will be monitored by the Event Management Team (EMT).

## **b) The prevention of crime and disorder**

### **Security and Crowd Management**

An experienced professional security/ stewarding contractor will be provided in agreement with MCC/GMP with the remit to ensure that all activity within the licensed area will be appropriately stewarded and policed with reference to its content. The appointed security contractor will provide the required level of staffing and appropriate management structure for the event.

The level of resource and timings of the deployment of the security/stewarding personnel will be agreed with MCC and GMP through the multi-agency planning process and the schedule of deployment will be provided to match the identified requirements of the event's Crowd Management and Security Plan, which will integrate with the Health and Safety Plan for the event including the management of ingress, egress, and emergency situations.

Only individuals licensed by the Security Industry Authority shall be used at the premises where required by law to undertake security activities, which include guarding against:

- A) Unauthorized access or occupation (e.g., through door supervision)
- B) Outbreaks of disorder,
- C) Damage of property

Security staff and stewards shall be briefed by supervisors and in position at all points of access and egress to the premises at least 1 hour prior to any licensable activity taking place. The Park gates shall remain locked and closed until staffed by appointed MCC event security staff.

Security Staff shall remain at all points of access and egress until all members of the public have exited the premises (park) after licensable activities have concluded.

All security staff shall wear and display their SIA badges.

The security contractor will be responsible for restricting access in line with the conditions of entry and will refuse entry to any persons on the advice and assistance of GMP.

No person will be allowed to remain in the premises who is notified to the EMT by GMP as being a person of bad character by way of association to other persons or by convictions at court.

A written record shall be kept on the premises of all stewards and security staff employed on the premises in a register kept for that purpose. That record shall contain the following details:

- A) The operatives name, date of birth and home address
- B) His/ her Security Industry Authority licence number
- C) The time and date he/she starts and finishes duty
- D) The time of any breaks taken whilst on duty
- E) Each entry shall be signed by the supervisor

That register shall be available for inspection on demand by an Authorised Officer of the Council, the Security Industry Authority or a Police Constable.

#### Supply of Alcohol

- 1) There will be 2 bars operating on site - each using 5m x 5m stalls frontage.
- 2) The supply and retail of alcohol shall be conducted in accordance with the terms of the Alcohol Management Plan produced by MCC Events in conjunction with GMP and MCC Licensing and Compliance
- 3) The Designated Premises Supervisor, and all members of staff shall ensure that all lawful instructions and/ or directions given by GMP and MCC are complied with

Specific controls within the Alcohol Management Plan include:

- A) The provision of at least one designated SIA security at each bar at all times
- B) Agreed trading hours between 13:00 and 18:30 and a review of type of alcohol retained so that it has a fit with the event
- C) Each bar will be adequately staffed to manage the volume of sales. Crowd control barriers will be available to create a queuing lane for the bars if deemed necessary by the EMT
- D) All staff operating the bars will be fully briefed prior to commencing sales and this briefing shall be recorded, dated and signed so that a record of this briefing site to ensure that the Licensing Objectives are being upheld throughout the duration of the event
- F) The personal license holder shall make available a copy of their personal license during the event on request of GMP or MCC
- G) A refusals log will be operated and kept at each of the bars and will be made available for inspection to the Police or other responsible authority upon request.
- H) A Challenge 25 Policy is to be adopted by each bar operator - anyone who appears to be under the age of 25 shall be required to produce ID which will be driving licence or passport. Where satisfactory ID is not presented upon request, there shall be no sale of alcohol to that person. The Challenge 25 policy implementation will be supported by the designated SIA security at each bar who will monitor customers and check for proxy purchasing
- I) Members of the public shall be prevented from removing alcohol from the event site by event security at the event exit points. Bins shall be placed at these locations to allow the disposal of any containers and signage provided informing people that alcohol cannot be removed from the site.

In order to prevent unlicensed sales of alcohol within the event site:

- i) Stallholders arriving in vehicles will be informed by security and MCC EMT that unlicensed sales of alcohol will not be permitted
- ii) Stallholder's vehicles may be subject to a search
- iii) MCC Event Management Team and the Security contractor - with the support of GMP as required - will inspect stalls each day to ensure that no unlicensed sales of alcohol occurs
- iv) Alcohol will be removed from stallholders selling or intending to sell unlicensed sales of alcohol.

#### Conditions of Entry

The event shall be operated with restricted access to the site via the designated gates with terms and conditions of entry posted at the entrances - which include but are not restricted to:.

- Admission subject to Search
- No Alcohol
- No Glass
- No Drugs or Legal Highs
- No Weapons
- No dogs within the main event arena - except guide dogs
- No bicycles

Management reserve the right to refuse admission

If illegal substances or weapons are found on any person during a search by security, the person will be refused entry and the incident will be reported to GMP immediately.

MCC Event Management Team will encourage vigilance among staff to supervise customers in all parts of the premises.

Event security will be vigilant and identify suspicious behaviour and take appropriate action to assist in the prevention of theft and robbery and the prevention of crime and disorder within the premises.

The entry policy will be applied consistently and fairly. The security will be responsible for enforcing the conditions of entry but will be assisted by GMP where necessary.

At the exit points there will be signs in clear easily readable text providing the following information:

- i) No alcohol to be allowed out of the premises (park)
- ii) Please leave quietly and respect our neighbours and/ or local residents

MCTC Event Management Team will be responsible for informing the wider community and park users about the restrictions of entry to the park - including signage at the park gates in the lead up to the event. This information will also be included in any publicity about the event e.g. leaflets, posters, internet, radio messages etc.

Communication to the public in advance of the event (e.g. flyers, posters, local radio, press) shall also describe the nature of the event and contain safety messages as advised by GMP.

### **c) Public safety**

Event planning and delivery for the Manchester Carnival will be in compliance with the standards for the provision of services by the Purple Guide and will be developed through an MCTC/MCC co-ordinated multi-agency planning process and validated by a Carnival specific Safety Advisory Group meeting

The 2021 Carnival Event Management Plan produced by MCTC and MCC Events will detail the event safety management process and practice to the relevant authorities and identify and document the key roles and responsibilities of each party.

The Event Management Plan will document:

- Carnival Site Plan
- Event Programme
- Event organisation structure and key partner roles and responsibilities
- Event Management Team and Event Control Operation
- Security and Crowd Management provision
- Medical Management
- Welfare and Safeguarding
- Fire Safety Management
- Alcohol Management
- Traffic Management
- Gate Management - Entry
- Egress Management
- Site Management
- Stage / Content Management
- Electrical Systems and Safety
- Concessions Management
- Accreditation
- Radio Communication

- Noise Management
- Sanitation and welfare facilities
- Accessibility
- Contingency Management Plans

All event activity will make provision for the management of access and egress to the park taking into account the maximum specified capacity of 9,999 at any one time. The proposed licensed premises is a large public park, with the audience being a wide cross section of ages, particularly families.

Provision will be made to allow communication of emergency procedures and issues relating to the Health & Safety and welfare of people within the venue. This will be done through signage, via public address systems and by event staff.

The contingency arrangement for emergency evacuation is in place and will be implemented, should the need arise. This will be documented in the EMP

The maintenance of the existing blue route across the park will be in force - any temporary changes to the blue route due to event activity will be by prior arrangement with the relevant emergency services.

No special effects or pyrotechnics will be used at the event.

No Quad bikes will be permitted within the event site.

Risk assessments, insurance and PIPA forms for inflatables and any other similar attractions will be submitted 14 days prior to the event and will be made available to GMP/ MCC.

No use of petrol generators will be allowed. Any petrol generator brought into the event site will be removed immediately and stored in Alexandra Park secure yard. Only diesel generators will be permitted to be used within the event site. Generators to be filled with sufficient fuel to power for the duration of the event - no re-fuelling permitted while the site is open to the public.

All event contractors will comply with all relevant Health & Safety legislation and follow the control measures documented in their own risk assessments and method statements and will be responsible for ensuring safe systems of work.

All temporary structures will be lit internally, and adequate temporary public lighting will be present on the site when necessary.

Minimum First Aid provision will be as follows: 1 ambulance plus 2 crew and 6 first aiders.

The following toilet facilities are being provided as a minimum for the event:

Female W.C – x20  
Male W.C – x20  
Disabled W.C - 3

All alcohol within the premises must be served in plastic glasses - bottles to be decanted in to plastic at the point of service.

All alcohol sold within the premises must be supplied by a recognised supplier and be appropriately labelled.

All outdoor bottle banks are to be kept secure and any broken glass on site cleared up immediately.

Drinking water will be available free of charge within the premises.

MCC Environmental Health 'Food Concessions Form' will be sent to all caterers and will be submitted to MCC Environmental Health prior to the event. Any food traders who do not return the MCC Environmental Health 'Food Concessions Form' will not be permitted to trade.

Opening hours for the Caribbean Carnival which features the retail of alcohol will be agreed during the event planning stage by MCC and GMP - and will be designed to avoid disturbance associated with large concentrations of people who have been drinking. Those hours will be displayed to aid management of people within the premises.

Site traffic will be prohibited 1hr before event opens to the public and for 30 mins after event closes to the public.

Vehicle entrance and exit for participants will be Alexandra Road/ Claremont Road, vehicle entrance and exit for stallholders will be the Russell Street and vehicle entrance and exit for artists will be the Demesne Road.

Site traffic will be instructed by stewards to drive at 5mph with hazard lights on. Vehicles will not be allowed to move off again until stewards ensure that the area around the vehicle is fully clear.

A dispersal plan shall be implemented following a safety advisory group meeting with GMP and included in the EMP which shall be circulated prior to the event and will include prompt cutting of recorded/ live amplified music within the event site by 19:00, followed by an announcement via the main stage PA, and the contracted Security clearing the event site and maintaining a presence at all points of public access/egress.

Egress from the park shall be monitored with reference to control of departure and safe access to transport.

#### d) The prevention of public nuisance

As the event is in the middle of a public park there are a minimal number of residences and businesses in the immediate area of the premises. Consideration will be given to residents and businesses in the surrounding area, particularly with regard to noise and the movement of crowds arriving and leaving the event.

Timings for high volume music or public address will be approved by MCC Environmental Health (Pollution Control Section) prior to the event taking place.

The stage-based programme will operate from 1pm till 7pm

Soundchecks will be scheduled at 10am

When regulated entertainment that is audible beyond the boundary of the premises is taking place a schedule of noise monitoring will be put in place and implemented by Event Management Team. Every three hours regular checks will be made and recorded outside the site boundary, at the nearest residential properties, to ensure that noise levels from the premises are reasonable and will not be causing a noise nuisance.

If noise levels beyond the boundary are deemed unreasonable the PA Technician will be instructed by radio communication to lower general noise levels. A log of recorded levels will be kept and made available to MCC Environmental Health for inspection.

MCC Environmental Health will have consulted during the planning stage of the event.

Generators to provide power for the event are to be located to the rear of stage, the rear of the PA marquees and in the concessions area. These will be operational from 10am - 10:30pm.

Generators provided will be of super silenced type which operate at a sound level of 75dB or lower at 1m from the casing.

Access and egress from the event site, will be monitored with reference to the impact on the local environment, the control of public ingress/ departure and safe access to and from transport.

The load in, build, de-rig and load out stages of the event will be within an agreed timeframe with MCC Parks and an agreed curfew imposed that prohibits the construction/ dismantle of structures, the rig and de-rig of event equipment and the movement of plant or vehicles that are supplied or contracted by the event organiser within the venue

e) The protection of children from harm

The Carnival is family friendly in terms of content and appeal. Programming and marketing will be designed with a family audience in mind, particularly Caribbean families from the local community but with general appeal to families.

The Challenge 25 policy will be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of identification will be a passport, photographic driving licence, military ID and those carrying the PASS logo.

**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.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**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.**

Signature	██████████
Date	08/07/2021
Capacity	██████████

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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	08/07/21
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)			

**Notes for Guidance**

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.