



LICENSING ACT 2003 PREMISES LICENCE

Premises licence number	049618
Granted	09/09/2005
Latest version	Change of premises name 18/12/2017

Part 1 - Premises details

Name and address of premises
Manchester Arena Hunts Bank Approach, Manchester, M3 1AR
Telephone number
0161 950 5000

Licensable activities authorised by the licence
<ol style="list-style-type: none"> 1. The sale by retail of alcohol*. 2. The provision of regulated entertainment, limited to: <ul style="list-style-type: none"> Performance of plays; Exhibition of films; Indoor sporting events; Boxing or wrestling entertainments; Live music; Recorded music; Performances of dance; Anything similar to live music, recorded music or the performance of dance; 3. The provision of late night refreshment. <p>* All references in this licence to "sale of alcohol" are to sale by retail.</p>

The times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	1100	1100	1100	1100	1100	1100	1100
Finish	0400	0400	0400	0400	0400	0400	0400
The sale of alcohol is licensed for consumption on the premises only.							
Seasonal variations and Non standard Timings:							
New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day							

Indoor sporting events; Live music; Recorded music; Anything similar to live music, recorded music or the performance of dance							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	0001	0001	0001	0001	0001	0001	0001
Finish	0000	0000	0000	0000	0000	0000	0000
Licensed to take place indoors only.							
Seasonal variations and Non standard Timings: None							

Performances of dance							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	0001	0001	0001	0001	0001	0001	0001
Finish	0000	0000	0000	0000	0000	0000	0200
Licensed to take place indoors only.							
Seasonal variations and Non standard Timings:							
New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day							

Provision of late night refreshment							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	2300	2300	2300	2300	2300	2300	2300
Finish	0500	0500	0500	0500	0500	0500	0500
Licensed to take place indoors only.							
Seasonal variations and Non standard Timings:							
New Year's Eve: Start 2300 Finish 0500							

Hours premises are open to the public							
Standard timings							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start	1100	1100	1100	1100	1100	1100	1100
Finish	0500	0500	0500	0500	0500	0500	0500
Seasonal variations and Non standard Timings:							
New Year: From the start time on New Year's Eve to the terminal hour for New Year's Day							

Part 2

Details of premises licence holder	
Name:	SMG (UK) Ltd
Address:	Manchester Evening News Arena, Hunts Bank Approach, Manchester, M3 1AR
Registered number:	821116

Details of designated premises supervisor where the premises licence authorises for the supply of alcohol	
Name:	Mr James Allen
Address:	[REDACTED]
Personal Licence number:	[REDACTED]
Issuing Authority:	[REDACTED]

Annex 1 – Mandatory conditions
<p>Door Supervisors</p> <p>1. Only individuals licensed by the Security Industry Authority shall be used at the premises to undertake security activities, which include guarding against: -</p> <ul style="list-style-type: none"> (a) Unauthorised access or occupation (e.g. through door supervision), (b) Outbreaks of disorder, or (c) Damage, <p>unless otherwise entitled by virtue of section 4 of the Private Security Industry Act 2001 to carry out such activities.</p> <p>Supply of alcohol</p>

2. No supply of alcohol may be made under this premises licence:
 - (a) At a time when there is no designated premises supervisor in respect of the premises licence or,
 - (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

3. Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.

4.
 - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either –
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.

5.
 - (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price, which is less than the permitted price.
 - (2) For the purposes of the condition set out in (1) above–
 - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
 - (b) “permitted price” is the price found by applying the formula–

$$P = D + (D \times V)$$

where –

 - (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
 - (3) Where the permitted price given by paragraph (2)(b) would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
 - (4)
 - (a) Sub-paragraph (4)(b) applies where the permitted price given by paragraph (2)(b) on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

- (b) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
6. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
7. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
8. The responsible person must ensure that –
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold the customer is made aware that these measures are available.

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

Annex 2 – Conditions consistent with the operating schedule

1. The above time restrictions in relation to the hours for the sale of alcohol do not prohibit:
 - a) During the first thirty minutes after the above hours the consumption of the alcohol on the premises if the sale of alcohol is permitted beyond 2300 (2230 on a Sunday);
 - b) During the first twenty minutes after the above hours the consumption of the alcohol on the premises if the sale of alcohol is not permitted beyond 2300 (2230 on a Sunday);
 - c) During the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel;
 - d) During the first thirty minutes after the above hours the consumption of the alcohol on the premises by persons taking meals there if the alcohol was supplied for consumption ancillary to the meals if the sale of alcohol is not permitted beyond 2300 (2230 on a Sunday);
 - e) Consumption of the alcohol on the premises by, or the taking or sale or supply of alcohol to any person residing in the licensed premises;
 - f) The ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
 - g) The sale of alcohol to a trader or club for the purposes of the trade or club;
 - h) The sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;
 - i) The taking of alcohol from the premises by a person residing there; or
 - j) The supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied; or the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

Regulated Entertainment

2. A duly authorised Officer of the City council, a Police Constable or a duly authorised Officer of the Greater Manchester Fire & Civil Defence authority shall, at all times, have the right of access to the premises for the purpose of ensuring compliance of the conditions of this licence.
3. The Licensee, or some responsible person over the age of twenty-one years nominated by the Licensee in writing, shall be in charge and be present upon the licensed premises during the whole of the time that they are open to the public for the purpose of this licence.
4. The Licensee shall inform the City Council immediately in writing of any such nomination.
5. The Licensee shall ensure that a notice is conspicuously displayed at the entrance(s) of the premises indicating the layout and maximum number of persons allowed entry under the conditions of the licence.
6. The Manchester Evening News Arena forms part of a large complex of buildings for which there is an overall safety policy and a management safety plan. It shall be the duty of the Arena management to ensure that obligations imposed on them by the management safety plan for the entire complex are complied with. Any failure to meet those requirements, which expose spectators to danger, will be regarded as a breach of the licensing conditions and be subject to the same penalties.

Management Responsibilities – Safety Policy

7. The responsibility for the safety of spectators within the Arena lies at all times with the Arena Management.
8. The licence holder shall take all such precautions as may be reasonably necessary to ensure the safety of spectators.
9. The licence holder shall formulate and implement a written policy of safety for spectators, sportspersons, officials and staff.

10. The safety policy should be known and understood by all members of staff who may be involved in the operation of the premises and the policy should be kept under review by Management and revised as necessary.
11. The safety policy should act in concert with the safety policy of the management of the Victoria Exchange Complex.
12. The safety policy statement together with all associated reports, records, and other documentation, should be available for inspection by authorised officers of the Council.
13. The licence holder shall, in conjunction with the Police, Fire Service, Ambulance Service and the Local Authority and Victoria Exchange Complex management, formulate and produce a contingency plan for dealing with any emergency of foreseeable contingency at the Arena, including the need for a total or partial evacuation thereof. The contingency plans should include, amongst others, the following details:-

Action to be taken in the event of fire or bomb alert;

- a) Action to be taken in the event of failure of the electrical supply to the public address, emergency lighting or fire alarm systems;
- b) The procedures for training of staff and stewards, sounding the fire alarm system and tackling fires;
- c) The procedure for carrying out evacuation exercises or other emergency drills;
- d) The identification and location of one or more areas of the arena which can be promptly made available for the treatment of casualties in the event of a large scale incident, together with procedures for bringing this area into use;
- e) Procedure for contacting the emergency services and details of local hospitals having accident and emergency department;
- f) The arrangements laid down for the safe evacuation of disabled persons, including entrance and exit routes;

Copies of the contingency plans should be kept readily available in the Arena 24hr Control Room and with the licence holder.

14. The contingency plan should be prepared in accordance with the fire strategy report by ARUP Research and Development rev C 1994 submitted to the local authority on behalf of the Victoria Exchange Arena Complex

Control and Communications

15. The licence holder should be in contact with the Chief Steward/Senior Steward and other officials at all times during an event by means of internal telephones or hand held radios.
16. During an event a public address system (PA/VA) and CCTV system as specified in the ARUP fire strategy report rev C 1994, shall be provided and maintained in good working order at all times. This should communicate with all parts of the arena, city room, and station concourse. Announcements should be preceded by a loud jingle to catch the attention of the crowd above the level of the noise of the spectators.
17. The licence holder shall ensure that a public address system controller shall remain in the arena control room prior to and after the end of an event, and ensure the continued operation of the public address system until released of the duty on the instruction of the licence holder.
18. All automatic messages of the PA/VA system should be submitted to the Chief Executive for approval.
19. The public address system controller should have the facility and procedure for overriding any other public address system in use within the arena, the city room and station concourse.
20. The holder shall ensure that the communications and warning systems, the emergency lighting system, CCTV and the public address system are maintained and inspected to the satisfaction of the Local Authority, and inspections and/or tests shall be recorded and the results thereof available for inspection, by an authorised officer of the Local Authority.
21. The Licence holder shall inform the Local Authority, Greater Manchester Police, British Transport Police, Greater Manchester Fire and Civil Defence Authority, Greater Manchester Ambulance Service of all events at the arena a minimum of 28 days in advance.

Conduct of the Premises

22. The Licensee shall maintain good order of the premises.
23. The Licence holder shall ensure the noise shall not emanate from the Licensed premises such as to cause persons in the neighbourhood to be unreasonably disturbed Any form of amplification shall be so controlled by the licensee so as to prevent such a disturbance.
24. The Licence holder shall at all times ensure that persons on or leaving the licensed premises conduct themselves in an orderly manner and do not in any way cause annoyance to other persons in or about the Victoria Exchange Complex and/or persons passing by.
25. The licence holder shall take all reasonable steps to ensure that persons leaving licensed premises and using adjacent car parks and highways do not conduct themselves in a manner so as to cause annoyance to persons in or about the Victoria Exchange Complex and/or persons passing by.
26. Whilst the premises are being used for public entertainment, drunkenness or other disorderly conduct shall not be permitted. In case any disorderly conduct should occur, the Licensee shall assist in the capture, expulsion and conviction of the offender.
27. No entertainments likely to present special risks shall be presented unless prior consent in writing has been given by the Council.

The foregoing condition includes the use of: -

- Flammable or explosive substances
- Smoke generators
- Pyrotechnics
- Laser beams
- Naked flame
- Dangerous animals

28. Special risks can include inter alia: an increase in the fire load over and above the agreed fire load specified in the ARUP Fire Strategy report rev C 1994.
29. No person shall be refused admission to the premises on the grounds of sex, sexual orientation, colour, colour, race religion or ethnic or national origin.

Spectator Capacity

30. The maximum permitted occupancy of the Arena shall be 21,000 persons.
31. The seating details of each type of event should be submitted to the Local Authority for approval a minimum of 28 days prior to the event taking place.
32. At no time shall the agreed occupancy figures for an event be exceeded.
33. At no time shall the agreed occupancy of any part or section of the Arena be exceeded.
34. Management should ensure that stewards are fully briefed to ensure overcrowding or congestion of spectators does not occur. The movement of spectators during an event should be closely monitored and controlled by staff to ensure the safety and comfort of spectators.

Fire Safety

35. The Licence holder shall, throughout the period of an event, take all practicable steps and precautions to prevent the outbreak and spread of fire by whatever means may be necessary to ensure the safety of spectators should a fire occur.
36. The Licence holder shall ensure that the fire resisting construction and self closing fire doors, as shown on the plans, are maintained in such condition as to ensure their integrity in the event of fire.
37. A member of Senior Management should be appointed as the Fire Safety Officer for the building and he/she should have overall responsibility for enforcing the fire safety arrangements in the building.
38. The Fire Safety Officer or his designate should be in attendance in the Arena control room during the course of any event. The sole duty of that person in the course of the event should be that of safety/fire safety and he or she should be easily identifiable. All staff should know the location of the control room, which is in charge of fire safety on the day and the line of communication.

39. A programme of inspections and tests in accordance with Section 13 (a) - (m), 13.1(a) and (b) should be carried out so as to eliminate or minimise potential risks to spectators. The Fire Safety Officer should be responsible for ensuring that such inspections and tests are carried out on all installations and systems so that they are safe and fit for the purpose for which they are intended. The details of any remedial works carried out including dates of completion should be recorded in a log.
40. The Arena shall be provided with an adequate number of exits clearly indicated and so placed and maintained as to readily afford the audience ample means of safe egress.
41. The means of egress and the passages and gangways are to be kept clear and unobstructed during the whole time that the Arena is used for the purpose of this licence.
42. Emergency exit doors must not be fitted with any securing device other than an approved type of panic bolt fitting. This must be so maintained that horizontal pressure on the crossbars, which must be placed at a height of 900mm measured from the bottom of the door, will open the door(s).
43. The legend, in block letters, not less than 100mm in height "PUSH BAR TO OPEN" must be displayed on every emergency door.
44. Doors not in normal use, which are regarded as emergency exits should be continually monitored to prevent unauthorised access, with either stewarding, C.C.T.V. or alarms fitted to the doors. If fitted with an alarm, the alarm should be inaudible in public areas and should sound in an area permanently manned by management/staff whilst the premises are occupied. In addition, the alarms must be distinguishable from any fire alarm.
45. Doors and openings other than exits must be suitably and clearly marked "PRIVATE", or have notices fixed on or over them indicating the use of portions of the premises to which they give access.
46. If security shutters are fitted on the outside of entrance and exit doors they must be fitted with a suitable locking mechanism to enable the shutters to be locked in the open position whilst the public are present and which will prevent the shutters being either accidentally or deliberately closed whilst persons are on the premises thereby rendering the exit door unusable. A suitable warning notice to that effect must be displayed.
47. All interior and exterior passages, gangways, internal staircases, external stairways and steps leading to exits must be adequately illuminated whenever the Arena is in use for the purposes of this licence.
48. Unless the Council otherwise agrees in writing, adequate and suitable emergency lighting must be provided in the premises and maintained to the satisfaction of the Chief Executive and this must be illuminated whenever the Arena is in use for the purpose of the licence.
49. Notices giving instructions on how to call the Fire Service must be prominently displayed adjacent to any telephones connected to an external line in the premises. This does not apply to any telephones, which are for the sole use of the members of the public.
50. Any outbreaks of fire, however small, must be reported immediately to the Fire Service.
51. The type number and location of all first aid and fire fighting appliances shall be installed and maintained in accordance with BS5306 Part 3, in the said licensed premises to the satisfaction of the Chief Executive and a record of such maintenance is to be attached or fixed to each appliance.
52. Extinguishers should be mounted on wall brackets or in secure cabinets in such a manner that the top of the extinguisher is not more than 1.37 metres above floor level.
53. Fire blankets conforming to British Standard 6575 should be kept in all catering outlets and facilities where fat fryers or gas burners are in operation.
54. All seating in spectator areas should comply with BS5852 1990 Section 5 (smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5).
55. Suitable signs indicating storage of combustible material shall be fixed to any access door(s) to space provided for that purpose.
56. "Fire Door – Keep Locked" signs should be fitted to doors giving access to stored combustible material.
57. The holder shall provide and maintain an electrical fire detection system incorporating automatic smoke and/or heat sensitive detectors and manual call points of the break-glass type in all locations as specified on the Building Regulations approved application, and in accordance with the ARUP Fire Strategy report Rev C 1994.

58. The warning signal(s) should alert all staff in the Arena control room and be communicated automatically to the Arena 24hr Control Room via a repeater alarm indicator panel.
59. No drapery or scenery other than permanent curtains and drapery or non-readily inflammable materials shall be permitted. Any other curtain or drapery material shall be rendered fire resistant.
60. No decorations, artificial flowers or similar displays of a combustible or flammable nature shall be provided on the premises without the written consent of the Chief Executive.
61. If it appears to the Inspecting Officers that the use of a product, material, fabric or surface finish might assist the spread of fire in the premises, then the City Council may require such product, material, fabric or finish to be replaced or to be treated in such a manner as to reduce or eliminate this risk.
62. The Licensee shall ensure that at no time in any part of the premises there be allowed real flame whether part of the entertainment or not unless prior consent in writing has been given by the Council. This rule shall not prohibit approved heating or lighting installations or smoking provided that suitable precautions have been taken against the risk of fire.
63. All stoves, open fires, and other heating appliances shall form an integral part of the structure and shall be efficiently and effectively fixed and guarded. On no account shall any type of gas portable heating appliances be introduced on the premises.
64. Except with the consent of the City Council, explosives, toxic, hazardous or highly flammable (including liquid petroleum gas) shall not be brought onto or used on the premises. Storage of all combustible materials shall be in a locked fire resistant enclosure etc.
65. All wall and ceiling finishes and linings in all public areas and escape routes should meet the requirements for Class "O" as defined in the Building Regulations 1991 Approved Document B.
66. Any TV or communication cables, cameras and other equipment shall be sited so as not to impede escape routes or exits. Full details of all temporary cabling, cameras etc. should be submitted to the City Architect a minimum of 14 days prior to an event. Cables should not penetrate any fire-resisting construction without prior approval and appropriate fire precaution measures being maintained.
67. Any synthetic floor surfaces laid on the Arena floor center should comply with the requirements of BS470 (hot metal nut method) with no effects of ignition beyond a radius of 35mm.
68. All associated fixtures such as electronic scoreboards, TV screens, lighting equipment etc. should be installed and maintained to current British Standards and Specifications.
69. All fire doors and associated hangers and carrying devices provided and installed to maintain the integrity of fire compartmentation within the building should be properly and regularly maintained, to ensure their continued operation efficiency.
70. Full details of any temporary structure, equipment or seating used in or about the building should be submitted to the local authority a minimum of 14 days prior to being erected or installed. Concessionaires' units, kiosks etc. should not be located on the concourse without prior approval of the Chief Executive.
71. The stewards responsible at any time on evacuation of the Arena, or a part thereof, on his being ordered to do so by the Fire Safety Officer, a Police Officer, a Fire Service Officer or the Senior Steward, shall open all final exit doors.
72. Doors fitted with self closing devices, as specified on the Building Regulations application plans, shall be maintained well fitting and self closing at all times and shall not be kept in an open position unless the Local Authority approves otherwise.
73. All stairs and steps comprising parts of a means of ingress and egress shall be maintained with non-slip and even surfaces and stair coverings shall be secured and maintained so that they will not be a source of danger to persons using them.
74. All gangways, aisles, stairs and passageways must be kept clear of spectators during an event and clearly delineated from the remainder of the seats. Stepped gangways in seated areas should have conspicuous nosing.
75. The Local Authority may direct in writing that on any particular occasion of a specified activity the requirements of this section shall not apply to such doors or gates as they may determine.
76. For the avoidance of doubt, standing spectators are not allowed, without the prior written approval of the Chief Executive.

77. Under no circumstances should any door, means of escape route, be impeded by any obstruction.
78. All doors between the Arena bowl and concourse should be kept unlocked when the building is in use, unless prior written approval of the Chief Executive has been given.

Concourse Areas

79. No LPG cylinders or other similar high-risk substances shall be allowed in any concessionaires' units, kiosks, suites, or on the premises.
80. Any special risks arising as a result of cooking activities within refreshment kiosks will require protection by an appropriate localised extinguishing system.
81. The concourse should be provided with an adequate number of litterbins.
82. All litterbins should be of non-combustible construction with close-fitting lids, with fusible fire dampers, details of which should be forwarded to the Local Authority for approval.
83. The concourse areas should be kept clear of litter at all times, regular litter collections should take place during an event, and all litterbins emptied as frequently as necessary.
84. No concessionaires' unit, kiosk or other merchandising area is allowed on the concourse, except in the approved areas designed for that purposes without the written authority of the Chief Executive.
85. The whole of the concourse shall be available for the use by the spectators for an event.

Stewarding

86. The minimum number of stewards as agreed by the Local Authority shall be provided to perform the functions and duties specified herein. They shall be fit, active and the Licence holder shall ensure that they are capable of carrying out their duties and are properly trained to do so.
87. They shall be provided with and wear conspicuous numbered coats marked with their titles and be provided with any keys, communications or other equipment required to enable them to perform their duties.
88. When any part of the Arena is not to be used, the numbers of stewards may be reduced to the extent approved in writing by the Local Authority and subject to any temporary conditions they may impose.
89. Stewards manning exits or egress routes must remain by them at all times that spectators are in the arena, unless relieved by another steward. Stewards manning other positions may not leave them without the prior permission of the appropriate senior steward, except in accordance with the established emergency procedure.
90. Stewards must not dismiss themselves at the end of an event but should report to the Chief Steward at an agreed contact point when the duties to which they have been assigned are completed. This is particularly important during emergency situations.
91. Staff training, particularly for stewards, in carrying out both their normal duties and ensuring that they are aware of their role in an emergency situation, should be given high priority. All staff should be capable of undertaking the duties allocated to them. They should receive continual and on-going training and be informed in writing what their duties are, how to effect them and from whom to seek advice if in doubt. These written instructions should be available for inspection by authorised officers of the Local Authority.
92. Fire routines and evacuation procedures should be exercised at least once every calendar month and the holding of such event shall be recorded in a log book kept solely for that purpose and signed by the Licensee. The log book must be kept available at all times for inspection by a duly authorised officer of the Council
93. The Licensee shall ensure that an adequate number of staff trained in First Aid is present at every event.
94. The duties of each steward shall include inter alia: -
 - a) To be in position a minimum of 30 minutes prior to spectators being admitted.
 - b) To inspect their allotted area prior to spectators being admitted and after spectators have left and report any damage to the Senior Steward.
 - c) To be present at his/her allotted position throughout the time spectators are in the arena.
 - d) To direct, assist and control the public when entering, within and leaving the arena.

- e) To ensure the maintenance of good order in their allotted area throughout the period spectators are in the arena.
 - f) To prevent spectators from climbing balustrades, walls or other structures and standing in gangways or on seats. Where unable to prevent this to report the matter immediately to the Senior Steward.
 - g) To report to a Senior Steward any damage or threat which might pose a danger to the public, i.e. damaged balustrade or wall.
 - h) To know the location of first aid rooms and any first aid equipment kept elsewhere in the arena.
 - i) To assist with the safe diversion of spectators from one part of the arena to another when instructed to do so.
 - j) To assist with the evacuation of the arena in accordance with the agreed procedure.
95. No steward shall carry out his duties unsupervised. Senior Stewards shall be appointed whose duties shall be inter alia: -
- a) To maintain supervision over a group of stewards under their control.
 - b) To ensure that the stewards are properly deployed on the correct area/post and all exit doors and routes are manned and unlocked.
 - c) To ensure that each steward remains at his post and arrange cover for any temporary absence.
 - d) To maintain constant contact with the Chief Steward and carry out any order or instruction given to them.
 - e) To assist in any matters related to crowd control or crowd safety.
 - f) To assist with any emergency evacuation of the arena or part as may be required.
 - g) To make reports and keep accurate records of all incidents or occurrences that happens during an event.
 - h) To ensure that all stewards are properly briefed on the emergency evacuation procedure and their other duties.
96. All stewards and persons employed at the Arena shall receive practical instruction and training appropriate to their general responsibilities in the event of an emergency. All crowd stewards shall be given basic training in first aid. Exercises for stewards and persons employed at the arena shall be carried out **at least twice per calendar year** to ensure the smooth operation of the procedure for dealing with an emergency.
97. A written record of the training and instruction given and exercises held shall be kept and shall include the following matters:
- a) Date and time of the instructions or exercise
 - b) Duration of the instruction or exercise
 - c) Name of the persons giving the instruction or conducting the exercise
 - d) Names of the persons receiving the instructions or taking part in the exercise
 - e) Nature of the instruction or exercise; and
 - f) After initial instruction all stewards and persons employed at the Arena shall receive further instruction, given by a competent person, at least once every three months.
98. The Licence holder shall ensure that every steward is thoroughly briefed about his or her duties before every event.
99. Instructions shall be given governing the assistance to or evacuation of disabled spectators.

Spectators with Disabilities

100. Signposting for people with impaired vision, especially fire or other safety signs, should be sited so that as far as is practicable they can be easily seen and distinguishable by persons with impaired vision or colour perception.
101. Wherever possible electronics scoreboards, telephone and television monitors should be utilised to give information to persons with impaired hearing, and this is particularly important when evacuation of the premises is called for.

102. The management safety policy should indicate the procedures for accommodating disabled people, normal ingress and egress of spectators in wheelchairs, and the procedures of their evacuation in the event of an emergency.
103. The refuges for use by wheelchair-disabled people in the event of an emergency should be clearly signposted, and kept clear of obstructions at all times.

Structural Safety

Safety Certificates

104. The Licence holder shall ensure that all structures, or parts of structures in the Arena, are maintained in accordance with current British Standards and/or codes of Practice and are in accordance with any test certificates or other proofs of adequacy supplied to the Local Authority.
105. The Licence holder shall supply annually by 30th June, a Certificate (hereinafter called Structural Maintenance Certificate) signed by a Qualified Inspector(s) stating that a complete structural appraisal of the Arena has been carried out and showing the design, loading and factors of safety in respect of the structures are capable of fulfilling their function.
106. Annual Inspection Report – Every Structural Maintenance Certificate shall be accompanied by a report, duly completed and signed by an approved inspector and showing a programme of remedial works necessary to remedy any defect revealed in such report.
107. All new guardrails, hand rails and balustrades shall be designed in accordance with the Guide by a qualified Structural Engineer who should supervise the site works. These new elements shall be tested every 4 years or at a time directed by the Local Authority.
108. The Licence holder is required to ensure that no alteration, addition, extension or deletion of any structure, fitting or part of any structure or fitting at the Arena, whether temporary or permanent is made without the prior consent of the Local Authority.
109. Notice of any such proposed alterations accompanied by full details and, where appropriate, plans or drawings should be given to the Chief Executive of the Local Authority in writing. This requirement is additional to and not a substitute for requirements under Building or Planning Legislation.
110. The Licence holder shall carry out, to the required standard, any items of repair or maintenance to existing structures as may be specified by the Local Authority.
111. The Licence holder shall not erect any temporary structure or fitting, such as temporary stands, portakabins, sales kiosks, stalls, marquees, advertising hoarding or other similar fittings, without the prior written approval of the Chief Executive of the Local Authority.
112. Any temporary structure should be designed and constructed in accordance with current British Standards and Codes of Practice and when sited should not present a danger to spectators or obstruct any entry or exit route. They should be sited as far as is practicable to avoid misuse by spectators and be erected, used and dismantled by authorised competent persons.
113. The fire resistance and construction of any temporary structure or related fitting may be specified by the Local Authority in consultation with the Fire Service

Electrical and Mechanical Safety

114. The electrical installations must comply with any applicable rules and regulations affecting the use of electricity for the time being in force. All electrical installations shall be inspected once a year by one of the following:
 - a) a chartered electrical engineer; or
 - b) a member of the Electrical Contractors' Association; or
 - c) a certificate holder of the National Inspection Council for Electrical Installation Contracting; or
 - d) the local electricity generating board appointed by or on behalf of the Licensee of the premises
115. A certificate, on the prescribed form, stating the condition of the installation shall be forwarded to the Chief Executive of the City Council.
116. No alteration should be made, whether temporary or permanent, to the electrical installation, lighting and heating or ventilation systems in any part of the Arena without the prior consent of the Local Authority. This includes the location and protection of any cabling for temporary installations, including television equipment and cameras.

117. The erection, use, disconnection and dismantling of all temporary installations must be supervised by a competent persons approved by the Local Authority.
118. The Licence holder shall as far as is practicable ensure that all electric cables and conductors are inaccessible to spectators and enclosed in suitable protective covering approved by the Local Authority, and all controls including light switches should be sited in areas to which spectators do not have access.
119. The manual electrical fire warning system, the automatic fire detection system and the public address system shall be maintained in accordance with the recommendations of the manufacturers and of BS5839.
120. A planned programme of maintenance shall be instituted and the alarm system shall be tested on a monthly basis and detailed records kept, which should be available for inspection by authorised officers of the Council.
121. All maintenance staff should receive training in the design and installation of the various systems such that they are not only maintained correctly but also not adversely affected by general maintenance work.
122. Copies of the annual fire alarm test certificates should be forwarded to the Chief Executive of the City Council.

Automatic Sprinkler System

123. The automatic sprinkler system(s) within the building shall also be subject to the planned maintenance programme and such maintenance should be in accordance with the manufacturer's recommendations and BS5306 part 2.

Fire Fighting Equipment

124. All portable fire extinguishers should comply with BS5423 and be maintained in accordance with BS5306 Part 1, and detailed records of all maintenance kept.

Lighting

125. The Licence holder shall ensure that artificial lighting of a sufficient standard is provided in every stairway, gangway, corridor, passageway, concourse or any area to which spectators or staff have access.
126. The level of lighting should be such so as to enable them to leave the arena safely and the system should be switched on at all times during a specified activity when needed to supplement natural lighting.
127. The licence holder shall ensure the maintained emergency lighting system is switched on and operating in the following areas a minimum of 1 hour prior to spectators being admitted to the Arena:
 - a) All parts of the Arena
 - b) The City Room
 - c) The station concourse
 - d) The tunnel to Trinity Way
128. The Licence holder shall ensure that there is unimpeded access to all boiler, generator, plant and electrical switch rooms and all other areas containing mechanical or electrical installations, both for routine maintenance or in an emergency.
129. All such rooms shall be kept free of stores, goods, litter or other obstructions and shall be secured against unauthorised access.

Seating

130. All seats and rows shall be properly identified with row designations and seat numbers.
131. The Licence holder shall ensure that all seating throughout the Arena is securely fixed and maintained in good condition, and any damaged seats shall be promptly repaired or replaced.
132. The Local Authority shall be empowered to direct the Licence holder to take out of use any seat or area of seating which, in its opinion, constitutes a hazard unless necessary improvements or remedial action is effected.
133. The manner in which seating in the premises shall be arranged and, if chairs and other separate seats are used, the manner in which these shall be secured to the floor to each other if necessary,

and the minimum distance allowed between rows of seats shall, at all times, be to the satisfaction of the Chief Executive.

134. Where it is deemed necessary by the Chief Executive in writing, a diagrammatic plan showing clearly the escape routes and the seating pattern shall be publicly displayed.

Pre-Event Checks

135. The Licence holder shall ensure that the following items are inspected or tested, and any remedial action taken before every event. The checks to include not only the Arena but all associated escape routes through the City Room and station:
- a) The general fabric of the Arena; in particular, seats and crush barriers for signs of damage, corrosion or deformation.
 - b) All gangways, passageways and exit routes for obstructions, damaged or malfunctioning fire doors, hazards under foot, missing or damaged signs or other impediments for their safe use.
 - c) All exit doors and gates
 - d) All areas to which spectators have access for litter and debris
 - e) All voids beneath seating, all kitchens and food preparation areas and all other areas particularly vulnerable to fire, for combustible materials or other hazards.
 - f) All machine and plant rooms and all storerooms for litter, waste or unauthorised hazardous products.
 - g) Each emergency lighting battery installation, all artificial lighting expected to be used during the event, and any mechanical ventilation.
 - h) All communications systems, including public address systems, portable radios and loud hailers and all CCTV equipment and video monitors
 - i) The operation of all fire alarms using successively a different call point each time so as to check all call points periodically
 - j) That the required fire fighting equipment is in position and available for use.
 - k) First aid rooms and equipment and supplies held there.
 - l) All toilets and urinals for damage and blockages.
 - m) In addition, the Licensee is required to ensure that stewards are briefed, equipped, dressed and deployed as specified, and that the necessary first aiders are present and in post.
136. a) The various checks for damage, debris and litter, set out above should be repeated as soon as practicable after each event and appropriate action taken.
- b) The results of the inspections and checks listed in conditions 135(a) – (m) and 136(a) above shall be entered on the appropriate record book except that those in respect of exit doors and loud hailers need not be recorded, however, any defects found which cause a contravention of the Certificate shall be remedied and the facts reported to the Licence holder.
137. a) Those parts of the Arena including those fittings, services or equipment, which are specified in the Table to Conditions below shall be inspected by the Licence holder, or his competent representative, to ensure that they are in good order, maintained free of danger and/or that they function properly to protect the safety of spectators. Such checks shall include whatever testing is required to verify these conditions and any check or testing which the Local Authority specifically requires at any reasonable time. Tests of the strength of stability if any part of the Arena specified, shall be supervised and reported upon by a Qualified Structural Engineer on behalf of the Licence holder. Inspections shall be carried out at least at those times or maximum intervals indicated in the table, and after the repair of any defect found that part of the Arena shall be similarly re-tested.
- b) The inspections set out in the Table to this Condition are those for which a record is required to be kept.

	Item	Maximum Interval
1	All fire extinguishers	In accordance with British Standard 5306: Part 3
2	All emergency lighting battery supplies	6 months
3	Balustrades, handrails and guarding	4 years
4	The detailed condition of all standing surfaces, seats, stairs, ramps, doors and gates (including their posts)	12 months
5	The whole of the electrical installation	12 months
6	All gas installations, boilers, calorifiers and related plant and machinery	12 months
7	All fire alarm and fire detection equipment	12 months
8	The public address and CCTV systems	12 months
9	Visual examinations of all crush barriers, balustrades, handrails and guarding for signs of corrosion (any such item found to be affected by a significant degree of corrosion to be repaired or replaced).	12 months
10	The Sprinkler installation should be inspected, serviced and maintained in accordance with clauses 34 and 35 inclusive of BS5306 Part 2 1990. All such inspections and any maintenance carried out on the installation shall be recorded in a logbook and signed by the person responsible, and be available for inspection by a duly authorised officer of the Local Authority.	
11	The smoke control activation and operation for the Arena bowl	6 months
12	The smoke control activation and operation for the concourse areas	6 months
13	The highway traffic flow management system – Trinity Way	6 months

Records

138. The Licensee shall provide and maintain, and make available for inspection when required, detailed records of the following which shall be kept in the arena:
- a) Pre-event and post-event checks as listed above
 - b) Professional inspections as required above
 - c) The number of spectators admitted to the Arena at each event
 - d) Any accident or incident causing injury while spectators are in the Arena, and such incidents must be reported to the Local Authority
 - e) All first aid or medical treatment provided during, or in connection with, any event to which the public are admitted
 - f) The names, posts and duties of each steward on duty on each occasion
 - g) All emergency drills or evacuation exercises
 - h) Any non-routine opening of any exit door or gate
 - i) Any defects relating to the safety of the Arena, whether coming to light during testing or inspection at any other time, together with the remedial action taken
 - j) All maintenance work and improvements carried out at the Arena
 - k) All alarms sounded by the automatic fire detection system

Change of Name of Premises

139. If the name of the premises is changed, the Licensee shall, within seven days of such a change, give notice thereof to the Chief Executive of the City Council in writing.
140. The Licensee, that is the person in whose name the licence is granted, shall be fully and totally responsible for ensuring that procedures are in place which ensures that each and every one of these terms and conditions and the safety of persons and employees on the premises in the event of an emergency.
141. The city Council reserve the right from time to time in any particular case to modify or dispense with any of these terms and conditions.

Annex 3 – Conditions attached after a hearing by the licensing authority

1. For all boxing events, the bars shall close no later than 0200.
2. The Police must be informed at the earliest possible time if an all night dance event is to take place at the premises.
3. All night dance events must have sufficient SIA trained door staff as determined by the venue management in conjunction with Greater Manchester Police in the form of risk assessment.

Annex 4 – Plans

See attached