

Application to vary a premises licence 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 SMG (UK) Ltd

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

049618

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description

AO Arena

Hunts Bank Approach

Post town

Manchester

Postcode

M3 1AR

Telephone number at premises (if any)

n/a

Non-domestic rateable value of premises

£2,170,000 (Band E)

Part 2 – Applicant details

Daytime contact telephone number

c/o

E-mail address (optional)

c/o

Current postal address if different from premises address

Manchester Arena
Hunts Bank Approach

Post town

Manchester

Postcode

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? ☒ Yes

☐
No

If not, from what date do you want the variation to take effect?

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐ Yes ☒ No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

This is an application to remove the current operating schedule of conditions and replace with the conditions proposed within this application.
All operating times and licensable activities authorised by the existing Premises Licence to remain unaltered.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

n/a

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment (Please see guidance note 3)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☐
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

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

☐

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

☐

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue			State any seasonal variations for performing plays (please read guidance note 6)		
Wed			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 (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors <u>or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 6)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 6)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur								
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)					
Sat								
Sun								

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue			State any seasonal variations for the performance of live music (please read guidance note 6)		
Wed			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 6)		
Wed			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 (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)	
Mon				
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 6)	
Thur				
Fri			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 (please read guidance note 7)	
Sat				
Sun				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors <input type="checkbox"/>
Mon				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)	
Wed				
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)	
Fri				
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sun				

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)		
Thur					
Fri			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 (please read guidance note 7)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	<input type="checkbox"/>	
				Off the premises	<input type="checkbox"/>	
				Both	<input type="checkbox"/>	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6)			
Mon						
Tue						
Wed						
Thur						<u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
Fri						
Sat						
Sun						

K

<p>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 10).</p> <p>None</p>
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L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			<u>State any seasonal variations</u> (please read guidance note 6)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 7)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

To remove the current operating schedule of conditions and replace with the conditions proposed within this application.

Please tick as appropriate

- I have enclosed the premises licence ☒
- I have enclosed the relevant part of the premises licence ☒

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

To remove the current operating schedule of conditions and replace with the conditions proposed within this application.

b) The prevention of crime and disorder

Please see attached.

c) Public safety

Please see attached.

d) The prevention of public nuisance

Please see attached.

e) The protection of children from harm

Please see attached.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee; or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I understand that I must now advertise my application. ☒
- I have enclosed the premises licence or relevant part of it or explanation. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

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

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	2 nd August 2021
Capacity	Solicitor to Applicant

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)

██████████
██████████
██████████

Post town

██████

**Post
code**

██████

Telephone number (if any)

██████████

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

████████████████████

AO Arena – Manchester

Proposed Operating Schedule

General

Operational Management Plan

1. An event and site-specific Operational Management Plan (OMP) will be developed and shared with the Licensing Authority and SAG

The OMP should include, but not be limited to the following:-

- Site Plan
 - Counterterrorism and Security Plan
 - Emergency Response Plans incl:
 - CT Response Plans
 - General Emergency Response Plans
 - Fire Safety Plan
 - Fire Response Plan
 - Crowd Management Plan
 - Ingress and egress Procedures,
 - Capacity management
 - Alcohol and Drugs Plan
 - Show Stop Procedures
 - Event Management Procedures Inc
 - Event Counter Terrorism, Security & Medical Risk Assessment Process
 - Traffic Management Plan
 - Medical Management Plan
 - Adverse Weather Plan
 - Crisis Communication Plan
 - Noise Management Plan
 - Sanitation Plan
 - Child Welfare/Vulnerable Persons Policy
2. This document (and appendices) will be 'living' documents which will be reviewed and revised in the planning phases of events at the premises. The Premises licence Holder must comply with the OMP

Externally promoted events

3. The premises licence holder must complete, and make available for inspection, a specific event, written, risk assessment form, as may be prescribed by the Licensing Authority, least 7 days before any event that is:
 - carried on by any person not affiliated with the venue; and
 - promoted /advertised to the public

Prevention of crime and Disorder

Protect Duty

4. The Arena will comply with all aspects of the proposed Protect Duty legislation including:
 - At all times when the Arena is open to the public for licensable activities the NaCTSO recommended level of Counter Terrorism awareness training will have been completed in accordance with that guidance or the protect duty legislation
 - A Venue Counter Terrorism Vulnerability Assessment will be completed annually
 - Proportionate protective security measure will be in place to address vulnerabilities identified
 - An event Counter Terrorism Risk Assessment will be completed before every show
 - The Arena will engage with Counter Terrorism Security Advisors from Counter Terrorism Policing North West
 - The Venue will have a Counter Terrorism Plan including CT Emergency Response plans

CCTV

5. The premises licence holder must ensure that:

CCTV cameras are located within the premises to cover the areas permitted for licensable activities, including entrances and exits key areas in accordance with industry guidance such as the Centre for Protection of National Infrastructure or NaCTSO

- The CCTV system operates at all times while the premises are open for licensable activities.
- All equipment must have a constant and accurate time and date generation.
- The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.
- The system will be operated in accordance with the Information Commissioners data protection code of practice for surveillance cameras and personal information and the Data Protection Act 2018 (or any replacement legislation).

Reporting procedures

6. An incident log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available on request to the police or an authorized officer of the licensing authority, which will record the following incidents including pertinent details:
 - All crimes reported to the venue, or by the venue to the police
 - All ejections of patrons
 - Any incidents of disorder
 - Seizures of drugs or offensive weapons
 - Any faults in the CCTV system
 - Any refusal of the sale of alcohol
 - Any visit by a relevant authority or emergency service

Prevention of Public Nuisance

Smoking

7. Customers permitted to temporarily leave and then re-enter the premises to smoke must be restricted to a designated smoking area.
8. Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect the needs of local residents and use the area quietly.

Litter and cleansing

9. Where the premises provide late night refreshments for consumption off the premises sufficient waste bins must be provided at or near the exits, to enable the disposal of waste.
10. Empty bottles which have been collected must be placed into locked bins when deposited outside.

Deliveries

11. Delivery and collection drivers shall conduct the delivery in a manner that will not cause a noise disturbance to the occupiers of any residential properties surrounding the premises.

Special Effects

12. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used if 7 days' prior notice is given to the licensing authority where consent has not previously been given:
 - Dry ice and cryogenic fog
 - Smoke machines and fog generators
 - Pyrotechnics, including fireworks
 - Firearms (eg. Blank firing pistols)
 - Lasers
 - Explosives and highly flammable substances
 - Real flame
 - Strobe lighting

Late Night Refreshment

13. Any hot food or hot drink provided under this licence must only be consumed on the premises and Customers must not be permitted to remove from the premises late night refreshment provided at the premises.

Public Safety

Risk assessment

14. A suitable and sufficient fire risk assessment will be completed. The FRA will include, but not be limited to the following:
 - suitable fire alarm system
 - suitable means of escape
 - suitable occupancy levels
 - systematic testing procedures of fire safety equipment

- training for staff on what to do in the event of a fire

Contingency Plans

15. The licence holder shall 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.
16. The contingency plans should include, but not be limited to the following details:-
 - Action to be taken in the event of fire or bomb alert;
 - Action to be taken in the event of failure of the electrical supply to the public address, emergency lighting or fire alarm systems;
 - The procedures for training of staff and stewards, sounding the fire alarm system and tackling fires;
 - The procedure for carrying out evacuation exercises or other emergency drills;
 - 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;
 - Procedure for contacting the emergency services and details of local hospitals having accident and emergency department;
 - The arrangements laid down for the safe evacuation of disabled persons, including entrance and exit routes
 - Copies of the contingency plans should be made available to Responsible Authorities upon request
17. All external emergency exit doors shall be fitted with sensor alarms and visible indicators to alert staff when the doors have been opened

Protection of Children from Harm

Staff Training

18. Relevant and appropriate staff shall be trained in:
 - Relevant age restrictions in respect of age restricted products
 - Recognising signs of drunkenness and vulnerability
 - How to refuse service
 - The premises' duty of care policy, understanding and dealing with situations involving vulnerable people
 - Action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services
 - Training shall be regularly refreshed, at least every 6 months.
 - Training records shall be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council

Underage sales

19. The premises shall display prominent signage indicating it is an offence to buy, or attempt to buy, alcohol for a person under the age of 18
20. The Challenge 21 scheme must be operated to ensure that any person who appears to be under the age of 21 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, a card bearing the PASS hologram, or any electronic or biometric age verification technology approved by the licensing authority or permitted by the Home Office
21. The premises shall display prominent signage indicating that the Challenge 21 scheme is in operation.

22. A refusals record must be kept at the premises which details all refusals to sell alcohol.
23. This record must include the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. All entries must be made within 24 hours of the refusal. The record must be made available for inspection by an officer of the licensing Authority/constabulary, for up to 3 months.
24. All relevant staff must be trained to prevent underage sales, prevent proxy sales, maintain the refusals log, enter sales correctly on the tills so the prompts show as appropriate. Documented records of this training completed for each relevant member of staff shall be kept. Training shall be refreshed at no greater than 6 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council

Adult entertainment

25. No person under the age of 18 will be permitted to enter or remain on the premises when any "relevant entertainment" (as defined in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982) is taking place