

# 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 Birch Community Association - Board of Trustees

(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 093877
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## Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Birch Community Centre, Brighton Grove, Rusholme			
Post town	Manchester	Postcode	M14 5JT
Telephone number at premises (if any)	[REDACTED]		
Non-domestic rateable value of premises	£5,400.00		

## Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address			
Post town		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"/>

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

Extending the existing conditions of the premises licence to 7 days per week (current licence is restricted to Saturdays only) and sell off-supplies of alcohol in closed containers for consumption off the premises. The centre is for the cultural enrichment, education and enjoyment of the local community which could include a variety of public community events including performances, plays, exhibitions and community events.

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
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## 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 tick all that apply
a) plays (if ticking yes, fill in box A)	<input checked="" type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input checked="" type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) live music (if ticking yes, fill in box E)	<input checked="" type="checkbox"/>
f) recorded music (if ticking yes, fill in box F)	<input checked="" type="checkbox"/>
g) performances of dance (if ticking yes, fill in box G)	<input checked="" type="checkbox"/>
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input checked="" type="checkbox"/>
Provision of late night refreshment (if ticking yes, fill in box I)	<input type="checkbox"/>
Supply of alcohol (if ticking yes, fill in box J)	<input checked="" type="checkbox"/>
In all cases complete boxes K, L and M	

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Theatre events will generally take place indoors. These would finish by 22:00. On rare occasions we may wish to stage plays outside, which would finish before 21:00.		
Mon	0900	2200			
Tue	0900	2200	State any seasonal variations for performing plays (please read guidance note 5)		
Wed	0900	2200			
Thur	0900	2200	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 6) Christmas Eve & New Years Eve Where falls on Monday to Thursday Start 1200 Finish 2300 Eid – Monday to Thursday Start 1200 Finish 2300		
Fri	0900	2300			
Sat	0900	2300			
Sun	0900	2300			

## B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Film screenings would take place indoors, within the noted times and in compliance with age & classification ratings and the Copyright, Designs and Patents Act 1988.		
Mon	0900	2200			
Tue	0900	2200			
Wed	0900	2200	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	0900	2200			
Fri	0900	2300	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6) Christmas Eve & New Years Eve Where falls on Monday to Thursday Start 1200 Finish 2300 Eid – Monday to Thursday Start 1200 Finish 2300		
Sat	0900	2300			
Sun	0900	2300			

C

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

D

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

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Live music would generally take place indoors, within the noted times. On rare occasions we may wish to stage live music outside, which would finish before 21:00.		
Mon	0900	2200			
Tue	0900	2200	State any seasonal variations for the performance of live music (please read guidance note 5)		
Wed	0900	2200			
Thur	0900	2200	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 6) Christmas Eve & New Years Eve Where falls on Monday to Thursday Start 1200 Finish 2300 Eid – Monday to Thursday Start 1200 Finish 2300		
Fri	0900	2300			
Sat	0900	0000			
Sun	0900	2300			



F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Any music played after 22:00 would always: <ul style="list-style-type: none"> <li>• Be only on Fridays and Saturdays, not through the week</li> <li>• Played at such a volume as to be inaudible outside the premises (&lt;50dB)</li> </ul>		
Mon	0900	2200			
Tue	0900	2200	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Wed	0900	2200			
Thur	0900	2200	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 6) Christmas Eve & New Years Eve Where falls on Monday to Thursday Start 1200 Finish 2300 Eid – Monday to Thursday Start 1200 Finish 2300		
Fri	0900	2300			
Sat	0900	0000			
Sun	0900	2300			

## G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	0900	2200	Please give further details here (please read guidance note 4) Any performance of dance will not be of an adult nature and will likely form part of a theatrical performance.		
Tue	0900	2200			
Wed	0900	2200	State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur	0900	2200			
Fri	0900	2300	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 6)		
Sat	0900	0000	Christmas Eve & New Years Eve Where falls on Monday to Thursday Start 1200 Finish 2300 Eid – Monday to Thursday Start 1200 Finish 2300		
Sun	0900	2300			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing <ul style="list-style-type: none"> <li>• Educational and community events</li> <li>• Inclusive and family-oriented workshops</li> <li>• Literature readings and spoken-word</li> <li>• Lectures and talks</li> <li>• Gallery exhibitions</li> <li>• Stand-up comedy</li> <li>• Talks and book launches</li> </ul>		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	0900	2200		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	0900	2200	Please give further details here (please read guidance note 4) The centre is for the cultural enrichment, education and enjoyment of the local community which could include a variety of community events.		
Wed	0900	2200			
Thur	0900	2200	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri	0900	2300			
Sat	0900	0000	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 (please read guidance note 6)		
Sun	0900	2300			

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

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	1200	2300	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	1200	2300			
Wed	1200	2300			
Thur	1200	2300	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) Christmas Eve & New Years Eve Where falls on Monday to Thursday      Start 1200 Finish 2300		
Fri	1200	0000			
Sat	1200	0000			
Sun	1200	2300			

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 9).</p> <p>Any films will be screened in adherence with BBFC certification, which will be advertised in advance of any screening.</p>
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L

Hours premises are open to the public	State any seasonal variations (please read guidance note 5)
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Standard days and timings (please read guidance note 7)			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) Christmas Eve & New Years Eve Where falls on Monday to Thursday Start 1200 Finish 2300 Eid – Monday to Thursday Start 1200 Finish 2300
Day	Start	Finish	
Mon	0900	2300	
Tue	0900	2300	
Wed	0900	2300	
Thur	0900	2300	
Fri	0900	0000	
Sat	0900	0000	
Sun	0900	2300	

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.  
Requirement for a DPS to be disappled and replaced by a Community Licence.

The door to the rear garden is to be closed at 22 00 hrs

Music, both live and recorded, must end at 23 00 hrs

Phone call to applicant- confirmed condition 7 of annex 3 is to be removed- the children's play area is to be closed at 22:00 - Ashia

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 10)

Strong management controls and effective training: All staff and volunteers are fully trained to understand the terms of our license and the absolute necessity to uphold the four licensing objectives.

An intruder alarm system is installed. A Centre Manager or Duty Manager will be on hand and monitoring operation on a daily basis.

b) The prevention of crime and disorder

All staff shall be briefed and be aware of their responsibilities before starting paid or voluntary duty at the premises, including being vigilant against the use of illegal drugs, and not to serve alcohol to drunk or intoxicated customers.

All staff shall be trained in recognising signs of drunkenness, how to refuse service and the premises duty of care. Any person who appears to be intoxicated or who is behaving in a disorderly manner shall not be allowed entry to the premises.

Documented records of training completed shall be kept for each member of staff.

Training shall be regularly refreshed and at no greater than 12 monthly intervals.

Training records shall be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.

The Centre Manager and Board of Trustees shall carry out reviews of security incidents at the premises. Such reviews shall be documented and conducted at least quarterly and include details of any remedial action identified and implemented.

Copies of the security review shall be made available upon inspection by a responsible authority, police officer, or authorised officer.

Queuing outside of the building for events shall be prohibited in favour of indoor queuing space being provided if necessary.

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 authorised officer of the licensing authority, which will record the following incidents including pertinent details:

- (a) all crimes reported to the venue, or by the venue to the police
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs, offensive weapons, fraudulent ID or other items
- (f) any refusal of the sale of alcohol
- (g) any faults in the CCTV system, searching equipment or scanning equipment
- (h) any visit by a relevant authority or emergency service

A log shall be kept detailing all refused sales of alcohol. The log should include the



date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of Manchester City Council at all times while the premises are open.

28 days' notice shall be given to Greater Manchester Police of any events held that are organised by an external promoter, including full details of the nature of the event and of the promoter.

The Board of Trustees and Centre Manager shall ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice shall be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identity against the notice.

Open containers of alcohol shall not be removed from the premises, except for consumption in any delineated external area as shown on the plan attached to the licence.

The on-site supervisor shall ensure that tables are cleared of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.

#### c) Public safety

The number of persons permitted in the premises at any one time including staff shall not exceed 180 persons, and this number shall be prominently displayed by each entrance to the premises. The duty supervisor shall ensure a suitable method of calculating the number of people present during licensable activities is in place, and that the results are securely recorded in a logbook for a period of at least 12 months.

All staff on duty at the premises shall be trained in the Fire Safety and Evacuation procedures for the premises and aware of their individual responsibilities.

All parts of the premises and its fittings and apparatus therein, door fixings, lighting, heating, electrical equipment, sanitary provisions, furniture and the building itself are maintained at all times, in good order and in a safe condition.

Equipment is PAT tested.

All staff and volunteers are provided with health & safety training (including: handling broken glass, placement of wet floor signs, manual handling techniques, correct storage & environment safety checks).

First aid boxes are at multiple accessible sites in the building and all staff and volunteers will be made aware of their location as well as signs displayed. The Centre Manager is responsible to ensuring the First Aid Kits are well stocked and replenished.

Illuminated fire exit signs are installed and there is a fire risk assessment.

We follow Covid safety regulations and adhere to government health guidelines as they evolve.

We keep a record of all inspections and incidents.

d) The prevention of public nuisance

Live and music will cease by 22:00 on weeknights, before 00:00 on Saturdays, and before 23:00 on Fridays and Sundays. All windows and external doors shall be kept closed from 22:00 or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.

Staff shall monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.

Speakers and lighting are positioned away from windows facing residential properties to the front. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.

Customers vacating the premises after 22:00 will be asked to leave quietly and out of the rear door. Signage to this effect is displayed along with local taxi numbers.

The premises and immediate surrounding area shall be kept clean and free from litter at all times the premises are open to the public. Litter bins shall be provided at the premises in sufficient capacity to ensure that customers can adequately dispose of any litter.

While live or recorded music takes place, the duty manager shall undertake regular monitoring of noise levels at the nearest noise-sensitive locations. A record shall be kept of any monitoring, including the date, time and location of monitoring; the name of the monitor; and any action taken.

Staff shall monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.

There shall be no admittance or readmittance to the premises after 22:00 hours.

Local residents shall be invited to regular residents meetings held by the board of trustees to resolve any problems associated with the carrying on of licensable activities at the premises. The minutes of the meeting and any action to be taken shall be lodged, recorded and made readily available for inspection.

e) The protection of children from harm

Staff are trained in Challenge 25 policy and acceptable forms of identification for age verification.

No events solely for those under the age of 18 will be permitted on the premises without adult supervision.

If films are screened, audience members' IDs will be checked to comply with BBFC certification. No persons under 18 shall be permitted on the premises at any time that adult entertainment is provided at the premises.

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, 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 5 – Signatures (please read guidance note 11)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	██████████
Date	25/03/2022
Capacity	Trustee - Birch Community Association

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 13). If signing on behalf of the applicant, please state in what capacity.

Signature	██████████
Date	25/03/2022
Capacity	Chair of Trustees - Birch Community Association

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)

██████████  
██████████

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)			
██████████			