

**Send completed form to:**  
Premises.licensing@manchester.gov.uk

### Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgment of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name Laura			
Title	Miss <del>Mrs Mr Ms Other</del> (please state) [REDACTED]		
Surname	[REDACTED]		
Forenames			
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr Mrs Miss Ms Other (please state)		
Surname			
Forenames			
3. Your date of birth	[REDACTED]	[REDACTED]	[REDACTED]
4. Your place of birth	[REDACTED]		
5. National Insurance Number	[REDACTED]		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
[REDACTED] [REDACTED] [REDACTED] [REDACTED]			
Post town	Postcode [REDACTED]		
7. Other contact details			

Telephone numbers Daytime Evening (optional) Mobile		
E-Mail address		
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)		
Post town		Postcode
9. Alternative contact details (if applicable)		
Telephone numbers: Daytime Evening (optional) Mobile (optional)		
E-Mail address		

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
1520 Studios 19 Cheetham Hill Road Manchester M4 4FY	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	

The building has 3 floors.

For the event, the Lower Ground Floor and First floor is intended to be used. The Ground Floor will not be in use.

Please describe the nature of the premises below. (Please read note 4)

The Lower Ground Floor has Artist's Studios and has an open communal space in the centre.

The Ground Floor is a Solicitors Office and Accountants Office.

The First Floor is also Artist's Studios and has an open communal area.

The event will take place in the communal spaces of the Lower Ground Floor and the First Floor.

1520 Studios is the main lease holder for the entire building. On the Ground Floor, the Solicitors and Accountants are the subtenants and have given permission for the event.

Please describe the nature of the event below. (Please read note 5)

The nature of the event is to provide customers with a musical, artistic, sensory, movement of expression and community focused experience.

An expression of music event will start at 23:00 and finish at 05:00.

This will be an audio / visual dance party which will be a mix of live experimental performances from local bands and Dj's, giving the community space to express themselves through music entertainment and interaction.

We will stop selling alcohol 30 minutes before the end of each event.

There are no residential neighbours in the surrounding area and we feel that the building is the perfect space for this kind of event. We have spoken at length with the previous tenants, Partisan Collective, who used to run similar music nights. We have taken a lot from these discussions to ensure the best possible standards of an enjoyable and safe event for all attendants. We are committed to the smooth and safe running of the event in all aspects are happy to liaise with the Fire Department, Police and City Council to ensure this outcome.

To be as thorough and transparent as possible we have attached to this application, a Waste Management Policy and Risk Assessment forms. We understand this TENS is now a late notice though we ask to be considered as it is an early event and we expect customers to be of a minimum. We are predicting no more than 50-100 attendees maximum and for the event to be over by midnight.

### 3. The licensable activities

Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)

The sale by retail of alcohol	Yes
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	No
The provision of regulated entertainment (Please read note 7)	Yes
The provision of late night refreshment	Yes
Are you giving a late temporary event notice? (Please read note 8)	
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
Friday 25.11.22	

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)		
23:00 - 05:00		
Event Friday 25.11.22 — 23:00 - 05:00		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)		200
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	Yes
	Off the premises only	
	Both	

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	<input type="checkbox"/>	YES
If “Yes” please provide the details of your personal licence below.		
Issuing licensing authority	[REDACTED]	
Licence number	[REDACTED]	
Date of issue	[REDACTED]	
Any further relevant details		




5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?		No
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?		No

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?		No
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?		No
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?		No
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?		No

### 7. Checklist (Please read note 17)

I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	Yes
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	Yes
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	Yes
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	
Made or enclosed payment of the fee for the application	Yes
Signed the declaration in Section 9 below	Yes

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence:	
(i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and	
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	
Name of Person signing	

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	





## EVENT RISK ASSESSMENT

The following information must be supplied prior to any event being considered. This document has been prepared to ensure all events are managed in a controlled and responsible manner.

The completion of this risk assessment indicates that you will be undertaking the measures outlined below on the day of the event and GMP will be checking that they are implemented on the day. Failure to adhere to measures outlined in the risk assessment could lead to action been taken against your venue by GMP.

<b>PREMISES NAME AND ADRESSS</b>	Name: 1520 Studios Address: 19 Cheetham Hill Road Manchester M4 4FY
<b>DETAILS OF EVENT OR MATCH TAKING PLACE</b>	Community Music Event
<b>PREMISES LICENCE HOLDER / DPS</b>	[REDACTED] [REDACTED] [REDACTED]
<b>DUTY MANAGER DURING EVENT</b>	<b>CONTACT DETAILS INCLUDING MOBILE NUMBER</b> [REDACTED] [REDACTED]
<b>OPENING TIMES</b>	Friday 25th November 2022 23:00 - 05:00
<b>TIMES OF EVENT</b>	Friday 25th November 2022 23:00 - 05:00
<b>MAX CAPACITY</b>	2 0 0
<b>ENTRANCE FEE (If being applied)</b>	£13



## **RISK: PUBLIC DISORDER/ SECURITY**

*The following points must be considered in relation to the above:*

- *To employ a competent door security team, registered with the SIA, which is familiar with the expected customer profile with staff levels reflecting capacity and type of event*
- *State below the number of registered door security and other security to be used*
- *To nominate a Head of Security to oversee effective customer communications in respect of the venue policies*
- *Staff briefing relating to fire/evacuation procedures, written record of details and attendance*
- *Liaison with Local Policing Team to highlight the event*

### ***Risk Assessment:***

- Staff briefing detailed below (General Safety section)
- Local Police informed via TEN, including this Risk Assessment Form
- Up to 100 guests expected on Friday night, so 2 x door supervisor will be on duty then.

### ***DETAILS OF SECURITY COMPANY, INCLUDING CONTACT DETAILS...***

### ***NOMINATED HEAD OF SECURITY AT VENUE.....***

### ***NUMBER OF DOOR SUPERVISORS EMPLOYED AT VENUE FOR DURATION OF EVENT, INCLUDING START AND FINISH TIMES OF ALL AND MAXIMUM NUMBER BEEN USED.***

Two door supervisors for the Music event at 19:00 (open) to 11:45 (fifteen minutes after close.)

*\* If required use the 'continuation sheets' at the rear*

**Agreed:  
YES/NO**

### ***Further action/conditions agreed by police:***

- *If required use the 'further action' sheet at the rear*

	<b>CCTV</b>	
<b>CCTV SYSTEM IN USE <del>YES</del>/NO</b>		
<b>HOW MANY CAMERAS?</b>		
<b>INTERNAL</b>		
<b>EXTERNAL</b>		
<b>RECORDING</b>		
<b>YES/NO</b>		
<b>RETAINED FOR HOW LONG?</b>		
<b>PERSON PRESENT AT PREMISES ABLE TO DOWNLOAD IMAGES</b>		
<b>YES/ NO IF YES WHO.....</b>		

<b>RISK: WEAPONS AND DRUGS -</b>	
The following points must be considered in relation to the	
?	Search policy as a condition of entry, ensuring adequate number of staff to facilitate same gender searches where required
?	The use of hand held metal detectors
?	Notice given to customers, in advance, that search policy is a condition of entry, including signs prominently displayed at the entrance(s)
?	Refusal of admission for anyone attempting to gain entry whilst

***Risk Assessment:***

- Search policy: On entry to the event bags and coats will be searched as a condition of entry (this will not require same gender searches.)
- We will not have hand held metal detectors at the event.
- We will display signs of the search policy at the entrance, noting it as a condition of entry and make this clear when purchasing a ticket.
- Anyone in possession of weapons or drugs will be denied entry.
- The Police will be notified if anyone identified as carrying such items poses a serious danger or threat to the attending community or public in general.
- Any confiscated weapons or drugs will be locked away in the onsite office. The Police will then be notified, to dispose of them in an appropriate manor.

***DRUG SAFE AVAILABLE ~~YES~~/ NO***

*\* If required use the 'continuation sheets' at the rear*

**Agreed:  
YES/NO**

***Further action/conditions agreed by police:***

*\* If required use the 'further action' sheet at the rear*

**RISK: DRUNKENNESS**

**The following points must be considered in relation to the above:**

**Monitoring levels of drunkenness of clientele to ensure no licensing offences are committed by staff of licensee with regard to permitting drunkenness**

**Action to be taken with regard to any customers found to be**

***Risk assessment:***

- Clientele's levels of drunkenness will be in constant monitoring to ensure no licensing offences are committed by staff of licensee with regard to permitting drunkenness.
- Those who display these signs of drunkenness will be denied any further alcoholic drinks and asked to partake in water drinking and encouraged to take time out in the cool down area where they can be safely and attentively assisted in the regaining of their sobriety.
- Anyone suffering adversely from the effects of alcohol consumption will be monitored in a careful and kind manner, guided fairly and firmly to reduce their levels of alcohol in a consciously caring and concise way.

*\* If required use the 'continuation sheets' at the rear*

**Agreed:  
YES/NO**

***Further action/conditions agreed by police:***

*\* If required use the 'further action' sheet at the rear*

**RISK: UNDERAGE**

The following points must be considered in relation to the



**Acceptable forms of identification in respect of proof of age shown  
by all persons appearing to be under 21 years of age.**



**Management of age policy at all times**

***Risk assessment:***

The event will be a strictly 18+ event.

The Venue will only accept the proof of age and identification in the forms of :

Photographic Driving Licence

Passport

Proof of Age Card (e.g. PASS card)

We will be operating a Challenge 25 policy at the door.

***WHAT FORMS OF IDENTIFICATION DO YOU ACCEPT?***

The Venue will only accept the proof of age and identification in the forms of :

Photographic Driving Licence

Passport

Proof of Age Card (e.g. PASS card)

***WHAT DO YOU DO WITH FAKE/ COUNTERFEIT IDENTIFICATION?***

We will confiscate any fake/counterfeit identification and notify the police.

*\* If required use the 'continuation sheets' at the rear*

**Agreed:  
YES/NO**

***Further action agreed by police:***

*\* If required use the 'further action' sheet at the rear*

**USE OF**



**CONSIDER USING PLASTIC/ POLYCARBONATES FOR  
ALL FOOTBALL MATCHES**

☐

**ARE YOU USING GLASS/PLASTIC/POLYCARBONATES?**

***If not do you have a supply on the premises if required yes/no.***

***What times are using plastic/polycarbonates between?***

We will be selling drinks in plastic cups, glass bottles and cans throughout the duration of the event.

***Are you using polycarbonate bottles yes/no***


**OUTSIDE DRINKING AREAS**

**Do you have an outside drinking area? ~~Yes~~/ No**

**Are you using the outside drinking area during the event? ~~Yes~~/**

**~~No~~/N/A If yes what procedures have you got in place for monitoring it?**


**RISK: CUSTOMERS LEAVING THE**

**The following points must be considered in relation to the above  
Monitoring and supervision of customers leaving the venue to  
ensure**

***Risk assessment:***

***HAVE YOU NOTICES DISPLAYED REGARDING LEAVING PREMISES WITH ALCOHOL? YES/ NO***

Along with the notices displayed, there will be constant monitoring and supervision of customers after the event and until all customers have dispersed in finding their way home safely. This monitoring and supervision will be to ensure that all customers leave in an orderly and happy manner, in the safest possible way and do not in any way obstruct or interfere with other people, cause annoyance to any other residents in the area and leave the area around the building as it was before they arrived. i.e no rubbish or waste from the event anywhere on the street or surrounding areas.

***ARE YOU AWARE THAT YOUR VENUE MAY BE IN A DESIGNATED PUBLIC PLACES ORDER ZONE? ( NO DRINKING ON THE STREET) YES/NO/ N/A***

***WHAT ARE YOU DOING TO ENFORCE THIS IF APPLICABLE?***

*\* If required use the 'continuation sheets' at the rear*

**Agreed:  
YES/NO**

***Further action agreed by police:***

*\* If required use the 'further action' sheet at the rear*

**RISK · GENERAL SAFETY**

The following points must be considered in relation to the above

- Monitor and react to any areas which may become overcrowded.
- Ensure staff, particularly security staff, are easily identifiable to those customers in need of assistance
- Ensure all parts of the venue has sufficient lighting at all times.
- Adequate staff to patrol all areas to ensure the above standards are maintained throughout the duration of the event.
- Adequate toilet facilities which should be supervised or



***Risk assessment:***

- At the event, the Security Staff and Duty Manager will be in constant motion to ensure the monitoring of all areas, ready to react to avoid overcrowding and will effectively disperse any large congregations in one particular area.
- Staff will be in rotation, roaming the venue to check for the general safety of the customers and to ensure that no given area becomes dangerously overcrowded.
- Security Staff will be dressed in Hi-Vis Uniforms, which will make them easily identifiable and contactable by customers who are in need of assistance.
- Precautions taken before the event takes place will ensure that all areas of the venue are safely lit and the Security Staff will be onsite in all areas to ensure total safety of all customers.
- There will be more than an adequate amount of staff before, during and after the event to ensure that all the above standards and safety procedures and precautions are maintained throughout the duration of the event and to assist the event in coming to a peaceful and careful close, including: Security, Duty Manager and Bar Staff.
- The Security Staff, Duty Manager and if necessary, Bar Staff, will be in constant motion to ensure the maintenance and inspection of the toilet facilities to ensure the general safety of the customers, to check for evidence of stolen property, drugs and intoxicated persons who need our help.
- There are two accessible toilets inside the venue, alongside two urinals, all of which are Unisex.
- There is a private, onsite, outdoor Courtyard, which is part of the building on the Lower Ground Floor. This is not on any external roads or in any public areas and is within the grounds of the building itself. This area will be used as the smoking area for the venue and will be monitored constantly by Security Staff and the Duty Manager to ensure safety regulations are met at all times.

***Are you running any special events linked to this event? ~~Yes~~ No If yes provide details***

***Nitenet radio or other radio link in use Yes/ ~~No~~ (provide details)***

***Management briefing of bar staff/ security Yes/~~No~~ Details***

*Cont ...*

*All Staff will be briefed beforehand and all major points will be reiterated just before the event starts to ensure the safety of all members of the public, customers and staff, in addition to, meeting all the requirements and following all the protocols and safety procedures through the assessment of all risks.*

*The aim is to avoid any incidents whatsoever, ensuring the event runs as smoothly as possible, that all customers are happily engaged throughout and all possible risks are diverted, dissipated and dispersed.*


## CONTINUATION SHEET

Please state clearly the risk that is being continued

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## CONTINUATION SHEET

Please state clearly the risk that is being continued

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***Further action/final police comments:***

# For Event Organisers

# EVENT WASTE MANAGEMENT PLAN

## EVENT DETAILS

Name of event	1520 Studios Audio/Visual Music Event
Venue/location	1520 Studios, 19 Cheetham Hill road, Manchester M4 4FY
Event Date(s)	25/11/2022 - 26/11/2022 - Duration of event 6 Hours
Type/style of event	Dance and Music event
Maximum size of crowd expected	200 people
Food and other stalls	N/A
Alcohol available	Yes

## WASTE PROFILE

Materials expected at the 3 stages of an Event: (a) During Bump-in (b) At Event (c) During Bump-out	<p>a) b) c) General waste, comingled recycling - Cable ties, cardboard, soft plastic</p> <p>General waste, comingled recycling, paper/cardboard, organics, container deposit - Drink waste, compostable packaging (cups, plates, cutlery) - Butt litter - cigarette butts - cans, bottles and drinks packaging General waste, comingled recycling - Signage - corflute signs</p>
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## BIN INFRASTRUCTURE

What waste streams are to be collected?

☐ Waste ☐ Recycling (glass and plastic) ☐ Cardboard

<p>How <b>many bin stations</b> are required? See resource on <a href="#">Guide to Waste Calculations</a></p>	<p>For example: 1 x 3m general waste skip 1 x 3m recycling skip 2 x 240L waste bins 4 x 240L recycling bins</p>
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## WASTE STRATEGY

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## WASTE MANAGEMENT PLAN

What actions to **avoid single-use plastic waste**? *Include in vendor terms and conditions that no single-use plastics to be used.*

How frequently will the **bins be serviced/emptied** during the event?  
i.e. number of times bins collected per day/night

All plastics will be recyclable

Bins will be collected every 2 hours by staff

<p>What actions will be taken to <b>reduce contamination</b> of recycling bins and food &amp; organics bins? <i>e.g. waste signage, use of volunteers as 'waste warriors', waste audit</i></p>	<p>N/A no food/organics</p>
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<p><b>Who is the waste contractor</b> for the different waste streams? When will bins be taken away? <i>Note: Maybe different contractors for different waste streams for recycling and food organics</i></p>	<p>B&amp;M Waste services</p>
<p>How with <b>council's public place bins</b> be managed? <i>e.g. placing covers over council's bins, or empty the public place bins along with the event bins</i></p>	<p>N/A no access to outdoor public bins</p>

What <b>other waste facilities</b> are required (liquids/ greywater)? How will greywater and oils will be managed? <i>e.g. greywater collection tank will be supplied</i>	Liquids will be disposed down the sink
<b>What litter management actions</b> to be taken so it doesn't leave the site but also keeps the site clean? <i>Also include management of butt litter</i>	Ashtrays in smoking area and bins for cups/bottles throughout the venue

### How will the waste management be communicated

to stakeholders/volunteers/attendees? What **other waste strategies** are to be implemented?

### EVALUATION

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Calculate how much waste was created for the event

See resource on [Guide to Waste Calculations](#)

Bins will be clearly marked, staff will be briefed All glass, plastic and cardboard will be recycled

Complete a waste management report including: <ul style="list-style-type: none"> <li>- Waste date</li> <li>- What worked</li> <li>- Identify areas for improvements</li> </ul>	
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