

## Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> <li>1. The Premises Licence Holder shall attend a Safety Advisory Group (SAG) which shall be established by the Licensing Authority who shall invite, at a minimum, Greater Manchester Police and other emergency responders to events at the premises, North West Ambulance Service and Greater Manchester Fire and Rescue Service to support in the promotion of the licensing objectives in the delivery of events at the premises. The SAG shall meet at least 28 days prior to the first scheduled events at the premises and then every 6 months following the first meeting. The licence holder shall have proper regard to advice received from the SAG.</li> <li>2. A detailed assessment shall be completed of the appropriate CCTV provision at the premises in accordance with industry guidance relevant to the premises. The zones to be assessed shall include, but not be limited to, those inside and immediately outside the premises, including all entry routes, concourses, areas permitted for licensable activity including customer seated/standing areas and exit routes. The assessment must also take into account when CCTV footage of specific areas needs to be monitored in real-time by appropriately qualified and trained persons before, during and after the event.</li> <li>3. The CCTV system shall be maintained and operated at the premises in accordance with the provision deemed appropriate by this assessment.</li> <li>4. Recorded CCTV images shall be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.</li> <li>5. The CCTV images provided shall be sufficiently clear and distinct to enable personnel to carry out all the functions required of the CCTV system as below:               <ul style="list-style-type: none"> <li>• To offer management an effective means of monitoring and identifying persons at the venue and any instances of overcrowding, crowd movement, crowd disorder, antisocial behaviour and threats to security.</li> <li>• To allow personnel in the CCTV control to identify incidents – either by viewing the monitor directly or after receiving reports – and then, by use of the system, to make a more detailed appraisal.</li> <li>• In the event of crowd disorder, anti-social behaviour, an accident or threat to security, enable the use of recordings for evidential purposes.</li> </ul> </li> <li>6. CCTV shall be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any footage subsequently produced shall be in a format so it can be played</li> </ol>	N/A	Applicant

## Schedule of Licence Conditions

back on a standard PC.

7. Any person left in charge of the premises shall be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
8. Plans indicating the position of CCTV cameras shall be submitted to the Police prior to the premises opening.
9. The maximum internal permitted occupancy of the premises shall be an audience of 7500 persons (excluding staff / security / performers).
10. A site-specific Venue Operating Manual (VOM) shall be developed by the Premises Licence Holder and made available for inspection upon the request of an authorised officer of the Licensing Authority or other responsible authority. The Licensing Authority and SAG shall be notified of any amendments made to the VOM within 28 days of the amendments being made. The licence holder shall have proper regard to advice received from the Licensing Authority and SAG on the terms of the VOM.
11. The VOM shall include, at a minimum, the following:
  - Site Plan
  - Counterterrorism and Security Plan
  - Emergency Response Plans including:
    - Counter Terrorism Response Plan;
    - General Emergency Response Plan;
  - Fire Safety Plan:
    - Fire Response Plan.
  - Crowd Management Plan including:
    - Ingress and egress procedures;
    - Capacity management;
    - Alcohol and Drugs plan;
    - Show Stop procedures.
  - Event Management Procedures including:
    - Event Counter Terrorism, Security and 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 and Safeguarding Plan
  - Draft Stewarding Plans for different types of events
  - Processes to ensure personnel involved in the provision of private security and safety management at an event adequately liaise over their respective roles.

## Schedule of Licence Conditions

- Event Log

12. The VOM (and any appendices) shall be 'living' documents which shall be reviewed and revised in the planning phases of events at the premises.

13. The Premises Licence Holder shall comply with the VOM.

14. The Premises Licence Holder shall complete a specific event management plan, which shall be provided to the Licensing Authority, the Licensing and Out of Hours Team and Greater Manchester Police at least 28 days prior to the event in respect of any event which:

- has a capacity of 3000 persons or more, and/or;
- finishes after 01:30 and has as its main focus live or recorded music.

15. The Premises Licence Holder shall also complete a specific event management plan which shall be provided to the Licensing Authority, the Licensing and Out of Hours Team and Greater Manchester Police at least 28 days prior to the event in respect of any other event for which the premises licence holder deems this necessary, e.g. because of the nature of the event, the hours of operation or because any specific details involve deviation from the ordinary operation of the VOM.

16. Both the VOM and any specific event management plans shall be completed by competent persons with appropriate skills and experience.

17. SIA registered door staff shall be employed at the premises, in accordance with a risk assessment to be carried out on an event-by-event basis. Where a specific event management plan is to be provided, this shall include the number of SIA registered door supervisors to be employed, and where they shall be stationed throughout the event.

18. When employed, a register of those door staff employed shall be maintained at the premises and shall include:

- the number of door staff on duty;
- the identity of each member of door staff;
- the times the door staff are on duty.

19. Open containers of alcohol shall not be removed from the premises, save for consumption in any external area for the use of customers of the premises.

20. Staff shall be trained in the requirements of The Licensing act 2003 with regards to the licensing objectives, and in the laws relating to underage sales and the sale of alcohol to intoxicated persons and that training shall be documented and repeated as necessary on

## Schedule of Licence Conditions

an event-by-event basis.

21. A refusals book shall be maintained at all points for the sale of alcohol at the premises, and made available to an officer of a responsible authority upon request.
22. The premises shall operate a zero-tolerance policy to drugs. Any person found using drugs shall be removed from the premises. Any person found to be dealing drugs shall be detained (when it is safe and reasonable to do so) and the police informed immediately. Any drugs seized shall be securely stored and handed over to police following any event.
23. Where events are ticketed, details of the admission policy shall be published on the premises' website.
24. The premises shall subscribe to Nite-Net, which shall be utilised from 2100 daily.
25. Appropriate and sufficient first-aid and medical equipment and staff shall be available and employed at the premises.
26. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
27. An event log shall be maintained for each event that shall provide a contemporaneous record of every report which shall record:
  - every report received by personnel in the control point that is related to safety, security or service, together with a record of every decision, measure or instruction subsequently implemented;
  - pre and post event checks of the premises;
  - any professional inspections which take place;
  - any accident or incident causing injury to a member of the public;
  - all first aid or medical treatment provided;
  - all emergency drills or evacuation exercises;
  - any emergencies or evacuations;
  - any call to an emergency service;
  - any crimes reported to the venue;
  - any ejections of patrons;
  - any incidents of disorder;
  - any seizures of drugs, offensive weapons, fraudulent ID or similar items;
  - any visit by a responsible authority;
  - any faults in the CCTV system or any safety equipment;
  - the event log shall also record any 'near miss', which is defined as an incident which has not caused any injury, damage or loss at the time, but which nevertheless had the

## Schedule of Licence Conditions

potential to do so.

28. 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 shall only be used if 3 days' prior notice has been given to the licensing authority where consent has not previously been given:

- Dry Ice and Cryogenic Fog;
- Pyrotechnics, including fireworks;
- Firearms (e.g. Blank Firing Pistols);
- Lasers;
- Explosives and Highly Flammable Substances;
- Real flame.

29. At all times the premises are open to the public for licensable activities, all staff on-duty at the premises, including all door supervisors, and all on-duty managers shall have completed Action Counters Terrorism (ACT) Awareness e-learning training.

30. All relevant staff and on-duty security supervisor/manager shall also have attended a Counter Terrorism (CT) Awareness session delivered by Counter Terrorism Policing North West (CTPNW) trained personnel as soon as reasonably practicable. If not completed, they shall have registered to attend a course and be able to provide evidence of this if requested by a police officer or authorised officer of the licensing authority.

31. The Designated Premises Supervisor shall have attended a CT Awareness training session delivered by CTPNW-trained personnel as soon as is reasonably practicable. In all cases, within 28 days of a new Designated Premises Supervisor being named on the licence, they shall have registered to attend a course and be able to provide evidence of this if requested by a police officer or authorised officer of Manchester City Council.

32. There shall be a documented Venue Counter Terrorism Assessment, which shall incorporate counter terrorism measures for the premises including the threat from terrorism in relation to event-goers or other members of the public who might be effected by crowd management and security services. The assessment shall be routinely reviewed and must be reviewed following the elevation of the change of the national threat level. All reviews shall be documented.

33. Within 28 days of the grant of the licence, the Premises Licence Holder shall evaluate any risks identified through the security assessment and take prompt steps to eliminate them or to reduce the risk as far as is reasonably practicable. A documented record shall be maintained of any remedial action implemented and made

## Schedule of Licence Conditions

available upon request to any police officer or an authorised officer of Manchester City Council.

34. The premises shall have a documented Counter Terrorism Plan, which sets out counter measures to be implemented in response to a terrorist attack that incorporates the principles of 'Guide', Shelter' and 'Communicate' as appropriate in conjunction with relevant National Counter Terrorism Security Office (NACTSO) / Centre for the Protection of National Infrastructure (CPNI) guidance, and the purposes of those procedures and the necessity of following them shall be understood by those carrying them out:

- Guide – Direct people towards the most appropriate location (invacuation, evacuation, hide)
- Shelter – Understand how your place or space might be able to lock-down and shelter people within it for several hours
- Communicate – Have a means of communicating effectively and promptly with users of your place and have staff capable of giving clear instructions. Also have the capability of integrating with any response or rescue operation by providing things like building plans.

35. The Premises Licence Holder shall have a system in place to ensure that appropriate security patrols are taking place and those patrols are being carried out properly.

36. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.

37. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

38. The exterior of the building shall be cleared of litter at regular intervals.

39. Notices shall be placed in prominent positions at the exits to the building requesting customers to leave in a quiet manner.

40. External doors and windows at the premises are to remain closed after 2300, save for access and egress.

41. The emptying of bins into skips, and refuse collections, shall not take place between 2300 and 0800.

42. A dispersal policy shall be implemented and adhered to and shall be amended as necessary on an event by event basis.

43. There shall be a designated smoking area/areas available during events. There shall be a documented smoking policy in relation to the operation of these areas.

44. There shall be a dedicated telephone number made available to local residents so that they are able to contact the premises during

## Schedule of Licence Conditions

<p>events if they have any concerns or queries.</p> <p>45. Where queues are likely to form, staff and/or SIA registered door supervisors (when employed) shall monitor these to ensure that they are orderly and that customers queuing do not cause a nuisance.</p> <p>46. There shall be no external licensable activities between 0000 and 0700 daily save for on 12 weekends per year when licensable activities shall be permitted beyond 0000, until 0300 externally. Weekend days shall be defined as the early hours of Friday, Saturday, Sunday and Monday. The premises shall only use 3 days on any weekend that this condition is used. 3 of these weekends shall be during the Manchester International Festival.</p> <p>47. When the premises intends to trade until 0300 in the external area the premises licence holder shall provide the Local Authority with 14days notice.</p> <p>48. A 'Challenge 25' Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of identification shall be photographic driving licences, passports, HM forces cards, or a form of identification with the "PASS" hologram.</p> <p>49. Staff training (for those staff who are to sell alcohol) shall include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training shall be given to a new member of staff before they commence employment and all staff shall receive refresher training every 6 months.</p> <p>50. Information advising what forms of ID are acceptable shall be prominent at each point of sale of alcohol.</p> <p>51. Information indicating that the Challenge 25 Policy is in force shall be prominent at each point of sale of alcohol.</p> <p>52. The times that children are permitted to enter or remain on the premises, and the requirement for them to be accompanied by an adult, shall be subject to a risk assessment to be carried out by the DPS on an event-by-event basis.</p>		
<b>Conditions proposed by objectors</b>	<b>Agreed</b>	<b>Proposed by</b>
53. An Event Review Meeting (ERM) shall be established by the	TBC	Licensing

## Schedule of Licence Conditions

<p>Premises Licensing Holder which shall invite, at a minimum, the Responsible Authority Contacts, and North-West Ambulance Service and Greater Manchester Fire and Rescue Service to a meeting at least three times per year, to encourage information-sharing, collaboration and cohesion regarding matters pertinent to the promotion of the Licensing Objectives at the Premises. The Premises Licence shall have proper regard to advice received from the ERM.</p>		Authority
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