

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> 1. A Door Supervisor will be employed at the premises on a Friday and Saturday from 9pm until close of business. The remainder of the week will be risk assessed. 2. A Supervisor's Register shall be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders. 3. The Supervisors Register shall state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information shall be retained for a period of twelve months and produced for inspection on request to an authorised officer. 4. When employed, door staff shall wear high visibility armbands. When employed, a register of those door staff employed shall be maintained at the premises and shall include: <ul style="list-style-type: none"> • the number of door staff on duty • the identity of each member of door staff • the times the door staff are on duty. 5. The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) shall ensure that a 'Daily Record Register' is maintained on the premises by the door staff. 6. The Daily Record Register shall contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature). 7. The Daily Record Register shall be retained on the premises for a period of twelve months from the date of the last entry. 8. Security staff/designated supervisors shall be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises. 9. The PLH/DPS shall inform Greater Manchester Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons. 10. A suitable purpose-made receptacle for the safe retention of illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with Greater 	N/A	Applicant

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Manchester Police or British Transport Police.

11. There shall be a communication link via radio to other venues in the city centre. This shall be the system recognised by the current Business Crime Reduction Partnership for the city, Manchester City Council and Greater Manchester Police.
12. Such communication link shall be kept in working order at all times when licensable activities are taking place.
13. The communication link shall be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.
14. Any police instructions or directions given via the link shall be complied with whenever given.
15. All incidents of crime or disorder shall be reported via the link to an agreed police contact point.
16. The PLH/DPS shall belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives.
17. The PLH/DPS shall operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy shall be agreed with GMP. The PLH/DPS shall ensure that staff receive training on the policy.
18. The Outside Area will not be used after 00:00hrs (midnight) and external furniture will be away by 00:00hrs (midnight) daily
19. Drinks, open bottles and glasses shall not be taken from the premises at any time. Empty bottles and glasses shall be collected regularly and promptly. Glass and other sharp objects shall be stored and disposed of safely using suitable receptacles. Receptacles shall be secured and not accessible to the customers.
20. The PLH/DPS shall prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
21. Before opening to the public, checks shall be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks shall be undertaken when the premises is open.

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| <p>22. Written records of all accidents and safety incidents involving members of the public shall be kept. These shall be made available at the request of an authorised officer.</p> <p>23. Electrical installations shall be inspected on a periodic basis (at least every 3 years or at a frequency.</p> <p>24. The premises shall have a current Fire Risk Assessment.</p> <p>25. Members of the public shall be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.</p> <p>26. A suitably trained First Aider or appointed person shall be provided at all times when the premises are open.</p> <p>27. Adequate and appropriate First Aid equipment and materials shall be available on the premises at all times.</p> <p>28. A procedure for dealing with unwell members of the public shall be in place including those who appear to be affected by alcohol or drugs. Staff shall be appropriately trained in such procedures.</p> <p>29. Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.</p> <p>30. Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises.</p> <p>31. Bottles shall not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties.</p> <p>32. Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery will be regularly serviced and maintained to meet this level.</p> <p>33. The PLH/DPS shall adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.</p> <p>34. SIA Registered door staff shall be employed and used where queues are likely to form to manage the queues and ensure queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.</p> | | |
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<p>35. The premises supervisor and any door supervisors shall monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.</p> <p>36. A facility shall be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies shall be displayed in a prominent position on the premises.</p> <p>37. The Challenge 25 scheme shall be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age.</p> <p>38. 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.</p> <p>39. The premises shall display prominent signage indicating at any point of sale and at the entrance to the premises that the Challenge 25 scheme is in operation.</p> <p>40. The premises shall display prominent signage indicating at any point of sale and at the entrance to the premises that it is an offence to buy or attempt to buy alcohol for a person who is under 18 and for a person under the age of 18 to buy or attempt to buy alcohol at the premises.</p> <p>41. When door staff are employed at the premises, at least one member of door staff situated at the entrance to the premises shall wear and use a body cam to capture incidents of violence and/or anti- social behaviour (<i>proposed in response to GMP representation</i>)</p>		
Conditions proposed by objectors	Agreed	Proposed by
<p>1. The premises shall install and maintain a digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points shall be covered by this CCTV system (Excluding Toilets). CCTV shall continually record whilst the premises are open to the public and the recording shall be kept available and unedited for a minimum of 30 days with the date and time stamping.</p>	Yes	Licensing and Out of Hours

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<ol style="list-style-type: none">2. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public and must be able to produce / download / burn CCTV images upon request by a police officer or an authorised officer of the licensing authority. Any footage must be in a format so it can be played back on a standard personal computer or standard DVD player. Where the recording is on a removable medium (i.e., compact disc, flash card etc.), a secure storage system to store those recording mediums shall be provided3. The CCTV system is to be fitted with security functions to prevent recordings being tampered with, i.e., password protected.4. 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. This incident log will record the following incidents including pertinent details of:<ul style="list-style-type: none">• all crimes reported to the venue, or by the venue to the Police• all ejections of patrons (date, time of incident recorded)• any incidents of disorder (date, time of incident recorded)• any faults in the CCTV system, searching equipment or scanning equipment• any seizures of drugs, offensive weapons, fraudulent ID or other items• any visit by a relevant authority or emergency service5. Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.6. The premises and immediate surrounding area shall be kept clean and free from litter at all times the premises are open to the public.7. At all times that 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 must have completed Action Counters Terrorism (ACT) Awareness e-learning training. In addition, a minimum of 1 on-duty manager and any on-duty security supervisor/manager must 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 must have registered to attend a course and be		
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able to provide evidence of this if requested by a police officer or authorised officer of the licensing authority.

8. The Designated Premises Supervisor must 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 must 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.
9. There must be a documented security assessment, which must incorporate counter terrorism measures for the premises. 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.
10. Within 28 days of the grant or variation 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 must be maintained of any remedial action implemented and made available upon request to any police officer or an authorised officer of Manchester City Council.
11. The premises must have a documented security 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 must be understood by those carrying them out:

Guide – Direct people towards the most appropriate location (in vacuation, 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.

12. All staff authorised to sell alcohol shall be trained in:

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<ul style="list-style-type: none">• Relevant age restrictions in respect of products (Challenge 25)• Preventing underage sales• Preventing proxy sales• Maintaining the refusals log• Recognising signs of drunkenness and vulnerability• How to refuse service• dealing with situations involving vulnerable people, and incidents of harassment <p>13. 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.</p> <p>14. A refusals record must be kept at the premises which details all refusals to sell alcohol. 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 log will be available on request by the police or an authorised officer of Manchester City Council.</p> <p>15. 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</p> <p>16. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.</p> <p>17. Any door supervisors on duty at the premises must be supplied by an SIA-Approved Contractor Scheme company.</p> <p>18. Staff shall monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.</p> <p>19. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.</p> <p>20. There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance.</p> <p>21. All sales of alcohol for consumption off the premises shall not be removed from premises unless in sealed containers only.</p>		
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