

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<p>A) The Prevention of Crime and Disorder</p> <ol style="list-style-type: none"> 1. The premises shall operate a CCTV system that complies with the minimum requirements of the GMP Licensing Team. 2. The premises licence holder must ensure that: <ol style="list-style-type: none"> (i) Cameras are located within the premises to cover all public areas (not including the toilets) and all entrances and exits; (ii) The system records clear images enabling the identification of individuals; (iii) All recorded footage is securely retained for a minimum period of twenty-eight days; (iv) The CCTV system operates at all times the premises are open for licensable activities; (v) All equipment must have constant and accurate time and date generation; (vi) The CCTV system is fitted with security functions to prevent recordings being tampered with; (vii) There is at least one member of trained staff at the premises during opening hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with all relevant data protection legislation. 3. SIA registered door supervisors shall be employed at the premises in accordance with a risk assessment, to be carried out by the DPS. 4. When employed, all door supervisors on duty at the premises must correctly display their current SIA accreditation and be briefed on their responsibilities and relevant company operating procedures before they commence duty. 5. When employed, all door supervisors shall wear high visibility armbands. 6. When employed, a register of door supervisors shall be maintained at the premises and shall include: <ol style="list-style-type: none"> (i) The SIA registration number of door staff on duty; (ii) the identity of each member of door staff; (iii) the dates and times the door staff are on duty. 	<p>N/A</p>	<p>Applicant</p>

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<p>7. At all times that the premises are open to the public for licensable activities, at least 1 member of staff and 1 member of door staff (when employed) must have completed Action Counters Terrorism (ACT) Awareness e-learning training. In addition, a minimum of 1 on-duty manager and 1 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 able to provide evidence of this if requested by a police officer or authorised officer of the licensing authority.</p> <p>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.</p> <p>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.</p> <p>10. Within 28 days of the granting 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.</p> <p>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:</p> <ul style="list-style-type: none">o Guide – Direct people towards the most appropriate location (in vacuation, evacuation, hide)o Shelter – Understand how your place or space might be able to lock-down and shelter people within it for several hours		
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<p>o 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 information such as building plans</p> <p>12. Open containers of alcohol shall not be removed from the premises, save for those utilising the smoking area and returning inside the premises.</p> <p>13. All staff authorised to sell alcohol shall be trained in:</p> <ul style="list-style-type: none">(i) Relevant age restrictions in respect of products(ii) Prevention of underage sales(iii) Prevention of proxy sales(iv) Maintenance of the refusals log(v) Recognising signs of drunkenness and vulnerability(vi) How overservice of alcohol impacts on the four objectives of the Licensing Act 2003(vii) How to refuse service(viii) The premises' duty of care policy, understanding and dealing with situations involving vulnerable people, and incidents of harassment; and how to report issues of modern slavery and trafficking(ix) 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(x) The conditions in force under this licence. <p>This training shall be documented and repeated at 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.</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, 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 and copying within a reasonable time of a request by an officer of a Responsible Authority.</p> <p>B) Public Safety</p> <p>1. The premises licence holder shall ensure that at all times when the public is present there is an appropriate number of competent person(s) able to administer first aid, that an adequate and appropriate supply of first aid equipment and materials is available on the premises, and that adequate records are maintained in relation to the supply of any first aid treatment.</p>		
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2. Regular safety checks shall be carried out by staff.
3. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
4. Any and all of the following incidents must be noted including pertinent details and, as appropriate, reported promptly so that investigations can be made and action taken:
 - a. alleged crimes reported to the venue or by the venue to the police
 - b. ejections of patrons
 - c. complaints received
 - d. incidents of disorder
 - e. seizures of drugs, offensive weapons, fraudulent ID or other items
 - f. faults in the CCTV system, searching equipment or scanning equipment
 - g. visit by a responsible authority or emergency service
5. Incident logs (which may be kept electronically) must be kept at the premises for at least 6 months and must be made available on request to the police or an authorised officer of the licensing authority.
6. The premises shall maintain public liability insurance.
7. The premises shall have a documented Duty of Care policy for managing intoxicated and vulnerable customers and dealing with incidents of harassment at the premises. The policy shall also include provision for persons refused entry to the premises who are also considered vulnerable by staff.

C) The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
3. There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance.
4. The exterior of the building shall be cleared of litter at regular intervals.

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5. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.
6. All external doors and windows must be kept shut at all times when regulated entertainment is being provided, save for normal access and egress.
7. A Dispersal and Smoking Policy will be implemented and adhered to (see attached).
8. The emptying of bins into skips, and refuse collections will not take place between 11pm and 7am.
9. Deliveries to the premises will not take place between 11pm and 7am.
10. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.

D) The Protection of Children From Harm

1. The Challenge 25 scheme must 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. 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.
2. The premises shall display prominent signage indicating that the Challenge 25 scheme is in operation.
3. The premises shall display prominent signage indicating 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.
4. Staff training will 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 must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.

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SMOKING POLICY

1. Any outside area used by customers wishing to smoke shall be clearly delineated and covered by the CCTV system which will be installed at the premises.
2. The smoking area shall be monitored by staff or door staff (when employed) regularly when it is in use.
3. The area will be cleaned regularly.
4. Suitable receptacles shall be provided for smokers to dispose of cigarette butts.
5. Signs will be displayed in the area requesting customers keep noise to a minimum.
6. Patrons who disregard signage and verbal instructions regarding noise will be asked to move inside and/or leave the premises.
7. Open containers of alcohol shall not be permitted to be taken beyond the boundary of the smoking area.

DISPERSAL POLICY

1. At the end of the evening management and staff will assist with the orderly and gradual dispersal of patrons.
2. Dispersal will take place onto Grape Street and in the direction of Quay Street.
3. Staff Members (including SIA registered door staff, when employed) will advise patrons to leave the premises quickly and quietly out of respect for neighbours.
4. Notices will be displayed requesting our customers to leave quietly and in an orderly manner out of consideration to neighbours and their attention will be drawn to these notices by members of staff.
5. Management and staff will ensure the removal of all bottles and drinking receptacles from any patron before exiting the premises (this does not apply in the case of alcohol sold in sealed containers for the purpose of consumption off the premises).
6. Management and staff will actively discourage our customers from assembling outside the premises at the end of the evening.
7. A suitable member of staff or door staff (when employed) will be visible at each public entrance/exit to control the dispersal, to remind people to leave quietly, and to prevent patrons from re-entering the premises.

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Conditions proposed by objectors	Agreed	Proposed by
Amend the hours applied for: Sale of alcohol until 11.00pm Sunday – Thursday and until midnight Friday and Saturday, with an additional 30 minutes opening/drinking up/dispersal time.		LOOH
No further conditions have been proposed by any other party		