

Application for a premises licence to be granted 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 **Manchester Carnival Together CIC**

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Alexandra Park 180 Russell Street Moss Side			
Post town	Manchester	Postcode	M16 7JL

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i as a limited company/limited liability partnership	X	please complete section (B)
	ii as a partnership (other than limited liability)		please complete section (B)
	iii as an unincorporated association or		please complete section (B)
	iv other (for example a statutory corporation)		please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

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Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Manchester Carnival Together CIC
Address 1 Parsonage Street, Manchester, Greater Manchester, United Kingdom, M15 5WD

Registered number (where applicable) 13421031
Description of applicant (for example, partnership, company, unincorporated association etc.) Community Interest Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1 2	0 8	2 0 2 3

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
1 3	0 8	2 0 2 3

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>Alexandra Park is a free to access public park of 24.3 hectares (0.24kmsq) owned and managed by Manchester City Council - bordered by Alexandra Road South, Claremont Street, Princess Road.</p> <p>The licensed Carnival event area within Alexandra Park is defined by fenced perimeter line as per site plan.</p> <p>Capacity for Manchester Caribbean Carnival - 19,999</p>

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

19,999

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	
b) films (if ticking yes, fill in box B)	
c) indoor sporting events (if ticking yes, fill in box C)	
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	

e)	live music (if ticking yes, fill in box E)	x
f)	recorded music (if ticking yes, fill in box F)	x
g)	performances of dance (if ticking yes, fill in box G)	x
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	x

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)		
<u>Supply of alcohol</u> (if ticking yes, fill in box J)		x

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
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	
			Outdoors	x
			Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) A maximum of 9 stages / sound systems will be programmed with various groups and individuals of both community and professional acts. This will include singers, rappers and similar performers with various music styles of Caribbean music including Soca, calypso and reggae. 1. Main Stage 2. Youth Stage 3. Sensation Soca 4. African Corner 5. Jamaican Corner 6. Community 7. Chimpo & Bloc2bloc 8. Heritage - Moods Radio 9. Good Ladies Promotion	
Mon				
Tue				
Wed			State any seasonal variations for the performance of live music (please read guidance note 5) n/a	
Thur				
Fri				
Sat	12:00	20:00	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) n/a	
Sun	12:00	20:00		

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	
					Outdoors	X
Day	Start	Finish			Both	
Mon			<u>Please give further details here</u> (please read guidance note 4) All stages / sound systems will have recorded amplified music played by DJs.			
Tue						
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)			
Thur						
Fri			<u>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</u> (please read guidance note 6)			
Sat	12:00	20:00				
Sun	12:00	20:00				

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	X
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) Dance performances will take place by local groups on the stages with amplified music, either in conjunction with a band performance or DJ.		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat	12:00	20:00			
Sun	12:00	20:00			

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		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Mon				Outdoors	X
				Both	
Tue			Please give further details here (please read guidance note 4) Additional event activity will include Sport activity, Arts & Crafts Workshops, face painting, kite-making street arts and storytelling of Caribbean Culture & History		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri					
Sat	12:00	20:00	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	12:00	20:00			

I

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	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
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	x
				Off the premises	
				Both	
Day	Start	Finish			
Mon			<p>In line with Manchester City Council guidelines on the supply of alcohol at an event in public parks, the following conditions will be applied to the sale of alcohol:</p> <p>A - Local Alcohol Management meeting is to take place with the Park Management and Policing Agencies to discuss the 'Consumption/ Sale of Alcohol',</p> <p>B - 'Alcohol only to be consumed or served in pre-determined designated area, after consultation with the police.'</p> <p>C - An Alcohol Management Plan to be in place with assigned accredited S.I.A stewards.</p> <p>D - The designated area to be properly signed, informing people that 'Alcohol cannot be removed from the Premises.' and managed accordingly.</p> <p>E - The supply of alcohol is limited to the time and date of this application. At any other time, the premises is not licenced for the supply of alcohol.</p> <p><u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)</p>		
Tue					
Wed					
Thur			<p><u>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</u> (please read guidance note 6)</p>		
Fri					
Sat	12:00	19:30			
Sun	12:00	19:30			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
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			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)
Thur			
Fri			
Sat	00.00	23.59	
Sun	00.00	23.59	

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Organisation and staff

Manchester Carnival Together (MCT) as licensee holder will ensure at all times during licensable activity taking place:

- There are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the license.
- That staff have defined roles and will undertake relevant training
- Appropriate controls and SIA accredited staff are deployed in line with the event management plan to control ingress/egress and to prevent disorderly and violent behaviour.
- vigilance among staff to supervise customers in all parts of the premises.

Planning

MCT will use a multiagency event planning process (coordinated by MCC) and the final event management plans will be reviewed by an MCC organised event Safety Advisory Group.

All event activity within the premises shall be controlled with specific reference to the capacity of the venue, the nature of the cultural content and in compliance with the standards for the provision of services as outlined in Purple Guide.

MCT will produce an Event Management plan which details all activity and control measures in place in order to deliver a safe event.

Event Format

The event content will be focused on a family audience with the main focus to celebrate the Caribbean Culture for the local community.

The sale of alcohol will be an ancillary element of the event.

Conditions of entry

The conditions of entry will be implemented by the security contractor at the 4 entrance/exit points with the support of GMP if necessary. Visible signs at each entrance will display these conditions as outlined below.

Admission subject to Bag Search

- No Alcohol
- No Glass
- No Drugs or Legal Highs
- No Weapons
- No dogs within the main event arena - except guide dogs
- No bicycles within the main event area
- Management reserve the right to refuse admission

Capacity will be limited to 19,999 at any one time and informed by the use of clickers by Security operatives at all points of public access/egress and will be monitored by the Event Management Team (EMT).

b) The prevention of crime and disorder**Security and Crowd Management**

MCT shall appoint an experienced event security/stewarding contractor and ensure they provide the required level of staffing and appropriate management structure to fulfil the licensing objectives.

Security staff will be visible, uniformed, easily identifiable and display their SIA badges at all times whilst on duty.

Only individuals licensed by the Security Industry Authority shall be used at the premises where required by law to undertake security activities, which include guarding against:

- A) Unauthorized access or occupation (e.g., through door supervision)
- B) Outbreaks of disorder,
- C) Damage of property

Security Staff and stewards shall be briefed and in position prior to any licensable activity takes place.

Security and stewarding staff will be in position until all licensable activity has stopped and the site is clear of public.

Event security will be vigilant and identify suspicious behaviour and take appropriate action to assist in the prevention of theft and robbery and the prevention of crime and disorder within the premises.

Supply of Alcohol

An alcohol management plan shall be submitted by MCT to relevant multi-agency group members for review and comment (including the licensing authority and the police) and MCT shall ensure the supply and retail of alcohol will be conducted in accordance to this plan.

The designated premises licence holder will be on site at all times when alcohol is being sold.

The Challenge 25 Policy will be adopted at all bars. This will have relevant signage and anyone who looks under the age of 25 asked for appropriate photo ID. If this is not presented on request, then there will be no sale of alcohol.

There will be control points into/out-of the designated premises licensed area to prevent public from bringing external alcohol onto site and to stop alcohol bought onsite to be taken offsite. These will be controlled by SIA security who will carry out bag checks.

SIA security will be located at each Bar operation at all times that alcohol is being sold.

The sale of alcohol will stop 30minutes before the end of the event to allow time for consumption prior to the end of the event.

No alcohol will be served in bottles or glasses.

MCT shall ensure there are no unauthorised sales of alcohol onsite and with the assistance of GMP and MCC remove stallholders selling or intending to sell unlicensed sales of alcohol.

MCT shall ensure that free potable water is available onsite and has relevant signage.

Conditions of entry

SIA security will perform bags checks at the four entry points to the licensed event site within the park (see site plan) and enforcing the conditions of entry

Communication

Any incidents of a criminal nature that may occur on the premises will be reported to the police via Event Control.

Communication between the EMT and security contractor will be via radio and coordinated through event control and recorded appropriately.

Security staff shall be provided adequate radios to cover key positions within the event site.

Commented [JB1]: 3 entry points gate 1 2 and gate 4 query on gate 3b as we didn't use this as an access gate last year this was gate for the traders staff etc?

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c) Public safety

Event planning and delivery for the Manchester Carnival will be in compliance with the standards for the provision of services by the Purple Guide and will be developed through an MCT/MCC co-ordinated multi-agency planning process and validated by a Carnival specific Safety Advisory Group meeting

Risk Assessment

MCT will carry out an event risk assessment in respect of all activities that take place on the premises.

All relevant ADIPs, PIPAs, risk assessment and insurance for inflatables and fairground will be shared with MCC parks prior to the event.

All event contractors will comply with all relevant Health & Safety legislation and follow the control measures documented in their own risk assessments and method statements and will be responsible for ensuring safe systems of work.

Temporary Structures

All temporary structures will be erected / installed by a trained competent person and signed off accordingly.

Site Layout

The site will be designed to have multiple focal points to limit large crowds in one location.

A Blue Route will be maintained through the site at all times.

Capacity

The capacity limit is set at 19,999 within the defined event site. MCT will not allow the event to go over the licensed capacity to prevent overcrowding onsite.

Capacity will be monitored by SIA security with the use of 'clickers' at the event gates and be recorded periodically by event control.

A site evacuation plan will be in place and documents in the Event management Plan.

Egress from the park shall be monitored with reference to control of departure and safe access to transport.

Medical

MCT will contract an experienced event medical provider to deliver adequate medical cover for the event in reference to the purple guide and the Medical plan reviewed by NWAS.

Medical cover will be onsite throughout the hours that licensable activity is taking place.

A medical management plan will be provided for the event.

Content

No special effects or pyrotechnics will be used at the event.

No use of petrol generators will be allowed. Only diesel, bio-fuel or battery generators will be permitted to be used within the event site. Generators to be filled with sufficient fuel to power for the duration of the event.

Concessions

MCC Environmental Health 'Food Concessions Form' will be sent to all caterers and will be submitted to MCC Environmental Health prior to the event. Any food traders who do not return the MCC Environmental Health 'Food Concessions Form' will not be permitted to trade.

Communication

MCT will promote any safety messages as advised by GMP in advance and during the event.

d) The prevention of public nuisance

Noise

PA Systems on the event site will operate between the times of 10:00-20:00 on each day (between 10:00-12:00 for pre-event sound checks).

Noise will be monitored and if noise levels beyond the boundary are deemed unreasonable the PA Technician will be instructed by radio communication to lower noise levels at identified stages.

Generators provided will be of super silenced type which operate at a sound level of 75dB or lower at 1m from the casing.

Waste/Litter

MCT shall put a waste management plan in place to maintain a clean and safe site including the adequate provision of bins, litter pickers and waste collections.

Adequate toilet facilities will be provided on site for the event in line with Purple Guide recommendations.

Communication

MCT Event Management Team shall inform the wider community and park users about the restrictions of entry into areas of the park and potential noise impacts - including signage at the park gates in the lead up to the event.

e) The protection of children from harm

Content

MCT will design the event content to be family friendly.

Communication / Marketing

Marketing will be designed with a family audience in mind, particularly Caribbean families from the local community but with general appeal to families.

Supply of Alcohol

Challenge 25 will be implemented.

Safeguarding

MCT shall produce a relevant safeguarding plan including an appropriate procedure to manage lost children and required DBS checks are in place for any performers / participants interacting with children.

Checklist:

Please tick to indicate agreement

<ul style="list-style-type: none">• I have made or enclosed payment of the fee.	
<ul style="list-style-type: none">• I have enclosed the plan of the premises.	
<ul style="list-style-type: none">• I have sent copies of this application and the plan to responsible authorities and others where applicable.	
<ul style="list-style-type: none">• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	
<ul style="list-style-type: none">• I understand that I must now advertise my application.	
<ul style="list-style-type: none">• I understand that if I do not comply with the above requirements my application will be rejected.• [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please read guidance note 15)
Signature	
Date	
Capacity	

For joint applications, signature of 2nd applicant 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	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			