

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 Goodtime Games Limited

(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			
Goodtime Games, 212 Burton Road, West Didsbury,			
Post town	Manchester	Postcode	M20 2LW
Telephone number at premises (if any)	[REDACTED]		
Non-domestic rateable value of premises	£ 12,500		

Part 2 - Applicant details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i as a limited company/limited liability partnership 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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> 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 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(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	Goodtime Games Limited
Address	Goodtime Games, 212 Burton Road, West Didsbury, Manchester, M20 2LW
Registered number (where applicable)	Companies House No. 12233938
Description of applicant (for example, partnership, company, unincorporated association etc.)	Private Limited Company

Telephone number (if any)	
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	1	0 7 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

Please give a general description of the premises (please read guidance note 1)

We're a vegetarian board games café where people book in advance and come to learn and play new board games with their friends and family.

The premises is located on the ground floor of 212 Burton Road, and is surrounded by businesses on all sides, a bar/restaraunt called Crazy Wendy's, a hairdressers called MDs and a Counselling Centre which occupies the floors above us.

The areas where we'd like to allow people to consume alcohol are at our seven tables inside the venue and two small tables underneath our awning at the front of the building. The front area inside the café has 5 tables for customers and our kitchen/bar area, and the room to the rear has an additional two tables for 4 customers.

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

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) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

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

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			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
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)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								
Sun								
						<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
						<u>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</u> (please read guidance note 6)		

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	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								
Sun								
						<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
						<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)		

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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
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					
Sun					

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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>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</u> (please read guidance note 6)		
Sun					

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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
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 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 <input checked="" type="checkbox"/>
				Off the premises <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) During School Summer Holiday opening hours (see L) we would additionally like to be able to serve alcohol to customers between 12PM - 5PM. 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 (please read guidance note 6) We are open for 4 out of 5 days a week Monday - Friday. We might Change the day that we are closed in the future and so would also like to also be licenced to sell alcohol on Tuesdays 5PM - 9:30PM.	
Mon	5PM	9:30PM		
Tue	5pm	9:30PM		
Wed	5PM	9:30PM		
Thur	5PM	9:30PM		
Fri	5PM	9:30PM		
Sat	12:30PM	10PM		
Sun	12:30PM	10PM		

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	Thomas Anthony Walker
Date of birth	██████████
Address	██
Postcode	██████████
Personal licence number (if known)	██████████
Issuing licensing authority (if known)	Manchester City Council

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A

L

<p>Hours premises are open to the public Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5)</p>
Day	Start	Finish	<p>During each annual school summer holiday period only (between those dates as specified by Manchester City Councils Directorate for Children's and Education Services), the premises shall operate additionally between the hours of 12midday to 5pm (Monday to Friday only).</p> <p><u>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</u> (please read guidance note 6)</p> <p>While we do not currently open on Tuesdays and intend to continue with our 6-day week; we may wish to open on a Tuesday and close on another week day so Tuesday is listed as "open to the public" 5PM - 10PM as these would be our operating hours.</p>
Mon	5PM	10PM	
Tue	5PM	10PM	
Wed	5PM	10PM	
Thur	5PM	10PM	
Fri	5PM	10:30PM	
Sat	10:30AM	10:30PM	
Sun	10:30AM	10PM	

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)

Our mission is to provide a safe, welcoming space where people can gather to enjoy wholesome, organised fun. In order to do this and safely serve alcohol, it is crucial that all staff are properly trained to manage and promote the four licensing objectives.

Staff will be trained in: basic first aid, relevant age restricted products, preventing underage sale, preventing proxy sales, how to refuse service, recording incidents and refusals, recognising signs of drunkenness, vulnerability or other serious issues that need reporting to relevant authorities. (See Operating Schedule for more details).
Training records will be kept, made available on request and refreshed every 6 months.

b) The prevention of crime and disorder

- We are a cashless business.
- Spirits and bar supplies will be stored behind a locked door.
- CCTV will operate to cover all public areas.

c) Public safety

- A Full Risk Assessment will be undertaken at the premises to identify hazards and set out precautions and measures to protect staff and customers. A copy will be kept and available.
- We will display signage stating that it is an offence to sell alcohol to anyone who is drunk as well as Drink Aware posters to remind them of safe alcohol limits and unit content.
- Staff will be given first aid training.
- Potable water will be made available to customers at all times.
- We will put in place a Duty of Care policy regarding persons suffering adversely from the effects of drink. All staff will be briefed on the policy.
- No promotional material will condone, encourage or glamorise antisocial behaviour or refer to drunkenness in a favourable manner.

d) The prevention of public nuisance

- Customers will only smoke in the area in front of the café, nor more than 10 customers will be permitted to remain in the designated area at any one time.
- Before opening (at 4:30PM) the designated smoking area will be swept/cleaned.
- Noise limiting device installed to limit amplified music to 41dB as per Acoustic Report.
- A Noise Management Policy will be put in place to set out measures to prevent excessive noise from loud customers.
- Incidents involving complaints, disorder, alleged crimes, faults with CCTV, refusals and visits by emergency services will be recorded, stored and made available on request.

e) The protection of children from harm

- No person under 16 is permitted to enter/remain when alcohol is being sold unless they are accompanied by an adult.
- Challenge 25 scheme must be operated at all times and signs displayed.
- Signs stating it is an offence to buy and to sell alcohol to under 18s will be displayed.
- All refusals must be recorded in the incident book; including date/time, staff member and reason for refusal of sale.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- 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
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	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 see note 15)
Signature	[REDACTED]
Date	25/05/2023
Capacity	Managing Director, Goodtime Games Limited

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)			
Tom Walker Goodtime Games, 212 Burton Road, West Didsbury			
Post town	Manchester	Postcode	M20 2LW
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
[REDACTED]			

Operating Schedule

Part of the Premises Licence Application for Goodtime Games.

Produced by Tom Walker, Managing Director of Goodtime Games Limited

Proposed DPS: Tom Walker (Licence No. 288297)

Saturday, 25 May 2023

Address:

Goodtime Games
212 Burton Road
West Didsbury
Manchester
M20 2LW

Type / Size / Location & Opening Hours

Our premises is a small board games café which currently serves coffee and hot food, operating between the hours of 5pm - 10pm (week days) and 10:30am - 10:30pm (Friday and Saturday) and 10:30am - 10pm (Sundays). We have maximum 25 covers, and have between 2 and four staff members on-site during our opening hours, usually a manager and a café assistant.

We are a destination venue, where people come to enjoy a range of modern board games and vegan and vegetarian food and drinks. Customers tend to have a lot of interaction with our staff, who try to guide and set each group up to play games that they'll enjoy. As such, we already take steps to protect children by keeping them away from the any games with adult themes.

Our customers nearly always have to book in advance, through our website (www.goodtimegames.co.uk) because we only have 7 tables total, plus two small tables by the front door for people to sit and drink coffee at when the weather is good. Customers pay by the hour to sit at the tables and access our library of board games.

Not long after we opened in 2020, we decided to allow customers to bring their own alcohol into the venue with our permission. We've had no incidents of disruptive behaviour, public nuisance, public safety or incidents involving harm to children.

Nature of the area

The immediate area is a busy strip with several bars, pubs, cafés and restaurants located within 100m radius. During the day, the area outside the café is fairly quiet except on weekends where there are usually people eating and drinking al-fresco nearby. At night, and especially on weekends the outside street is fairly loud, and sometimes amplified music can be heard from the two bars across the street.

There are primary schools located nearby, and there are flats above the different bars and cafés on Burton Road itself. Occupying the two floors above us, there is a counselling centre that mainly operates before 9pm. To one side is a hairdressers (MDs) and to the other is the Restaurant/Bar Crazy Wendys.

Planned Licensable Activities

- **Supply of alcohol**

Clientele

The majority of our clientele are our members and repeat customers, who enjoy our regular events and gathering here to play games. They are mostly based in either Didsbury, Chorlton, Withington or Fallowfield areas. We tend to cater to smaller groups (usually 6 or less) because of the player count of most of our games. Our customers are usually aged between 25 and 45. We do get families in during the daytime on weekends as well, though not usually later than 8pm. After 8pm, it's usually young professionals, students and groups of colleagues getting together after work. Normally, school aged children and young people under 18 will visit during the daytime; but they are nearly always accompanied by their parents.

Public Safety

PREVENTING AND DEALING WITH DRUNKENNESS AND VULNERABILITY

- A Full Risk Assessment will be undertaken at the premises to identify potential hazards posed to staff and/or customers and set out precautions to manage the hazards. This risk assessment should be regularly reviewed (at least every 12 months). All staff will be made aware of the risk assessment and the precautionary measures to take. A copy will be kept on the premises and made available for inspection.
- The premises shall display prominent signage indicating in all areas where alcohol is located that it is an offence to sell alcohol to anyone who is drunk.
- Our Duty of Care Policy regarding persons suffering adversely from the effects of drink will be in place. The policy expresses that every effort will be made by staff to prevent patrons from deteriorating to an uncontrolled intoxicated extent and all staff will be briefed on the policy.
- Drink-aware posters will be displayed in the premises to remind customers of the unit content in alcoholic drinks and the safe alcohol consumption limits.
- Trained first aider(s) should be on duty whenever the premises licence is in use. All staff will be given basic first aid training.
- A First aid/Quiet room is located downstairs and is available to anyone that requires medical attention.
- We will at all times provide potable water from a dispenser, and tell all customers where it is and to help themselves.

PROMOTIONAL ACTIVITIES

- No promotional social media communication may be carried on for the purpose of encouraging the sale or supply of alcohol at the premises, which can reasonably be considered to condone, encourage or glamorise antisocial behaviour or to refer to the effects of drunkenness in any favourable manner.

Prevention of Public Nuisance

SMOKING

- Customers permitted to temporarily leave and then re-enter the premises to smoke must be restricted to a designated smoking area defined as by the area outside the front of the café. No more than 10 customers will be permitted to remain in the designated smoking area at any one time.

LITTER AND CLEANSING

- At 4:30PM outside the premises at the front must be swept and/or washed, and litter and sweepings collected and disposed of correctly.

PREVENTING NOISE

- A noise limiting device must be installed and must operate at all times regulated entertainment takes place at the premises. The device must be of a type, in a location and set at a level of 41dB, as per professional Acoustic Consultants recommendation.
- There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance.
- The licence holder shall, so far as is reasonably practicable, take such steps as to ensure that people on, or leaving, the licensed premises conduct themselves in an orderly manner, and do not cause annoyance to the neighbourhood.
- Disposal of refuse such as waste bottles into external receptacles, where the noise will be audible to neighbouring properties, is done before 6pm.
- The maximum number of customers permitted to use the public highway at the front of the premises shall be limited to 10 (ten) at any time.
- To these ends, a Noise Management Policy will be put in place that sets out measures to prevent noise breakout from the premises caused by excessively loud customers. Staff will be briefed on this policy.

INCIDENT REPORTING

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:

- alleged crimes reported to the venue or by the venue to the police.
- complaints received.
- incidents of disorder.
- seizures of drugs, offensive weapons, fraudulent ID or other items.
- faults in the CCTV system, searching equipment or scanning equipment.
- refusal of the sale of alcohol.
- visit by a responsible authority or emergency service.
- Incident logs (which may be kept electronically) must 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.

Protection of Children from Harm

CHILDREN ON THE PREMISES

- No person under the age of 16 years of age is permitted to enter or remain on the licensed premises when alcohol is being sold or supplied unless they are accompanied by an adult.

PREVENTING UNDERAGE SALES

- 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.
- The premises shall display prominent signage in all areas where alcohol is located that the Challenge 25 scheme is in operation.
- The premises shall display prominent signage indicating at the entrance to the premises, or in all areas where alcohol is located 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.
- 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 24hrs of a request by an officer of a Responsible Authority.

Prevention of Crime & Disorder

PREVENTING THEFT & BREAK-INS

- We are a cashless business and will remain so.
- Unopened spirits and bar supplies will be stored behind a locked door.

CCTV

- CCTV cameras are located within the premises to cover all public areas including all entrances and exits (as specified in Cafe Cameras Layout image).
- The system records clear images permitting the identification of individuals
- The CCTV system is able to capture a minimum of 24 frames per second and all recorded footage must be securely retained for a minimum of 28 days
- The CCTV system operates at all times while the premises are open to the public or whenever it is activated by movement.
- All equipment must have a constant and accurate time and date generation
- The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected
- There must be at least one member of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with the Data Protection Act 1998 (or any replacement legislation).

Staff Training

All staff authorised to sell alcohol shall be trained in:

- Basic aid aid.
- Relevant age restrictions in respect of products.
- Preventing underage sales.
- Preventing proxy sales.
- Maintaining the refusals log.
- Recognising signs of drunkenness and vulnerability.
- How over-service of alcohol impacts on the four objectives of the Licensing Act 2003.
- How to refuse service.
- 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.
- 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.
- The conditions in force under this licence.
- Documented records of training completed shall be kept for each member of staff. Training shall be regularly refreshed and at no greater than 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.
- Training will be done 1:1 by the DPS and include test questions to evidence that the trainee has gained knowledge and understanding of the training.