



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 Eastlands Arena 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			
Co-op Live Etihad Campus Manchester (as delineated on the site licensing plan submitted with the application)			
Post town	Manchester	Postcode	M11 3DU

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£0

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** 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	<input checked="" type="checkbox"/> 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: Eastlands Arena Limited
Address 55 New Bond Street London W1S 1DG

Registered number (where applicable) 13159367
Description of applicant (for example, partnership, company, unincorporated association etc.) Company
Telephone number (if any)
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	1	0
4	2	0
2	4	

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) Co-Op Live (the "Premises") as shown on the site licensing plan submitted with this application and in illustrative plans showing each level, is a purpose-built, multi-use arena, situated in the wider Etihad Campus. The premises will comprise 5 internal multi-use levels (with an Auditorium Bowl) and an external "Podium" – an illustrative Schedule of the planned licensable activities in the different areas is provided in support (but is not set in stone). See the Precise draft Licence Conditions and Schedule supporting the application. The draft Conditions may be changed following further input from the Responsible Authorities and/or through the consultation process.

*Note that although the maximum capacity of the proposed 'Premises' is over 5000 (the maximum audience capacity of the Auditorium Bowl will be 23,500), the Premises are purpose-built and are therefore exempt from additional fees.

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

23500*

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 checked="" type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input checked="" type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input checked="" type="checkbox"/>

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

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	<input checked="" type="checkbox"/>
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	<input checked="" type="checkbox"/>

Opening Explanatory Notes:

1. *Proposed Licensing Hours*

Standard Hours:

In relation to all of the sections below (A to K) – two sets of ‘start’ and ‘finish’ hours are given.

The top row (generally 10:00 to 04:00) **relates to Co-op Live Events** which are defined in the draft Conditions but essentially refer to standard hours for the large scale Events in the Auditorium Bowl (involving an audience of 10,000 or more).

The bottom row (generally 10:00 to 10:00) relates **non-Co-op Live Events** i.e. to licensable activities in other non-bowl areas of the Premises (and/or where licensable activities are inside the bowl but the audience/visitors in the bowl are expected to be under 10,000).

Extended (Non-Standard Hours):

On a limited number of occasions per annum i.e. 12 occasions - to allow for maximum flexibility (for example for international events) - ‘Extended Hours’ are sought which will allow the Premises to trade until (a maximum of) 10:00 so for 24 hours.

Please note that the above hours (and those set out below) set out the **maximum** position. In practice, the ‘start’ and ‘finish’ times of licensable activities will depend on the nature of the Co-op Live Event (or other non-bowl licensable activities); management considerations and/or compliance with bespoke Licence Conditions. Please see the draft conditions for further information. Regulated Entertainment in the external Podium will finish at the latest at 22:30 – see further below and draft Conditions.

2. *Licensable Activities*

The 'Premises' is a multi-use venue with different activities (both licensable and non-licensable) taking place in this state-of-the-art Arena.

The Applicant has provided the Licensing Authority with a Schedule of Planned Licensable Activities to supplement the illustrative level plans, in order to provide a clear indication as to what licensable activities are likely to take place in the different areas of the Premises. The details in this Schedule are not set in stone as the operation must remain flexible to meet ongoing customer expectations and/or to fit with good operational practices. More information is given in the Precis and the draft Conditions.

The Responsible Authorities will also have access to the Premises' Venue Operations Manual – this document is **strictly confidential to those Authorities for safety and security reasons**; members of the public may inspect the 'Index' pages only by contacting the Licensing Authority.

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	✓
Mon	10:00	04:00	<p>Please give further details here (please read guidance note 4)</p> <p>Please see Opening Explanatory Notes above. This licensable activity may take place in the Auditorium Bowl and/or other areas of the proposed Premises.</p> <p>Standard Hours for Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes for wider explanation.</p> <p>Standard Hours are subject to management discretion and control, and Licence Conditions (including Appendix 1 Procedures) as applicable. Note: Where the activity is in the Podium, the max 'finish' time will be 22:30.</p> <p>Non-standard timings.</p> <p>On a maximum of 12 occasions per annum, at Co-Op Live Events, 'Extended Hours' will be authorised (see Opening Explanatory Note) permitting 24-hour operation subject to compliance with conditions and management controls.</p>		
		10:00		10:00*	
Tue	10:00	04:00			
		10:00		10:00*	
Wed	10:00	04:00			
		10:00		10:00*	
Thur	10:00	04:00			
		10:00		10:00*	
Fri	10:00	04:00			
		10:00		10:00*	
Sat	10:00	04:00			
		10:00		10:00*	
Sun	10:00	04:00			
		10:00		10:00*	

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	✓
Mon	10:00	04:00	<p><u>Please give further details here</u> (please read guidance note 4)</p> <p>Please see Opening Explanatory Notes above section 'A'. This licensable activity may take place in the Auditorium Bowl and/or other areas of the proposed Premises.</p> <p>Standard Hours: for Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes for wider explanation.</p> <p>Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable. Note: Where the activity is in the Podium, the max 'finish' time will be 22:30.</p> <p><u>Non Standard timings.</u></p> <p>On a maximum of 12 occasions per annum, at Co-Op Live Events, 'Extended Hours' will be authorised (see Opening Explanatory Note) permitting 24-hour operation subject to compliance with conditions and management controls.</p>		
		10:00		10:00*	
Tue	10:00	04:00			
		10:00		10:00*	
Wed	10:00	04:00			
		10:00		10:00*	
Thur	10:00	04:00			
		10:00		10:00*	
Fri	10:00	04:00			
		10:00		10:00*	
Sat	10:00	04:00			
		10:00		10:00*	
Sun	10:00	04:00			
		10:00		10:00*	

C

Indoor sporting events Standard days and timings (please read guidance note 7)		
Day	Start	Finish
Mon	10:00	04:00
	10:00	10:00*
Tue	10:00	04:00
	10:00	10:00*
Wed	10:00	04:00
	10:00	10:00*
Thur	10:00	04:00
	10:00	10:00*
Fri	10:00	04:00
	10:00	10:00*
Sat	10:00	04:00
	10:00	10:00*
Sun	10:00	04:00
	10:00	10:00*

Please see Opening Explanatory Notes above section 'A'. This licensable activity may take place in the Auditorium Bowl and/or other appropriate areas of the proposed Premises.

Standard Hours: for Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes for wider explanation.

Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable.

Non Standard timings.
On a maximum of 12 occasions per annum, at Co-Op Live Events, this licensable activity will be permitted to terminate at 10:00 instead of 04:00 (i.e. 24-hour operation) subject to compliance with conditions and management controls.

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	✓
				Outdoors	
Day	Start	Finish		Both	
Mon	10:00	04:00	<p><u>Please give further details here</u></p> <p>This licensable activity in terms of a live Boxing or Wrestling match or competition with an audience (as distinct from an audience watching a film of Boxing/Wrestling) will only take place inside the Auditorium Bowl or within the Co-op Backstage Club.</p> <p>Standard Hours: for Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events (in the Bowl with a capacity of under 10,000) are set out in the bottom row to the left. See Opening Explanatory Notes for wider explanation.</p> <p>Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable.</p> <p><u>Non Standard timings.</u></p> <p>On a maximum of 12 occasions per annum, at Co-Op Live Events, this licensable activity will be permitted to terminate at 10:00 instead of 04:00) (i.e. 24-hour operation) subject to compliance with conditions and management controls.</p>		
		10:00		10:00*	
Tue	10:00	04:00			
		10:00		10:00*	
Wed	10:00	04:00			
		10:00		10:00*	
Thur	10:00	04:00			
		10:00		10:00*	
Fri	10:00	04:00			
		10:00		10:00*	
Sat	10:00	04:00			
		10:00		10:00*	
Sun	10:00	04:00			
		10:00	10:00*		

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	
Day	Start	Finish		Both	✓
Mon	10:00	04:00	<p>Music Concerts and other activities involving live music will take place in the Auditorium Bowl and in other parts of the Premises (as appropriate). There may also be live music in the external Podium. See the Opening Explanatory Notes (and Schedule of Planned Licensable Activities accompanying the illustrative level plans).</p> <p>Standard Hours: For Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes (above section A) for wider explanation.</p> <p>Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable. Note: Where the activity is in the Podium, the max 'finish' time will be 22:30</p> <p>Non Standard timings.</p> <p>On a maximum of 12 occasions per annum, at Co-Op Live Events, this licensable activity will be permitted to terminate at 10:00 instead of 04:00) (i.e. 24-hour operation) subject to compliance with conditions and management controls.</p>		
	10:00	10:00*			
Tue	10:00	04:00			
	10:00	10:00*			
Wed	10:00	04:00			
	10:00	10:00*			
Thur	10:00	04:00			
	10:00	10:00*			
Fri	10:00	04:00			
	10:00	10:00*			
Sat	10:00	04:00			
	10:00	10:00*			
Sun	10:00	04:00			
	10:00	10:00*			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music <u>take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors			
				Outdoors			
Day	Start	Finish		Both	✓		
Mon	10:00	04:00	<div style="border: 1px solid black; padding: 5px;"> <p>Recorded music will take place in the Auditorium Bowl and in other parts of the Premises (including on the Podium). See the Opening Explanatory Notes (and Schedule of Planned Licensable Activities accompanying the illustrative level plans.</p> </div>				
	10:00	10:00*					
Tue	10:00	04:00					
	10:00	10:00*					
Wed	10:00	04:00		<p>Standard Hours: For Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes (above section A) for wider explanation.</p> <p>Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable. Note: Where the activity is in the Podium, the max 'finish' time will be 22:30</p>			
	10:00	10:00*					
Thur	10:00	04:00					
	10:00	10:00*					
Fri	10:00	04:00			<p>Non Standard timings.</p> <p>On a maximum of 12 occasions per annum, at Co-Op Live Events, this licensable activity will be permitted to terminate at 10:00 instead of 04:00) (i.e. 24 hour operation) subject to compliance with conditions and management controls.</p>		
	10:00	10:00*					
Sat	10:00	04:00					
	10:00	10:00*					
Sun	10:00	04:00					
	10:00	10:00*					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	✓
Mon	10:00	04:00	<p>Please give further details here (please read guidance note 4)</p> <p>Performances of dance will take place in the Auditorium Bowl and in other (appropriate) areas of the Premises. They may also take place (in suitable locations) on the external Podium.</p> <p>Standard Hours: For Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes (above section A) for wider explanation.</p> <p>Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable. Note: Where the activity is in the Podium, the max 'finish' time will be 22:30.</p> <p>Non Standard timings.</p> <p>On a maximum of 12 occasions per annum, at Co-Op Live Events, this licensable activity will be permitted to terminate at 10:00 instead of 04:00) (i.e. 24 hour operation) subject to compliance with conditions and management controls.</p>		
		10:00		10:00*	
Tue	10:00	04:00			
		10:00		10:00*	
Wed	10:00	04:00			
		10:00		10:00*	
Thur	10:00	04:00			
		10:00		10:00*	
Fri	10:00	04:00			
		10:00	10:00*		
Sat	10:00	04:00			
		10:00	10:00*		
Sun	10:00	04:00			
		10:00	10:00*		

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing:</p> <p>The Premises is a large multi-use entertainment and sports venue. Other activities may include (but are not limited to) comedy nights; ice-skating; filming activities; exhibitions; trade fairs; community-focused events; hospitality and corporate functions etc....</p>		
Day	Start	Finish	<p>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)</p>	Indoors	
Mon	10:00	04:00		Outdoors	
	10:00	10:00*		Both	<input checked="" type="checkbox"/>
Tue	10:00	04:00	<p>Please give further details here (please read guidance note 4)</p>		
	10:00	10:00*	<p>Please see Opening Explanatory Note above (and the Schedule of Planned Licensable Activities accompanying the illustrative level plans).</p>		
Wed	10:00	04:00			
	10:00	10:00*			
Thur	10:00	04:00	<p>Standard Hours: For Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes (above section A) for wider explanation.</p>		
	10:00	10:00*			
Fri	10:00	04:00	<p>Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable. Note: Where the activity is in the Podium, the max 'finish' time will be 22:30.</p>		
	10:00	10:00*			
Sat	10:00	04:00	<p>Non Standard timings.</p>		
	10:00	10:00*	<p>On a maximum of 12 occasions per annum, at Co-Op Live Events, this licensable activity will be permitted to terminate at 10:00 instead of 04:00) (i.e. 24-hour operation) subject to compliance with conditions and management controls.</p>		
Sun	10:00	04:00			
	10:00	10:00*			

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				
Day	Start	Finish		Outdoors				
				Both	<input checked="" type="checkbox"/>			
Mon	23:00	04:30	<p><u>Please give further details here</u></p> <p>Hot food and beverages may be available between the hours to the left to add to the experience of guests at the Premises. Late night refreshment will only be sold for consumption on the Premises.</p>					
	23:00	05:00						
Tue	23:00	04:30						
	23:00	05:00						
Wed	23:00	04:30				<p><u>Standard Hours:</u> For Co-op Live (Auditorium Bowl) Events: As per top row hours indicated to the left. *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes (above section A) for wider explanation.</p> <p>Standard Hours are subject to management discretion and control and Licence Conditions (including Appendix 1 Procedures) as applicable.</p>		
	23:00	05:00						
Thur	23:00	04:30						
	23:00	05:00						
Fri	23:00	04:30	<p><u>Non Standard timings.</u></p>					
	23:00	05:00						
Sat	23:00	04:30						
	23:00	05:00						
Sun	23:00	04:30						
	23:00	05:00						

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	
				Off the premises	
Day	Start	Finish		Both	✓
Mon	10:00	04:00	<p>State any seasonal variations for the supply of alcohol (please read guidance note 5)</p> <p>Alcohol beverages will generally be sold by retail for consumption on the Premises. There may be occasions when off sales apply – for example at a trade fair when customers purchase alcohol in sealed containers for consumption at home – see draft conditions by way of further explanation.</p>		
		10:00		10:00*	
Tue	10:00	04:00			
		10:00		10:00*	
Wed	10:00	04:00			
		10:00		10:00*	
Thur	10:00	04:00			
		10:00		10:00*	
Fri	10:00	04:00			
		10:00		10:00*	
Sat	10:00	04:00			
		10:00		10:00*	
Sun	10:00	04:00			
		10:00		10:00*	

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	Ms Sarah Roberts
Date of birth	██████████

Address c/o Co-op Live, 301 Alan Turing Way, Manchester M11 2AZ	
Postcode	M11 2AZ
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

<p>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).</p> <p>N/A</p>
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L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			Standard Hours of Opening to the Public The hours to the left (upper row) relate to the maximum standard opening hours at Co-Op Live Events. The start and finish times will in practice depend on the nature of the Event; management considerations and/or compliance with Licence Conditions (see draft conditions). *Non-Co-Op Live Events are set out in the bottom row to the left. See Opening Explanatory Notes (above section A) for wider explanation.
Day	Start	Finish	
Mon	10:00	05:00	
	10:00	10:00 *	
Tue	10:00	05:00	
	10:00	10:00 *	
Wed	10:00	05:00	

	10:00	10:00 *	Non-Standard Opening Hours: On a maximum of 12 occasions per annum, at Co-Op Live Events, the Premises will be permitted to open for 24 hours subject to compliance with conditions and management controls.
Thur	10:00	05:00	
	10:00	10:00*	
Fri	10:00	05:00	
	10:00	10:00 *	
Sat	10:00	05:00	
	10:00	10:00 *	
Sun	10:00	05:00	
	10:00	10:00 *	

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)

The following applies to all four Licensing Objectives so to sections (a) to (d) below.

The Applicant has considered the promotion of all four Licensing Objectives and has volunteered specific (draft) Licence Conditions to support this application and to promote the Licensing Objectives. These draft Conditions have been prepared following consultation with, and input from, the Responsible Authorities and after consideration of (amongst other matters) the Licensing Authority's Statement of Licensing Policy; the Revised Guidance to the Licensing Act 2003; the Licensing Act and various other Guidance documents including the Green Guide.

b) The prevention of crime and disorder

The draft Conditions are detailed and provide for:

General Conditions (relevant to all four Licensing Objectives) and applicable on all occasions that Licensable Activities will be conducted at the Premises and

Additional Conditions – applicable at all “Co-Op Live Events”, (including **Appendix 1 Procedures**) – The latter are the fundamental operational and planning procedures in the Venue Operations Manual that will be incorporated into the Licence and will be enforceable as licence conditions. These include policies and procedures (which are strictly confidential) relating to Event Safety; Contingency Planning; Event Management Planning (including Risk Assessment); Security and Counterterrorism planning and procedures (including CCTV); and Alcohol Management/Responsible Sale of Alcohol procedures (such as Challenge 25 application; training of staff etc).

c) Public safety

See the information above; the draft Conditions and the information provided in the Precis.

The Responsible Authorities will be provided with access to a full Venue Operations Manual containing policies and procedures relating to all of the subjects covered in its 'Contents' pages. Only the 'Contents' pages are available to the public, to give a flavour of the extent of the Manual. **The actual contents of the Manual (including the Appendix 1 Procedures) must remain strictly confidential** to the venue and the Responsible Authorities (and/or to those specifically authorised by EAL) for safety and security, and commercially sensitive reasons, and are thus not available to the public.

d) The prevention of public nuisance

Please see above and the draft condition relating to the approval of a Noise Management Plan by Environmental Health prior to the opening of Co-op Live Events in the Premises.

e) The protection of children from harm

Please see draft conditions and the information set out above.

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 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	
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)	
[REDACTED]	
Post town	[REDACTED]
Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	
[REDACTED]	

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined

Co-op Live
Manchester
Draft Premises Licence Conditions
10 November 2023

Definitions:

- 1 For the purposes of these conditions, the following words and phrases will have the following meanings:
- 1.1 **"The Premises"** means:
the area of land and buildings delineated in red on the plan lodged with the Premises Licence application, (currently) known as 'Co-op Live'.
 - 1.2 **"Appendix 1 Procedures"** means those policies; plans and procedures identified as such below and which are enforceable as licence conditions.
 - 1.3 **"Bar"** means any temporary bar/kiosk/counter/area (fixed or mobile (including "hawkers")) used in the Premises for the purpose of selling alcohol.
 - 1.4 **"Bar Supervisor"** means A person(s) who has responsibility for directly supervising the Bar Staff operating a Bar.
 - 1.5 **"Bar Staff"** means persons operating the Bars, involved in the sale or supply of alcoholic beverages.
 - 1.6 **"Co-op Live Event"** means any event in the Auditorium Bowl involving an anticipated audience/spectator capacity of 10,000 or more.
 - 1.7 **"EAL Management"** means:
those persons (including the Designated Premises Supervisor and their Nominated Deputies (and, at a Co-op Live Event, the designated Duty Venue Manager) who hold roles at Eastlands Arena Limited (EAL) whereby they are authorised to make management (and operational) decisions relevant to the operation of licensable activities at the Premises.
 - 1.8 **"Event Specific Instructions"** means:
The event-specific planning and operational General Instructions document relating to a Co-op Live Event (including Event Briefings);
 - 1.9 **"Generic Event Management Plan"** means
A summary of all of the operating procedures in place for Co-op Live Events including the generic risk assessment.
 - 1.10 **"GMP"** means Greater Manchester Police.
 - 1.11 **"Guides"** means the Guide to Safety at Sports Grounds (6th Edition) published by the Sports Grounds Safety Authority and Supporting

Guidance 03, Event Safety Management, in so far as their recommendations are appropriate for indoor multi-use venues.

- 1.12 **“Licence Conditions”** means those conditions set out below together with the Appendix 1 Procedures.
- 1.13 **“Necessary Information”** means such information as EAL Management require from third parties in order to complete a meaningful Generic Risk Assessment
- 1.14 **“Operations Manual”** means a Manual (accessible to Authorised Personnelⁱ, electronically or otherwise) of standards; policies and procedures (consistent with the recommendations in the Guides).
- 1.15 **“Podium”** means the external walkway area as shown on the licensing plan.
- 1.16 **“Responsible Authority Contacts”** means the officer(s) (if any) as identified by each Responsible Authority (whether as part of an Event Review Meeting (EVM) or otherwise) as being the primary contact at that Authority, concerning licensable activities at the Premises.
- 1.17 **“Stadium Event”** shall mean an event taking place in the ‘bowl’ of the Etihad Stadium under the terms of a general safety certificate or special safety certificate.

General Conditions applicable to all Licensable Activities

- 2. Regulated Entertainment; the Sale of Alcohol by retail and/or the provision of Late-Night Refreshment shall only take place in accordance with these Licence Conditions.

Pre-Opening

- 3. The Premises Licence Holder shall, at least 4 months prior to operating the Premises for licensable activities for the first time, submit its draft Operations Manual to the Responsible Authority Contacts for their consideration and feedback.
- 4. Any feedback received from the Responsible Authority Contacts shall be given due consideration by EAL Management. EAL Management shall amend; expand and/or vary the Operations Manual, as it considers appropriate, before adoption.
- 5. Without limiting Condition 4, the Premises shall not conduct licensable activities at any full capacity Co-op Live Event until the Appendix 1 Procedures are approvedⁱⁱ by the Licensing Authority (such approval not to be unreasonably withheld).
- 6. The final version of the Operations Manual shall be forwarded to the Responsible Authority Contacts for ease of future reference (through a confidential/secure portal or otherwise) at least 28 days prior to the opening of the Premises for licensable activities.

7. Prior to the Premises (or any part of it) being used for the first time for any licensable activities, a Generic Event Management Plan will be prepared by EAL Management to identify any required measures relating to the Premises (or part) to minimise any risks to the promotion of the Licensing Objectives.
8. The Premises will not be used for licensable activities under the terms of this Premises Licence until an appropriate Noise Management Plan has been approved by the Nominated Representative for Environmental Health, such approval not to be unreasonably withheld. Thereafter, Regulated Entertainment Events falling within the ambit of the Noise Management Plan must be conducted in accordance with the terms of that Plan. Nothing in this condition will prevent Environmental Health and EAL Management from agreeing amendments to the Noise Management Plan, from time to time, in order to promote the licensing objectives and/or due to the operational needs of the Premises.

Review and Revision of the Operations Manual

9. Subject to condition 10, the DPS (or EAL Management) will provide the Responsible Authority Contacts with a clean copy of the up-to-date Operations Manual for the Premises annually on the anniversary of the opening date (together with a summary or index identifying any updates made).
10. In the event of revisions being sought by EAL Management to the Appendix 1 Procedures, EAL Management will first inform in writing and consult with the Responsible Authority Contacts, concerning their intended changes. EAL Management will give due consideration to any feedback received from the Responsible Authority Contacts, prior to any changes being made through agreement with the Contacts and/or through any formal variation application.

Conditions relating to General Licensed Operations:

11. When licensable activities are conducted, EAL Management shall use reasonable endeavours to consider the provisions of the Guides (in so far as they are relevant to the Premises and depending on the nature of the licensable activities), and to operate in substantial adherence to the pertinent sections of its Operations Manualⁱⁱⁱ.
12. EAL Management shall maintain a comprehensive digital colour CCTV system to the standards recommended by GMP. All public entry points to the building will be covered by CCTV cameras which will provide images to a facial recognition standard in any light condition. The external terrace shall also have CCTV as recommended by GMP in positions (near to any external bar area) as directed. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 30 days with date and time stamping.
13. A staff member who is suitably trained and SIA licensed and fully conversant with the operation of the CCTV system shall be present in the Premises at all times when they are open to the public for licensable activities. This staff member shall, on reasonable request, show recordings to officers of GMP and/or of the Licensing Authority.
14. An incident log (or logs) shall be kept at the Premises (or accessible remotely) and

shall be made available on reasonable request to GMP or to authorised officers of Manchester City Council. The log will record the following:

- (a) Where they relate to a licensable activity:
 - (i) All crimes reported to the Premises;
 - (ii) All ejections of visitors;
 - (iii) Any incidents of disorder;
- (b) Any seizures of drugs or offensive weapons;
- (c) Any faults in the CCTV system or searching/scanning equipment; and
- (d) Any refusal of the sale of alcohol during trading hours.

15. There must be at the Premises a secure lockable 'Drugs Box' to which no member of staff, save the DPS and/or their Nominated Deputies shall have access. All controlled drugs (or items suspected to be or to contain controlled drugs) found at the premises must be placed in this box as soon as practicable. Whenever this box is emptied, all of its contents must be given to GMP for appropriate disposal.
16. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol 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, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card.
17. A log shall be kept at the Premises and record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under 25 years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on reasonable request by the Police or an authorised officer of Manchester City Council.
18. There shall be no sale of alcohol for consumption *off* the Premises:
 - When the Premises is in use on a Co-op Live Event Day and
 - On a non-Co-op Live Event Day, unless the alcohol is sold in a sealed container.
19. On closure of the Premises, a dispersal policy shall be in place and implemented to move visitors from the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.
20. Prominent signage shall be displayed at all primary exits from the Premises requesting that visitors respect those living and working in the locality.
21. EAL shall make available a contact email address and/or website contact information for use in the event of complaints arising, relating to licensable activities being conducted at the Premises.

Additional Conditions relating to Co-op Live Events:

These conditions apply (in addition to the above conditions), at or in relation to any Co-op Live Event:

22. An Event Review Meeting (ERM) shall be established by EAL Management which shall invite, as a minimum, the Responsible Authority Contacts, and North-West Ambulance Service; Greater Manchester Fire and Rescue Service, and Representatives from the Etihad Stadium and from the wider Campus Management, to a meeting at least three times per year, to encourage information-sharing, collaboration and cohesion regarding matters pertinent to the promotion of the Licensing Objectives at Co-op Live Events. The Premises Licence Holder (acting by EAL Management) shall have proper regard to any information received at the ERM and any advice imparted by the Authorities/Services in attendance.
23. The capacity for guests/spectators in the Auditorium Bowl shall not exceed 23,500 at any one time.
24. EAL Management will ensure that licensable activities are planned and conducted in full compliance with the Appendix 1 Procedures.
25. The following comprise the Appendix 1 Procedures:
 - a. Event Safety Policy;
 - b. Generic Event Management Plan and Event Specific Instructions (where required);
 - c. Contingency Plans;
 - d. Alcohol Management Procedures, and
 - e. Security and Counter Terrorism plans and procedures (including CCTV).
26. Licensable activities in the Podium shall cease prior to the main act in the Auditorium Bowl commencing and shall not take place following the end of the Bowl Event, where it finishes at or after 21:00.
27. Without limiting the above, where a Co-op Live Event is scheduled to take place concurrently with a Stadium Event, specific consideration shall be given by EAL Management in liaison with the Stadium operators and other Campus stakeholders to identify and address any likely implications for the promotion of the four Licensing Objectives at the Premises. This process (to ensure cohesion of Campus operations) will be detailed in the Campus Operations Manual, separately submitted to Manchester City Council (as part of the planning conditions) and available on request to the Responsible Authorities.

ⁱ Authorised Personnel only will have access to and sight of the Premises' Operations Manual for reasons of safety; security and commercial sensitivity. It will therefore be a strictly confidential document only accessible by the Premises Licence Holder's staff (or third parties as authorized by it)

and by the Responsible Authorities duly authorised officers (including the Responsible Authority Contacts).

ⁱⁱ The Procedures can be actively approved by email by the Licensing Authority or shall be deemed approved where they have been provided to the Licensing Authority and the Licensing Authority has not provided any comment concerning possible revision within 28 days of receipt.

ⁱⁱⁱ It is acknowledged by all that the Operations Manual (except for the Appendix 1 Procedures) must remain a 'live' document capable of change by EAL Management without the need for external input. This is to enable its licensed operation to be conducted in a manner consistent with best industry practice/its developing operational knowledge/requirements and/or to remain current, in a changing commercial environment. Insignificant derogation from the Operations Manual (other than from the Appendix 1 Procedures) shall consequently not amount to a breach of conditions.

SED/Issued Version/10 November 2023



DRAFT

**Arena Operations Manual Overview
Index Page**

These Index Pages can be disclosed to the public in relation to the Premises Licence Application of 10.11.2023; the actual contents of this Manual will be strictly Confidential to Co-op Live & the Responsible Authorities

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Précis of Premises Licence Application – CO-OP LIVE MANCHESTER

Applicant: Eastlands Arena Limited

Proposed Licensed Premises: Co-op Live, Etihad Campus, Manchester, M11 3DU

Co-op Live (as shown on the site licensing plan and illustrative plans of each and including an external ‘Podium’) sits within the wider Etihad Campus and its ownership is through joint venture partners, City Football Group (CFG) and Oak View Group. The venue will be operated by Eastlands Arena Limited (EAL), part of the Eastlands Arena Group.

Co-op Live will be located on the Eastern side of the Etihad Campus boundary, approximately 2km from the city centre. Its position is ideally located in terms of transport links, and its construction and use fits within the Eastlands Regeneration Framework and will contribute to making Manchester a thriving and sustainable city for residents; visitors and businesses.

Nature and proposed general use of Premises: Multi-Use Venue

Proposed of Licensable Activities:

Indoors: Regulated Entertainment of all categories; Sale of Alcohol and Provision of Late-Night Refreshment

External (on Podium): Sale of Alcohol and Regulated Entertainment (all categories except boxing and wrestling and indoor sports)

Co-op Live Events

[Events in the Auditorium/Bowl with an anticipated spectator capacity of 10,000 or more]:

Proposed Standard Hours:

Opening Hours: 10:00 to 05:00 daily*

Licensable Activities: Maximum (subject to Management control; operational requirements and bespoke Premises Licence Conditions): Sale of Alcohol: 10:00 to 04:00; Regulated Entertainment: 10:00 to 04:00 & Late-Night Refreshment: 23:00 to 04:30 daily.

Any Regulated Entertainment in the external Podium will only be conducted as per the proposed Licence Conditions

Non-Standard Hours:

To allow for flexibility of operation (e.g. for international events in different time zones), on 12 occasions per annum, extended maximum finishing times (and consequently Opening Hours) to 10:00 (24 hours) for Alcohol Sales and Regulated Entertainment (LNR extended to 05:00)

Non-Co-op Live Event Activities:

[Licensable activities in non-Bowl areas and/or in the Bowl but with an audience of less than 10,000]

Proposed Standard Hours:

Opening Hours (Indoors): 10:00 to 10:00 (24 hours) daily*

Licensable Activities: Maximum (subject to Management control; operational requirements and bespoke Premises Licence Conditions): Sale of Alcohol and Regulated Entertainment: 10:00 to 10:00 & Late-Night Refreshment: 23:00 to 05:00 daily. Licensable activities on the Podium: 10:00 to 22:30.

***PLEASE NOTE THE FOLLOWING:**

- The above sets out a maximum 'window' of licensed operation. The precise hours of operation will depend on the nature of the occasion involving licensable activities e.g. an 'Auditorium Bowl Event' (defined as an Event in the Auditorium Bowl at which the anticipated audience will be more than 10,000) and a corporate hospitality dinner (on a non-Bowl Event day) may operate to very different hours.
- The Applicant further appreciates that the above hours do not currently dovetail with the hours permitted under the existing Planning Conditions so licensable activities would be limited to those Planning Conditions (subject to later possible variation).
- Licensable activities in the exterior Podium (sale of alcohol from temporary/ mobile bars (hawkers) and/or Regulated Entertainment) shall, on a Co-op Live Event Day, cease prior to the main act in the Auditorium Bowl Event commencing and shall not be in use following the end of the Event, where the Event finishes at or after 21:00. Licensable activities on the Podium on a non-Bowl Event day may operate between 10:00 and 22:30 (subject to (proposed) Licence Conditions).

Measures to Promote Licensing Objectives:

General information:

- The proposed licensed Premises are in an ideal location within the Etihad Campus which enjoys excellent transport links to the city and wider areas. They are being constructed with high-quality, sophisticated materials and equipment to deliver a top-class venue which equally promotes all four licensing objectives.
- Those involved in the planning and operation of the proposed Premises are highly experienced individuals in their respective fields relating to large venues bringing with them a wealth of expertise and experience in operating a venue of this nature in a manner that promotes safety and minimises the risks of crime (including terrorism) and disorder; harm to children and public

nuisance.

- The proposed Premises has been through a rigorous planning application process and is consequently already the subject of extensive Planning Conditions relevant to its planned operations. A number of the Planning conditions already require specific operational plans to be approved by the City Council in advance of the first (and continued) operation of Co-op Live. In many instances those conditions are also relevant to the proposed licensable use of the venue. In relation to the proposed bespoke Premises Licence Conditions (see below), the Applicant (consistent with the Guidance to the Licensing Act) will avoid duplicating matters which are already covered within the Planning Conditions.
- Bespoke Premises Licence Conditions will be offered which will include extensive measures to promote all four Licensing Objectives – see draft Licence Conditions. Amongst other matters those conditions (including the Appendix 1 Policies and Procedures) will comprise:
 - (i) Fundamental planning and operational obligations relating (inter alia) to CCTV; Risk Assessment (Generic and Event-specific); Challenge 25/Responsible Sale of Alcohol; Stewarding/Security (including counterterrorism measures) etc.
 - (ii) Clear conditions (i.e. including Appendix 1 Policies and Procedures) to identify which provisions contained in the (draft) Venue Operations Manual** will be enforceable as Licence Conditions (notwithstanding the ‘live’ nature of the remainder of the Manual**);
 - (iii) On-going obligations in relation to the review and update of the Venue Operations Manual** (with liaison with the Responsible Authorities) and
 - (i) There will be regular liaison with the Responsible Authorities and with those managing the Etihad Campus (through the Event Review Meetings or equivalent regular meetings) to ensure that Co-op Live’s operations do not negatively impact on its ability to promote the Licensing Objectives relating to its licensed operations, within the Etihad wider campus.

Please note that the suggested bespoke Premises Licence Conditions referred to above are in draft format only and are subject to change following consultation with the Responsible Authorities.

- Eastlands Arena Ltd (EAL) shall work to their professional and comprehensive planning and operational procedures set out in their Venue Operations Manual. It is however inappropriate for compliance with the full Manual** to be specified as a condition as, amongst other matters, for safety/security and other operational reasons, changes to the Manual** will inevitably be made, to adhere to changing legislation and updated good practice/industry guidance. The Manual** (save for the Appendix 1 procedures

therein) must therefore remain a 'live' document.

- There is persuasive evidence to support the assertion that the development and operation of the proposed Premises will not only enhance the area; provide a diverse entertainment offering and employment opportunities but will also enhance the existing Etihad Campus in terms of supporting policing (including surveillance) - see Greater Manchester Police Report/Crime Impact Statement (provided in the context of the planning application).

****The 'Contents' pages of the Venue Operations Manual** are available for public viewing; the actual Index of the document are **not available to the public and are strictly confidential** due to security/safety and/or commercially sensitive details. The Responsible Authorities have access to the entire Venue Operations Manual.**

SED 10 November 2023