

**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 INTERNATIONAL FESTIVAL

(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 Campfield Market Hall Campfield Avenue Arcade Manchester,			
Post town	Manchester	Postcode	M3 4FH

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£76,500

Part 2 - Applicant details

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

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input checked="" type="checkbox"/> | 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 over		I am 18 years old or		<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)					

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 over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
Current postal 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 MANCHESTER INTERNATIONAL FESTIVAL
Address BLACKFRIARS HOUSE PARSONAGE MANCHESTER M3 2JA
Registered number (where applicable) 1113902
Description of applicant (for example, partnership, company, unincorporated association etc.) CHARITY
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
2	4	062019

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

DD	MM	YYYY
2	2	072019

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

Campfield Market Hall is a Victorian former covered market building dating from 1882 (restored in 1885 and refurbished in 1994). It consists of a large open hall with an office, toilets and storage rooms to one side. There are two sets of full height double crash doors (1600mm each door) on two sides of the building (Liverpool Road & Barton Street). On Tonman Street there are two full height doors (1600mm each door) and a double door (800mm per door) on the Deansgate (Campfield Avenue Arcade) side of the building.

The hall will be used as a performance space for Manchester International Festival event/s playing to a standing audience. A ticket will be required to attend.

There will be staging for the event/s within the venue with additional lighting, sound equipment, video equipment and set elements.

Audience will enter either through the door on Campfield Avenue Arcade on the Deansgate side of the building or via the Barton Street entrance. Dispersal direction is TBC but will be included in a full dispersal plan.

Emergency exits are situated on each side of the hall. There are a total of five 1600mm exit doors each of which will be manned when the hall is open to the public for performances. All security and front of house personnel will be fully briefed each day in the evacuation procedure to aid in the quick and efficient evacuation of audience members should the occasion arise.

MIF will arrange a full SAG meeting to discuss the festival including all events taking place at Campfield Market Hall and an event plan for each event will be submitted to the Responsible Authorities prior to the commencement of the licence.

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

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 checked="" 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) Spoken word will make up a portion of the event/s		
Mon	1200	0000			
Tue	1200	0000			
Wed	1200	0000	<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur	1200	0000			
Fri	0900	0000	<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	0900	0000			
Sun	0900	0000			

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 checked="checked" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Video images and films will be shown as part of the event/s.		
Mon	1200	0000			
Tue	1200	0000			
Wed	1200	0000			
			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	1200	0000			
Fri	0900	0000			
Sat	0900	0000			
			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)		
Sun	0900	0000			

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			
			<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)
Thur			
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	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed					
Thur					
			<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)		
Fri					
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 checked="" 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) Live music will be inherent to event/s within the venue		
Mon	1200	0000			
Tue	1200	0000			
Wed	1200	0000	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur	1200	0000			
Fri	0900	0000			
Sat	0900	0000	<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)		
Sun	0900	0000			

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 checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	1200	0000	<u>Please give further details here</u> (please read guidance note 4) Recorded music may be played as part of the event/s Pre and post show recorded music may also be played.		
Tue	1200	0000			
Wed	1200	0000	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	1200	0000			
Fri	0900	0000	<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	0900	0000			
Sun	0900	0000			

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 checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	1200	0000	<u>Please give further details here</u> (please read guidance note 4) An artist or artists may dance as part of the event/s.		
Tue	1200	0000			
Wed	1200	0000	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur	1200	0000			
Fri	0900	0000	<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	0900	0000			
Sun	0900	0000			

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	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Fri					
Sat					
Sun					
			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 (please read guidance note 6)		

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)		
Mon	1200	0000			
Tue	1200	0000			
Wed	1200	0000			
Thur	1200	0000	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)		
Fri	0900	0000			
Sat	0900	0000			
Sun	0900	0000			

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 David Charles Douglas Thompson	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) VEPERS1951	
Issuing licensing authority (if known) Calderdale 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

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	<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)
Mon	1200	0030	
Tue	1200	0030	
Wed	1200	0030	
Thur	1200	0030	
Fri	0900	0030	
Sat	0900	0030	
Sun	0900	0030	

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)

CONSULTATION

Local residents and businesses in the surrounding area have received a letter outlining that MIF are planning to hold events at Campfield Market Hall during the course of the festival. Additionally, **Castlefield Residents Forum** have published a digital copy of the letter on their website.

During the festival there will be a dedicated telephone number for local residents and businesses to contact MIF in the case of any concern prior to and during the festival. MIF will forward a copy of the letter to licensing and will also hold details of where correspondence has been sent.

SECURITY & FIRST AID

The building will have controlled exit and entrance points. SIA approved security staff will be on site and on all entrances and exits when the building is open to the public. Entrance will be by ticket only which will be checked by FOH or security personnel upon entry. Medical Services personnel as appropriate will also be on duty when the building is open to the public.

SALE OF ALCOHOL

When the venue is open to the public & alcohol is on sale current licensing laws will be adhered to. All sales of alcohol will be authorised by a Personal Licence holder present during licensing hours. All catering staff will have been trained in the Challenge 21 policy and its operation. All staff training will also have included dealing with drugs and drunkenness. Members of the public will be asked to produce appropriate photo ID if they are believed to be under the age of 21 i.e. driving licence, passport, PASS accredited proof of age card. Catering staff will monitor alcohol consumption of members of the public and will not serve anyone who they reasonably believe to be intoxicated. Notices will be displayed in prominent positions at the premises indicating that the Challenge 21 policy is in force. An Alcohol Management Plan will be in place prior to the commencement of the Licence.

TOILET FACILITIES

There are plumbed toilets including an accessible toilet inside the venue.

EVENT PLAN

An event plan will be submitted to the Responsible Authorities prior to commencement of events.

b) The prevention of crime and disorder

SECURITY

SIA approved security staff will be employed at all times the building is open to the public. MIF will ensure that a site visit and risk assessment is carried out by their security provider and will ask them to advise on the appropriate number of staff needed to ensure a safe environment. This information will be included in the event plans which will be submitted to the Responsible Authorities prior to the events.

SALE OF ALCOHOL

Alcohol will only be sold during events taking place in Campfield and will be available to ticket holders only.

Alcohol Management Plans will be in place prior to the carrying out of licensable activities under the Licence.

All sales of alcohol will be authorised by a Personal Licence holder present during licensing hours. Temporary bars will be situated within the site managed by a catering company. Details of the company once appointed will be forwarded to MCC. All catering staff will be trained in the Challenge 21 policy and its operation. Members of the public will be asked to produce photo ID if they are believed to be under the age of 21 i.e. driving licence, passport, PASS accredited proof of age card. Catering staff will monitor alcohol consumption and will not serve anyone who they have reason to believe is intoxicated.

Notices will be displayed at the premises entrance indicating the Challenge/ 21 policy is in operation and on all exits stating that alcohol cannot be taken out of the building. Strategic plans will be made to deal with members of the general public who are believed to be intoxicated, which will be illustrated in the Alcohol Management Plan/s.

SMOKING

A smoking policy will be in place prior to the carrying out of licensable activities under the licence. This will include the location of a specific designated smoking area agreed in advance.

c) Public safety

LIGHTING

Theatrical lighting will be installed throughout. A full temporary emergency lighting system will run from the same mains supply as the lighting system.

EVACUATION

A fire evacuation plan is to be formulated in advance and will be the responsibility onsite of the Venue Manager.

During the performance all exit doors will be manned should they need to be opened in the case of emergency. A full staff briefing, which will include the managed evacuation procedure, will be carried out before each performance.

Agreed evacuation procedures in the event of an emergency, which will include the evacuation of disabled customers, will be included in the separate event plans and communicated to all staff who will be made aware of their individual roles should an evacuation become necessary.

A dispersal policy shall be in place prior to the carrying out of licensable activities under the licence.

SECURITY

SIA approved security staff will be employed at all times the building is open to the public. MIF will ensure that a site visit and risk assessment is carried out by their security provider and will ask them to advise on the appropriate number of staff needed to ensure a safe environment. This information will be included in the event plans which will be submitted to the Responsible Authorities prior to the events.

FIRST AID

Medical personnel as appropriate will be onsite at all times the venue is open to the public. The level of cover will be comparable to the audience size and demographic.

PLASTIC GLASSES

All drinks will be supplied in containers made from non-splintering plastic or paper; all individual drinks in glass bottles will be decanted into such containers prior to serving.

SMOKING

A smoking policy will be in place prior to the carrying out of licensable activities under the licence. This will include the location of a specific designated smoking area agreed in advance.

d) The prevention of public nuisance

NOISE

All noise levels will be monitored by the Venue Manager.

All noise levels will be monitored using a recognised system at the front of house control position. Noise levels will be controlled and monitored throughout sound checks and performance. A written record of time and location of noise monitoring will be kept and made available to any officer from MCC during the event.

DISPERSAL

A Dispersal policy will be in place prior to the carrying out of licensable activities under the Licence.

Door staff will ask customers to leave quietly in order to minimize any disruption to nearby residents and will ensure that customers do not leave the building with alcohol.

SMOKING

A smoking policy will be in place prior to the carrying out of licensable activities under the licence. This will include the location of a specific designated smoking area agreed in advance.

e) The protection of children from harm

AGE RESTRICTION

All persons entering the premises will need a ticket. Some events will require Under 18's to be accompanied by an adult.

SALE OF ALCOHOL

No alcohol to be purchased or consumed by any person under 18 years of age.

Current licensing legislation will be strictly adhered to. A personal licence holder present will authorize all sales of alcohol during licensing hours. All catering staff will have been trained in the Challenge 21 policy and its operation. All staff training will also have included dealing with drugs and drunkenness. Members of the public will be asked to present appropriate photo ID if they are believed to be under the age of 21 i.e driving licence, passport, PASS accredited proof of age card. Catering staff will monitor alcohol consumption and will not serve anyone who they have reason to believe is intoxicated. Notices will be displayed at the premises entrance indicating the Challenge 21 policy is in force.

Alcohol Management Plan/s will be in place prior to the carrying out of any licensable activities under the licence.

CHILD PROTECTION POLICY

The child protection policies of MIF and its partners will be shared with the Responsible Authorities in advance of the event.

SECURITY & FIRST AID

Security and First Aid personnel as appropriate will be on duty throughout the events. MIF will request their internal child protection policies in advance of the events.

Checklist:**Please tick to indicate agreement**

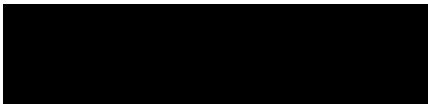
- I have made or enclosed payment of the fee. ☐
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☐
- I have enclosed the consent form completed by the individual I wish to be designated premises 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 (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, if appropriate (please see note 15)
Signature	
Date	18 th March 2019
Capacity	Applicant, Technical Director MIF

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)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			