

## O2 Victoria Warehouse

### DRAFT AMG Revisions and Comments in blue to Trafford Proposed Conditions

#### SECTION 1 – GENERAL

- 1.1 Prior to licensable activities commencing, the Premises Licence Holder shall provide to the Licensing Authority an Operating Manual setting out how licensable activities are managed on a day-to-day basis. The Operating Plan shall also include a plan showing the situation of permanent points of sale or supply of alcohol. No Licensable activity shall take place until this Operating Plan is approved by the Licensing Authority.

*Proposed Alternative*

*The Premises Licence Holder shall provide to the Licensing Authority an Alcohol Management Plan setting out how licensable activities are managed on a day-to-day basis. The Plan shall also include a plan showing the location of permanent points of sale or supply of alcohol.*

- 1.2 The Premises Licence Holder shall produce an Alcohol Management Plan for the Licensed Premises identifying the permanent points of sale or supply of alcohol on the Licensed Premises. The Alcohol Management Plan shall be updated when requested by the Licensing Authority. The position of the permanent points of sale or supply may only be varied or increased with the consent of the Licensing Authority.

*Proposed Alternative*

*The Premises Licence Holder shall produce an Alcohol Management Plan for the Licensed Premises identifying the permanent points of sale or supply of alcohol on the Licensed Premises.*

- 1.3 The Premises Licence Holder shall provide electronic access for the Licensing Authority to the diary of events for the Licensed Premises.

*Refer to 1.3.1 proposed alternative for suggested re-wording for 1.3 and 1.3.1*

- 1.3.1 Two months prior to an event notice must be given to the Licensing Authority and Responsible Authorities of each of the dates of each of the proposed events together with a brief description of the licensable activities proposed.

*Proposed Alternative*

*The Premises Licence Holder will provide an electronic Events List of forthcoming events to the Police and Licensing Authority at least one month prior to an event taking place. The Events List will include a summary of the nature of each event and the proposed licensable activities. Any change to the Events List or the event summary occurring less than a month before the event will be provided to the Police and Licensing Authority within 48 hours of the information becoming known together with its impact on the event risk assessment and any operational measures required.*

- 1.4 Public liability insurance shall be maintained in respect of the premises.

AGREED

## **Section 2: Maintenance of Event Management Plans** *[See below after 3.3 for Proposed Alternative]*

2.1 The Premises Licence Holder shall produce, retain and where required by a further condition produce to the Licensing Authority:

2.1.1 An Event Management Plan – which may include, as appendices, the additional plans set out below:

2.1.2 An Alcohol Management Plan and drugs policy.

2.1.3 Training Plan

2.1.3 Counter Terrorism Risk Assessment and Counter Terrorism Plan.

2.1.4. Incident contingency and emergency plans (including a Major Incident Plan)

2.1.5 A medical ambulance and first aid plan.

2.1.6 A fire safety plan.

2.1.7 A site safety plan including site safety rules, details of electrical installations and lighting arrangement which shall include a Safety Policy and Risk Assessment to include details of arrangements for co-ordinating and controlling event safety on site, details for the provision of cleaning and maintenance of sanitary accommodation, washing facilities and drinking water, details of the arrangements and facilities for disabled persons.

2.1.8 A crowd management, stewarding and security plan.

2.1.9 A noise management plan and sound assessment with details and proposals for monitoring and controlling sound emission.

2.1.10 A traffic management plan.

2.1.11 Safeguarding: Children and Disabled Persons

2.1.12 CCTV Plan

2.2 The draft Event Management Plan and its subordinate plans set out within above shall be produced no later than 2 months prior to an event and the Final Event Management Plan to be produced no later than 28 days before an event takes place under the provisions of this section, or within such a lesser period may be agreed by the Licensing Authority. This should be available should be available upon request of the Police and any responsible authorities to inspect, should this be requested.

*Proposed Alternative to 2.1 and 2.2 above and 3.1; 3.2 and 3.3 – SEE BELOW AFTER 3.3*

## **Section 3**

### **The Event Management Plan** *[See below after 3.3 for Proposed Alternative]*

3.1 All events shall be managed in accordance with the Event Management Plan applicable to the relevant event and must be made available to authorised officers of the Local Authority or GMP upon request. Any changes to the final or subsequently amended Event Management Plan must be communicated to all Responsible Authorities within one working day of that amendment, or before the next relevant event commences, where an event is to commence before the expiration of one working day.

3.2 The Event Management Plan shall include the names, addresses, contact email addresses and telephone numbers of the person and/or organisations and key person within any organisation responsible for:

3.2.1 Overall event safety control;

3.2.2 Production;

3.2.3 Medical and first aid provision;

3.2.4 Crowd management, stewarding and security;

3.2.5 Fire safety and control;

3.2.6 Configuration and control of sound systems;

3.2.7 Management of on-site car parking;

3.2.8 Management of concessions and franchises;

3.2.9 Provision and maintenance of water supplies;

3.2.10 Welfare and provision of information;

3.2.11 Provision and maintenance of sanitary facilities;

3.2.12 Reception collection and removal of litter and other waste.

3.2.13 The Event Management Plan shall include: 4.16.1 The proposed capacity for the event;

3.2.14 Plans to agreed scales detailing exits, entrances, temporary bars, marquees and all facilities to be provided;

3.2.15 Details of proposals for entertainments, together with information regarding any special effects;

3.2.16 Specification of the date by which obligations in the Event Management Plan must be complied with, such as, the provision of final plans, provision of information to responsible authorities for approval and completion of the infrastructure for the event.

3.3 The Event Management Plan shall require the Premises Licence Holder shall maintain an incident log, which may held electronically and which shall 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, which will record the following incidents including pertinent details:

[Proposed Alternative \[Incorporating clauses 2.1; 2.2; 3.1; 3.2 and 3.3 Trafford draft conditions\]](#)

*3.1 All events shall be managed in accordance with the Event Management Plan applicable to the relevant event and must be made available to authorised officers of the Local Authority or GMP upon request. Any significant changes to the final or subsequently amended Event Management Plan must be communicated to the licensing authority and the Police within one working day of that amendment, or before the next relevant event commences, where an event is to commence before the expiration of one working day. The Event Management Plan shall incorporate operational plans where relevant to the event in the following areas:*

*3.1.1 Event Specific Risk Assessment;*

*3.1.2 Crowd Management, Stewarding and Security Plan;*

*3.1.3 Noise Management Plan;*

*3.1.4 Medical Management and First Aid Plan;*

*3.1.5 Alcohol Management Plan;*

*3.1.6 Drugs Policy*

*3.1.7 Traffic Management Plan;*

*3.1.8 Safeguarding Policy;*

*3.1.9 Welfare provision;*

*3.1.10 An incident log. This may be held electronically and it shall 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.*

*3.1.11 Waste Management Plan*

*3.2 The Security Operating Plan for the venue will incorporate event safety control measures including contingency measures, emergency evacuation and Major Incident Plans and the Counter Terrorism Plan and Risk Assessment. These Plans will be retained at the premises and made available on reasonable request by an authorised officer of the local authority or the Police.*

*3.3 The Event Specific Risk Assessment shall be prepared in advance of any event to be held at the premises which shall set out risks and control measures for each identified risk. The Event Specific Risk Assessment shall include:*

*3.3.1 The nature of the event;*

*3.3.2 Relevant risks;*

*3.3.3 Appropriate control measures*

*The Event Specific Risk Assessment shall be available for inspection at the premises on immediate request by the licensing authority and the Police during trading hours.*

#### **Section 4 Overall Supervision- Designated Premises Supervisor and Safety Officer**

4.1 Whilst the Licensed Premises are used for regulated entertainment, the Premises Licence Holder or some other responsible person nominated in writing by the Premises Licence Holder shall be in charge of and present at the Licensed Premises and shall be responsible for the carrying out of all conditions of the Premises Licence. In this connection the Premises Licence Holder shall appoint sufficient staff whose duties it shall be to exercise general supervision and to assist in the observance of the conditions of the Premises Licence.

AGREED although "Designated Premises Supervisor and Safety Officer" to be removed from Heading so it will simply read "Section 4 Overall Supervision."

4.2 The Premises Licence Holder will make adequate provision for monitoring and controlling the number of persons entering the licensed site by way of fencing, gate systems, security or other provision to prevent unauthorised access to the licensed site or any part thereof.

### Proposed Alternative

*4.2 The Premises Licence Holder will make adequate provision for monitoring and controlling the number of persons permitted entry to the premises.*

### **4.3 Alcohol Management Plan and Drugs Policy**

4.3.1 The Alcohol Management Plan will set out procedures to minimise any contribution to crime and disorder from the consumption of alcohol. This Plan will also set out procedures to minimise the occurrence of underage drinking, the supply of alcohol to persons under the age of 18 and the supply to persons who are drunk.

AGREED

4.3.2 The Premises Licence Holder shall operate a 'Challenge 25' Policy. Anyone who appears to be under the age of 25 and who is attempting to buy alcohol must be required to produce satisfactory "proof of age" that they are over the age of 18 such as a passport, photo card, driving license or citizen card before such a sale is made.

AGREED

4.3.3 No children shall be allowed to approach the bar unless accompanied by an adult.

Condition **NOT AGREED**. The controls in relation to under age alcohol sales are covered by the statutory provisions in the LA 2003 and 4.3.1 and 4.3.2 above

4.3.4 No persons under the age of 18 shall be permitted within the premises after 20:00 hours.

Amend wording of 4.3.4 to "No persons under the age of 18 shall be permitted within the premises after 12 midnight." [Agreed with Trafford officers at meeting on 19<sup>th</sup> September 2023]

4.3.5 The Premises Licence Holder shall prominently display notices at bars stating it is an offence for persons under 18 to purchase or attempt to purchase alcohol, and that they operate a challenge 25 policy.

AGREED

4.3.6 The Premises Licence Holder shall take all reasonable steps to minimise the likelihood of supply or consumption of alcohol by persons under 18. Including:

-Age assessment shall be conducted by both door staff and bar staff.

The specific 'age assessment' clause immediately above NOT AGREED – see below for proposed alternative.

-Bar staff shall ask for proof of age if the person appears to be underage, even if door supervisors or other members of staff have already done so. This clause is AGREED – Incorporated into proposed alternative to 4.3.6 – See below.

### Proposed Alternative to 4.3.6:

*4.3.6 The Premises Licence Holder shall take all reasonable steps to minimise the likelihood of supply or consumption of alcohol by persons under 18 to include bar staff asking for proof of age if the person appears to be underage, even if door supervisors or other members of staff have already done so.*

4.3.7 The Premises Licence Holder shall take all reasonable steps to prevent drunkenness or other disorderly conduct and shall not permit entertainments which are obscene, offensive, to public decency or calculated to incite a breach of the peace.

AGREED

4.3.8 Soft drinks and free water shall be available on the Licensed Premises as an alternative to alcohol.

AGREED

4.3.9 No drink to be sold from a bar or by a bar staff or consumed in or on the premises other than in a container made from non-splintering plastic, paper or shatterproof glass.

*Proposed Alternative:*

*4.3.9 No drinks shall be sold from a bar or by a member of bar staff or consumed in or on the premises other than in a container made from non-splintering plastic, paper or recyclable material, shatterproof glass or cans.*

4.3.10 No drinks shall be removed from the premises at any time.

AGREED

4.3.11 The Premises Licence Holder shall prepare a drugs policy where appropriate which will be based on 3 core messages:

- Prevention;
- Preventing or discouraging the presence of drug dealers;
- Welfare and treatment

AGREED

4.3.12 The premises licence holder operates a zero-tolerance policy with regards to drug use and/or supply.

AGREED

4.3.13 The Designated Premises Supervisor shall in conjunction with the security team risk assess each event and look to use drugs trained search dogs for these nights when drug use is expected

*Proposed Alternative*

*4.3.13 The Premises Licence Holder shall, in conjunction with the security team, risk assess each event and look to use drugs trained search dogs for events when significant drug use is anticipated.*

4.3.14 Random searching may take place at all entrances and within the Licensed Premises for drugs, drugs paraphernalia, offensive weapons or other prohibited items. Searching of persons shall be carried out by members of the same gender. If appropriate, the ticket conditions shall indicate that searching will be carried out and there shall be signage with this message at all entrances. This notice will state any person refusing to be searched will not be allowed to enter. Persons found to be in possession of drugs will be removed from the premises.

AGREED

4.3.15 A drugs amnesty box shall be in place at the premises.

## AGREED

4.3.16 The Premises Licence Holder shall ensure the prominent signage on display to inform customers of the venue's policy towards drug use and supply as well as of health protection messaging to discourage smoking at the entrances to the premises and prominently within the premises

AGREED (minor typo corrected – drug “use”)

4.3.17 Admission will be refused to those dealing drugs, if a person is found dealing on the premises, then staff will seek advice from the police.

### Proposed Alternative:

*4.3.17 Any person found dealing drugs on the premises will be immediately ejected and the Police will be notified.*

4.3.18 The confiscation or discovery of all drugs must be witnessed, logged in the relevant incident book and the drugs handed to the most senior member of management, who will then secure them in a designated place such as a drug safe or lockable filing cabinet. These will be held in a designated area for this premises in a secure holding room prior to police collection. The earliest notification of any drug-related incidents must be given to the Police.

### Proposed Alternative

*4.3.18 The confiscation or discovery of all drugs must be witnessed, logged in the relevant incident book and the drugs handed to the most senior member of management to be secured in a designated place such as a drug safe or lockable filing cabinet. The earliest notification of any drug-related incidents must be given to the Police and dealt with in accordance with their prescribed and agreed policy.*

4.3.19 Any drugs seized, and the amnesty box shall be retained and handed over to the police and a receipt obtained. A logbook of drug seized shall be maintained and handed to the police as requested.

### Proposed Alternative

*4.3.19 Any drugs seized, and the amnesty box shall be retained and handed over to the police where requested and a receipt obtained and logbook or electronic record kept at the premises for at least 6 months.*

## **4.4 Training Plan**

4.4.1 All staff will receive training in Drinks & Drunkenness, Underage Drinking (Challenge 25) , Drugs, General Crime Prevention, Dealing with Disorder and Fire & Evacuation procedures.

NOT AGREED – Alcohol awareness training (including Challenge 25) and drugs awareness training and Fire and Evacuation procedures for Staff are dealt with in the other 4.4 and 4.6 clauses – 4.4.1 is therefore not required.

4.4.2 To provide written training for all new staff on the sale of age restricted products in line with Challenge 25 framework and to provide training, at least every 6 months, to existing staff, on the law relating to underage sales of alcohol, including types of identification to look out for. Staff to sign

and date records to confirm that the training has been received and understood by way of a maintained logbook

[AGREED subject to including “relevant” before staff where mentioned in the paragraph.](#)

4.4.3 To notify staff of any reports of alleged underage sale incidents that has been brought to your attention by Trading Standards or Police.

[AGREED subject to including “relevant” before staff](#)

4.4.4 To keep a log of such notifications on file, ready for inspection by authorised officers of Trafford if required.

[AGREED](#)

4.4.5 To inform all staff of changes in the law relating to age-restricted products as and when required.

[AGREED subject to including “relevant” before staff.](#)

4.4.6 All staff are instructed as part of the training never to serve customers who are, or appear to be drunk, under any circumstances. Ongoing training of staff to recognise drunkenness and refuse service to customers who have consumed excessive alcohol. No person who is drunk will be allowed into the premises.

[AGREED subject to including “relevant” before staff and the last line amended to “No person who is drunk will be allowed into the premises unless for welfare reasons and/or for receiving medical attention.”](#)

4.4.7 All staff shall be provided with adequate and suitable training to make them aware of the Licensing Act 2003 problems associated with the spiking of drinks and how to reduce the risks of the same.

[AGREED subject to including “relevant” before staff.](#)

4.4.8 Training Staff to be vigilant and to identify and report suspected drug use or abuse to management and to be trained and know the signs to look for.

[NOT AGREED - 4.4.8 is effectively duplicated by 4.4.9](#)

4.4.9 All staff are given training/guidance in recognising the signs and symptoms of drug use and supply and are instructed to be vigilant at all times and to report any concerns to the senior manager as soon as possible.

[AGREED subject to adding the word “security” before “staff” in the first line.](#)

4.4.10 Any evacuation procedure shall be documented and staff shall be made aware and trained in their roles in the event of an evacuation.

[AGREED](#)

4.4.11 To attend training seminars organised by the Trading Standards Service or other Local Authorities as and when requested to do so.

[Proposed Alternative:](#)

4.4.11 Venue management will endeavour to attend any training seminars organised by the Trading Standards Service or other recognised body when requested to do so.

#### **4.5 Counter Terrorism Risk Assessment and Counter Terrorism Plan.**

4.5.1 The Venue will have a Counter Terrorism Plan, including a Counter Terrorism Emergency Response Plan which is compliant with the standards set out within the Protect Legislation, any subsequent legislation, statutory guidance or statement of good practice.

AGREED

#### **4.6 Major Incident contingency and emergency plans (including a Major Incident Plan).**

- The Venue will maintain a Major Incident contingency and emergency plans (including a Major Incident Plan) which shall be made available to Responsible Authorities upon request.
- The contingency plans should include, but not be limited to the following details:
  - Action to be taken in the event of fire or bomb alert;
  - Action to be taken in the event of failure of the electrical supply to the public address, emergency lighting or fire alarm systems;
- The procedures for training of staff and stewards, sounding the fire alarm system and tackling fires;
  - The procedure for carrying out evacuation exercises or other emergency drills;
  - The identification and location of one or more areas of the venue which can be promptly made available for the treatment of casualties in the event of a incident, together with procedures for bringing this area into use;
  - Procedure for contacting the emergency services and details of local hospitals having accident and emergency departments;
  - The arrangements laid down for the safe evacuation of disabled persons, including entrance and exit routes.

AGREED

#### **4.7 Medical Ambulance and First Aid Plan**

4.7.1 The Premises Licence Holder shall provide a designated medical area inside the venue and will appoint a suitably competent provider to manage and provide suitably manned and equipped medical/first aid facilities to the satisfaction of the Responsible Authorities.

##### Proposed Alternative:

*The Premises Licence Holder shall provide a designated medical area and will appoint a suitably competent provider to manage and provide suitably manned and equipped medical/first aid facilities.*

4.7.2 First Aid trained personnel shall be in attendance at each night of the every event.

##### Proposed Alternative

*First Aid trained personnel shall be present for every event taking place at the premises.*

4.7.3 A designated area will be provided and clearly marked in the car park in close vicinity to the venue entrance for use of emergency vehicles (not limited to just ambulances). Access to this area will be available at all times whilst the venue is in operation.

*Proposed Alternative*

*A designated area will be available in close vicinity to the venue for use by emergency vehicles (not limited to just ambulances). Access to this area will be available at all times whilst the venue is in operation.*

#### **4.8 Fire Safety Plan**

4.8.1 A full and suitable fire risk assessment shall be conducted prior to the premises opening and measures identified shall be put in place and to include an evacuation procedure and appropriate fire safety equipment. This will include, but not limited to the following:

- suitable fire alarm system;
- suitable means of escape;
- suitable occupancy levels;
- systematic testing procedures of fire safety equipment;

4.8.2 The control measures identified will be fully implemented to the satisfaction of the Licensing Authority and the Fire and Rescue Service.

4.8.3 Any agreed evacuation procedure to include the evacuation of disabled customers and shall be communicated to all staff.

**AGREED**

#### **4.9 Site Safety Plan**

4.9.1 The Premises Licence Holder must complete, retain and make available for inspection, a specific event, written, risk assessment in respect of all events conducted upon the licenced premises.

*AGREED subject to 4.9 Heading being changed from 'Site Safety Plan to "Event Risk Assessments" and also slight change in wording suggested to 4.9.1 to: "The Premises Licence Holder must complete, retain and make available for inspection, a specific event risk assessment in respect of all events carried out within the licensed premises."*

4.9.2 The risk assessments should include the nature of the vent and expected capacity- for validation by the Police and Local authority (Trafford Licensing) within at least 28 days' notice of the event taking place.

*Proposed Alternative:*

*The specific event risk assessment shall include details of the event including the expected capacity and will be prepared at least 28 days in advance and be made available to the Police and Trafford Licensing Authority upon request.*

4.9.3 For any event which is to take place over two or more days, where changes to the site safety rules are to be made following a debrief on any specific day, those changes must be documented and the amended site safety plan, highlighting the changes which have been made, must be sent to the Licensing Authority before the commencement of the event on the subsequent day(s)

**NOT AGREED – The proposed condition is more relevant to an outdoor event than a venue.**

#### 4.9.4 General

The venue and all equipment, furnishing, fittings and the like shall be constructed, provided, and maintained so as to be in a thoroughly safe condition for entertainment purposes.

AGREED

Suitable records shall be kept by the Premises Licence Holder or his agent regarding fire safety precautions, electrical installations and the construction of the built environment.

#### Proposed Alternative:

*Suitable records shall be kept by the Premises Licence Holder or his agent regarding fire safety precautions and electrical installations.*

Authorised officers of the Licensing Authority, authorised officers of the Fire Authority, the Ambulance Service or Police Officers shall have free access to all parts of the Licensed Premises for the purpose of inspection at all reasonable times.

AGREED

The Premises Licence Holder shall ensure that the Premises Licence and all conditions attached thereto are retained at the Licensed Premises and are available for inspection at all reasonable times by authorised officers of the Licensing Authority, Fire Authority, Ambulance Service and Police Officers

AGREED in principle – although duplicates existing statutory requirements and so question whether it is required as a licence condition?

#### 4.9.5 Lighting and Electrical Installations

Adequate lighting levels will be maintained at all times across the Licensable Premises.

#### Proposed Alternative

*There shall be adequate lighting maintained of the means of escape and exits from the premises at all times the premises is open for licensable activities.*

Entrances and exits to the Licensed Premises including events to be held in the outside area of the Licensed Premises shall be clear of obstructions and at all times will be adequately illuminated during periods of darkness.

AGREED

Emergency lighting shall be maintained in good working order.

AGREED

#### 4.9.6 Staging of Structures

Details of any temporary structure (including staging) shall be included in the Event Management Plan.

#### Proposed Alternative

*Any new temporary structures shall be subject to a documented risk assessment before any event.*

#### 4.9.7 Sanitary and cleaning Provision

The Premises Licence Holder shall ensure that adequate sanitary provisions and hand washing and drying facilities are provided for the number of people expected to attend the event to the satisfaction of the Licensing Authority. Toilets shall be kept in good order and repair and serviced throughout the event to ensure that they are safe, clean and hygienic. Toilets shall be supplied with toilet paper, in a holder or dispenser, at all times.

#### *Proposed Alternative*

*The Premises Licence Holder shall ensure that adequate sanitary provisions and hand washing and drying facilities are provided for the number of people expected to attend an event. Toilets shall be kept in good order and repair and serviced throughout the event to ensure that they are safe, clean and hygienic. As far as reasonably practicable, toilets shall be supplied with toilet paper, in a holder or dispenser, at all times during an event.*

Regular toilet check shall be made. To ensure the toilet areas are not being used for drug use/taking.

#### AGREED

On each day of the event the external area of the premises shall be inspected and cleaned of all litter prior to the opening of the event and also at the close of the event.

#### *Proposed Alternative*

*On each day of the event, so far as reasonably practicable, the external area in the immediate vicinity of the premises for ingress and egress routes shall be inspected and cleaned of all litter prior to the opening of the event and also at the close of the event.*

Suitable notices shall be provided throughout the Licenced Premises to indicate clearly the location of all available services and facilities such as sanitary accommodation, refreshments, drinking water, first aid points and exits, all of which shall be clearly signposted.

AGREED subject to changing “throughout” on the first line to “within.”

All signage will comply with the appropriate guidance given in the Event Management Plan

NOT AGREED – Not sure this is required as a licence condition for a venue licence.

#### 4.9.8 Refreshment Facilities

All food concessions shall be available for inspection at times suitable to the Council’s Environmental Health Officers. Any food concession not complying with the food safety or occupational Health and Safety at Work Requirements will be closed upon request of the appropriate Licensing or Enforcement Officer.

#### *Proposed Alternative:*

*All food concessions shall be available for inspection at all reasonable times suitable to the Council’s Environmental Health Officers.*

No glass containers or glass bottles shall be sold on the Licensed Premises without the prior approval of the Licensing Authority. The Premises Licence Holder shall also take appropriate measures to prevent glass containers, glass bottles or cans being brought onto the premises by the public.

Consent for the sale of cans at events is permissible only where the contents of the can is decanted into a plastic or cardboard container unless otherwise reasonably agreed by the licensing authority.

*Proposed Alternative:*

*The Premises Licence Holder shall take appropriate measures to prevent glass containers, glass bottles or cans being brought on to the premises by the public. No drinks shall be sold from a bar or by a member of bar staff or consumed in or on the premises other than in a container made from non-splintering plastic, paper or recyclable material, shatterproof glass or cans.*

4.9.9 Details of the arrangements and facilities for disabled persons

The Site Safety Plan shall include written details of the arrangements and facilities for disabled persons.

*NOT AGREED – ‘Site Safety Plan’ not an accurate description and ‘details of arrangements and facilities for disabled persons’ not appropriate as a licence condition although will be provided by the venue.*

4.9.10 Boxing

The site Safety Plan shall include written details of the arrangements for any Boxing events that are held at the Licenced Premises.

A suitable and sufficient health and safety risk assessment (or Event Management Plan) of the boxing activity be submitted to the Licensing Authority and Environmental Health a minimum of 28 days prior to each event taking place.

As part of the event management plan we would expect the following points to be addressed:

- Full contact details of the organisers and other parties involved in the event.
- The medical cover that will be provided at this event. The Council expect that a Registered Doctor and a Paramedic will be provided as a minimum. The Council would also prefer that an ambulance be also provided.
- The medical checks that will be carried out on the boxers before and after the fight. The Council would expect all boxers taking part to have a medical card and competition record book. This should detail previous bouts, medical history etc.
- How boxers will be matched up for the event. All boxers will be expected to be evenly matched and fall in the same weight category.
- Description of how the safety of minors will be protected during the event. The Council would not expect to see any fighters under the age of 18 matched up with those over 18. Fights involving minors should not be taking place late in the evening.
- Details of the ring set up and who will be carrying this out.
- The numbers of referees and judges taking part in the event.
- The type and weight of boxing gloves that will be used by the boxers and how these will be inspected.

- What will be the safety rules for the fight and how these rules will be communicated to the boxers, coaches, trainers and other relevant parties.
- Details of the Personal Protective Equipment that will be worn by boxers.
- Actions that will be taken in an emergency and how parties will communicate.
- Site checks that will be completed prior to the event taking place.

AGREED in principle subject to terminology – ‘Site Safety Plan’ to be changed to “Event Risk Assessment”

#### 4.9.11 Emergency Evacuation Plan

- Any evacuation procedure shall be documented and staff shall be made aware of their roles in the event of an evacuation.
- Training for relevant staff on what to do in the event of a fire or other emergency to include the evacuation of disabled persons, in so far as that is not included within the major incident plan.
- All staff shall be trained in how to handle emergencies and emergency evacuation.

AGREED

#### 4.9.12 Dispersal Policy

A dispersal policy shall be implemented as follows;

The ticket sales website to contain a map or details / or directed to details showing suggested routes for customers to take on leaving the premises. (which directs) Directing customers away from residential areas and towards public transport networks and Manchester City Centre.

Any person who is ejected from the premises for any reason MUST be treated fairly and given assistance by security staff to reunite the person with a friend.

No person shall be allowed to leave the area of the venue on their own whilst intoxicated if they have been ejected.

Notices shall be displayed at exits of the premises requesting customers to leave the area quietly and as directed by door staff and stewards.

Prior to the event a minimum of 4 local taxi operators shall be informed that the event is taking place not less than 7 days before its commencement.

Customers shall be advised that staff on duty shall operate a taxi request service on behalf of customers.

Customers may use this free service for the purpose of arranging taxis for transport home at the end of each evening.

Music policy to include a half hour run down period to consist of a change of style of music to a quieter, less high tempo style commencing half an hour before close. DJ/ House announcements during the half hour run period requesting customers to leave the area quietly.

Door staff to ensure that customers do not leave the premises with bottles or glassware.

Proposed Alternative to 4.9.12:

*The Premises Licence Holder shall operate a Dispersal Policy which will form part of the Event Management Plan for the venue. The Dispersal Policy will include procedures which address in particular but not exclusively the following matters:*

- *Egress routes and control measures*
- *Security checks and securing the venue*
- *Messaging and communications*
- *Transport management*
- *Neighbourhood policy*
- *Housekeeping and cleaning*

**4.10 Crowd Management, Stewarding and Security Plan**

4.10.1 The Premises Licence Holder shall maintain good order in the Licensed Premises by the deployment of SIA staff.

NOT AGREED – 4.10.1 is superfluous as the matters are covered by the following sub-clauses.

4.10.2 The Premises Licence Holder will produce a full stewarding/security plan which will be contained within an Event Management Plan. This should be available for inspection 28 days prior to the event should the Licensing Authority or Responsible Authority wish to review.

AGREED

4.10.3 A written record shall be kept on the premises by the DPS of every person employed on the premises as a door supervisor in a register kept for that purpose. The register is to contain the following details, the door supervisors name, company working for along with his/her SIA license number. The time and date start of shift, and time/date end of shift. Time of any breaks. Each entry to be signed by the door supervisor. The personal details of employed/contracted SIA staff shall be provided to Greater Manchester Police or any responsible appropriate authority when requested

Proposed Alternative:

*4.10.3 A written record shall be kept on the premises by the Premises Licence Holder of every person employed on the premises as a door supervisor in a register kept for that purpose. The register is to contain the following details: the door supervisors name, company working for along with his/her SIA licence number. The time and date start of shift, and time/date end of shift. Each entry to be signed by the door supervisor. The personal details of employed/contracted SIA staff shall be provided to Greater Manchester Police or any responsible appropriate authority on reasonable request. Records are to be kept for 28 days following an event.*

4.10.4 SIA registered door staff to be employed from 30 minutes before opening until 30 minutes after close (assuming all customers have left the premises in this time, if not staff to remain until clear). The number of door staff to be such as considered by management to be appropriate following a risk assessment for each event.

AGREED

4.10.5 All Security Staff shall be controlled from a central control point and shall be under the control of supervisors, equipped with suitable means of communication to the Even Control Team.

While on duty they shall not be engaged on other activities which would prevent them from carrying out these functions.

AGREED

4.10.6 Security staff located outside the premises shall wear high visibility jackets.

AGREED

4.10.7 A door entry policy shall be implemented at the premises. This will include the buying of tickets through a secure website as advertised prior to any event. Staff will ensure that all main entrances and fire exits are kept clear at all times.

AGREED

4.10.8 All security staff shall be made aware of the position and arrangements for First Aid.

Proposed Alternative

*4.10.8 All security staff shall be made aware of the position and arrangements for medical facilities.*

4.10.9 Security shall be positioned at all exits and at key points where control of the crowds is most needed. They will exercise proper control over the audience or patrons and shall ensure that there is safe movement of crowds at every point within the Licensed Premises. The operation of the bars, refreshments and concessions shall be appropriately managed by stewards to ensure effective crowd flow in these areas.

AGREED

4.10.10 The premises licence holder operates a policy for searching patrons on entrance to the venue. A policy of random search of customers prior to entry shall be implemented. Notices at the entrance stating any person refusing to be searched will not be allowed to enter. Persons found to be in possession of drugs will be removed from the premises. Only SIA registered door personnel will conduct searches on the premises. Consent will always be obtained before a search is carried out. If the search request is refused, then entry will be denied, and details recorded in a designated incident/logbook.

AGREED subject to deleting last part of final sentence "and details recorded in a designated incident/logbook."

4.10.11 Both Male and Female door supervisors will be employed to ensure that no search is conducted on someone of the opposite sex.

Proposed Alternative:

*4.10.11 The Premises Licence Holder will endeavour to employ both Male and Female door supervisors to ensure that no search is conducted on someone of the opposite sex.*

4.10.12 Age assessment shall be conducted by both door staff and bar staff.

Proposed Alternative:

*4.10.12 Age assessment shall be conducted by door staff.*

4.10.13 The premises licence holder will ensure that all areas of the premises can be safely monitored by security staff and check for signs of drug use.

## AGREED

### **4.11 Noise Management Plan and Sound Assessment**

4.11.1. Any regulated entertainment shall be provided in accordance with a Noise Management Plan that has been agreed in writing by the Licensing Authority

4.11.2. No noise shall emanate from the premises that gives rise to a nuisance at any residential or noise sensitive properties, including those within Salford City Council's jurisdiction.

4.11.3. All doors and windows to be kept closed, except for normal access and egress whenever regulated entertainment is taking place.

4.11.4. Lobbies must be provided at each entrance to the venue where there is a direct sound transmission path between the noise source and external areas.

4.11.5. There shall be no external regulated entertainment or "funfairs" or similar outdoor activity at the premises.

4.11.6. Smokers shall use a designated smoking area shown marked on a plan which shall be lodged with Trafford Borough Council, Pollution Section. The smoking area shall be supervised by a minimum of one member of staff after 23.00 until close to ensure that smokers do not cause a disturbance. Any smoker behaving in a noisy manner shall be required to return inside the premises.

4.11.7. Only smokers shall be allowed to use the designated smoking area.

4.11.8. The premises licence holder shall give not less than 28 days notice of events to be held at the premises to Greater Manchester Police (unless a shorter time is agreed with Greater Manchester Police).

4.11.9. Each calendar year a minimum of one month's written notice (or a lesser period if agreed in writing with the Licensing Authority) will be given to the Police and Trafford Council Pollution Control of proposed events to be held at the venue. The notice will contain a brief description of the event and the licensable activities proposed, including the start and finish time, attendance numbers, nature of event and details of artistes / performers, whether there is live and/or recorded music, and any proposed alterations to sound limits.

4.11.10. When required by Trafford Council, sound propagation tests will be undertaken prior to specified events. The specified events shall be those notified by the Council to the premises licence holder. If required, the sound limits shall be modified to the satisfaction of Trafford Council prior to the specified events taking place and retained thereafter.

4.11.11. For music events continuing later than 02:00 Trafford Council will be notified to agree sound limits prior to each event unless sound limits have been previously set in agreement with Trafford Council and those limits are not to be altered.

**The Noise Management Plan Conditions in Section 4.11 are all AGREED [These are the Revised Conditions proposed by Mr Belfield in his 4.10.23 Representation]**

#### **4.12 Safeguarding: Children and Disabled Persons**

4.12.1 The Premises Licence Holder will ensure that arrangements and provision for disabled persons, namely access and egress, sanitation facilities and viewing areas are provided and maintained for each event to the satisfaction of the Responsible Authorities.

Proposed Alternative:

*4.12.1 The Premises Licence Holder will provide and maintain suitable and sufficient arrangements and provision for disabled persons for each event, namely access and egress, sanitation facilities and viewing areas.*

4.12.2 No persons under the age of 18 shall be permitted within the premises after 20:00 hours.

Proposed alternative:

*4.12.2 No person under the age of 18 shall be permitted within the premises after 12 midnight.*

4.12.3 The Premises Licence Holder will carry out a risk assessment for every event to consider the implication of attendance of children at the event.

Proposed Alternative:

*4.12.3 The Premises Licence Holder will consider the implication of any children attending an event within the event specific risk assessment.*

4.12.4 Where the event involves the display of cinematic films, the following certification shall be used on all promotional material.

NOT AGREED – Condition as worded not complete, but in any case the issue is covered by the mandatory conditions.

#### **4.13 Traffic Management Plan**

4.13.1 A Traffic Management Plan/Transport Management Plan and associated risk assessment shall be produced, maintained and made available for the Local Authority to inspect at least 28 days before an event

Proposed Alternative:

*4.13.1 A Traffic Management Plan/Transport Management Plan and any associated risk assessment shall be made available for the Local Authority to inspect at least 28 days before any relevant event.*

4.13.2 The Traffic Management Plan and an accompanying risk assessment will detail how vehicle movements are controlled and must include the following:

NOT AGREED. The condition is more relevant to an outdoor event.

4.13.3 Details of vehicles arriving on site throughout the set up of the event, the day of the event and post event;

- Details of where vehicles are parked on site;
- Details of how pedestrians and vehicles are segregated;
- Details of how sufficient lighting is provided to areas where vehicle movements occur;

NOT AGREED. The condition is more relevant to an outdoor event.

4.13.4 Any additional controls as identified by the risk assessment.

NOT AGREED. The condition is more relevant to an outdoor event and 4.13.1 covers relevant risk assessments being made available.

4.13.5 The Plan will contain details of how patrons will travel to and from the event and on site vehicular traffic management.

NOT AGREED. The condition is more relevant to an outdoor event.

4.13.6 Vehicle movements within the Licensed Premises will be limited to those which are essential and will be controlled to ensure safety of the public and staff.

AGREED

#### **4.14 CCTV Plan**

4.14.1 The Premises Licence Holder must ensure that:

4.14.2 CCTV cameras are located within the premises to cover the areas permitted for Licensable activities, including entrances, exits and Key areas in accordance with industry guidance such as the Centre for Protection of National Infrastructure or NaCTSO

AGREED

4.14.3 CCTV will be in operation inside and outside the building at all times the premises is in use for licensable activities. All equipment must have a constant and accurate time and date generation.

AGREED

4.14.4 A digital CCTV recording system will be installed and maintained at the premises in consultation with GMP Crime reduction officer that is capable of complying with: -

CONDITION NOT CLEAR?

4.14.5 At all times the CCTV system and recordings must be kept in a secured environment under the control of the DPS or other nominate responsible person.

AGREED

4.14.6 A full instruction manual will be available at all times.

AGREED

4.14.7 The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e password protected.

AGREED

4.14.8 The CCTV system must be maintained in full working order to: -

- Operate on real time at a minimum of 20 frames per second with correct time and date generation. Be capable of providing individual pictures.
- Provide clean, clear and unobstructed camera views of evidential quality in all lighting conditions.
- Provide accurate date and time stamped recordings, stored in date order and kept for a minimum of 31 days and handed to the Police or Local Authority on demand. Export all

footage to another medium with time and date integral image. Exported footage must also be of same quality as system recordings.

AGREED

4.14.9 During all periods of activity, a nominated and trained CCTV operator must be on duty to:

- Inspect the CCTV system and ensure all equipment and cameras are in full working order. Record inspection on a CCTV maintenance record log and endorse with a signature.
- Facilitate the downloading of any image as requested by the Police or Local Authority (Trafford Council).

AGREED subject to first line amending to “Whilst licensable activities are taking place.....etc”

4.14.10 The CCTV system must:

- Have at least one camera at every entrance and exit; all individuals must be identifiable from the screen image. Have cameras on all areas where the sale of alcohol takes place; including bars and, all individuals must be identifiable. At least one camera covering any queue outside the premises, individuals must be identifiable. Cameras covering car-parking areas. In the event of any failure of the system an engineer will be informed without delay and the failure reported to the licensing officer as soon as practicable.
- The bar area is supervised, and CCTV is in operation.

AGREED

#### **4.15 General Conditions**

All written records including CCTV, drug seizures, SIA door staff must be kept on the premises and in control of the DPS and handed to the Police for inspection on demand. **AGREED**