

O2 Victoria Warehouse

FINAL DRAFT CONDITIONS – **AMG PROPOSED REVISIONS AND COMMENTS IN BLUE**

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.

Comment

The venue does not have a separate 'Operating Manual' as such. The operation of the venue is in accordance with various policies and procedures and risk assessments each of which cover the range of activities and events held at the venue. AMG has submitted comprehensive Event Management Plan documents including 32 Appendices and will operate licensable activities and events in accordance with this process (see section 2 below). An additional EMP Appendix will include a plan showing the locations of permanent bars (which is requested in 1.1 above).

An Event Management Plan will be prepared for every event held at the premises and this will include an Event Specific Risk Assessment. It would be impractical for every EMP to require the approval of the Licensing Authority before licensable activities take place and we understand from our discussions this is not expected by the responsible authorities.

Proposed Revised Condition:

The Premises Licence Holder shall produce an Event Management Plan (EMP) for every event which sets out how licensable activities will be managed and will include an event specific risk assessment as well as operational policies and procedures. The EMP shall include a plan showing the situation of permanent points of sale or supply of alcohol. The EMP shall be made available to the Licensing Authority and any responsible authorities on request.

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.

AGREED

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

Comment

This Condition was discussed with the authorities at the meeting on 19th October and we understand that the proposed revised wording below is agreed.

Proposed Revised Condition

The Premises Licence Holder shall provide electronic access for the Licensing Authority to the diary of confirmed and provisional event dates for the Licensed Premises.

- 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.

Comment

The wording of this Condition was also discussed with the authorities at the meeting on 19th October and we believe that the proposed revised wording below is agreed but please advise if otherwise.

Proposed Revised Condition

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, save and except in exceptional circumstances in which case at least 48 hours' notice should be given to the Licensing Authority and Responsible Authorities.

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

AGREED

Section 2: Maintenance of Event Management Plans

Section 2 Conditions below are AGREED except where indicated otherwise

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. **Suggest change wording to 'Medical Plan'.**

2.1.6 A fire safety plan. **Suggest change wording to 'Fire Management 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.

Comment to 2.1.7

The detail required under this proposed condition is accepted but the venue does not have a specific document called a Site Safety Plan. The relevant information referred to in the proposed condition is found in separate documentation, such as the Fire Risk Assessment and Venue Risk Assessment and other information, some of which may be included in Event Management Plan documentation, for example the Emergency Operations Plan. The Event Management Plan documentation has already been provided to the responsible authorities during the Review proceedings and the Venue Risk Assessment has been provided as part of the compliance documents in relation to the Improvement Notice. AMG is happy to agree a condition for plans which include the 'site safety' information to be available, and a suggested alternative licence condition has been proposed below. Because this 'site safety' information does not specifically form part of the Event Management Plan (Section 2.1 and 2.1.1 refers to EMP appendices) and would only need to be reviewed and updated as necessary, AMG would propose that this is a separate 'stand-alone' condition outside the 2.1.1 Event Management Plan appendices:

Proposed Revised Condition [separate stand-alone condition]

The premises licence holder shall maintain and make available to the Licensing Authority on reasonable request a venue risk assessment and other risk assessments and plans at the premises which shall incorporate site safety rules, details of electrical installations and lighting arrangement; 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 and 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.

Comment to 2.2

AMG would request that the wording of this condition is amended to include the proviso referred to in proposed condition 1.3.1 above which was discussed at the meeting on the 19th October 2023.

Proposed Revised Condition

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, save and except in exceptional circumstances in which case the Event Management Plan shall be produced at least 48 hours before an event takes place. This should be available should be available upon request of the Police and any responsible authorities to inspect, should this be requested.

Section 3

The Event Management Plan

Section 3 Conditions below are **AGREED** except where indicated otherwise

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:

Comment to 3.2

The principal contact will be venue management although contact details are also provided for the security company, medical provider and acoustic consultant. Accordingly, we would suggest a slight change to the wording of 3.2:

Proposed Revised Condition:

The Event Management Plan shall include the contact details for venue management who will be the principal contact for the matters listed below. The contact details for the security company, medical provider and acoustic consultant will also be provided in the Event Management Plan

- 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.

Comment to 3.2.16

Query whether 3.2.16 is relevant to the venue – more appropriate for a single events such as a festival concert?

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 3 years 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:

Comment to 3.3

A small addition to the condition is proposed to include compliance with data protection requirements for providing information to the police or licensing authority. The last sentence is unclear as information seems to be missing and this has been addressed in the proposed revised condition below

Proposed Revised Condition

The Event Management Plan shall require the Premises Licence Holder to maintain an incident log, which may be held electronically and which shall be kept at the premises for at least 6 months and made available on request to the police or an authorised officer of the Licensing Authority subject to compliance with data protection requirements. The incident log will record the time, date and location of any incidents at the premises including pertinent details.

Section 4 Overall Supervision

Section 4.1 and 4.2 Conditions AGREED.

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.

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.

4.3 Alcohol Management Plan and Drugs Policy

Section 4.3 Conditions AGREED except where indicated otherwise

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.

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.

4.3.3 No persons under the age of 18 shall be permitted within the premises after 23.59 hours.

4.3.4 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.

4.3.5 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.

-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.

4.3.6 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.

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

4.3.8 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.

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

Comment to 4.3.9

Venue management discretion is required for water or other soft drinks in plastic, paper or recyclable receptacles.

Proposed Revised Condition

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

4.3.10 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

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

4.3.12 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 anticipated.

4.3.13 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.

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

4.3.15 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

4.3.16 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.

4.3.17 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.

4.3.18 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 3 years.

Comment to 4.3.18

The original proposed condition stated logbook/electronic record to be kept at the premises for at least "six months" and we would request this time period is replaced for the "3 years" stated above.

Proposed Revised Condition

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 six months.

4.4 Training Plan

Section 4.4 Conditions AGREED except where indicated otherwise

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.

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.

Comment

The condition as worded requires training for "all new staff" but some staff members (for example, Production, Maintenance, Box Office) have no involvement in sales of age restricted products including alcohol. An alternative condition is proposed:

Proposed Revised Condition:

To provide written training for all venue management and bar 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.

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.

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

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

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, save for direct and exclusive admission to the first aid room

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.

Comment to 4.4.7

See Comment above to 4.4.2 – The same point applies. Alternative wording proposed:

Proposed Revised Condition

All venue management and bar 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.

4.4.8 All trained 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.

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.

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.

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

Comment to 4.4.11

The condition as worded creates an obligation for unnamed persons to attend unspecified training when requested. In addition to their extensive internal training, AMG representatives do attend relevant external training courses in Manchester, but the compulsory requirement under this condition is inappropriate. An alternative wording is suggested below:

Proposed Revised Condition

The premises licence holder will endeavour to attend relevant training seminars organised by the Trading Standards Service or Local Authority.

4.5 Counter Terrorism Risk Assessment and Counter Terrorism Plan.

Section 4.5 Condition AGREED

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.

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

Section 4.6 Conditions AGREED

- 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.

4.7 Medical Ambulance and First Aid Plan

Section 4.7 Conditions AGREED.

4.7.1 The Premises Licence Holder shall provide a designated medical area inside or immediately adjacent to 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.

4.7.2 First Aid trained personnel shall be in present during the duration of each night of the every event.

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.

4.8 Fire Safety Plan

Section 4.8 Conditions AGREED

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.

4.9 Event Risk Assessments

Section 4.9 Conditions AGREED except where indicated otherwise.

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

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)

4.9.4 General

4.9.4.1 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.

Comment to 4.9.4.1

AMG would propose a replacement to the word “thoroughly” so the requirement under this condition mirrors Health and Safety legislation.

Proposed Revised Condition

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

4.9.4.2 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.

4.9.4.3 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.

4.9.4.4 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

4.9.5 Lighting and Electrical Installations

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

4.9.5.2 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.

4.9.5.3 Emergency lighting shall be maintained in good working order.

4.9.6 Staging of Structures

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

4.9.7 Sanitary and cleaning Provision

4.9.7.1 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.

4.9.7.2 Regular toilet check shall be made. To ensure the toilet areas are not being used for drug use/taking and to enable proper cleaning and re-stocking as required.

4.9.7.3 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.

4.9.7.4 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.

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

4.9.8 Refreshment Facilities

4.9.8.1 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.

4.9.8.2 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.

Comment to 4.9.8.2

Cans have been sold at the venue since AMG took over responsibility for the premises in 2018. There is no condition on the current licence prohibiting the sale of cans and there has been no incident at the premises involving the use of cans. An alternative wording for the condition is proposed to delete the last sentence in 4.9.8.2 above.

Proposed Revised Condition

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.

4.9.9 Details of the arrangements and facilities for disabled persons

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

Comment to 4.9.9

Replace 'Site Safety Plan' with 'Event Management Plan' which is the relevant document for the venue.

Proposed Revised Condition

The Event Management Plan shall include written details of the arrangements and facilities for disabled persons.

4.9.10 Boxing

Section 4.9.10 Conditions are AGREED

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

4.9.10.2 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.

4.9.10.3 The event management plan must include:

- 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.

4.9.11 Emergency Evacuation Plan

Section 4.9.11 Condition is AGREED

- 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.

4.9.12 Dispersal Policy

Section 4.9.12 Conditions are AGREED except where indicated otherwise

4.9.12.1 A dispersal policy shall be implemented as follows;

4.9.12.2 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.

4.9.12.3 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.

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

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

4.9.12.6 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.

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

Comment to 4.9.12.7

The proposed condition is not operationally effective. Most 'taxi' customers use Uber and will contact them direct. Staff are happy of course to assist customers with their ride arrangements.

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

Comment to 4.9.12.8

The same applies to this condition as with 4.9.12.7 above. It is not operationally effective for the venue to arrange taxis for transport home and not required, although staff will assist customers where necessary.

4.9.12.9 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.

Comment to 4.9.12.9

This condition is not operationally effective for the venue and could potentially lead to crowd disturbance from customer dissatisfaction. There is no condition on the existing licence requiring a 'half hour run down' period. Clear messaging will be provided at the end of the show requesting customers leave the area quietly.

Proposed Revised Condition

Clear messaging will be provided on screens at the end of the show requesting customers to leave the area quietly.

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

4.10 Crowd Management, Stewarding and Security Plan

Section 4.10 Conditions are AGREED except where indicated otherwise

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

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.

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.

Comment to 4.10.3

AMG would suggest "DPS" in the first line is replaced with "venue manager" and would also request that reference to "time of any breaks" (4th line) is removed from the condition as this would be very difficult to manage and record in practice and is considered unnecessary.

Proposed Revised Condition

A written record shall be kept on the premises by the venue manager 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. 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.

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.

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.

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

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.

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

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.

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.

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.

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

4.11 Noise Management Plan and Sound Assessment

Section 4.11 Conditions have been AGREED with Environmental Health (Noise Pollution)

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.

4.12 Safeguarding: Children and Disabled Persons

Section 4.12 Conditions are AGREED

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.

4.12.2 No persons under the age of 18 shall be permitted within the premises after 23.59 hours.

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 standard British Board of Film Classification certification shall be used on all promotional material.

4.13 Traffic Management Plan

Section 4.13 Conditions are AGREED

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, or within 24 hours of variations that become known, as necessary.

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

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;

4.13.4 Any additional controls as identified by the risk assessment.

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

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.

4.14 CCTV Plan

Section 4.14 Conditions are AGREED

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

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.

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 the Code of Practice that is currently provided by the Camera Surveillance Commissioner or his successors.

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 nominated responsible person.

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

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

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.

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).

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.

4.15 General Conditions

Section 4.15 Condition is AGREED

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.