

APPENDIX F
PROPOSED ADDITIONAL CONDITIONS
GREATER MANCHESTER POLICE

General Conditions

- Removal of the current door team "Securitite" to be replaced with a door security company who are members of the 'Approved Contractor Status Scheme 'ACS managed by the Security Industry Authority (SIA).
- Notify the police and relevant authorities of the details of the ACS approved contractor Status Company when appointed and any changes made in the future.
- No less than 6 door staff in operation on the premises each Friday, Saturday and Sunday and any day prior to a bank holiday, Christmas Eve, Boxing Day and New Year's Eve until 30 minutes after the terminal hour.
- Removal of the current Designated Premises Supervisor.
- A dress code to include no hoodies or caps to be worn inside the premises.
- The rear door leading to a delivery yard to be a fire exit only and not to be used for any other purpose.
- There to be no furniture or table and chairs to the front external area.
- No alcohol or refreshments can be consumed in any external area. For the purposes of off sales, alcoholic drinks and refreshments must be in a sealed container and consumed away from the premises.
- Polycarbonate vessels to be used on a Friday, Saturday and Sunday and any day prior to a bank holiday, Christmas Eve, Boxing Day and New Year's Eve and to be risk assessed at all other times
- No vertical drinking will be permitted. Customers must be seated to consume alcohol

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- A personal licence holder will be on duty on the premises at all times from 18.00 hours on Friday, Saturday and Sunday and any day prior to a bank holiday, Christmas Eve, Boxing Day and New Year's Eve until 30 minutes after the terminal hour.
- A direct telephone number for the manager of the premises shall be available at all times to the public whilst the premises are in operation.
- The premises licence holder shall ensure that staff at the premises are trained in respect of licensing legislation, responsible retailing, refusal of service and challenge 25 as befits their particular roles.
- The premises licence holder shall maintain a dispersal policy dealing with matters pertaining to dispersal of customers from the premises. Door staff shall ensure customers do not congregate outside the premises whilst the premises are in operation. A copy of the policy shall be kept at the premises and produced for inspection at the request of police or authorised officers

Licensable Activity

- Licensable activities to cease at Midnight
- The premises to close at 00.30 hours
- There shall be no admittance or re-admittance to the premises after 22.45 hours.
- The premises to operate a strict no under 21's policy on a Friday, Saturday and Sunday and any day prior to a bank holiday, Christmas Eve, Boxing Day and New Year's Eve and there shall be no under 21's on the premises from 21.00 hours until close of business except where licensable activities cease at 23.00 hours.
- A challenge 25 proof of age scheme shall be operated at the premises where only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram

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Search Policy

- A search policy shall be in place and will include procedures for the confiscation of prohibited articles such as drugs and weapons. Searches will be conducted at the discretion of SIA registered door staff. Search policy to include random searching.

CCTV:

- The premises shall maintain a comprehensive CCTV system on the licensed premises.
- CCTV cameras cover internal and external areas of the Premises and all areas where customers have legitimate access (Excluding Toilets).
- One CCTV camera is specifically positioned to capture facial images of any persons entering the Premises at the main entrance and all other entrances where searches may be undertaken, the searches of patrons will be captured on the CCTV camera.
- All areas are sufficiently illuminated for the purposes of the recording of CCTV images.
- All CCTV recorded images have sufficient clarity/quality/definition to enable facial recognition to an evidential standard.
- CCTV images are retained in an unedited format for a period of 31 consecutive days.
- Any person left in charge of the Premises is trained in the use of any such CCTV equipment and is able to produce/download/burn CCTV images to an evidential standard.
- CCTV is maintained on a regular basis and kept in good working order at all times and images shall be produced to the Police or Authorised Licensing Officers (Trafford Council Licensing Service) immediately upon request.
- CCTV checked daily and a written record to be kept of such checks. If found not to be in good working order to notify the police and the Licensing Authority, and rectify the fault within 3 days.
- The CCTV system records images at all times that any member of the public is at or on the Premises. For the purpose of this condition a “member of the public” is defined as is any person other than the DPS, Premises Licence Holder, Spouse, Partner or Employee thereof.
- A TV monitor to be placed at the entrance relaying live images of all persons entering the Premises to the patrons.

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Notices:

- Posters, no smaller than A4 size, are clearly and prominently displayed at the entrance and exit of the Premises stating that CCTV is in operation and that images are being captured for the purposes of crime prevention and public safety.
- Posters no smaller than A4 size clearly and prominently displayed stating that bag searches are undertaken.
- Posters no smaller than A4 size, clearly and prominently displayed stating Premises operate a zero tolerance policy to drugs

Drugs:

- If any individual is found to be in possession of a small amount of drugs for personal use following a search, the SIA registered supervisor conducting the search will advise the individual that the drugs in question will not be returned to them and that the drugs will be handed to the police for destruction.
- The drugs seizure will be captured on the CCTV, in accordance with the CCTV condition herein.
- Following this the date, time and name of the person who seized the drugs, together with the suspected type of drug, will be recorded in a 'Drugs Book' to be kept on the Premises and then secured within a safe on the Premises.
- Police Officers will attend on an agreed weekly or fortnightly basis to collect any drugs from the safe for destruction, and the Officers will sign the 'Drugs Book' to confirm the drugs have been removed from the Premises and handed to the Police.

Door Supervisors

- A minimum of 6 SIA licensed door supervisors shall be on duty from 19.00 hours at the premises on Friday, Saturday and Sunday and on any day prior to a bank holiday, Christmas Eve, Boxing Day, and New Year's Eve.

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- At least 50% of the licensed door supervisors on duty at any time shall wear body worn cameras which must be in operation at all times.
- The premises licence holder shall risk assess the need for and the numbers of SIA licensed door supervisors required on any other night or at any other time.
- SIA licensed door supervisors to be in radio communication at all times with the premises management staff.
- Prior to any "designated sporting event" the premises licence holder shall ensure that a written risk assessment is undertaken assessing the need for and the numbers of SIA licensed door supervisors needed on the day of the event.
- At least 2 SIA licensed door supervisors shall be on duty at all times at the front of the premises from 19.00 hours with an additional 2 licensed door supervisors from 21.00 until 30 minutes after the last customer has left the premises.
- Search and ID checks to be conducted within view of the CCTV camera which will be positioned at the entrance when door supervisors are on duty.
- On departure two members of the door team to be responsible for departure of internal elements of the Premises and will undertake the departure in a controlled manner.
- The door supervisors to all be in radio communication with one another
- The door supervisors will encourage patrons to leave the area and encourage the use of taxi's and walking home to avoid groups congregating.
- The Premises Licence Holder shall ensure that a record of all SIA Door Supervisors employed at the premises is kept and which includes the following details:

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- a. Full name and date of birth
 - b. 16 digit SIA badge number
 - c. Dates and times employed
- This record, which may be electronic, shall be made available to the Police Licensing Team or Authorised Officers on request.
 - The premises will operate a search policy, including the use of search wands, from 21:00 on a Friday, Saturday and Sunday and any day prior to a bank holiday, Christmas Eve, Boxing Day and New Year's Eve, and/or at such times when SIA licensed door supervisors are on duty (except where licensable activities cease at 23.00 hours) which will be operated by SIA licensed door supervisors and monitored by the premises CCTV system.
 - All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility yellow jackets or vests
 - An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following:
 - all crimes reported to the venue
 - all ejections of patrons
 - any complaints received concerning crime and disorder
 - any incidents of disorder
 - all seizures of drugs or offensive weapons
 - any faults in the CCTV system, searching equipment or scanning equipment
 - any visit by a relevant authority or emergency service
 - In the event that a serious assault is committed on the premises or in the immediate vicinity of the premises (or appears to have been so committed) the management will immediately ensure that:
 - The police (and, where appropriate, the Ambulance Service) are called without delay;
 - All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
 - The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and

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- Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises
- The Premises Licence Holder/DPS shall invite the Police Licensing Team to meet once every quarter to discuss any issues (if any) pertaining to operation of the premises.

Public Safety

- The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
- The Premises Licence Holder shall operate a strict "no drugs" policy at the premises with notices advising customers of the policy clearly displayed at the entrance to the Premises.
- The premises holder shall have in place a clear and detailed dispersal policy for the premises which all door supervisors and staff will be trained so that they are aware and undertake the process whenever the premises are open to the public.

The Protection Of Children From Harm

- A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram
- A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises are open.
- Any child under the age of 18 years must be accompanied by an adult/parent, with no child under the age of 16 allowed at the premises beyond 20.00 hours