CITY OF WOLVERHAMPTON C O U N C I L

Statutory Licensing Sub-Committee

Minutes - 3 July 2023

Attendance

Members of the Statutory Licensing Sub-Committee

Councillor Zee Russell Councillor Rashpal Kaur Councillor Gillian Wildman

Applicant for Review - West Midlands Police

Sgt Steph Reynolds

Kim Wilson Barrister

Kayley Nixon

Sgt Gemma Turner

Premises Licence Holder

Sarah Clover Barrister

Nathan Thaker Designated Premises Supervisor

Samuel Evans Premises Licence Holder

Eileen Wallace Assistant

Responsible Authorities

Amitabh Singh Licensing Authority

Other Persons

Oliver Merrick

Employees

Elizabeth Gregg Senior Licensing & Compliance Officer

Dave Abel Solicitor

Bankole Thomas Solicitor (observing)

Donna Cope Democratic Services Officer

Item No. Title

1 Apologies for absence

There were no apologies for absence.

2 Declarations of interest

There were no declarations of interest.

3 Licensing Act 2003 - Application for a Review of a Premises Licence in respect of The Hangar, Pountney Street, Wolverhampton, West Midlands, WV2 4HX

An application for a review of a Premises Licence in respect of The Hangar, Pountney Street, Wolverhampton, WV2 4HX had been received from West Midlands Police (WMP).

The Chair welcomed all parties to the hearing and invited all those present to introduce themselves. All parties did so. She outlined the procedure to be followed and all parties confirmed that they understood the procedure.

The Sub-Committee's statutory duty was to consider the application and any representations, and to take such steps as contained in the Licensing Act 2003 as it considered appropriate for the promotion of the Licensing Objectives.

Elizabeth Gregg, Senior Licensing and Compliance Officer provided an outline of the application. Kim Wilson, Legal Representative for West Midlands Police (Applicant), confirmed that the summary was accurate.

The Chair invited West Midlands Police to present their application.

Kim Wilson, Legal Representative for West Midlands Police, stated the grounds for review as per Appendix 3 of the report and supplementary agenda packs. He stated that West Midlands Police were not seeking revocation of the licence, they were seeking a variation of the existing licence and the imposition of conditions which would allow them greater oversight of the premises. The conditions proposed by WMP included:

- West Midlands Police to have the authority to veto all events.
- The venue to be over 18s only.
- The premises to give West Midlands Police 21 days advance notice of Acts that are booked by the venue, and associated Risk Assessment to be submitted 14 days in advance of the event taking place.

Sarah Clover, Legal Representative for the Premises, stated that the proposed conditions regarding the police vetoing all events and the premises being for 18s only had never been mentioned before. She therefore did not consent to them being proposed during the hearing and asked that they be rejected by the Sub-Committee.

Following the request, it was agreed that the hearing would adjourn for ten minutes to allow Members and their legal representative, Dave Abel, consider the matter.

All interested parties, with the exception of the Solicitor and the Democratic Services Officer, withdrew from the meeting.

Hearing adjourned 10.46

Hearing reconvened 10.56

All parties were invited back to the meeting and due to the nature of the discussion, it was agreed that the hearing would go into private session.

Mr Merrick withdrew from the meeting.

Further discussion took place on the matter and members were advised to disregard the first two proposed conditions.

Kim Wilson continued his submission and reiterated that West Midlands Police required sufficient notice of all events taking place at the premises to enable them to complete a thorough risk assessment and ensure public safety. It was noted that some of the events held at the premises were high risk and that despite voluntarily agreeing to conditions in the past, the premises had not adhered to them.

The Chair afforded all parties present the opportunity to question West Midlands Police in relation to their submission. Kim Wilson, Sgt Steph Reynolds and Kayley Nixon responded to questions asked.

The Chair invited the Premises Licence Holder to make representations.

Sarah Clover, Legal Representative for the Premises, did so. She stated that:

- 1. There was no reason to review the premises licence as nothing had actually happened.
- 2. The Premises had been trading for five years and was a large capacity venue providing a range of events for all ages including Comedy, Mixed Martial Arts and Music.
- 3. No condition was required in respect of Steve Simpson as he was no longer a concern to the police.
- 4. The Premises had made an offer to the Police in mediation proposing that the venue should Risk Assess all events and notify the Police at least 14 days before the Event except where the Event was deemed to be High Risk when 21 days prior notice would be given. Where alterations to the event occurred at short notice for an Event not deemed to be High Risk, then the Risk Assessment would be provided to the Police as soon as reasonably practicable.
- 5. There had been no major incidents at the premises.
- 6. The Partnership between the venue and the Police had been deteriorating.
- 7. The Existing Operating Schedule was not fit for purpose and required updating.
- 8. Other venues did not have a condition regarding the submission of Risk Assessments imposed upon them.

- The Representations from the Licensing Authority simply repeated the Police Representations as the Licensing Authority had not visited the venue or engaged in mediation.
- 10. Mr Merrick's evidence and petition should be disregarded as it was not relevant to the review application.

The Chair afforded all parties present the opportunity to question the Premises in relation to their submission. Sarah Clover and her clients responded to questions asked.

Hearing adjourned for lunch 12.52

Hearing reconvened 13.31

The Chair afforded all remaining parties the opportunity to question the Premises in relation to their submission. Sarah Clover and her clients responded to questions asked.

Discussions between parties became tense so the hearing was adjourned.

Hearing adjourned 14.08

Hearing reconvened 14.20

The Chair afforded all remaining parties the opportunity to question the Premises in relation to their submission. Sarah Clover responded to questions asked.

The Chair invited the Licensing Authority to make representations. Amitabh Singh, Section Leader Licensing, did so as per Appendix 4 of the report. He stated that there had been a breakdown of communication between the premises and police and that improved conditions were needed.

The Chair invited all parties present to question the Licensing Authority in relation to its submission. Amitabh Singh responded to questions asked.

Mr Merrick was invited back into the room.

The Chair invited Mr Merrick to make representations. Mr Merrick did so as per Appendix 5 of the report. He stated that the premises had caused a number issues for neighbouring businesses including noise, litter, parking, large crowds of people, damage to property, and customers urinating.

The Chair invited all parties present to question Mr Merrick in relation to his submission. Mr Merrick responded to questions asked.

Mr Merrick left the room.

The Chair invited all parties present to make their final address.

Sarah Clover made a final statement.

Kim Wilson made a final statement.

David Abel, Solicitor, provided legal guidance to Members and it was agreed that the decision would be sent out in writing.

All interested parties, with the exception of the Solicitor and the Democratic Services Officer, withdrew from the meeting to enable the Sub-Committee to determine the matter.

Resolved:

An application was received from the West Midlands Police (WMP) on 26 April for a review of the Premises Licence in respect of the Hangar Poutney Street, Wolverhampton, WV2 4HX on the grounds of Prevention of Crime and Disorder and Public Safety. The application was made pursuant to s51 Licensing Act 2003 (as amended.)

The Sub-Committee heard and read from the applicant West Midlands Police (WMP), Sgt Steph Reynolds, Kayley Nixon, Sgt Gemma Turner and Kim Wilson, Counsel for West Midlands Police that:

1. WMP submitted the review papers due to the repeated breaches of the licence conditions and failure of the premises to follow through on voluntary agreed conditions and mediation with WMP.

The current licence conditions referred to are:

- Mr Steven Simpson is not permitted to have any dealings in the running of the premises, the business or hold any authority in day to day decisions.
- WMP Licensing to be notified in advance of any events that are being held, in order to risk assess the event.
- 2. The Hangar is a large event space with a recently reduced capacity of 870. It provides a wide variety of events to a mixed age group including Bingo, Comedy Events, Music Events, Boxing, Wrestling and Mixed Martial Arts events. The venue is outside the City's Night-time Economy area. When violent incidents have occurred at the Premises, these have not been reported to the Police.
- 3. WMP seek a variation of the existing licence to allow them to have greater oversight to ensure Public Safety and to Prevent Crime and Disorder. To do this they require 21 days advance notice of Acts that are booked by the venue, to enable the Police to conduct a Risk Assessment 14 days in advance of the event taking place. Where events need to be booked within 14 days the Police need notice of these Events.
- 4. The venue agreed to voluntary conditions with West Midlands Police, including notification 30 days before an Event, but have not complied with their own proposed conditions.

- 5. The Hangar advertises events well in advance but fails to inform the Police that the event is taking place. Despite Police requests, Risk Assessments are not sent to them.
- 6. The venue has never assessed any Event to be High Risk even when this has been the view of West Midlands Police. For fighting Events taking place at the Hangar the Police consider the Crowd to pose a High Risk as many of those booked to fight are known to the Police, have criminal records and Gang involvement and attract a following. There have been no risk assessments for Mixed Martial Arts fights sent to the Police and there has been violence taking place within the crowd at the Premises. The venue has CCTV in place but footage needs to be provided to the Police upon request.
- 7. Incidents at the Premises have not been reported to the Police. An example of this was where a Doorman was assaulted and hospitalised and the Police were notified by A&E but not by the venue. No complaint was made by the Doorman.
- 8. The Police have had concerns over a Comedy Act booked at the venue where the Comedian is Transphobic, and which may attract protesters. The venue has taken his word that he is a low risk act.
- 9. The Police are of the view that the Licensing Objectives are not being upheld and whilst the sensible approach would be for early liaison with the Police to take place, the relationship with the venue has broken down and become unnecessarily confrontational.
- 10. A disproportionate amount of Police time and resources are taken up in dealing with the venue as it refuses to co-operate with the Police and Mediation has been ineffective. The DPS does not sufficiently engage with West Midlands Police and regards the commercial concerns of his business as his priority and does not provide risk assessments when requested.
- 11. The condition around notification of any event was previously placed on the licence to ensure that events can be suitably risk assessed by WMP, and this includes the names/dates of birth/addresses of all persons involved in the event. An example of this would be a Boxing/MMA/Wrestling event, WMP would require a list of all the fighters so that police checks could be run and any concerns that may be found could be highlighted.
- 12. WMP have had a multitude of conversations and meetings over the last few years regarding this particular condition with both the DPS and the PLH. The reason for this is because WMP have either not been informed of events at all or have not had sufficient notice in order to carry out the risk assessment. Further to that there are regularly insufficient details provided, with part names, nicknames, no dates of birth, or spelling errors.
- 13. WMP have provided specific details of these ranging from May 2022 right up until 22nd April 2023, where either no notice has been provided, or insufficient notice to complete risk assessments prior to the event. Many of these notifications were also missing significant details, contain spelling errors or

- nicknames, making it difficult to ensure that the Police risk assessment is thorough and complete.
- 14. WMP are also aware that Steven Simpson the former PLH, is currently working and involved in the running of events at the premises, again breaching licence conditions.
- 15. WMP have attempted to work with the DPS and also the PLH to address the issue about notification. The DPS states that the condition does not state a time frame and therefore is not breaching his condition. The DPS feels that 2-3 hours' notice of an event is sufficient as it is in advance and claims he will win if it goes to a hearing. WMP have explained the reasons why sufficient notice is required, as it is time consuming researching lots of people, there are often missing details, and they have to arrange suitable police resources in advance depending on the event.
- 16. There have been many verbal agreements from the premises regarding giving sufficient notice, with one being given in December 2022 by the DPS to the Police confirming he will give at least 2 weeks' notice of all events. This has failed to happen and conversations then escalated to the PLH and Sgt Reynolds of WMP. A number of meeting dates were proposed and arranged, all of which have failed.
- 17. The PLH sent an email confirming several agreements on 29th March 2023, but there was NO compliance with those proposed voluntary conditions.
- 18. There have been previous incidents involving The Hangar, including:
 - 1. On the 01/04/23 a 20 year old male working as a Doorman, had been assaulted by 2 people at the premises and had his head stamped on resulting in hospital treatment.
 - 2. On 02/04/23 at 00.36AM there was an incident at the Hangar where knife crime and guns were mentioned. Allegedly, threats to kill were made and the perpetrator had a weapon, a large pole, and was threatening to put car windows through. The incident concerned a mobile phone kept by the Manager inside the premises and belonging to the Perpetrator. CCTV was operational but did not cover the area of the altercation. The offender was heavily intoxicated and hit a car with a plank of wood causing damage.
 - 3. On 13/05/22 an Off-duty Police Officer reported disorder at a Boxing Event at The Hangar which was not reported or dealt with by the Venue's Security.
 - 4. On 23/04/23 a video was posted on YouTube and subsequently watched by Sgt Reynolds of West Midlands Police. It showed a video of an interview with a Comedian whose act was considered to be Transphobic but had been booked to play at The Hangar
- 19. WMP seek the review to ensure that this premises have sufficient conditions in place, that are enforceable and adhered to, so that the licensing objectives of prevention of crime and disorder and public safety are upheld.
- 20. The former DPS, Mr Steve Simpson is subject to a Condition on the Premises Licence that "Mr Steven Simpson is not permitted to have any dealings in the

running of the Premises, the business or hold any authority in day to day decisions" but:

- In response to an email of 02/04/23, the same day as an incident had taken place earlier at the premises in which Steven Simpson was a witness, Sam Evans the Premises Licence Holder, requested that the Police allow Steven Simpson to be employed at the Premises as a Bar Manager. Sgt Reynolds agreed to this in her emailed reply.
- 2. On 02/08/23 Steve Simpson was seen working at the premises by Deb Craner, a Licensing Officer who was visiting the premises on a compliance visit. She was told that his presence had been authorised by Sgt Steph Reynolds.
- 3. On the 28/03/23 Deb Craner observed Steve Simpson doing a walk-about of the Premises with West Midlands Fire Service and discussing matters regarding the building with them.
- 4. Neil Aston-Bough of West Midlands Fire Service confirms that he met on site with someone introduced as Steve who he was told was an owner.
- 5. The Hangar maintain that the Condition in regard to Steve Simpson is outdated and should be removed as the Police have no problem with him being involved in the Premises.
- 6. Sam Evans confirms that they hire the Till System from Steve Simpson. Steve Simpson's email is listed on the contact details for the Hangar.
- 7. Sam Evans also confirms that Steve Simpson has not been working behind the Bar but has been working adjacent to the Bars selling food at their Events. He states that he has worked with Steve for 4 years.

West Midlands Police confirmed to the Committee that they had emailed the venue on 02/04/22 in reply to a request that Steve Simpson be employed as Bar Manager stating that they did not object to Steve Simpson working in that position as it did not, in their opinion breach the condition in his being involved with the venue. The Police agreed with the venue that Steve Simpson 's matters were historic and that he did not pose a current risk. The Police agreed with the venue that the Condition regarding Steve Simpson should be removed from the licence.

The Sub-Committee heard from Amitabh Singh, Licensing Authority, that:

- The Licensing Authority as a Responsible Authority submit formal representations in support of the review applied for by West Midlands Police, due to the premises licence holder and management having failed to uphold the licensing objective of the Prevention of Crime and Disorder and the failure of the current management of the premises to promote and uphold this objective.
- 2. The Licensing Authority has concerns over the Premises Licence Holder, Samuel Evans and Designated Premises Supervisor, Nathan Thaker, as the evidence provided by West Midlands Police within their application indicates that the licensing objective of 'Prevention of Crime and Disorder is not being upheld and therefore putting the public at risk.
- 3. The review shows a disregard for conditions attached to the premises licence by the Premises Licence Holder, Designated Premises Supervisor and the management, which has the potential to compromise public safety.

The Sub-Committee heard from Mr Oliver Merrick proprietor of a neighbouring business that:

- 1. Several fights have broken out after events that the hangar have put on, one which resulted in premises having a window broken.
- 2. Several acts of drunken behaviour have been witnessed from people attending events at the hangar, such as urinating in the fire escape of property.
- 3. Broken glass bottles and generic rubbish left by people attending events at the Hangar along Pountney Street and Gate.
- 4. A Petition has been submitted.

The Sub-Committee heard from Sarah Clover, Counsel for the Premises, from Mr Nathan Thaker, the Designated Premises Supervisor and from Mr Samuel Evans the Premises Licence Holder that:

- There was no reason to bring the venue to Review as nothing had actually happened. The Premises had been trading for five years and was a large capacity venue providing a range of events for all ages including Comedy, Mixed Martial Arts and Music.
- 2. The Partnership between the venue and the Police has been deteriorating.
- 3. What the Police consider to be High Risk Events, the Venue considers to be low Risk.
- 4. The Premises had made an offer to the Police in Mediation proposing that the venue shall Risk Assess all events and notify the Police at least 14 days before the Event except where the Event is deemed to be High Risk when 21 days prior notice would be given. Where alterations to the event occur at short notice for an Event is not deemed to be High Risk, then the Risk Assessment will be provided to the Police as soon as reasonably practicable.
- 5. The PLH Sam Evans, had been dealing with the Police although the Police have no issue with the DPS Nathan Thacker.
- 6. The Existing Operating Schedule is not fit for purpose and requires updating.
- 7. The Police have not prosecuted for any Breach of Conditions.
- 8. It is not possible for the Venue to give 30 days' notice to the Police of upcoming events. Artists will not provide the information required and it is not commercially viable.
- 9. No condition is required in respect of Steve Simpson as he was no longer a concern to the police.
- 10. Acts will not provide details such as their names, addresses and dates of birth for the venue to pass onto the Police so it would be unfair to the venue to make the requirement to do so a condition of the licence.
- 11. The Premises would cancel any Event that they deemed to be high Risk and have cancelled Events when requested to do so by the Police.
- 12. The Premises do not want an artificially high time frame for Risk Assessments.
- 13. There was an incident at the Venue on 02/904/23 but the venue disputes the details.
- 14. The Police have a small Licensing team with limited resources and the venue are in a better position via their security Team to access information about performers and events.

- 15. Other venues do not have a Condition regarding the submission of Risk Assessments imposed upon them.
- 16. The Representations from the Licensing Authority simply repeat the Police Representations as the Licensing Authority have not visited the venue or engaged in mediation.
- 17. Mr Merrick's evidence and Petition should be disregarded as there is no lack of compliance.

The Decision of the Licensing Sub-Committee is to Modify the Conditions of the Licence and to Remove the Designated Premises Supervisor. The Modifications to the Licence are stated below and replace the existing conditions stated on the Operating Schedule.

Both the venue and West Midlands Police agree that the existing Conditions are not fit for purpose and require revision. The Licensing Sub-Committee concur, and the Conditions have been revised accordingly to uphold the licensing objectives.

It is apparent to the Sub-Committee that there is no working relationship between the police and the current DPS. The statutory guidance indicates that the DPS will provide a single point of accountability in the event of problems occurring at the Premises. Mr Thacker's relationship with both the Sub-Committee and Police Licensing is confrontational. The Committee note that whilst the issue of Steve Simpson's involvement with the Premises has been agreed with West Midlands Police, the Condition on the Licence preventing his involvement with the Premises was deliberately ignored by the DPS who allowed him to work at the Premises before the request to the Police that he be allowed to do so on 02/04/23.

The Sub-Committee are concerned that the arguments put forward by the DPS would, if agreed, mean that the Police would not be able to Risk Assess fighters who have criminal records or involvement in gang related activities. Such fighters may also have followings at their matches which give concern to the Police. Mr Thacker places Public Safety and the Prevention of Crime and Disorder secondary to his commercial interests and seeks to prevent the Police from Risk Assessing certain individuals. He has provided no evidence of artists who have actually refused to provide their details and the Committee see no reason why they should not provide their details directly to the Police if required to do so. The Committee note that the venue was prepared to provide 30 days' notice of an event to the Police but failed to do so. The DPS failed to provide an answer to the Committee as to why such short notice of events was given to the Police or as to why he ignored Police requests. Consequently, the Committee are of the view that for the Licensing Objectives to be upheld the DPS should be removed.

It is considered by the Sub-Committee that the aforementioned conditions should be attached in support of the prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm Licensing Objectives.

The Sub-Committee believes that the decision taken is reasonable and proportionate and necessary to uphold the Licensing Objectives.

All parties have a right of appeal to the Magistrates Court within 21 days of receipt of this decision.

A copy of the written decision will be forwarded to all parties.

CONDITIONS TO BE ADDED TO THE LICENCE

REVISED CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE REPLACING THE EXISTING CONDITIONS ON THE PREMISES LICENCE

GENERAL

The DPS or a Personal Licence Holder will be present at all times when licensable activities are taking place.

There will be Policies and Procedures in place to ensure that the Premises are fully compliant with all four licensing objectives and these will be immediately available to all Responsible Authorities on request.

On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00 hours.

PREVENTION OF CRIME AND DISORDER

SIA DOOR SUPERVISORS

- 1. SIA licensed door supervisors shall be on duty at the premises at all times when an Event is Held after 9.00 pm and they must correctly display their SIA licence(s) when on duty so as to be visible.
- 2. The Premises Licence holder is to maintain door staff profiles for all door staff working at the premises, and for any door staff that have worked on the premises during the last 3 months.
- 3. The door staff profile will consist of identification for the member of staff, namely a copy of his/her SIA badge, Passport or Driving Licence. If the proof of identification is anything other than the photo driving licence, then the member of staff will need proof of address, which must be a copy of a utility bill and be dated within the last six months.
- 4. SIA Registered Door Supervisors shall be employed at the ratio of 2 for every 100 customers (or part thereof.)
- 5. At least 1 female door Supervisor(s) shall be on duty at the premises at such times as door supervisors are required to be provided.

RFFUSALS

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 City Council at all times whilst the premises is open.

SAFETY ADVISORY GROUP

The premises Licence Holder will ensure that they request a Safety Advisory Group referral if it is deemed necessary for a specific event.

CCTV

- 1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Wolverhampton Police Licensing Team.
- 2. All entry and exit points, queuing points and the Car parking areas will be covered enabling frontal identification of every person entering in any light condition.
- 3. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
- 4. All recordings shall be stored for a minimum period of 31 days with date and time stamping.
- 5. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
- 6. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

DISPERSAL POLICY

A dispersal policy agreed with West Midlands Police shall be created and a copy of the dispersal policy shall be available on the premises for inspection to all Responsible Authorities on request.

NOTIFICATION OF ALL EVENTS

- Written details of all proposed events will be sent to West Midlands Police
 Licensing 21 days prior to the event date and shall include full details of the
 proposed event, times and capacity expectations to allow them to Risk Assess
 the Events.
- 2. All DJ'S Artists, Performers, Wrestlers or Fighters personal information including names, addresses and dates of birth will be sent in writing to West Midlands Police No later than 14 days prior to the event. Nicknames will not be accepted and sufficient information must be provided to ensure that a thorough and complete Risk Assessment can be made by West Midlands Police.

- 3. If the above information is not provided to West Midlands Police Licensing 21 days ahead of the event then the Event, if it does take place shall be subject to a WMP approval on numbers and identified Risks involved subject to any last minute changes to the event line up which may occur, in which case the Venue will inform West Midlands Police in writing immediately they are notified of such changes.
- 4. Any last minute changes to the event line-ups must be agreed in writing by West Midlands Police.
- 5. Any Event deemed to be High Risk by West Midlands Police shall be mediated with the DPS within 48 hours of the Police Notification to the Venue.

EVENTS

- 1. The licensee shall present an event management plan (upon request) at least 28 days before the event. The premises licence holder shall ensure that the event is run in accordance with the Event Management Plan.
- 2. The Premises Licence Holder shall present the Event Management Plan (upon request) to authorised officers at least 28 days before the first event day.
- 3. So far as is reasonably practicable the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan.

PUBLIC SAFETY

- A challenge 25 proof of age scheme will be in operation 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.
- 2. All staff involved in the sale of alcohol will be trained in the main aspects of the Licensing Act 2003, records will be kept of all training and retraining will take place every six months; training will be delivered by an Accredited Company and a written record of such kept which will be made available to any responsible authority on request.
- 3. All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.

INCIDENTS

An incident log shall be kept at the premises and made available on request to an authorised officer of the City Council or the Police. It must be completed within 24 hours of the incident and will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received concerning crime and disorder
- (d) any incidents of disorder
- (e) all seizures of drugs or offensive weapons
- (f) any faults in the CCTV system, searching equipment or scanning equipment

- (g) any refusal of the sale of alcohol
- (h) any visit by a relevant authority or emergency service.

RISK ASSESMENTS

- A Risk assessment should be carried out on behalf of the Venue at the point of concept of an event and updated as risks are identified throughout the event process.
- The Event must be notified to West Midlands Police Licensing at least 21 days prior to the date of the Event including full details of the proposed Line Up of Artists.
- 3. Risk Assessment for an Event must be sent to West Midlands Police Licensing at least 14 days prior to the date of the event with the following exceptions:
 - 1. Where the risk Assessment Assesses the Risk to be High, the Risk assessment shall be made available to West Midlands Police Licensing at least 21 days prior to the date of an event.
 - 2. In the event that exceptional circumstances result in the Event being materially altered from the details provided to West Midlands Police licensing at shorter notice than the required 14 days then Mediation with West Midlands Police Licensing must take place as soon as reasonably practical and the Risk Assessment provided to them at that time.

PREVENTION OF PUBLIC NUISANCE

- Clear signage will prominently be displayed at all exits requesting customers to respect the needs of local residents and businesses and to leave the area quietly and not to drop litter.
- 2. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business. Regular checks shall be made to ensure that litter has been cleared away from the frontage of the premises.
- 3. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
- 4. All windows and external doors shall be kept closed after (**21:00**) hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
- 5. Nominated Taxi Companies are to be instructed to ensure their drivers do not sound horns when waiting for customers. Should this occur from other taxis whose Companies are not nominated, then the venue will contact the Taxi Company to ensure that such actions are not repeated by its drivers.

- 6. When hosting Events, Parking Stewards will be employed to control the flow of traffic and ensure lawful parking to ensure that emergency vehicles can obtain access if required.
- 7. When hosting events, crowd barriers will be placed in front of the Building and along the right-hand side of the building.

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.
- 2. Staff will be diligent in observing those attempting to make proxy sales on behalf of underage persons and alert the DPS when this occurs. Such matters will be recorded in a Refusals log and/or in an incident log, both of which will be immediately available to all Responsible Authorities on request.
- 3. No theatrical "Death Fights" will take place at the Premises.