

Timetable for the proposed extended hours (Mon–Fri 17:00–19:00 and Sat 11:00–14:00), including session start/finish times, turnover gaps, and confirmation of whether any sessions overlap – See attached PDF. This timetable has also previously been provided. The evening and weekend sessions shown are indicative only and demonstrate how the proposed extended hours may be utilised. The timetable is not fixed and may vary, with all activities remaining within approved hours and existing management arrangements.

Staff numbers on site during each session/time period – Typically between 2 and 4 staff members per class/session. Staff members leave the site following completion of their respective classes.

Parking priority arrangements (e.g. blue badge/mobility users) and any on-site marshalling/stewarding during peak hours – Please see attached. Parking on site is not available other than for specific, pre-booked cases for example someone with a disability who needs to drive.

Session booking and attendance controls linked to the occupancy cap – Attendance is strictly controlled through a pre-booked system. Each class has a maximum capacity of 13 pupils, ensuring that the approved occupancy limit is not exceeded at any time.

Quiet dispersal measures and last admission time – Attendees are expected to arrive prior to the commencement of their class/session. Last admission is generally 15 minutes before the scheduled class start time in order to minimise disruption and late arrivals.

Servicing/deliveries arrangements and restrictions during peak periods – The operation of the Institute does not involve regular servicing or delivery activity. Aside from routine postal deliveries (e.g. Royal Mail and standard courier services), no servicing or commercial deliveries are associated with the use.

Position regarding social events – No social events are proposed as part of the use.

Complaints handling arrangements and procedure, including responsible person and contact details – See attached Complaints Handling Policy & Procedure document.