

**Appendix 1 Licence Conditions which the Police and Environmental Protection request be attached to the Temporary Event Notice.**

1. The Premises Licence Holder/Event Organiser shall submit an Event Safety Management Plan (ESMP) to the relevant responsible authorities. the local highway authority and the NHS ambulance service for the area which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning) at ~~least 12 weeks prior to the event~~. It shall contain the information listed from a – dd. A final ESMP shall be agreed with the responsible authorities at ~~least 8 weeks~~ prior to the event taking place.

- a) Details of the event profile, expected capacity and total capacity (public and crew set-up and breakdown)
- b) Detail of all entertainment to be provided, event operating timescale and ticketing procedures;
- c) Detail of management structure including roles and responsibilities of the command system;
- d) Communication systems to be in place (in accordance with the Health & Safety Executive's Event Safety Guide current edition);
- e) Ticketing arrangements;
- f) Queueing system controls.
- g) Detail of who is responsible for the implementation and reporting of Injuries, Diseases and Dangerous Occurrences throughout the event and detail of where the accident book is to be kept throughout the event.
- h) Details of major incident procedures (condition 52)
- i) traffic management plan
- j) Temporary Demountable Structures (TDS) that will be use at the event; these shall take into account the recommendations in the current edition of the Health and Safety Executive's Event Safety Guide or any other guidance recognised by the Licensing Authority.
- k) Details of the potable water policy including contingency supply
- l) arrangements for LPG
- m) electrical power generation and fuel storage
- n) arrangements for artificial lighting including locations.
- o) An A1 scaled site plan which includes:

- Site boundaries, entrances and exits
- Main roads
- Information points
- Location of all entertainment and facilities
- Public telephones
- Vehicle/ pedestrian conflict points
- Artificial lighting to be provided on site
- Location of generators
- All activities and facilities including location of food stalls
- All stages and demountable structures
- Performance areas
- Welfare facilities
- Toilets
- First aid facilities
- Location of water tankers
- Lost children area
- Meeting point
- Location of fire points and fire-fighting equipment (specifying what equipment will be provided)
- Onsite waste depot

~~The final Site Plan must be submitted at least 12 weeks prior to the event taking place. If the final site plan differs from the plan submitted with the application made in 2019, a variation application shall be required.~~

- p) The risk management strategy, including a copy of the risk assessment, safety policy and site rules.
- q) Fire safety plan including prevention measures, fire fighting equipment and means of escape from venues.
- r) Traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict.
- s) Medical plan including risk assessment and facilities to be provided (conditions 33 to 38)
- t) Noise management plan (conditions 77 to 93)
- u) Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements (conditions 55, 68 & 69).
- v) Waste management plan for solid and liquid waste including storage and location, collection and transportation procedures.
- w) Security and stewarding schedules outlining the number of SIA and non SIA staff and locations.
- x) Campsite management plan (conditions 29 to 31).

- y) Eviction (condition 11)
- z) Crowd/venue management (condition 18)
  - aa) Drugs and nitrous oxide/psychoactive substances policy (conditions 20 to 24)
  - bb) Search policy (condition 14)
  - cc) Alcohol policy (conditions 25 to 28)
  - dd) Safeguarding policy (condition 41)

### **Stewarding and Security**

2. The Premises Licence Holder and/or event organiser shall ensure that the security plan includes numbers of SIA registered security personnel which shall be deployed and the tasks/locations they will be working at throughout the event, with sufficient numbers to deal with any potential crime and disorder issues. The ratio of appropriately qualified SIA shall be set at 1-100 unless otherwise agreed with Avon and Somerset Constabulary but at no time shall it fall below the ratio of 1-200.

3. The Premises Licence Holder and/or event organiser shall ensure that separate plans are drawn up to identify the number of paid and unpaid stewards to be deployed at the event and the tasks/locations they will be working at throughout the event.

4. For each event stewards shall receive adequate site training by a competent person(s) to permit them to carry out their duties effectively. The level of training will depend on the type of functions to be performed

5. The Premises Licence Holder and/or event organiser shall ensure that door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority are used to vet customers and maintain public order.

6. The Premises Licence Holder and/or event organiser shall ensure that the following details for each door supervisor are contemporaneously entered into an electronic bound register kept for that purpose:

Full name, Date of birth Address

Contact telephone numbers

SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),

Commencement date and time of performing duties at the premises. The time they completed their duty.

The full details of any agency through which they have been allocated to work at the premises if appropriate

7. The Premises Licence Holder and/or event organiser shall ensure that the register for information about door supervisors (mentioned in condition 9 above) is kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or Police to establish the particulars of all door stewards engaged at the premises during the event. This record shall also be made available for inspection by an authorised Officer of SSDC or Police post event and shall be retained for period of not less than 6 months.

8. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all door supervisors on duty at the premises wear a current identification badge, issued by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, in a conspicuous position to the front of their upper body or arm.

9. The Premises Licence Holder and/or the event organiser shall ensure that an Evictions Policy is drawn up and implemented throughout the duration of each event. Any such policy shall define behaviours likely to invoke an eviction (including but not limited to causing a disturbance, displaying anti social behaviour, entry without a valid ticket, drug dealing, unauthorised selling) outline the evictions procedure, location of evictions, removal of persons from the event site by event security staff as expediently as possible, duty of care procedures, onward travel arrangements for evictees, handing persons over to, or notifying the Police (where necessary) and completion of forms

10. The Premises Licence Holder and/or event organiser must ensure that an incident log book is completed throughout the duration of each event. All entries must include day/date/time, name of person who has made an entry and ID number/badge number, the issue/occurrence, the location, who attended and how managed, the outcome and if handed over, any medical treatment, emergency service attendance. Such a log book should be either an electronic or bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any Responsible Authority upon request and have adequate entries to demonstrate all incidents, daily / emergency meetings, complaints, crimes reported, all incidents of crime and disorder and steward or SIA issues. Measures shall be in place so that it is reviewed by senior management in association with the designated premises supervisor. The log book must be retained on site at all times throughout the duration of each event and be made available for inspection at the request of any Responsible Authority and shall be retained for a period of no less than 6 months after the event.

11. The Premises Licence Holder and/or event organiser shall put measures in place so that an additional Security Log Book is completed by security throughout the duration of each event including the build-up and break down stage. All entries must include day/date/time, name of who has made an entry and ID number/SIA badge number, the issue/occurrence, the location, who attended and how managed, the outcome and if handed over, any medical treatment and whether there was any emergency service attendance. Such a log book shall be either an electronic or a bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any Responsible Authority upon request and have adequate entries to demonstrate all incidents, meetings, complaints, crimes reported, steward or SIA issues etc. This log book must be retained on site at all times throughout the duration

of the event and be made available for inspection at the request of any Responsible Authority and shall be retained for a period of no less than 3 months after the event.

12. The Premises Licence Holder and/or event organiser shall ensure that a documented Search Policy is implemented at the premises, which will form part of the ESMP. Staff training is to be given to all persons who will be responsible for searching members of the public in the correct procedures. Records of training shall be an electronic record or a bound ledger without pages torn or removed throughout the duration of each event and shall be kept for no less than 6 months after the event. All documentation shall be produced to an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary upon request.

13. The Premises Licence Holder and/or event organiser shall ensure that Terms and Conditions of Entry including a list of prohibited and/or contraband items are put in place and advertised in advance using the methods outlined in the ESMP.

14. The Premises Licence Holder and/or event organiser shall ensure that prominent and durable notices are displayed at the entrance of all areas within the event outlining the searching procedures and the terms and conditions of entry. These notices shall be clearly legible and shall be no smaller than A2 in size. These notices shall remain in place throughout the duration of each event.

15. The Premises Licence Holder shall, or put measures in place to ensure that the licensed site is patrolled and secured in such a way that unauthorised access cannot be gained and that the necessary access points are controlled by sufficient security personnel and stewards.

16. The Premises Licence Holder shall, or put measures in place to provide details of proposed venue management in the event of crowd migration, the monitoring of impact and trigger factors in relation to crowd management, overcrowding, a major incident requiring partial or whole evacuation, and the numbers of personnel needed to effect these scenarios.

### **Prevention of Crime & Disorder**

17. The Premises Licence Holder and/or event organiser shall ensure that no person who is knowingly drunk or disorderly is allowed to enter or remain on the premises.

### **Drug Policy**

18. The Premises Licence Holder and/or event organiser shall operate a zero tolerance to drugs and shall develop a Drugs Policy in consultation with and to the satisfaction of the Avon and Somerset Constabulary, which will form part of the ESMP.

19. The Premises Licence Holder and/or event organiser shall have a policy within the ESMP and on the ticketing advice regarding the possession, use or sale of Nitrous Oxide and/or other drugs or psychoactive substances. If anyone is found in possession of, or concerned in the supply of Nitrous Oxide, drugs or psychoactive substances the

premises licence holder or nominated person may refuse entry or eject the individual/s from the event as per the Eviction Policy and Terms and Conditions of Entry.

20. The Premises Licence Holder and/or event organiser as identified shall ensure that all persons on site are made aware of the drugs policy and measures put in place to ensure that it is adhered to at all times throughout the duration of each event and the build-up and dismantling stages of the event.

21. The Premises Licence Holder and/or event organiser shall ensure prominent and durable/locked amnesty bins are provided and shall be secured firmly to the ground and adequate prominent and durable signage shall be displayed outlining conditions of entry. Any signage shall be of at least A2 in size and shall remain in place throughout each event.

22. The Premises Licence Holder and/or event organiser shall ensure that arrangements are in place for drugs to be secured and/or collected by Avon and Somerset Constabulary at regular intervals throughout each event and no later than 24 hour intervals. Should Avon and Somerset Constabulary not be available to collect the drugs, they will be held securely onsite until the end of the event period or alternative arrangements are agreed.

## **Alcohol**

23. The Premises Licence Holder and/or event organiser will operate to a specific Alcohol Policy, as set out in the ESMP and appendices.

ii. No drinks will be served in glass.

iii. The DPS will ensure that all bars are compliant with all legal requirements and are displaying appropriate signage including:

Name of Designated Premises Supervisor Price List and ABV

Signage stating that it is an offence to purchase, or attempt to purchase, alcohol if you are under the age of 18, as per Section 149 Licensing Act 2003

Signage stating that it is an offence to purchase or attempt to purchase on behalf of under 18's as per Section 149 Licensing Act 2003

Signage stating that a Challenge 25 scheme is in operation, detailing acceptable forms of ID

No smoking signs

iv. For each event all bar staff will be over 18 years of age, and be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and will include training on how to deal with difficult customers. The training will be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary.

v. "Challenge 25" shall be adopted and implemented whereby an accepted form of photographic identification is requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customer's photograph, date of birth and integral holographic mark or security measure.

Suitable means of identification are a PASS approved proof of age card, photo-card driving licence and passport, and this will be advertised on the ticket Terms and Conditions of Entry.

vi. Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at all alcohol vending venues detailed in the ESMP, including a Challenge 25 sign of at least A3 size at the entrance to the premises and where practicable at each point of sale.

vii. Any person deemed intoxicated shall not be permitted to enter the site unless it is unsafe for them not to be permitted, or if already on site they shall not be served further alcohol and security supervisors shall monitor their behaviour closely.

viii. The premises licence holder and/or event organiser shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in an electronic register or bound book in which full details of all incidents are recorded. This shall include details of any challenges and refused sales and shall give details of the persons involved, age, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be kept on the premises at all times and shall be produced to an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary when required. These incident/refusals logs shall be retained for a minimum of three months after the event and shall be made available to Licensing Authority and Avon and Somerset Constabulary within 7 days of any request being made.

24. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to prevent customers carrying open or sealed alcoholic beverage containers being admitted to the premises at any time.

25. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to ensure that drinks containing alcohol are removed from persons leaving the premises.

26. Measures shall be in place to ensure that alcohol is only sold from one bar during each event. Any changes to the bar (e.g. size or location) will require a variation to the licence.

## **Medical**

27. The medical first aid point shall be clearly sign posted.

28. Measures shall be ensure that medical teams are on the premises at least an hour before the event opens to the public and remain on site until at least an hour after the premises has closed to the public.

29. Measures shall be in place to ensure that all medical staff wear appropriate identifying uniforms.

30. Suitable level of first aid provision and in particular

- First aid provision assessment (see paragraph 735 of the HSE Event safety Guide on the pertaining event factors)
- Sufficient number of first aiders (not less than 2:1000 ratio)
- On site medical facilitie(s) to meet Paragraph 753 of the HSE Event safety Guide)
- Specific arrangements in place for the storage and disposal of clinical waste

. The Premises Licence Holder and/or event organiser shall ensure that measures are put in place to ensure that the staff at the first aid points are provided with contingency plans and a 2-way radio to facilitate communications between medical and security staff.

31. The Premises Licence Holder and/or event organiser shall ensure that there is at least one first aider who is trained to deal with problems associated with alcohol and drugs is on duty during each event, and if there is more than one on duty, their roles will be clearly defined.

### **Public Safety – General**

32. The Premises Licence Holder and/or event organiser shall ensure a Safeguarding Policy, which establishes clear protocols for dealing with young people, children and vulnerable persons forms part of the ESMP.

33. Robust major incident procedures shall be put in place and include wet weather contingencies and budget (5% margin at least for wet weather contingencies) to deal with major incidents. This shall also include procedures in place in relation to cancelling/ closure of the event where required and associated welfare provisions.

34. Effective transport management shall be in place, and shall include;

- Identify the need for temporary traffic signs before the event agreed with the Police and Local Highway prior to the event
- Capacity assessment in place to minimise traffic congestion particularly during entry
- Ensure suitable and sufficient communication is in place between on-site and off-site traffic marshalling and provide adequate numbers of stewards to manage the traffic flows and deal with the parking of vehicles.
- Ensure road signs are appropriate and easily visible, the capacities of the parking areas are adequate and the surface is capable withstanding the anticipated vehicles
- Adequate and where necessary separate parking facilities are to be in place for the general audience and event workers



- Safeguarded emergency access provision for the entry and exit of emergency service vehicles
- Safe means of entry and exit for pedestrians including potential alternative means of access
- Effective onsite vehicle management to minimise potential conflict between vehicles and pedestrians
- On site speed restrictions in place (5mph ) for vehicles and sufficient signage clearly displayed prior to arrival of vehicles

35. Plastic or polycarbonate glasses only shall be used at the bars.

### **Protection of Children**

36 . The Premises Licence Holder and/or event organiser shall put measures in place to ensure that no one under the age of 18 years is permitted to enter or remain on site when this licence is being used

### **Prevention of Public Nuisance**

Extracted from Premises Licence

37. Sound levels shall be monitored during each event both on site and at specific locations agreed with the Licensing Authority in order to control noise levels at nearby sensitive receptors.

38. Outdoor stages and outdoor sound systems shall not operate beyond 23:00 unless agreed with the team at the local authority which is responsible for noise related issues at least 28 days prior to each event taking place.

39. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 60dB LAeq (15 minutes) when measured 1 metre from the facade of any noise sensitive property (such properties to be agreed with the Environmental Protection team prior to each event).

40. Noise levels from the operation of the event during the operating hours of 23:00 and 00:00 shall not exceed 45dB LAeq when measured 1 metre from the facade of any noise sensitive property.

41. Low frequency noise levels in the 63Hz and 125Hz octave frequency bands shall not exceed 75dB Leq (15 minutes) during the operating hours of 09:00 and 23:00.

42. Low frequency noise levels in the 63Hz and 125Hz octave bands shall not exceed 70dB Leq (15 minutes) during the operating hours of 23:00 and 24:00.

43. The Premises Licence Holder shall ensure, or put measures in place to ensure that a suitably qualified, competent and experienced Noise Control Consultant is appointed, for each event, to ensure that during the operating time for each venue, the sound levels are controlled appropriately, in line with the Licence Conditions. The venues and sound systems on the licensed site shall be managed and operated in a responsible manner at all times.

44. The Premises Licence Holder shall ensure, or put measures in place to ensure that the Noise Control Consultant produces a Noise Management Strategy (NMS) for each event. The NMS must then be implemented, in all material matters, for each event.

45. The Premises Licence Holder shall ensure, or put measures in place to ensure that the final version of the NMS must then be submitted to the Council and other relevant agencies, for comment, at least 28 days prior to each event.

46. The Premises Licence Holder shall ensure, or put measures in place to ensure that a competent and suitably experienced Production Manager is appointed for each event. The Premises Licence Holder and/or event organiser shall ensure that measures are in place so that Production Manager works closely with the Noise Control Consultant to ensure that any venues at each event are managed in accordance with these Conditions and with the NMS.

47. The Premises Licence Holder shall ensure, or put measures in place to ensure that suitably experienced and competent sound engineers are present at the sound control position, for the duration of the operating times, at each of the venues, for each event.

48. The Premises Licence Holder shall ensure, or put measures in place to ensure that noise levels are monitored at the noise sensitive locations cited in Condition 3, both in relation to the noise limits set out in Conditions 79 - 82 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team before each event and included in the NMS. The results of the noise monitoring shall be forwarded to the Environmental Protection team within 28 days after the close of the event.

49. The Premises Licence Holder shall ensure, or put measures in place to ensure that should the noise limits set out in Conditions 79 – 82 (inclusive) be exceeded or the subjective impact of the noise be such as to cause a nuisance or unreasonable disturbance, then the Premises Licence Holder and/or event organiser shall ensure that measures are in place for this shall be reported back to the Production Manager immediately.

50. The Premises Licence Holder shall ensure, or put measures in place for the Production Manager to identify the source of any noise which exceeds the relevant limit, causes a nuisance or unreasonable disturbance and shall correct the situation within 15 minutes of the initial notification.

51. The Premises Licence Holder shall ensure, or put measures in place to provide a point of contact to the Council for the duration of each event by nominating a named person and telephone number.

52. The Premises Licence Holder shall ensure, or put measures in place to provide a hot line telephone number, for the duration of each event, to enable local residents to contact the Licensee with any queries or concerns. The Licensee will ensure that there are an adequate number of lines to the site and that such lines are adequately staffed

so that the said local residents can receive a response to their call within a reasonable times.

53. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that prominent, clear and legible notices requesting people to leave the premises and the area quietly are erected at the entrances and exits to the premises and car park.

54. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that waste bins are provided and measures shall be in place to ensure that waste from them is disposed of by a waste management company.

55. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste from food traders and medical services is disposed of using the correct procedure.

56. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that levels of waste are monitored and action taken to ensure that inappropriate levels of combustible items do not build up.

57. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste is removed from bins after members of the public have left the premises.

58. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all generators are acoustically insulated in accordance with the manufacturer's specification and/or acoustically enclosed and located to reduce the noise and nuisance to the audience, staff and local residents.