

**LICENSING SUB-COMMITTEE****4 January 2010**Attendance:

Councillors:

Mather (Chairman) (P)

Jackson (P)

Weston (P)

Officers in Attendance:

Mr J Myall (Licensing and Registration Manager)

Mrs C Tetstall (Property and Licensing Solicitor)

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1. **APPLICATION FOR A PREMISES LICENCE – WICKHAM FOLK FESTIVAL**  
**([Report LR313 and supplement refers](#))**

The Sub-Committee met to consider an application for a new premises licence for three fields situated between Blind Lane and Mill Lane, Wickham for the purposes of the Wickham Folk Festival.

Present at the meeting were Mr Chegwyn and Mr Davey (Applicant) and Sergeant Jennings and PC Miller (Hampshire Constabulary) who had made representations as a Responsible Authority. Also present were five local residents as Interested Parties.

Mr Myall referred to the supplement to the Report as previously circulated to the Sub Committee. This set out an additional representation against the application from a local resident which was omitted from the Report. The supplement also set out proposed amendments to the operating schedule and to the conditions. Mr Myall advised that these had been agreed by the applicant and, as a consequence of these changes, the Head of Environment (as an Interested Party) had withdrawn representations related to the Public Safety and Public Nuisance licensing objectives and also a request to limit the event to three days per year instead of five.

In addition to these changes, Mr Myall advised that Condition CD21 (on page 3 of Appendix 4 to the Report) had also been subsequently amended following consultation with the Police. The word 'premises' was to be replaced by 'main arena' and consequently, together with the other changes made, the Police had withdrawn its representations to the application concerning the Crime and Disorder, Public Safety and Protection of Children licensing objectives.

Mr Myall presented the application as set out in the Report and as amended above.

Mr Myall advised that the event was proposed to be held this year between 5 and 8 August. The revised operating hours were set out in the supplement to the Report.

Mr Myall referred to the letters of representation received from local residents as Interested Parties, which were appended to the Report. Further to some of the concerns raised, he reminded the Sub-Committee that there was no evidence that the event would specifically be a cause of crime and disorder. The Police had agreed that the conditions as set out (and as amended) would counteract their concerns with regard to this licensing objective. Mr Myall also confirmed that there had been no representation submitted by the Child Protection Agency.

At the invitation of the Chairman, Mr Chegwyn and Mr Davey (applicants) addressed the Sub Committee.

Mr Chegwyn referred to the detailed conditions in the Report and as amended. These had been drafted in response to the experiences of two previous folk festival events held at Wickham and the ongoing discussions arising from the current application.

Mr Chegwyn advised that the 2010 event would be held on the two fields furthest away from the community centre and that the 'top' field would be used for camping and car parking only. The field adjacent to the community centre was soon to be developed for a new doctors' surgery and would not form part of the festival. Therefore, with regard to the objection of the Wickham Summer Play Scheme, the event would be approximately 150 metres away from the Community Centre, which itself would not be utilised as part of the event. Mr Chegwyn also advised that the Centre would be out of bounds to customers of the event and that appropriate signage could be placed to this effect. He also formally agreed that the field adjacent to the community centre could be removed from the proposals, as it would not be required as part of the licensed event, nor was likely to be available to be utilised as part of future events following its development. He reminded the meeting that use of the public footpath to the front of the centre could not be limited by the premises licence.

With regards to concerns about traffic congestion, Mr Chegwyn referred to the applicant's requirement to submit a detailed Event Management Plan for approval, 60 days before the event. This would detail how traffic matters would be dealt with. He confirmed that Blind Lane would be the main entrance to the festival. Finally, Mr Chegwyn reported that there had been no evidence of criminal activity at the previous folk festivals and that he was satisfied that the event would continue to be a safe, family-orientated event.

Responding to questions from the Sub Committee, Mr Chegwyn explained that the music would stop at 2300 hours, but the licence to 2330 would allow for any overrun if an act started a few minutes late. There was to be one stage within a big top tent, located at the furthest point from the nearest residential properties to the site. Alcohol sales on site were intended to encourage customers to remain on site. Appropriate conditions specified that alcohol could not be taken off-site or brought into the main arena. He also explained that although the application was for a licenced event for up to a capacity of

5,000 people, it was envisaged that the 2010 event would have 2 – 3,000 customers, with possibly more in future years. The majority of customers would have weekend tickets and there was unlikely to be any problems arising from the late-night dispersal of visitors. Parking would be located in the camping field.

Mr Roger-Jones addressed the Sub Committee against the application as an Interested Party, and as Honorary Secretary of Wickham Community Centre.

In summary, Mr Roger-Jones advised that his opposition to the licence was primarily related to the Protection of Children licensing objective, due to the use of the Community Centre for the Wickham Summer Play Scheme, which coincided with the period that the folk festival was to be held. Mr Roger-Jones was concerned that the safety of children may be compromised, particularly by festival-goers using the public footpath in front of the centre as a thoroughfare to the village and using the facilities of the Centre; this had been experienced during previous events. He explained that the security of the building, by its design, could not easily be guaranteed and that Ofsted inspectors may challenge this aspect as part of its inspection of the facilities for the accreditation of the Play Scheme. He advised that although the trustees generally supported the event, this would be a problem during the period of the Summer Play Scheme. He requested further conditions to ensure the security of the building, or to provide it with alternative accommodation during this time.

Mr Chegwyn explained that the removal of the field adjacent to the Community Centre from the area for the licensed event would help alleviate concerns of customers of the folk festival encroaching close to the Community Centre. Also, signage and event publicity would show that it was out of bounds and access to the event site was at Blind Lane, so some distance from this location. It was therefore unlikely that customers would be required to utilise the footpath to the front of the Centre building. He also reminded the meeting that it was likely that contractors at the site of the new doctors' surgery would be present within the adjacent field during the festival.

Mrs Lucas addressed the Sub Committee against the application as an Interested Party as Secretary of the Volunteer Committee for Wickham Summer Play Scheme.

In summary, Mrs Lucas advised that the Play Scheme also utilised play areas to the front, and pitches to the rear, of the centre. She was concerned that, without any assurances regarding the safety of the children, the scheme's Ofsted accreditation could be withdrawn. She therefore suggested that additional conditions were required to ensure that security was not compromised, and that all necessary measures be implemented at the organiser's expense. She advised that the scheme was popular with up to 50 children per session aged between 5 – 11 years old.

Mr Chegwyn responded that although the Centre was utilised as part of the 2006 and 2007 events, this was now not the intention in 2010. In addition, the folk festival would not start until Thursday evening and so the only 'clash' with the Play Scheme would be during the Friday.

My Myall reiterated that the Community Centre site was not to be part of the licensed area and so conditions could not be applied at this location as part of this application. However, should there be concerns that the Safety of Children licensing objective may be compromised as a result of the event, Interested Parties could then request a review of the licence.

Mrs Robinson addressed the Sub Committee against the application as an Interested Party and as a resident of Blind Lane.

In summary, Mrs Robinson advised that she had particular concerns about noise and traffic from the event. She requested that a telephone 'hotline' to the organisers should be made available for residents, who may have concerns during the event and that all music should stop at 2300 hours. She also requested that the Event Management Plan should address her concerns of congestion in the already narrow Blind Lane. Accessibility for local residents (including two of which were on-call GPs) should not be compromised. She also reminded that campers should be sited away from the nearest residential property to that field.

Mr Chegwyn stated that there would be one steward per 100 campers and that improvements were to be made to the layout to the site. He also agreed that a telephone 'hotline' for local residents could be established and that an additional condition could be added to this effect.

Mrs Carr addressed the Sub Committee as an Interested Party and as a resident of Blind Lane, in support of the application.

In summary, Mrs Carr advised that she was currently liaising with the trustees of the play scheme, and with the applicant, with regard to the concerns of child safety. She stated that the previous festivals had been family-oriented and that she was satisfied that public safety and public nuisance had not been compromised.

Mr Chegwyn concluded that the event had the support of the majority of local residents, as well as local traders and that the various detailed conditions would ensure the event was well run and was safe.

The Sub-Committee retired to deliberate in camera.

In her closing remarks, the Chairman stated that the Sub-Committee had carefully considered the application and the representations made. It had taken into account the duties under the Crime and Disorder Act 1998, and the rights set out in the Human Rights Act 1998.

The Sub-Committee agreed to grant the licence as set out in the Report and as amended in the supplement and as further amended by the applicant above; to include only the two top fields of those originally specified (deleting the field nearest the Community Centre).

Members also agreed a further Condition to ensure that the festival organisers were available 24 hours a day for the duration of the event via a telephone 'hotline', the number for which would be supplied to neighbouring residents,

Wickham Parish Council and the Licensing Authority one week before the event. The Sub-Committee also agreed to the amendment to Condition CD21 as described above.

**RESOLVED:**

That the application (as amended) is granted subject to the following Conditions:

**OPERATING HOURS**

1. The festival shall only last a maximum of 4 consecutive days.
2. The hours the premises may be used for regulated entertainment shall be:

**Films (Indoors)**

- i) Sunday to Saturday 1000 to 0100\* each day

\* Regulated entertainment shall only be provided on the first day between the hours of 1900-2200.

**Indoors and Outdoors**

Plays, live music, recorded music, performances of dance, anything of a similar nature to , live music, recorded music, performances of dance, provision of entertainment facilities for making music, dancing, entertainment of a similar nature to the provision of facilities for making music and dancing.

- (i) Sunday to Saturday 1000 to 2330\*each day

\*Regulated entertainment shall only be provided on the first day between the hours of 1900-2200.

3. The hours the premises may be used the provision of late night refreshment shall be:

**Indoors and Outdoors**

- (i) Sunday to Saturday 2300 to 0100 each day

4. The hours the premises may be used for the sale of alcohol shall be:

**For consumption on the premises**

- (i) Sunday to Saturday 1100 to 0100 each day

## CONDITIONS

### ALL LICENSING OBJECTIVES

- A1 The licence holder shall ensure that festival organisers are available 24 hours a day for the duration of the event via a telephone 'hotline', the number for which would be supplied to neighbouring residents, Wickham Parish Council and the Licensing Authority at least one week before the event.
- CD1 The Premises licence holder/event organiser shall notify the Licensing Authority and Responsible Authorities at least 6 months in advance of an event.
- CD2 The Premises Licence holder/ Event organiser shall produce an initial event management plan (EMP), including a noise management plan and a traffic management plan. This EMP must be submitted at least 90 days before any event is proposed. The event management plan must include details of the number of stewards/security staff and SIA approved staff, and their respective roles. The final version shall be submitted to the safety advisory group (SAG), including to the Police licensing officer and Police Operations department based at Fareham, no later than 60 days prior to the start of any licensable activity.
- CD3 The Premises Licence Holder/Event Organiser shall agree with Hampshire Constabulary a Statement of Intent setting out their respective responsibilities of the event.
- CD4 Before any licensable activity takes place, the event organiser must submit a request to the Police for special Police services as detailed in any police report, 28 days prior to the commencement of the event.
- CD5 The licence holder shall install a CCTV system covering the event unless it is agreed that it is not required by Police in writing.
- CD6 If required, the premises licence holder/event organiser shall submit to the Police full details of any CCTV system that is proposed later than 28 days prior to any event. Full details of the proposed system (including contractor, agreed positions, installation, operation, playback facilities and retention of data) shall be submitted to the Police with no licensable activity to take place until written agreement of the proposed CCTV system is agreed to the satisfaction of the Police.
- CD7 The recordings shall be retained for a period of 30 days and be made available upon request by the Police or Local Authority. Any CCTV images must be provided to Police or Local Authority Officers on demand and must be capable of being

viewed on any Windows based computer without the need for additional software.

- CD8 No licensable activities shall take place unless the event organiser agrees with the Licensing Authority/Safety Advisory Group, no later than 28 days before the start of each event, the number of stewards and security personnel required for the event and has received such agreement in writing. The number of appropriately trained stewards and security guards shall be provided in accordance with the guidance contained within HSG195 'The Event Safety Guide'.
- CD9 A schedule of stewards and security personnel shall be made available to the licensing authority no later than 24 hours before the start of licensable activities, such schedule to include the following details: name, date of birth, reference number, location on site and whether or not SIA registered. The schedule shall list the position and numbers of all security and steward personnel on site. If applicable this shall include dedicated teams for the campsites, the arena, the big tops, the perimeter and the car parks. There shall be both static and mobile positions.
- CD10 All SIA registered staff to wear High visibility jackets/tops and the relevant SIA licence to be on display at all times throughout any event.
- CD11 All Stewards to wear High visibility jackets/tops that are of a different colour to any SIA registered staff.
- CD12 All persons engaged in either a Security, stewarding, traffic marshal or fire warden role shall be identifiable by their High visibility jackets/tabards with the appropriate job title clearly displayed.
- CD13 Male and Female SIA staff to be present on all entrances and exits throughout any event.
- CD14 No new admissions or re-admissions to be allowed after 2300 hrs on any day.
- CD15 The event organiser shall prepare a drugs policy for the event which shall be based on three core messages: Prevention, Drug dealers and users, Welfare and treatment. This Policy shall be agreed with Police at least 28 days before any event.
- CD16 Random searching shall take place at all entrances to the event site for offensive weapons, drugs, alcohol along with other items that are not allowed on site. It will be a condition of entry to the site that members of the public agree to be subject to such searches.

- CD17 There shall be no 'legal highs' allowed on site, these to include any gas canisters from which the contents may be inhaled.
- CD18 There shall be suitable receptacles for the safe retention of illegal substances at each entrance and exit and Hampshire Constabulary shall be informed of such arrangements so that appropriate disposal can be arranged.
- CD19 An interlocking 6ft heras type perimeter fence shall be erected and maintained as a minimum and patrolled by security personnel to ensure that unauthorised access onto the site cannot be gained.
- CD20 Illuminated signs shall be placed on all entrances and exits.
- CD21 No person attending the event shall bring alcohol onto the main arena and no alcohol shall be allowed to be taken off the main arena at any time
- CD22 No irresponsible drinks promotions/discounts shall be allowed at any event in accordance with the British Beer and Pub Association guidance on responsible promotions
- CD23 All sales of alcohol and any other drinks shall be provided in polycarbonate or similar non glass drinking vessels and all glass bottled drinks shall be decanted at point of sale.
- CD24 Signs shall be displayed in relation to underage sales of alcohol and the "Challenge 21" scheme in all locations relevant to the sale of alcohol.
- CD25 All reasonable steps shall be taken to ensure that no glasses or bottles are allowed inside the event site. Bottle banks shall be located at the event site entrances to facilitate this rule. These must be sited away from residential properties / campers to prevent noise nuisance.
- CD26 The Designated Premises Supervisor or nominated deputy, being a Personal Licence Holder, shall be present on site throughout any event when alcohol is being supplied under the Premises Licence. Details of the nominated deputy shall be provided to the police 28 days prior to the commencement of the event and clear signage displaying the name of the Designated Premises Supervisor or deputy should be at any point of sale of alcohol.
- CD27 Any area set aside for the purpose of camping must be clearly segregated from the main arena. The camping area must be securely fenced, marshalled 24 hours per day by staff



licensed by the Security Industry Authority, in conjunction with any recommendations contained within the Event safety Guide

## PUBLIC SAFETY

### General

PS1 At least 90 days before an event, the Licence Holder shall arrange meetings with the Licensing Authority and other appropriate members of the Safety Advisory Group to discuss the measures that will be put into place to protect public safety and public nuisance. The frequency of meetings is to be agreed with the Licensing Authority.

PS2 The Licence holder shall ensure that the Event Organiser submits an event specific Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event. The Event Management Plan and associated documentation (including site plan) must be clearly labelled indicating version number and date of publication.

PS3 Each event specific event management plan is to include an event specific risk assessment clearly indicating the nature of hazards arising from the event and the controls which will be implemented in order to reduce the risks to as low as is reasonably practicable.

PS4 The Licence holder will ensure that a site plan(s) to Ordnance Survey standard or similar is submitted, to the satisfaction of the Licensing Authority, at least 28 days prior to the start of each event clearly indicating the position of the following;

- The site boundaries and entrances and exits to the site (including those for emergency services) which must be clearly labelled;
- All road and track ways (including emergency routes), car parks and other vehicles compounds;
  
- The location of all structures either constructed or brought onto site;
- The location of the campsite(s), if appropriate;
- The location of toilet, shower (if appropriate) and washing facilities
- Drinking water points and associated pipework including sampling points and soakaways
- The location of all lighting facilities including those for the event arena, associated walkways, vehicles routes and emergency routes
- Welfare tent and medical services

- Generators and other principle electrical connections
- Fuel stores (refer to condition)
- Fairground rides
- Fire fighting equipment and other associated fire fighting provision (refer to condition)

PS5 The event organiser shall ensure that the latest edition of the event specific risk assessment is brought to the attention of all staff, contractors, stall holders, performers and other visitors to the event

PS6 The Licence holder shall provide full details of the training, experience and contact information for the following key personnel involved in the event to demonstrate their competence to effectively manage the event to ensure the risks to public safety are controlled;

- License holder
- Event Organiser
- Event Safety Officer
- Head of Security

at least 28 days in advance of each event.

PS7 The Licence holder shall provide within the Event Management Plan details of the organisation and arrangements to be implemented for the duration of the event to ensure the effective planning, organisation, control, monitoring and review of all systems and procedures implemented to ensure public safety. This should also include details of the chain of responsibility for reporting safety issues.

PS8 The Licence holder shall ensure that all on-site work is monitored by the Event Organiser, Site Manager and Event Safety Co-ordinator and safety inspections are undertaken to ensure that the Event Management Plan is implemented.

PS9 The Licence holder shall ensure that the Event Organiser has appointed a suitably qualified Event Safety Coordinator. The role of the Event Safety Coordinator shall consist of the following;

- (i) Liaison with lead contractors, subcontractors and any self-employed persons to be employed at the venue and assessment of their competence;
- (ii) Inspection of the venue before and during the event;
- (iii) Assisting with inspection of all structures and electrical services;

- (iii) Checking and obtaining all relevant safety documentation and certification
- (iv) Advising of any unsafe work, inappropriate systems of work or unsafe equipment observed,
- (v) Assisting in stopping unsafe work activities, inappropriate systems of work or the use of unsafe equipment.
- (vi) to assist the Licensing Authority as directed in fulfilment of the above responsibilities numbered i) – vi)

#### Onsite Traffic Management Plan and Inclement Weather Plan

PS10 The Licensee shall ensure that the Event Organiser submits an Onsite Traffic Management Plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.

PS11 A contingency plan must be developed to deal with issues arising from prolonged periods of inclement weather leading up to and during the event in order to minimise the risk of vehicles sliding on unstable ground and presenting a risk to the public.

PS12 A site evacuation procedure shall be prepared as part of the event management plan for each event and briefed to security staff and stewards.

#### Site entry and exits

PS13 The Licence Holder shall ensure that a sufficient number of exit gates of sufficient width are provided dependent on the nature and size of the event having regard to the requirements of HSG195 'The Event Safety Guide'.

PS14 The Licence Holder shall ensure that all entrance and exit gates are kept free from any obstructions which may impede the prompt evacuation of the site and/or which may cause a person to slip, trip or fall. Where guy ropes, tent pegs, stakes and similar flank entrance and exit routes they shall be suitably guarded to the satisfaction of the Licensing Authority.

PS15 Each gate in use shall be manned at all times during the event.

#### Structures

PS16 The Licence Holder shall ensure that the Event Organiser submits to the Licensing Authority documentation for each specific event showing the position of all internal and external structures including structural drawings and

calculations. This shall be inserted into the Event Specific Event Management Plan and be submitted to the Licensing Authority no later than 28 days before the start of each event. No licensable activities shall take place until the structural plans have been submitted to the satisfaction of the Licensing Authority or except with the consent of the Licensing Authority.

- PS17 The Licence Holder or their suitably qualified representative shall ensure that all structures are erected in accordance with the site plan and associated structural calculations and drawings, except where otherwise agreed to the satisfaction of the Licensing Authority. The Licence Holder must ensure that the checks have been carried out effectively and have been recorded and these records made available to the Licensing Authority on request. All structures must comply fully with their design criteria before the public are admitted onto the site. The Licence Holder, or nominated representative shall ensure that suitable and sufficient guarding is provided to the superstructure of tented structures, staging areas, king or queen poles, scaffolds or other hazardous areas in order to prevent access by members of the public.
- PS18 Details of any stands or seating provision shall be provided to the Licensing Authority at least 28 days prior to the start of the event together with full structural details. All such structures must comply fully with their design criteria before the public are admitted onto these areas of the site.
- PS19 Where seating or other structures are to be provided within marquees or buildings they should be arranged so as to enable prompt evacuation in the event of an emergency.

#### Safety barriers

- PS20 Where safety barriers are to be provided they shall be suitable for the purpose and appropriately installed.

#### Electrical Safety

- PS21 The Licence Holder shall ensure that all site electrical installations and generators shall be installed and checked by a competent electrician in accordance with the current edition of the regulations for Electrical Installations issued by the Institution of Electrical Engineers, relevant and current British Standards and HSE Guidance Note GS50 (second edition: 1997) and HSG195 'The Event Safety Guide'. Any defects shall be properly corrected and an electrical certificate in the form prescribed in the Institution of Electrical Wiring Regulations (latest edition) shall be submitted to the Licence Holder before any member of the

public is admitted to the site. All electrical cable runs to areas where the public have access shall be buried or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a tripping hazard.

- PS22 The Licence Holder shall ensure that the Event Organiser submits an Electrical Completion Certificate, provided by a suitably qualified electrical engineer, to the Licensing Authority prior to the public being allowed entry to the relevant part of the site. The certificate must confirm that the electrical installation is in safe working order and has been installed in compliance with current electrical safety regulations. Separate certificates shall be provided for each electrical installation on site.
- PS23 The Licence Holder shall ensure that Portable Appliance Testing ('PAT' testing) has been carried out by all contractors and subcontractors bringing any electrical equipment onto the site. Evidence of this PAT testing must be kept on site by the relevant operators and be made available to the Licensing Authority on request.
- PS24 A sensitive earth leakage protection system (residual current device) shall be installed and maintained as may be reasonably required by the Licensing Authority and the Fire Officer as part of the wiring installation for each electrical circuit. The device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button shall be incorporated.
- PS25 Where three phase portable generators are used, and it is not possible for Residual Current Devices to be installed, then all steps as may be reasonably required by the Licensing Authority shall be taken to ensure the safety of the public. This shall include the provision of an earth spike of sufficient size to take the full load capacity of the generator, and other equipment equal to or better than a suitable earth loop monitor shall be incorporated in the power circuit system.

#### Fuel Provision and Storage

- PS26 The location of all fuel stores must be agreed with the licensing authority and be provided with bunding to sufficiently contain any spillages and be provided with appropriate barriers to protect against unauthorised access.
- PS27 The Licence Holder will liaise with the Event Organiser to ensure that each stall requiring use of liquefied petroleum

gas is limited to two cylinders for each appliance, one in use and one spare. Spare cylinders shall be stored in a safe and secure storage compound of suitable design and construction for the storage of liquefied petroleum gas cylinders. Such storage facilities shall be provided in accordance with the current LP GAS Association Code of Practice No.7 'Storage of Full and Empty LPG Cylinders and cartridges' and HSG 195 'The Event Safety Guide' and any such other document which amends or updates the same.

PS28 The Licence Holder shall ensure that any excess LPG cylinders found at any stall are removed and immediately placed back in the secure LPG storage area as per PS30 above.

PS29 Where the event requires other types of fuel to be stored on site adequate procedures and facilities must be implemented to ensure the safe storage and dispensing of this fuel to the satisfaction of the Licensing and Fire Authorities. Details of the arrangements to be implemented for the storage and dispensing of fuels must be submitted to the Licensing Authority at least 28 days prior to the event.

#### Waste

PS30 The Licence Holder shall ensure that a plan is submitted at least 28 days prior to the start of the event and to the satisfaction of the Licensing Authority, to ensure that sufficient receptacles are provided for the storage of waste on site. The plan should include the arrangements for the regular emptying of such receptacles to ensure that waste is not allowed to accumulate and present a fire risk. All waste arising from the event must be disposed of in accordance with existing waste disposal Regulations.

PS31 The Licence Holder shall, at any time during the event promptly remove any accumulation of waste which the Licensing Authority consider to be presenting a fire or other risk to public safety.

PS32 All clinical waste arising from the event must be stored in appropriate receptacles and disposed of in accordance with existing waste disposal Regulations.

#### Sanitary accommodation

PS33 The Licence Holder shall ensure that the Event Organiser provides a suitable and sufficient number of closets and urinals of an approved type in accordance with the guidance contained within HSG 195 'The Event Safety

Guide'. Toilet blocks shall be suitably located to enable ease of access from all parts of the site.

- PS34 Provision shall be made for the regular emptying of all appliances and tanks used in connection with the provision of sanitary accommodation and washing facilities. All wastewater while on site shall be stored within road tankers and final disposal shall be off site to a location agreed with the Licensing Authority at least 14 days before the event.
- PS35 Regular inspections shall be carried out of sanitary facilities to ensure they remain in a clean state and good working condition at all times whilst the public are on site.
- PS36 Suitable and sufficient hand washing facilities of an approved type shall be provided with all sanitary accommodation.
- PS37 Suitable and sufficient sanitary and washing facilities shall be provided for use by disabled persons, designed to meet the requirements of BS 8300:2001 - Design of Buildings and their Approaches to Meet the Needs of Disabled People, Code of Practice.
- PS38 Satisfactory illumination shall be provided and maintained for all closets, urinals and water points during the hours of darkness to minimise the risk of a person slipping and tripping.

#### Water supply

- PS39 The Licence Holder shall ensure that a constant adequate and wholesome supply of water is provided and maintained to all areas to the satisfaction of the Licensing Authority. "Wholesome" shall mean of the standard required to meet the Water Supply (Water Quality) Regulations 1989 (as amended) relating to the quality of water intended for human consumption. The water system shall be tested in accordance with the Water Supply (Water Quality) Regulations 1989 (as amended) and a certificate of compliance issued to the Licensing Authority at least 72 hours prior to consumption.
- PS40 An adequate number of drinking water points shall be provided and located to the satisfaction of the Licensing Authority which shall be maintained with unrestricted access
- PS41 Where appropriate, a constant, adequate and wholesome supply of drinking water from a minimum of two water points shall be provided in the pit area of each stage. An

adequate supply of paper or plastic cups shall be provided. These water points shall not be within reach of the public.

- PS42 Any containers used for the storage of water must be suitable for use and maintained in a clean condition.
- PS43 All pipework shall be disinfected prior to delivery to the site and shall be stored in such a way as to prevent recontamination. Provision shall be made for the shock chlorination of the system in situ, which shall be performed immediately on the request of the Licensing Authority.
- PS44 Water supply pipes shall be protected against damage and where they cross an area with public or vehicular access then they shall be buried. They must not be run in ditches or streams unless staked well clear of any liquid.
- PS45 The water distribution system shall be fitted with at least four isolating valves spread evenly across the pipework system.
- PS46 Where applicable, the water distribution system shall be pressure fed using booster pumps to ensure an adequate pressure is maintained at all times to the tap head.
- PS47 Separate mains water provision shall be made for exclusive use by the food vendors. This shall be available at least one day before commencement of the event in a location readily accessible by such caterers to ensure maintenance of good hygiene practices.
- PS48 All wastewater from the public water supply points, shall be discharged to soak away pits with a minimum volume of 100 gallons. These soakaways shall be suitably located and shall be sufficiently guarded.

#### Fire Safety

- PS49 The Licence Holder shall ensure that an event specific fire safety plan is submitted to the satisfaction of the Fire Authority at least 28 days prior to the start of the event, detailing the fire safety arrangements that are to be put in place. The plan should include details of fire teams, fire fighting equipment, spotting towers and signage and be supported by a site plan.

#### Medical Services

- PS50 The Licence Holder shall ensure that a specific assessment is made for each event to determine the level of medical cover required in accordance with the guidance



contained with HSG195 'The Event Safety Guide'. The determined level of medical cover should be provided throughout the duration of the event.

- PS51 The Licence Holder shall ensure that at all times during the event that access is maintained for emergency vehicles arriving and leaving the site.

#### Campsites

- PS52 The campsite, if provided, must be of sufficient size to ensure effective separation of tents and vehicles to minimise the risk and spread of fire.
- PS53 The campsite must be provided with adequate access routes for emergency vehicles.
- PS54 No open fires shall be allowed on the campsite(s), unless otherwise agreed with the Licensing Authority.
- PS55 The Licence Holder must ensure that adequate management and monitoring of the campsite is undertaken to ensure compliance with conditions PS 55-57.

#### Lighting

- PS56 Sufficient lighting, to the satisfaction of the Licensing Authority, shall be provided in all areas to which the public have access and shall be maintained throughout darkness hours. This shall include public footpaths and roadways which may foreseeable be used by the public using the site. A lighting plan to be agreed with the Licensing Authority shall be submitted within the Event Management Plan.
- PS57 An emergency lighting system shall be installed to enable the public to exit marquees or other structures in the event of a power failure to the general lighting system. The installation of emergency lighting must comply with the requirements of BS5266 Part 1: 1988 (or any subsequent amendment or replacement thereof)

#### Stewards and Security

- PS58 A suitable number of appropriately trained stewards and security guards shall be provided in accordance with the guidance contained with HSG195 'The Event Safety Guide'. The Licensee shall ensure that the Event Organiser submits a Stewarding plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.

## Communications

- PS59 An effective communications system shall be put in place to the satisfaction of the Licensing Authority to enable communication between the Licence Holder, Event Organiser, Event Safety Coordinator, Licensing Authority, Emergency Services and any other appropriate persons to ensure an effective and coordinated response can be implemented in the event of an emergency. Details of the communications system is to be provided to the Licensing Authority.

## Lasers

- PS60 If lasers are to be used on site, then a suitably qualified laser safety officer shall be appointed by the Licence Holder. HS(G)95 'The Radiation Safety of Lasers used for Display Purposes' and HSG 195 'The Event Safety Guide'. The Licence Holder shall arrange for the operator to meet with the relevant officers from the Licensing Authority at least 14 days prior to the event, to discuss and agree any issues arising from any operation of laser equipment at the event.
- PS61 The use of any laser shall follow the advice given in the Health and Safety Executive Guidance HS(G)95 'The Radiation Safety of Lasers used for Display Purposes'.
- PS62 A risk assessment for the use and operation of any lasers to be used on site, together with the technical information relevant to comply with HS(G)95 'The Radiation Safety of Lasers used for Display Purposes', shall be provided to the Licensing Authority not less than 28 days prior to the use of any laser on site.
- PS63 Where outdoor display lasers are used, the Civil Aviation Authority and the Police must be notified 28 days in advance of the event.

## Special Effects – Smoke and Fog

- PS64 Such effects will only be permitted if they are provided from solid carbon dioxide (dry ice), liquid nitrogen or fog machines. Care will be taken that equipment is placed, sited or used in such positions to ensure that there is no risk of burns to visitors, performers, artistes, technical crews or other persons, or any risk of unacceptably high concentrations of gases which could cause asphyxiation.
- PS65 All smoke/fog machines shall be positioned away from exit routes and protected from unauthorised interference.

- PS66 The volume of smoke shall be kept to a minimum so as not to affect the escape routes, cause obstruction of exit signs or cause false alarms in any smoke detection system.
- PS67 All smoke/fog machines shall be controlled by a competent operator at all times, following the instructions given by the smoke machine's manufacturer and in accordance with HSG 195 'The Event Safety Guide' and HSE Guide 'Smoke and vapour effects used in entertainment '

#### Strobe Lights

- PS68 All strobe light effects must be operated on a flicker rate of not more than 4 flashes per second.
- PS69 Where more than 1 strobe light is in use, the flashes must be synchronised. The Licence Holder is advised that continuous operation of strobe lighting for long periods should be avoided.
- PS70 Where strobe lights or lasers are in use, warning notices of their use must be conspicuously displayed at the entrance to the event or in the ticket/programme. Siting of strobe lights must be in accordance with HSG 195 'The Event Safety Guide'
- PS71 Stewards in areas where strobe lighting is used must be trained in dealing with persons suffering from epileptic fits.

#### Ultraviolet Light

- PS72 Ultraviolet lamps are only to be used strictly in accordance with the manufacturer's instructions.
- PS73 Exposure of performers and staff to ultraviolet lamps must be kept as low as reasonably practicable and no lamps are to be used which do not incorporate a UVB filter either integral with the lamp (double skinned lamp) or in the lamp housing. Lamps must not be used if the outer skin is broken or the filter is missing from the lamp housing.

#### Fairground Details

- PS74 The Licence Holder shall furnish to the Licensing Authority, not less than 28 days prior to the event, a list of all fairground rides, sideshows and similar attractions to be available during the event. The list shall show the nature of the attraction together with the names and addresses of the respective operators.

- PS75 All attractions shall comply with the Health and Safety Executive's guide HSG 175 "Fairgrounds and Amusement Parks - Guidance on Safe Practice" and associated documents.
- PS76 All relevant maintenance, inspection, test and insurance certificates and records for each attraction shall be held on site and made available to any authorised officer of the Licensing Authority on request.

#### Fireworks/ Pyrotechnic Displays

- PS77 If fireworks displays are to be provided, then a competent display operator must be appointed by the Licence Holder.
- PS78 The storage and operation of fireworks /pyrotechnics must follow the advice given in HSG 195 'The Event Safety Guide', HSG 123 'Working together on Fireworks Displays' and British Standard 7114:1988.
- PS79 For fireworks displays, the technical information required by HSG123 including a site plan and measurements shall be provided to the Licensing Authority not less than 28 days prior to the event.
- PS80 For pyrotechnic stage displays, the Licence Holder shall provide details of the quantity, type, description and effect not less than 7 days prior to the use of any pyrotechnic on site (or by arrangement, by such later date as may be agreed).

(Note: 'Fireworks displays' are defined as entertainment in their own right, 'pyrotechnic stage displays' are used to enhance a particular scene or song or to draw the audience's attention to or from a part of the stage set.)

#### Welfare Facilities

- PS81 A suitable number and size of tents, to be agreed with the Licensing Authority, shall be provided as chill out/ warm rooms for each event if applicable.

#### Traders

- PS82 Details of all traders (food and non-food) are to be provided to the Licensing Authority no less than 28 days before each event. These details are to include full contact details, nature of business and current food registration (where appropriate)

## Miscellaneous

- PS83 The Licence Holder must ensure that all animals are removed from the event site, including campsite areas, at least three weeks prior to the start of any event.
- PS84 No animals, other than guide dogs, helper dogs and dogs from enforcement agencies are to be allowed onto the site.
- PS85 The Licence Holder will not permit, or allow the Event Organiser to permit any tattooing or other form of skin piercing on the site.
- PS86 The Licence Holder shall not permit, or allow the Event Organiser to permit any activity, which involves members of the public inhaling gases.
- PS 90 The License holder shall ensure that a suitable and sufficient contingency plan is in place to address any public safety matters arising from prolonged periods of inclement weather leading up to and during the event in order to minimise the risk to the public.

## PUBLIC NUISANCE

- PN1 Noise levels from the event shall not exceed the following:
- (i) Between the hours of 12 noon and 2300 noise levels from the event shall not exceed 55dB  $L_{Aeq(5mins)}$  and between the hours of 2300 and 0100 on the following day, noise levels shall not exceed 45dB  $L_{Aeq(5mins)}$  as measured at a distance of 1m from the façade of any noise sensitive dwellings.
  - (ii) In addition in the frequency range of 63 and 125 Hz noise levels shall not exceed 65dB (L)<sub>(5 mins)</sub> as measured at 1m from the facade of any noise sensitive dwelling.
- PN2 The Licensee shall ensure that the Event Organiser submits a Noise Management Plan as part of the Event Management Plan to the satisfaction of the Licensing Authority at least 28 days prior to each event.
- PN3 The Licensee shall appoint a competent acoustician to ensure compliance with conditions PN1, PN2, PN4 and monitor onsite and offsite noise levels in accordance with the agreed Noise Management Plan.
- PN4 A sound propagation test shall be carried out in accordance with the agreed Noise Management Plan before the event, with the prior agreement of the Licensing Authority.

- PN5 The Licensee shall provide sound level monitoring equipment to IEC Type 1 Standard at (the) all stage sound mixing positions and the sound levels set by the Licensing Authority at these positions shall be adhered to. The sound level equipment shall be set up so as to display  $L_{Aeq,1min}$ . and the positioning of the equipment shall be in agreement with, and approved by, the Licensing Authority.
- PN6 Levels will be set prior to the event during the sound propagation test, but the Licensing Authority reserves the right to alter the set levels if this is found necessary in order to prevent a noise nuisance and/or to ensure compliance with Condition PN.1.
- PN7 The Licensee will affect full control over the public, organisations and traders on the site where amplified music is being played or other noise is generated. On receipt of a request from the Licensing Authority, the Licensee shall arrange for the noise level to be reduced or noise source eliminated if, in the opinion of the Licensing Authority, a noise nuisance is likely to be caused.
- PN8 A plan showing the layout and direction of all stage loudspeakers and mixing desks shall be submitted to the Authority at least 28 days prior to the event. The plan should include a schedule of amplification equipment to be provided on site including any equipment associated with sponsor activities or trade stands.
- PN9 The Licensee shall ensure that amplification equipment is not brought into the site unless:-
- (i) it is for use as part of the licensed entertainment;
  - (ii) it is for the use of authorised traders for the sole purpose of providing incidental music to their stall or fairground attraction.
- PN10 The Licensee shall maintain adequate and sufficient control over all performers taking part in the event (including the inclusion of appropriate terms in any agreements between the Licensee and such performers) so as to ensure that all performers comply with the noise conditions.

#### The Protection of Children from Harm

- PC1 The Premises Licence holder/Event organiser shall prominently display notices at the point of sale that "It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18. Section 149 Licensing Act 2003."

- PC2 Written authority to sell alcohol by the DPS or a Personal Licence holder shall be given to all bar staff and available on request.
- PC3 Signs shall be displayed promoting the "Challenge 21" scheme.
- PC4 The holder of the premises licence shall ensure that every individual who appears to be under 21 years of age seeking to purchase or be supplied with alcohol at or from the premises shall produce means of identification acceptable to the licensing authority - passport, photo driving licence or PASS accredited photo ID - proving that individual to be 18 years of age or older. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.
- PC5 No persons under the age of 18 shall serve alcohol.
- PC6 Soft drinks shall be available on site as an alternative to alcohol. Drinking water shall be provided free of charge.
- PC7 No persons under the age of 18 years of age shall be permitted onto the premises unless accompanied by an adult.
- PC8 Any person having responsibility for the welfare of children on site shall be subject to a Criminal Records Bureau check.
- PC9 EMP shall include a plan to deal with all lost or found children.
- PC10 All staff shall be trained to challenge every individual who appears to be under 21 years of age and to refuse service where individuals cannot produce acceptable means of identification. Written records shall be kept of all training and refresher training and produced on request to the police and Trading Standards.

REASON FOR DECISION:

The Sub-Committee resolved to grant the licence, with conditions attached in order to further the licensing objectives.

The meeting commenced at 9.45am and concluded at 12.00pm.

Chairman