

prevent a repetition of this years difficulties at Glade. However Peveril Bruce is probably highly unlikely to go down this route so a Review application would probably have to be applied for based on the evidence from Glade. The question therefore is whether there is sufficient evidence of the Licensing objectives being undermined to go down this route.

To assist with a Review or voluntary Variation I have used as a template the Gosport Music Festival Representation submitted this year, which was regarded as successful.

Suggested conditions to be contained within any Premises Licence at Matterley Bowl.

The Premises Licence Holder or event organiser shall produce an Event Management Plan (EMP), including a Noise Management Plan and a Traffic Management Plan. The final approved version shall be submitted to the Licensing Authority/Safety Advisory Group no later than 28 days before the start of all proposed events for the duration of the licence. The applicant shall comply with the approved EMP for the duration of the event.

PREVENTION OF CRIME AND DISORDER

Para 2

1. The Premises Licence Holder/Event Organiser shall agree with Hampshire Constabulary no later than 28 days before the start of the event:
  - a) the need for Special Police Services for the event, and
  - b) request Special Police Services from Hampshire Constabulary if they are required. The Premises Licence Holder/Event Organiser and Hampshire Constabulary shall agree a Statement of Intent setting out their respective responsibilities of the event.

No licensable activities shall take place unless suitable arrangements are in place to secure the provision of such numbers of police officers in agreement with the Police Area Commander covering any aspects of policing costs.

Para 3

If agreed and acceptable to the standards required by a Police Crime Prevention Officer, a CCTV system with recording facilities shall be operated throughout the event. The recordings shall be retained for a period of 30 days and be made available upon request by the Police. Full details of the proposed system (including contractor, agreed positions, installation, operation, playback facilities and retention of data) shall be submitted to the Police no later than 28 days prior to each event.



## Para 4

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.

The number of appropriately trained stewards and security guards shall be provided in accordance with the guidance contained within HSG195 'The Event Safety Guide'.

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 for the public, 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.

## Para 5

All security, stewards, security personnel, including traffic marshals and fire wardens shall wear high visibility tabards which shall each be uniquely numbered and shall be marked with the appropriate job title. Supervisors or Team Leaders shall be identifiable by their tabards. The tabards shall be marked front and rear. Examples of the tabards shall be submitted to the Safety Advisory Group 28 days prior to each event.

## Para 6

All security staff and stewards shall be trained, briefed (in writing and verbally) and equipped to a standard that reflects their roles and responsibilities. Details of training shall be available on request.

Company profiles for security and steward contractors shall be available on request.

The location of the security and steward contractor's offices shall be shown on the site plan.

## Para 7

An interlocking 6ft "heras" type perimeter fence shall be erected as a minimum, and patrolled by security personnel to ensure that unauthorised access cannot be gained.

## Para 8

Crime prevention advice shall be written in consultation with Hampshire Constabulary and displayed on signage around the site.

## Para 9

The event organiser shall prepare a drugs policy for the event which shall be based on three core messages:

Prevention

**CONFIDENTIAL**



Drug dealers and users

Welfare and treatment

Random searching shall take place at all entrances to the arena entrance for offensive weapons or drugs and alcohol along with other items that are not allowed onsite.

The seizure of any property shall be recorded and shall then be passed on to Hampshire Constabulary via security personnel for evidential purposes where appropriate.

Searching of persons shall be carried out by members of the same gender. The ticket conditions shall indicate that searching will be carried out and there shall be signage with this message at all entrances.

Para 10

There shall be a suitable receptacle for the safe retention of illegal substances and Hampshire Constabulary shall be informed so that appropriate disposal can be arranged.

Para 11

No irresponsible drink discounting shall be allowed at any event, in accordance with the British Beer and Pub Association guidance on responsible promotions.

All sales of alcohol and any other drinks to be provided in polycarbonate or similar non glass drinking vessels. All glass bottled drinks to be decanted.

All reasonable steps shall be taken to ensure that no glasses or bottles are allowed inside the arena. Bottle banks shall be located at the arena entrance to facilitate this rule.

Para 12

There shall be mobile units, in addition to the static points, to patrol any volatile areas and to react quickly to reports of incidents. Covert intelligence gathering staff shall be provided to pinpoint groups of potential troublemakers.

### Public Safety

Para 13

The Licence Holder shall notify the Licensing Authority/Safety Advisory Group of any future event at least 90 days before each event unless otherwise agreed with the Licensing Authority/Safety Advisory Group.

Para 13 b

The Premises Licence Holder shall appoint a suitably qualified independent Event Safety Co-ordinator. The role of the Event Safety Co-ordinator shall consist of the following:

**CONFIDENTIAL**



- (i) Liaison with lead subcontractors and any self-employed persons to be employed at the venue and ascertain their competence;
- (ii) assistance in the inspection of the venue before and during the event;
- (iii) assistance in the inspection of all structures and electrical services;
- (iv) checking and obtaining all relevant certification, safety policies etc.;
- (v) advising of any unsafe work or inappropriate systems of work or unsafe equipment observed and,
- (vi) assisting in the stopping of unsafe work or inappropriate systems of work or the use of unsafe equipment.

This person shall have no other duties or responsibilities.

#### Para 13c

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 24/7 by SIA trained staff to a standard as required by the Police in conjunction with any recommendations contained within the Event safety Guide.

#### Para 14

At least 60 days before an event, the event organiser shall arrange a meeting with the Safety Advisory Group and other appropriate bodies to discuss the measures that will be put into place to protect public safety and public nuisance.

#### Para 15

Each specific event management plan is to include details of the following:

##### Para 15 (a)

An event specific risk assessment clearly indicating the nature of hazards arising from the event and the controls which will be implemented to reduce the risks to as low as is reasonably practicable

##### Para 15 (b)

The event organiser will ensure that a site plan(s) is submitted, to the satisfaction of the Licensing Authority/Safety Advisory Group, at least 28 days prior to the start of each event clearly indicating the position of the following:

**CONFIDENTIAL**

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.

To clearly indicate that there will be no camping on the Licensed area.

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.

The location of all lighting facilities including those for the event arena, associated walkways and vehicles routes and emergency routes.

Welfare tent and medical services

Generators and other principle electrical connections

Fairground rides

Fire fighting equipment and other associated fire fighting provision.

#### Para 16

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

#### Para 17

The event organiser shall provide full details of the training and experience of the Event Management staff to sufficiently demonstrate their competence to run the event.

### SITE AND ENTRY AND EXITS

#### Para 18

The event organiser 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' and fire safety risk assessment of open air events and venues.

#### Para 19

The event organiser shall ensure that all entrance and exit gates are maintained free from 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, tents pegs, stakes and similar, flank entrance and exit routes they shall be suitably guarded to the satisfaction of the Licensing Authority.

Each gate in use shall be staffed by a responsible adult (in line with Purple Guide) at all times during the event.

#### Para 20



The event organiser, 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 appropriate to the event, to prevent access by members of the public.

Para 21

Details of any stands or similar standing or seating provision shall be provided to the Licensing Authority at least 28 days prior to the start of the event and be provided with full structural details. All such structures must comply fully with their design criteria before the public are admitted on to these areas of the site.

Where seating or other structures are to be provided within marquees or buildings they should be so arranged so as to enable prompt evacuation in the event of an emergency.

Para 22

Communications

An effective communications system shall be put in place to the satisfaction of the Licensing Authority/Safety Advisory Group 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 to be implemented in the event of an emergency. Details of the communications system is to be provided to the Licensing Authority/Safety Advisory Group.

Para 23

There will be no instances where the sale, supply or acceptance on site of any gas canisters except in relation to persons who are camping and in those cases used solely for the purpose of cooking.

PUBLIC NUISANCE

Para 23a

Rehearsals and sound checks are permitted only between the hours of 0900hrs and 1800hrs. ♦♦

THE PROTECTION OF CHILDREN FROM HARM

Para 24

The 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.



Para 25

Bar staff shall ask for proof of ID whenever the customer appears to be under 21 as recommended by the Challenge 21 Scheme.

Para 26

No person under 18 may serve alcohol.

Para 27

Soft drinks and drinking water shall be available on site as an alternative to alcohol..

Para 28

No person under the age of 16 years of age shall be permitted on the premises unless accompanied by an adult. Any person having responsibility for the welfare of children on site must be CRB checked and approved and the EMP should include a plan to deal with all such lost/found children.

Para 29

Designated Premises Supervisor to be present and on site at all times when alcohol is being supplied under the premises licence.

Report submitted for your consideration and any recommendations.

PC 1526  
Gary Miller  
Licensing Officer Winchester District.