

Appendix B - Conditions agreed with Environmental Health

1. A risk assessment is to be produced for each event to include, the crowd management of its attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All control measures determined by this risk assessment are incorporated into an action plan which is fully implemented by the senior management team.
2. The capacity of the premises will be set at 4,999 persons; for whom there will be ample resources on site in relation to safety, crowd management, sanitation, emergency egress etc.
3. Ensure all electrical installations are installed by a competent person as set out in BS7909 and then further inspected by both the event manager and a secondary competent person prior to the premises opening.
4. Ensure all electrical appliances utilised on site have a current and valid PAT test.
5. Ensure a competent contractor is appointed to review all risks relating to noise pollution and noise management from the amplified music on site. This contractor is to have an extensive background and qualification set in relation to noise management and noise pollution. Their recommendations are to be set out in the event management plan and are to be accepted in full by the applicant to be implemented throughout the event.
6. Noise levels to be limited to 65dB LAeq(15min) not less than 1m from the façade of any noise sensitive dwellings, with 70dB LAeq(15min) in the 63Hz and 125Hz octave bands.
7. The event organiser shall ensure that all persons (including individual sound engineers) involved with the sound system are informed of the sound control limits and that any instructions from the Responsible Authority for Environmental Health regarding noise levels are complied with.
8. Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health for the purpose of sound level measurements, communications with the nominated noise consultant / sound engineer and monitoring licence conditions.
9. Sound levels should be monitored from the agreed monitoring positions throughout the event and a record kept of the monitoring results. Action should be taken to reduce noise levels where the agreed noise levels are exceeded, and a record kept of the reason for the breach and the action taken to resolve the problem.

10. The complaint hotline should be manned at all times during the event, from before the sound propagation test and until all members of the public have left the premises. Any complaints should be passed on to the responsible person as appointed by the event organiser. Action should be taken to investigate all complaints and, where appropriate, remedial action taken.
11. A detailed noise management plan with measures agreed by the local authority is to be submitted no less than 3 weeks prior to the event taking place. The plan must include as a minimum:
 - Detailed site layout plan
 - Event schedule, including timings and details of the music e.g. Live / recorded
 - Identify and risk rate all the noise sources
 - Identification of receptors
 - Prediction of sound levels at relevant locations on and off site
 - Noise monitoring strategy
 - Communication strategy
 - Complaints response procedure
 - Accountability management plan including contact details
12. The applicant will employ and utilise throughout and after the event a cleansing team who will remove litter and waste from both the premises and nearby areas utilised by attendees in accessing or egressing the event. The event is to operate a "Leave No Trace" policy and will return the site and adjacent areas to exactly the condition prior to licensable activities.
13. Noise monitoring carried out at the event along with any complaint logs etc. are provided to the council no later than 14 days following to close of the event in the form of a post event noise monitoring report. The report should outline the level of compliance with the agreed noise levels, detailed monitoring logs including times, locations and sound levels as well as any complaints and subsequent alterations to the noise levels.
14. The premises licence is limited to 3 events, consisting of a maximum of 3 consecutive days. The date of each event will be supplied 3 months prior to the event taking place.
15. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days

before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.

16. The event management plan shall contain a summary document covering an overview in the following areas:

- Event overview
- Audience profile
- General site overview plan
- Summary description of all areas including temporary structures
- General site safety policy
- Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
- Event control - overview of functioning
- Event Capacities including for temporary structures
- Event timings
- Insurance
- Local Community Considerations
- Build and breakdown plan
- References to appendices detailed below

17. The EMP shall contain appendices detailing fully the following areas:

- A scaled site plan which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
- Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site
- A crowd management plan including capacities and evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency
- Emergency protocols and Major Incident Plan covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.

- Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- Fire safety plan
- Traffic management plan covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event as well as local residential traffic. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points.
- Noise management plan - in line with conditions set by Environmental Health
- Waste management plan
- Medical provisions plan covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
- Security operations and deployment plan covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log
- Drugs policy including psychoactive substances. A drugs (including psychoactive substances) policy will be written in consultation with the police, particularly with regard to the definition of "dealing". Where any person is suspected of dealing in drugs, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained and police will be contacted prior to ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags. A register of all seized drugs will be kept and updated at the time the item is placed into storage. All seizures will be fully documented and details of the incident including offender details will be supplied to the police at the conclusion of the festival. Where any person is suspected of dealing in drugs, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained by the security company/door men and police will be contacted immediately.
- Weapons policy - A strict zero tolerance policy must be adhered to in relation to any weapons found that are made, used or adapted to cause injury, any such items found to result in ejection or refusal of entry.

- Entry and Search policy and procedure - detailing the staffing structure and procedural process to be followed at each entry point. Surrender bins to be provided at all entrances prior to the point of search and must be highly visible and clearly marked. Search policy on entry and entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description.
- Eviction policy and procedure, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process, management and recording of the process including onward travel from the festival of the evicted person.
- Bar management and Alcohol policy including staff management structure and responsibilities, bar staff briefings for the event. The use of challenge 25 protocol, refusals registers and incident logs.
- A Safeguarding policy and plan to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure.

18. The Licence holder will be responsible for producing a policy for the inspection of the structures built on his site. This will include a maintenance and inspection program with his methodology of testing. This will be presented to the relevant authorities not less than three week prior to an event.