

**(Appendix C: Wannasee Ltd / Stone Valley South L.Sub 13.03.20)**

**(Police Appendix B) Conditions Proposed By Hertfordshire  
Constabulary**

1. The Premises Licence is limited to 2 events per calendar year, each consisting of a maximum of 3 consecutive days. The 1<sup>st</sup> event is held over a weekend in May. The 2nd event is held over a weekend in August. The name of each event will be supplied 3 months prior to the event taking place.
2. The Premises Licence Holder shall notify the responsible authorities of the exact dates of each event no less than 5 months prior to the start of each of the 2 events.
3. The premises license holder will notify Hertfordshire Constabulary of all the artists performing at the event 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
4. The license holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event 28 days before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff.
5. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
6. Accurate and up to date details of ticket sales to be supplied immediately on request from any of the responsible authorities to allow for event planning.

7. An 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 the threat and risk of the event. The final version of the EMP must be supplied to all responsible authorities a minimum of 21 days before the event takes place.
8. Responsible authorities must notify the licence holder of any concerns with the final EMP within 5 working days of receiving it.
9. Any changes proposed to the final EMP, later than 21 days prior to the event start date, must be circulated immediately to all responsible authorities for approval.
10. In the event of any of the responsible authorities advising the licensing authority that the Event Management Plan (EMP) does not in their professional view satisfy the requirements to promote the four licensing objectives, the event will not proceed until such a time as those requirements are met or the responsible authority confirms that they are satisfied.

11. The event management plan shall contain a summary document covering an overview in the following areas -
  - a. Event overview
  - b. Audience profile
  - c. General site overview plan
  - d. Summary description of all areas including temporary structures
  - e. General site safety policy
  - f. Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
  - g. Event control - overview of functioning
  - h. Event Capacities including for temporary structures
  - i. Event timings
  - j. Insurance
  - k. Local Community Considerations
  - l. Build and breakdown plan
  - m. References to appendices detailed below

12. The EMP shall contain Appendices detailing fully the following areas -

- 12.1 **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.

- 12.2 **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site
- 12.3 **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
- 12.4 **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.
- 12.5 **Extreme weather procedure and action plan** covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- 12.6 **Fire safety plan** – in line with conditions set by Herts Fire and Rescue
- 12.7 **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.

12.8 **Noise management plan – in line with conditions set by Environmental Health**

12.9 **Waste management plan** - in line with conditions set by Environmental Health

12.10 **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.

12.11 **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

12.12 **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.

- 12.13 **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.
- 12.14 **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.
- 12.15 **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.
- 12.16 **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.
- 12.17 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.

13. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
14. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
15. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
16. An external Traffic Management Plan must be submitted no later than 3 months prior to the event and to be completed to the satisfaction of Hertfordshire Highways and Hertfordshire Constabulary.
17. An event log shall be maintained which includes any actions or decisions taken in relation to each event.
18. The premises License holder shall have procedures in place to;
  - a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
  - b) Allow the swift access for emergency vehicles.
19. All public address systems shall be under the control of the premises license holder or their nominated representatives

so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.

20. There shall be an area within the licensable area dedicated to dealing with vulnerable children and adults this includes those who are vulnerable through drink and drugs. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.
21. The maximum capacity for each event at any one time is 3000 people; excluding all staff on site.
  - 21.1 Entry numbers will be monitored and recorded at all times through the use of attendance clickers
  - 21.2 Entry numbers to be supplied immediately on request by any police officer
  - 21.3 Entry onto the site will not be allowed between 2300 hours and 0600 hours.
22. People under the age of 18 years must be accompanied by an adult 21 years old or over in order to gain entry. A maximum of 3 under 18's to be allowed in with each person 21 years or over. The adult (over 21) entering with any person under 18 years is to be informed of their responsibilities with regards to the person under 18 years.
23. Quantity of alcohol permitted – this will be restricted to 16 cans of lager or cider or ale or premixed drinks, OR 2 litre bottle of cider OR 1 box of wine (2.25 litres) or 2 bottles of wine (decanted, OR 75cl of spirits (decanted)).



24. The Designated Premises Supervisor must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The Designated Premises Supervisor must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time. The nominated person must be a personal licence holder.
25. Only 100% polycarbonate to be used by the public on site, no glass to be permitted in areas open to the public. The bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's).
26. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.
27. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable except those working in a covert capacity.
28. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
29. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other

acceptable proof of cover, not later than 14 days prior to the start of the event.

30. 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 programme with his methodology of testing. The Licence holder will consult with relevant persons with expertise e.g. a suitable Building Control body, or other similar organisation to agree the structural integrity of the bales. This will be presented to the relevant authorities not less than three week prior to an event.