



## District of East Hertfordshire Premises Licence Licence No: 22/0576/PL

Licensing Act 2003

### Part 1 – Premises Details

#### POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

#### Stone Valley Festival South

Hillside Farm, Hillside Lane, Great Amwell, Hertfordshire, SG12 9RZ

Telephone:

#### ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. All operations will be carried out in conjunction with a comprehensive Management Plan, attached to the applications concerned all aspects and elements of the Event's activities both licensable and other.
2. All staff and workers operating on the site are recruited for their specialist skill-sets, or sourced from a suitable, credible agency or provider specialising in that area, and are briefed and receive site-specific training prior to any works.
3. A comprehensive Management Team consisting of 8 Senior Managers will be allocated to the event and will be available on-site during all hours covered by the Premises Licence.
4. A Risk Assessment is produced for the Event, the crowd management of it's 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.
5. A minimum of 4 Personal Licence Holders will supervise staff providing sale of alcohol during all licensable times to ensure sufficient enforcement of Responsible Sale of Alcohol Policies and Mandatory Licensing conditions.
6. The Premises are accessible only by Ticket Holders.
7. A suitably sized team of SIA Licenced Security Personnel are deployed within the premises to maintain a safe environment at all times.

8. The Event has clear and comprehensive terms and conditions which set out various measures to maintain a safe environment within the site (including but not limited to Drugs policies, Prohibited items Policies, Search policies etc).
9. A strict search procedure is maintained and applied to any and all persons accessing the site ensuring that no weapons or other items which could cause harm can be brought into the premises.
10. Body Worn CCTV is used 24/7 throughout the licensed period by the Security Team to deter crime and disorder and capture evidence of any persons involved in undesirable activities. At any one time, a minimum of 8 Body Worn Cameras will be deployed.
11. Vetting of staff working at the event minimises the risk of any crimes committed within working environments.
12. The Event has a Security policy which identifies key risks and concerns in relation to Terrorism and identifies suitable control measures to manage this risk as far as is possible.
13. The Premises License is limited to 11 days of operation per calendar year, this is with due consideration to the 1995 Noise Council, Code of practice on environmental noise control at concerts. This consideration is in addition to and not in lieu of a properly produced and enforced Noise Management Plan relating to all operation on the premises and seeks only to prevent a presence of "cumulative impact" over a prolonged period.
14. The premises license holder will notify Hertfordshire Constabulary of all the artists performing at the event before the event takes place.
15. The license holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff.
16. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event prior to the event taking place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff
17. 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.
18. 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.
19. 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

20. The EMP shall contain Appendices detailing fully the following areas -
- a) 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.
  - b) Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those onsite
  - c) 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
  - d) 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.
  - e) Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
  - f) Fire safety plan - in line with recommendations set by Herts Fire and Rescue 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.
  - g) Noise management plan - in line with conditions set by Environmental Health
  - h) Waste management plan - in line with recommendation set by Environmental Health
  - i) 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.
  - j) 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
  - k) 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.

- l) 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.
- m) 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.
- n) 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.
- o) 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.

- 21. 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.
- 22. 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.
- 23. 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.
- 24. An external Traffic Management Plan must be submitted prior to the event and to be completed to the satisfaction of Hertfordshire Highways and Hertfordshire Constabulary, prior to implementation
- 25. An event log shall be maintained which includes any actions or decisions taken in relation to each event.
- 26. 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.
- 27. 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.

28. 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 who has been subject to an enhanced DBS check. Staff working in this area shall have access to a radio connecting with the event management.
29. The maximum capacity for each event at any one time is 4999 people; this includes all staff on site. Entry numbers will be monitored and recorded at all times through the use of attendance clickers or valid electronic means. Entry numbers to be supplied immediately on request by any police officer. Entry onto the site will not be allowed between 2300 hours and 0600 hours.
30. 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 2 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.
31. Quantity of alcohol permitted to be brought into Campsite and other areas where sales of alcohol are not permitted -this will be restricted to 24 cans of lager or cider or ale or premixed drinks, OR 2 litre bottle of cider OR 1 box of wine (2.25litres) or 2 bottles of wine (decanted, OR 75cl of spirits (decanted)
32. 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.
33. 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).
34. 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.
35. 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.
36. 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.
37. 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, prior to the start of the event.
38. 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 weeks prior to an event.

39. The premises licence holder shall submit a detailed Noise Management Strategy for approval to the licensing authority prior to the first day of the event and this shall take account of all regulated entertainment which will be provided during the event, including the location, orientation and operational time of the stage. The strategy shall include provision for community engagement, monitoring, and event hotline and post completion reporting.
40. In the event of any of the responsible authorities advising the licensing authority that the final version of the Event Management Plan (EMP) does not in their professional view fully satisfy their reasonable requirements to meet the four licensing objectives, the event will not proceed until such time as the reasonable requirements are met and approved by the responsible authority who had previously raised concerns.
41. A competent contractor has been appointed to review all road access and egress from the Premises, a suitable Traffic Management Plan has been produced and full narrative and schematics are contained within Section 10 of the Event Management Plan.
42. A large team of SIA licensed Security Personnel and NVQ trained Safety Stewards are deployed throughout the event, this team is trained, briefed and aware of both the need to identify any hazards which may present a safety risk to any persons and the correct reporting procedure to escalate any concerns for resolution.
43. The capacity of the premises will be set at 4,999 persons; for whom there is more than ample resources on site in relation to safety, crowd management, sanitation, emergency egress etc.
44. 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.
45. All Electrical Appliances utilised on site have a current and valid PAT test.
46. Further policies in relation to Public Safety can be found in the Event Management Plan.
47. A competent Medical Contractor has been appointed by the Applicant and will be present throughout all licensable activities to provide medical attention via clinically trained professionals to any persons requiring medical attention.
48. 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 set out in the Event Management Plan and have been accepted in full by the Applicant to be implemented throughout the event. Final requirements as directed by conditions attached to the licence will be incorporated in a final Noise Management Plan which will be implemented and monitored throughout licensable times by the same Noise Management contractor or the appointed agent.
49. 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

50. 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
51. 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 operates a "Leave No Trace" Policy and will return the Premises and adjacent areas to exactly the condition prior to Licensable Activities.
52. 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 levels as well as any complaints and subsequent alterations to the noise levels.
53. 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 28 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities
54. The event management plan shall contain a summary document covering an overview in the following areas:
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- must be detailed on the map.
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  - c. 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
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  - m. 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.
  - n. 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.
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  - p. 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.
  - q. 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.
56. A "Challenge 25" policy will be operated both by staff involved in the sale of alcohol and by the SIA Licenced Security Personnel throughout the site to prevent persons under the age of 18 from consuming alcohol whether purchased directly or by proxy.
57. A comprehensive policy in relation to the Protection of Children from Harm is set out in Section 6 of the Event Management Plan.
58. At least one Medical personnel present during licensable activities will hold specific training in Paediatric Pre-Hospital Care.
59. Tickets are available to Over 18s and Under 18s can access the only event only when directly supervised by an accompanied Adult aged Over 18 who has accepted the Terms and Conditions directing them to suitably supervise the Child throughout their visit.
60. All staff are briefed on Safeguarding Policies and are made aware of the correct internal Reporting Procedures for any persons at risk. Control Room staff are fully briefed on the external Reporting Procedures for any issue to be escalated to external partners.
61. 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.
62. 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.
63. 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.
64. 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.
65. 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.

**ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY**

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**ANNEX 4 - PLANS**

As per plan submitted with application.