

**URGENT BUSINESS AND SUPPLEMENTARY INFORMATION****Licensing Sub Committee****21 January 2020**

Agenda Item Number	Page	Title	Officer Responsible	Reason Not Included with Original Agenda
3.	(Pages 1 - 6)	Premises Licence Application Hearing – Suggested Conditions proposed by the applicant.	Licensing Enforcement Officer	Information received from applicant after agenda publication.

If you need any further information about the meeting please contact Aaron Hetherington, Democratic and Elections democracy@cherwellandsouthnorthants.gov.uk, 01295 227956

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PROPOSED CONDITIONS

GENERAL

1. This Licence may be used for a maximum of 3 consecutive event days per calendar year.
2. Each year the dates of the Event shall be notified to the Licensing Authority and SAG at least 5 months prior to the first day of the Event.
3. The Licensee shall engage with the SAG established by the Local Authority when planning and debriefing each Event.
4. The Licensee will attend a Parish Council meeting prior to and after each Event to share information and receive local community feedback.
5. A draft Event Management Plan (EMP) shall be submitted to the Licensing Authority and the SAG at least three months prior to each Event taking place. The EMP shall outline all event procedures and facilities and outline how each Event would promote and comply with the licensing objectives.
6. The EMP shall be subject to scrutiny by SAG and shall be agreed with the Licensing Authority at least one month prior to each Event.
7. Any changes to the EMP following its agreement under condition 6 shall be approved by the Licensing Authority.
8. An ELT shall be established for each Event. Details of the ELT and Event Control processes will be included in the EMP.
9. Any changes to the EMP during the Event shall be approved by the Event Liaison Team.
10. The Licensee shall implement and comply with the final approved EMP throughout the Event and the Event shall only take place in accordance with the final approved EMP.

PREVENTION OF CRIME AND DISORDER

11. A draft Crowd Management Plan (CMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event.
12. The CMP including provision of SIA Security shall be agreed with the Licensing Authority one month prior to the Event.
13. All SIA Security and Stewards will be dressed in high visibility clothing to emphasise their presence to the public.
14. A perimeter fence shall surround the Event site and each public entrance shall have security staff checking for appropriate tickets and accreditation of entry and carrying out ticket and accreditation checks and security searches as appropriate. Access in the site shall be by valid ticket or accredited pass only.

15. All temporary structures shall be lit internally, and adequate temporary lighting shall be installed across the site.
16. Event Security shall be appropriately trained to identify suspicious behaviour and assist in the prevention of theft and robbery and the prevention of crime and disorder within the premises.
17. A Crime Prevention Plan will be incorporated in the CMP.
18. Any crime and disorder shall be reported and recorded via the Event Liaison Team and shared with the Police.
19. A draft Alcohol Management Plan (AMP) will be submitted to the Licensing Authority by the Licensee at least three months prior to the Event.
20. The AMP shall be agreed by the Licensing Authority at least one month prior to the Event.
21. Challenge 25:
 - a) The licence holder shall adopt a "Challenge 25" policy whereby all customers seeking to purchase an age related product or service who appear to be under the age of 25 are asked for proof of their age.
 - b) The licence holder shall prominently display notices advising customers of the "Challenge 25" policy.
 - c) The following proofs of age are the only ones to be accepted:
 - UK photo driving licence
 - Passport
 - Proof of age cards bearing the "Pass" hologram symbol
22. A Prohibited Items and Search Policy shall be incorporated in the CMP.

PUBLIC SAFETY

23. A draft Safety Management Plan (SMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event.
24. The SMP shall be agreed with the Licensing Authority one month prior to the Event.
25. A comprehensive file of Safety Documents including but not limited to risk assessments, method statements and technical drawings to cover event activities shall be approved by a competent Event Safety Manager appointed by the Licensee and shall be made available for review by the Licensing Authority.
26. A draft Event Risk Assessment (ERA) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event.
27. The ERA shall be agreed by the Licensing Authority one month prior to the Event.
28. A draft Medical Plan (MP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.
29. The MP shall be agreed by the Licensing Authority one month prior to the Event.

30. PS15
The maximum number of persons (including staff and entertainers) allowed on the premises at any one time shall not exceed 14,999.
31. The Licensee shall make appropriate provision for the management of access and egress to the Event site, considering the maximum specified capacity at any one time.
32. The Licensee shall make appropriate provision for communicating emergency procedures and issues relating to the health, safety and welfare to staff and public.
33. Sanitary provisions shall be provided for each Event in line with guidance in The Event Safety Guide.
34. The Site Plan shall be agreed with the Licensing Authority one month prior to the Event. The Site Plan will include:
- Scale and grid
 - Stages, including the direction of PA
 - Structures
 - Emergency Exits
 - RVPs
 - Blue Routes
 - Medical Facilities
 - Lighting
 - Event Control
 - Sanitation
 - Drinking Water
 - Campsites, including fire lanes
 - Food concessions
 - Parking areas
 - Location of CCTV (if to be used)
35. A draft Adverse Weather Plan (AWP) shall be submitted to the Licensing Authority three months prior to the Event. The AWP shall be agreed with the Licencing Authority one month prior to the Event.

PREVENTION OF PUBLIC NUISANCE

36. A suitably qualified and experienced acoustic consultant shall prepare a draft Noise Management Plan (NMP) which shall be submitted to the Licensing Authority three months prior to the Event.
37. The NMP shall be agreed with the Licensing Authority one month prior to the Event.
38. The NMP shall consider guidance as updated from time to time, including but not limited to:
- The Noise Council Code of practice on environmental noise control at concerts, 1995
 - BS 8233:2014 Guidance on sound insulation and noise reduction for buildings
 - World Health Organisation (WHO) Guidelines for community noise, 1999
 - The purple guide (& event safety guide HSG195)
 - Sound advice HSG 260

- BS 7445-1:2003 Description and measurement of environmental noise. Guide to quantities and procedures
39. Suitable music noise levels shall be agreed with the Licensing Authority at specific agreed noise sensitive locations in accordance with the above guidance and in order to protect the local community. Such music noise levels shall be set out in the NMP.
 40. The NMP shall consider the level of music noise, its frequency, duration and the time of day. The cumulative effect of other events on the site shall be considered when agreeing suitable music noise levels.
 41. The Licensee shall ensure that monitoring takes place during the Event to check for compliance with the agreed music noise levels. Monitoring shall be undertaken at specific noise sensitive locations with an agreed method of feedback to the Licensing Authority.
 42. A post Event report shall be submitted to the Licensing Authority within one month after each Event with the findings of the monitoring and details of compliance with the agreed music noise levels from the Event in question. The report shall also include details of any complaints received by the Licensee and remedial action taken as a result of noise monitoring.
 43. A draft Event Timetable shall be submitted to the Licensing Authority by the Licensee at least three months prior to the Event.
 44. The Event Timetable shall be agreed by the Licensing Authority at least one month prior to the Event.
 45. A draft Waste and Litter Collection Management Plan (WMP) shall be submitted to the Licensing Authority by the Licensee at least three months prior to the Event.
 46. The WMP shall be agreed by the Licensing Authority at least one month prior to the Event.
 47. A Traffic Management Plan (including details of the parking provision), (TMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event.
 48. The TMP shall be agreed by the Licensing Authority one month prior to the Event.
 49. A draft Community Impact Management Plan (CIMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.
 50. The CIMP shall be agreed with the Licensing Authority one month prior to the Event.
 51. Prior to each Event, the Licensee shall communicate to tickets holders; Event ingress and egress routes and a request to respect local community.
 52. The Licensee shall record community feedback and complaints and remedial action taken relating to the licensing objectives and submit to the Licensing Authority within one month post Event.

PROTECTION OF CHILDREN FROM HARM

53. An Age policy for each Event shall be agreed with the Licensing Authority at least three months prior to the Event.
54. Whilst entertainment of an adult nature is taking place within an event venue, no person under the age of 18 shall be permitted entry to the venue and a clear notice shall be displayed at the entrance in a prominent position so it can be easily read by persons entering the venue in the following terms:

“NO PERSON UNDER 18 WILL BE ADMITTED”
55. Security staff at public entrances to the event and age-restricted venues shall assess each customer’s age against the pre-agreed event age policy and seek age verification by means of a recognised scheme as appropriate.
56. A draft Child Protection and Vulnerable Persons Plan (CPVP) shall be submitted to the Licensing Authority by the Licensee at least three months prior to the Event taking place.
57. The CPVP shall be agreed by the Licensing Authority at least one month prior to the Event.
58. The CPVP shall contain a Lost Child Policy.
59. For contractors, performers or individuals working with children; specific risk assessments, method statement and DBS checks will be required.
60. Wristbands where parent contact details can be recorded will be made available.
61. The AMP shall include provision for the Challenge 25 policy to be adopted for all Events.

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