



**South Somerset District Council
The Council Offices, Brympton Way
Yeovil, Somerset, BA20 2HT**

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Shindig Productions Ltd

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Gilcombe Farm			
Post town	Bruton, Somerset	Postcode	BA10 0QE

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£0

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company **X** please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Shindig Productions Ltd
Address 100 Walcot Street Bath BA1 5BG
Registered number (where applicable) 9137656
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 07803 054945
E-mail address (optional) info@shindig-events.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	3	052019

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
2	8	052019

Please give a general description of the premises (please read guidance note 1)

Approximately 100 acres of agricultural land across 6 fields and a small parcel of woodland belonging to Gilcombe Farm. Application is for a single event of 4 full nights in duration. Shindig Weekender is a multi-day music and arts festival that aims to provide high-quality family entertainment aimed at mixture of local and regional audiences. The event is in its fifth year and fourth at Gilcombe Farm. Shindig aims to provide a mixture of entertainment, much of it centred around its partnership with Ghettofunk Records, a niche music company and genre. There will be venues with music inside and outside, ranging in capacity between 200 and 2000, all 11 of which will run simultaneously at points over the weekend. There will be a large car park, campervan field, camping and boutique camping fields, kids area, crafts zone, woodland circus and other activity areas, as well as the usual bars and concessions.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

9,999

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- | | |
|---|---|
| a) plays (if ticking yes, fill in box A) | X |
| b) films (if ticking yes, fill in box B) | X |
| c) indoor sporting events (if ticking yes, fill in box C) | |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | |
| e) live music (if ticking yes, fill in box E) | X |
| f) recorded music (if ticking yes, fill in box F) | X |
| g) performances of dance (if ticking yes, fill in box G) | X |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | X |

Provision of late night refreshment (if ticking yes, fill in box I) X

Supply of alcohol (if ticking yes, fill in box J) X

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	00.01	02.00	Please give further details here (please read guidance note 3) Please see attached Operating Schedule in Section M		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4) N/A		
Thur	12.00	00.00			
Fri	00.01	00.00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) N/A		
Sat	00.01	00.00			
Sun	00.01	00.00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	X
				Outdoors	
Day	Start	Finish		Both	
Mon	00.01	02.00	Please give further details here (please read guidance note 3) Please see attached Operating Schedule in Section M		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4) N/A		
Thur	12.00	00.00			
Fri	00.01	02.00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
	12.00	00.00			
Sat	00.01	02.00	N/A		
	12.00	00.00			
Sun	00.00	02.00			
	12.00	00.00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	00.01	02.00	Please give further details here (please read guidance note 3) Please see attached Operating Schedule in Section M		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	15.00	00.00			
Fri	11.00	00.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	00.01	03.00			
	11.00	00.00			
Sun	00.01	04.00			
	11.00	00.00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
				Both	X
Mon	00.01	04.00	Please give further details here (please read guidance note 3) Please see attached Operating Schedule in Section M		
Tue				Please Note: At times as per below, <i>only</i> Silent Disco will be used – i.e. There will be no amplified entertainment – in a single venue. <ul style="list-style-type: none"> • Friday: 00.01 – 02.00hrs • Monday: 02.00 – 04.00hrs 	
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	12.00	00.00			
Fri	00.01	02.00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
	11.00	00.00			
Sat	00.01	03.00			
	11.00	00.00			
Sun	00.01	04.00			
	11.00	00.00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	00.01	02.00	Please give further details here (please read guidance note 3) Please see attached Operating Schedule in Section M		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	12.00	00.00			
Fri	00.01	00.00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	00.01	00.00			
Sun	00.01	00.00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Circus Performance, Fire Performance, Kids Circus Activities		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
Mon	00.01	02.00		Outdoors	
				Both	X
Tue			Please give further details here (please read guidance note 3) Please see attached Operating Schedule in Section M		
Wed					
Thur	12.00	00.00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	00.01	00.00			
Sat	00.01	00.00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	00.01	00.00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	00.01	05.00	Please give further details here (please read guidance note 3) A variety of food and drink stalls across the festival site.		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	23.00	00.00			
Fri	00.01	05.00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
	23.00	00.00			
Sat	00.01	05.00			
	23.00	00.00			
Sun	00.01	05.00			
	23.00	00.00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	X	
Day	Start	Finish		Off the premises		
Mon	00.01	02.00	State any seasonal variations for the supply of alcohol (please read guidance note 4) Please see attached Operating Schedule in Section M for individual bar operating times.	Both		
Tue						
Wed						
Thur	12.00	00.00		Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	00.01	02.00				
	11.00	00.00				
Sat	00.01	03.00				
	11.00	00.00				
Sun	00.01	04.00				
	11.00	00.00				

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name Mr Jeff Luther	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).
 N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00.01	14.00	
Tue			
Wed			
Thur	14.00	00.00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) Thursday May 23 rd 2019 to Monday May 27 th 2019
Fri	00.01	00.00	
Sat	00.01	00.00	
Sun	00.01	00.00	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

A draft version of the event management plan (EMP) will be submitted with this Premises License Application to all Responsible Authorities for review as part of the Licensing process. Amendments to this plan will be made as per discussions with Responsible Authorities within the allowed licensing period. Further amendments may be made as a result of decisions by the Directors up until February 28th 2019. After this point, significant material changes will only be made based on discussions with the Responsible Authorities or members of the Safety Advisory Group. At no point will amendments made lower

The maximum number of persons onsite shall not exceed 9999 at any one time. To ensure this, every person entering the Licensed Site must be in possession of either a valid ticket; complimentary or staff ticket; or an authorised pass.

The following capacities and operating times shall also have effect. Please refer to Site Map within EMP at Appendix A for location of grid references:-

SHINDIG FESTIVAL 2019 VENUE, ENTERTAINMENT & BAR SCHEDULE

ENTERTAINMENT VENUES – Categories refer to permitted Licensable Activity

N o.	Venue	Category	Grid Ref.	Capacity	Thurs-Fri	Fri-Sat	Sat-Sun	Sun-Mon
1	The Dig Inn	A.E.F.G.H.	F6-7/ G7	2000	16.00 - 00.00	12.00 – 03.00	12.00 – 03.00	12.00 – 02.00
2	Ghetto Funk	E.F.G.	M3	2000	20.00 – 00.00	20.00 – 03.00	20.00 – 04.00	20.00 – 02.00
3	SS Naughtilicious	A.B.E.F.G. H	D8	1000	16.00 – 00.00	12.00 – 02.00	12.00 – 02.00	12.00 – 02.00
4	Tutti Frutti	E.F.G.H.	C6	800	-	12.00 – 01.00	12.00 – 01.00	12.00 – 01.00
5	Stardust Discotheque	F.G.H	I6	400	-	12.00 – 01.00	12.00 – 01.00	12.00 – 01.00
6	Church of Love	F	J4	400	-	12.00 – 20.00	12.00 – 20.00	12.00 – 20.00
7	The Mini Rig Sub	F	C7	400	-	18.00 – 02.00	18.00 – 02.00	18.00 – 02.00
8	Rise Bandstand	A.E.F.G.H	J6	200	-	11.00 – 21.00	11.00 – 21.00	11.00 – 21.00
9	The Word	A.B.E.G.H	L5	300	-	11.00 – 21.00	11.00 – 21.00	11.00 – 21.00
10	Storyland	A.B.E.G.H	D5/E5	200	-	12.00 – 02.00	12.00 – 02.00	12.00 – 02.00
11	Eat Glorious Food	F	F5-6	150	15.00-22.00	11.00 – 22.00	11.00 – 22.00	11.00 – 22.00
12	Silent Disco (Mini Rig)	F	C7	400	00.00 – 02.00 (Fri)	-	-	02.00 – 04.00 (Mon)

ENTERTAINMENT OUTSIDE VENUES – Includes Walkabout performance, Fire Performance and Dance pieces

Venue	Grid Ref.	Activity Category	Licensing Hours
Shindig Festival 2019, Gilcombe Farm	N/A	A.G.H.	23/5/19 12.00hrs until 27/5/19 02.00hrs

LATE NIGHT REFRESHMENT – Category I

Venue	Licensing Hours
All Cafes	23.00 – 05.00 on all dates between 23/5/19 and 05.00 on 27/5/19

BARS/ALCOHOL SALES – Category J – Please note many of these bars are the same as those listed as Entertainment Venues above

No.	Venue	Grid. Ref.	Capacity	Thurs-Fri	Fri – Sat	Sat – Sun	Sun – Mon
1	The Dig Inn	F6-7/G7	2000	15.00 – 00.00	11.00 – 03.00	11.00 – 03.00	12.00 – 02.00
2	Ghetto Funk Bar	L3	200	15.00 – 00.00	11.00 – 03.00	11.00 – 04.00	11.00 – 02.00
3	SS Naughtilicious	D8	1000	15.00 – 00.00	11.00 – 02.00	11.00 – 02.00	11.00 – 02.00
4	Tutti Fruiti Bar	C6	800	-	11.00 – 01.00	11.00 – 01.00	11.00 – 01.00
5	Stardust Discotheque	I6	400	-	11.00 – 01.00	11.00 – 01.00	11.00 – 01.00
6	Arena Bar	G7	N/A	15.00 – 00.00	11.00 – 01.00	11.00 – 01.00	11.00 – 01.00
7	Backstage Bar	F7	200	15.00 – 00.00	11.00 – 02.00	11.00 – 02.00	11.00 – 02.00
8	Glamping Bar	H2	100	15.00 – 00.00	11.00 – 23.00	11.00 – 23.00	11.00 – 23.00
9	Eat Glorious Food Bar	F5-6	300	15.00 – 22.00	11.00 – 22.00	11.00 – 22.00	11.00 – 22.00
10	Rise Cider Bar	J6	N/A	-	11.00 – 21.00	11.00 – 21.00	11.00 – 21.00
11	Mini Rig Bar	C7	400	20.00 – 02.00	18.00 – 02.00	18.00 – 02.00	18.00 – 02.00

b) The prevention of crime and disorder

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies. Please also refer to **Event Management Plan for detailed policies.**

In relation to alcohol sales and consumption:-

- The licensee will operate a 'No Glass on Site' policy including:
- A prohibition on caterers and concessions providing glass containers to the public.
- A ban on public bringing glass into the event.
- The No Glass Policy does not apply to bars and traders dispensing out of glass bottles and other containers. It also does not apply to medicine and cosmetic bottles brought in by the public.
- A record of all refusals to sell alcohol shall be maintained at each of the bars and produced at

- the request of a police or licensing officer either at the event and/or within 28 days after the license period finishes.
- There shall be no sale of alcohol at the premises beyond 02:00 on Monday 27 May 2019.
 - All alcohol to be sold under authority of this license shall be stored in secured units;
 - The DPS or the Bar Operations Manager will conduct a training session onsite at the venue prior to bars opening for all those involved in the sale of alcohol during the festival. Topics to be covered shall include offenses relating to the sale of alcohol; what licensable activities are authorised under the premises license; the times during which these activities may take place; any restrictions imposed via the conditions attached to the license; the mandatory conditions; and how Challenge 25 works together with the acceptable forms of I.D. A record will be maintained and kept at the premises of all persons who have received training, and the date on which such training was given. This record is to be produced upon request of Police or Licensing Officers and made available to all Responsible Authorities within 28 days of the end of the event.
 - The Designated Premises Supervisor will be present onsite throughout the bar trading hours and will ensure managers who are personal license holders help oversee the site bars at all times when the Sale of Alcohol is taking place.
 - Each staff member selling alcohol via one of the site bars will be authorized to do so by the Designated Premises Supervisor or a personal license holding manager.

In relation to Security Provision:-

- The licensee will ensure that the security contractor prepares a written security operations plan and circulates it alongside the Security Plan in the EMP when available. *See Section 2.3 and Appendix E.*
- Personnel carrying out security functions at the event will be registered at an appropriate level with the Security Industry Association (SIA) and display their badges whilst working.
- The SIA Contractor employed will be part of the Approved Contractor Scheme.
- There will be no new entry or re-entry to the premises after 18:00 hours on Sunday 26th May 2019 except for artists, crew and guests of.
- Use of stewards/security at access/egress points and other appropriate locations.
- A fixed number of SIA personnel and positions will be designated for the event. This will be based on the projected numbers onsite, up to 9999. There will be an increased level of SIA staffing during peak hours and reduced cover at other times. Peak Hours are defined as those where the main venues are running.
- There will be a minimum ratio of 100:1 between members of the public and security & stewarding staff during peak hours.
- A dog unit will be deployed on Wednesday 22nd May 2019 to search all trader units on the festival site for illegal drugs and psychoactive substances.
- A security staffing schedule is to be included in the agreed EMP to be agreed with the Police and Safety Advisory Group. *See Section 2.3 and Appendix G.*
- A stewarding plan and schedule is to be included in the final EMP to complement the Security Plan and Schedule. This is to include rotas, training details and operational plans. *See Section 2.2 and Appendices E & G*
- Search procedures will be conducted if deemed necessary according to our search policy. *See Appendices C1, C2, C3 and C4.*
- Comprehensive **Alcohol and Drugs Policies** are to be in place for the event and will be agreed as part of the EMP by the RAs. *See Appendix C1 & C2*
- Comprehensive **Eviction and Confiscations Policies** to be in place for the event and to be agreed as part of the EMP by the RAs. *See Appendices C3 & C5.*

Crime Prevention Policy

- The policing of the event will be controlled by Security staff. Daily briefings will take place throughout the event between the Event Liaison Team, any Emergency Services that may be present, the Event Safety Advisor and the Security Manager. **See Security Plan in EMP - Section 1.4**
- The event will have stewards and security on hand to deal with potential crime and disorder

plus the Box Office/Search/Accreditation Area. See Stewarding Plan - Section 2.2 and Appendix E and G.

- The licensee will ensure that all emergency access and egress routes are clear of obstructions at all times
- The site will operate a “no glass” policy. Members of the public are not permitted to enter the site with glass bottles or glass containers except where these carry essential medicines or similar pharmaceutical products. Anyone attempting to enter the site with any glass bottles or containers shall have such items confiscated.
- The licensee operates a Zero Tolerance to Drugs policy which also extends to include previously ‘legal highs’ now known as banned psychoactive substances.
- All drinks sold from any of the bars will be served in non-glass receptacles
- Where lasers are used onsite, a comprehensive risk assessment must be carried out.
- Where necessary, signage will be displayed warning “Strobe lights are used during this performance”
- There will be at least 2 Paramedics and 4 First Aiders on duty at any time during the event with a well-equipped Medical Centre and 4x4 ambulance vehicle. The final provision will be risk assessed by a competent medical contractor and agreed with RAs as part of the EMP.
- The licensee will provide a Lost and Found Children facility staffed by qualified staff who have undergone advanced DBS checks and Safeguarding Training.
- A nominated Safeguarding Officer will be employed for the duration of the event.
- Drug policies will be in place for all employees and published drug policies regarding event entry. These will be enforced by searches, advanced warning and use of a dog unit onsite on Wednesday 22nd May.
- Safe capacities to be calculated for the main venues and subsequently the total event site capacity. Admissions to venues will not exceed safe capacity.
- The licensee will check the competence of contractors providing equipment, goods and services to the event.

The licensee will ensure that there is suitable provision for disabled persons which include persons of limited mobility, persons with impaired hearing or eyesight and other difficulties.

- The licensee will ensure that a competent electrical contractor installs and maintains the event electrical power and distribution system. Sign-off certificates will be provided by the contractor and given to the local authority Safety Officer for inspections.
 - All sound and lighting contractors will be competent and provide equipment, including local distribution, in good condition and currently PAT tested as necessary. Our electrician or Event Safety Advisor will condemn and prohibit from use any equipment found to be inadequate, sub-standard or unsafe.
 - A fire safety plan and risk assessment is to be included in the EMP for agreement with the RAs and Safety Advisory Group. *See Section 3.7 and Appendix D*
 - Any trader or contractor using LPG will be required to ensure their equipment is in good condition and has a current certificate of gas safety and suitable fire safety equipment. *See Trading Conditions, Appendix C7.*
 - The Premises Licence Holder shall ensure that measures are in place for a suitably registered Gas safe engineer to be available throughout the event
 - A list of event food traders and registration details will be provided to the Council at least four weeks prior to event opening.
 - The Premises Licence Holder shall ensure that measures are in place to distribute written procedures to all on-site caterers so that they are aware of the relevant food hygiene legislation and the action that will be taken against them for non-compliance.
 - Entry and Exit widths of venues to be calculated in accordance with capacity and in consultation with the relevant emergency services.
 - All marquees and temporary structures are required to be constructed of inherently fire retardant materials and be accompanied by a current certificate of testing.
 - The licensee will obtain confirmation in writing from any contractor supplying and erecting temporary demountable structures (TDS) (e.g. tents, stages, towers etc) that the structure has been erected in accordance with the manufacturer’s instructions, is fit for purpose and safe for use.
 - Petrol generators are not permitted onsite due to their increased fire safety risk.
- The licensee will provide documentary evidence of public and employer’s liability insurance to £5

issues.

- The licensee has a Zero Tolerance to Drugs policy. This policy will be advertised to the public in advance when they purchase their ticket and via the website. This does not apply to legal pharmaceutical and prescription medicines.
- The licensee has an Offensive Weapons Policy detailing control and search measures. **See Appendix C6**
- Metal Detecting Wands are used on all persons passing through the main pedestrian entry gate. **See Appendix C6**
- All weapons seized will be securely stored in a locked safe or Amnesty Bin until collection by the Police. Police will be called upon discovery of an offensive weapon.
- The licensee will define, via its Offensive Weapon Policy, what constitutes a weapon or a dangerous item.
- Anyone seen in possession of drugs will be reported to our onsite security team and arrangements made to eject them from the site. Unless there are substantial quantities of illegal substances found upon search, the Police will not be called.
- Amnesty Bins will be deployed at site pedestrian entrance.
- All drug seizures will be recorded in a log, including, where known, details of names and addresses of those whose drugs were seized and the person making the seizure. All drug seizures are to be handed to the Police via an approved arrangement along with log and incident details.
- SIA registered Security Staff will be on duty at all times as per security schedule.
- Lighting of the event arena, gateways and campsites during hours of darkness.
- Crime prevention material will be distributed to campers and traders at the event by security and stewarding staff
- Provision of marshals at Cuckoo Hill Housing Estate and Copplesbury Lane.

In relation to other matters:-

- The licensee will have a Communications Plan in place which will allow them to manage the event and communicate with the emergency services and the public, even in event of major incidents occurring. This will be agreed with the RAs as part of the EMP. *See Major Incidents – Section 2.6; Personnel & Control Structure – Section 2.1; Communications Plan – Section 4.11*

c) Public safety

The measures detailed below will be in place to protect public safety. **Please also refer to Event Management Plan for detailed policies.**

- The licensee has produced an Event Safety Plan and included it in the EMP for agreement with all RAs and the Safety Advisory Group. The Event Safety Plan includes details of all safety measures, risk assessments, method statements and procedures. The final Safety Plan along with EMP will be submitted to the SAG no later than February 28th 2019. After this date, any significant changes to the EMP and safety documentation will be done only in consultation with the SAG.
- Site-specific risk assessments will be conducted for the event to assess hazards and demonstrate our measures to counteract them.
- The licensee will prepare a set of site safety rules and schedule a general health and safety briefing for all persons working on site.
- The licensee will provide a Major Incident Plan and Evacuation Procedures as part of the EMP (*Sections 2.5 & 2.6*), to be signed off by the RAs and Safety Advisory Group.
- The licensee will organise a Table Top Contingency Planning Exercise to further develop plans for major incidents and emergencies. All members of the SAG will be invited to the exercise to be held on later than 28 days prior to event opening.
- The licensee will provide a Campsite Management Plan (*Section 4.1*) as part of the EMP to be signed off by the RAs and Safety Advisory Group and which will provide details of provision for camping onsite at the event.
- All principal access points shall be stewarded when in use and stewards also provided to patrol campsites and monitor venue capacities. The Principal access points are identified as Gates 1, 3, 4 and 5

million valid for the duration of their occupancy of the site.

•During the site build period no members of the public are permitted into areas where construction is happening. The site build period ends when the festival is opened to the public.

The site will:

- Provide a defined perimeter within which the elements of the event take place
- Have demarcated camping, vehicular and arena areas
- Allow unobstructed access for emergency service vehicles
- Allow observation and monitoring of significant areas by event management
- Allow free circulation of the public
- Provide facilities for the disabled
- Take on board any concerns from the enforcing authorities.
- Have fire routes around the site and designated fire points
- Have track access suitable for a fire vehicle to within 50m of any large enclosed structure
- Have drinking and washing water provided for free public use at all times
- Have suitable access and egress points for emergency services, vehicles and pedestrians

In relation to traffic, the licensee will:-

- Provide a professionally-produced Traffic Management Plan as part of the EMP to be signed off by the Safety Advisory Group, Highways and the Police. *See Section 2.4*
- Provide a signage schedule and vehicle routing plan to the Highways authority, Police and Safety Advisory Group for agreement.
- Limit speed limits on the A359 to 30mph outside the event site
- Establish a 5mph speed limit on roads through the event site
- Ensure only experienced and licensed drivers will drive on site
- Ensure drivers have valid insurance and road legal vehicles
- Keep the public away from working vehicles wherever possible
- Separate pedestrians and vehicles where possible. Suitable stewarding and supervision to be put in place where this is not possible
- Provide a safe pedestrian route from Bruton to the event site
- Provide a shuttle bus service from Bruton Rail Station
- Erect speed limits signed and enforced by security, stewards and the safety advisor
- Put adequate supervision (e.g. use of a banks man) in place for vehicle operations including manoeuvring (especially reversing) loading and unloading and at night.
- Ensure high visibility clothing is worn when working on or near vehicles.
- Enforce a prohibition of all but essential vehicle use on site while it is open to the public.
- Enforce a schedule of times at which traders may use vehicles to re-supply
- Enforce a curfew for site cleansing and non-emergency site vehicles
- Ensure appropriate PPE (high visibility clothing, safety footwear, gloves etc) is worn when loading and unloading vehicles

d) The prevention of public nuisance

It is accepted that the events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the Event may have will be minimised as far as reasonably practicable. In addition to these measures, further consideration will be given to the following items in order to meet the licensing objectives. **Please also refer to Event Management Plan for detailed policies.**

Noise Control

- A **Noise Management Plan** is included in the EMP for agreement with the Environmental Health Officer at SSDC. *See Section 2.10 and Appendix E.*
- The Noise Management Plan will detail noise monitoring and control measures.
- Noise Monitoring by a professional Noise Consultant will be provided throughout the event in line with hours agreed with the Environmental Health Officer and these provided to the Responsible Authorities within 28 days of the event closing.
- The number of an onsite local resident noise hotline to be circulated to members of the public in

and around Gilcombe Farm including residents of, and Parish Councils covering, Batcombe, Upton Noble and the Cuckoo Hill area of Bruton. This will be circulated in the form of a notice and/or email provided to residents which will also include details of venue running times, public gate opening times, sound check times, positioning of marshals, traffic measures and other information pertinent to the festival and impact on them as residents. This to be done no later than 2 weeks prior to the event opening

- The same notice to be circulated to parish councils in these areas and the immediate neighbours of the event site as part of a community liaison campaign. This to be done no later than 2 weeks prior to the event opening

Waste

- A **Waste Management Plan** is included in the EMP and agreed with the RAs and Safety Advisory Group. *See Section 4.8*

Lighting

- The licensee will consider the effect on neighbours when siting any lights outside of or on the perimeter, including at road closures and on the pedestrian route.

e) The protection of children from harm

This will be undertaken in consultation with the relevant authorities'. Full information can be found in the **Child Protection Policy**. *See Section 2.9 and Appendix C12 & C13.*

- All security and stewards will be advised that children under the age of 16 must be accompanied by an adult over the age of 18 and so will be advised to request identification should they believe any person wishing to gain access without a supervisory adult may be under 16. *Section 2.11.*
- In the event that a ticket holder is unable to prove that they are 16 or over and is without a supervisory adult over the age of 18, they will not be permitted to enter the site.
- Lost children will be taken to the children's area and looked after as per the Lost Children's Policy as detailed in the events management plan. *See Section 2.9 and Appendix C13*
- The event has a Safeguarding Policy in place for children and vulnerable adults. *See Appendix C12*
- The event will have a Safeguarding Officer employed for the festival. The Lost Child and Childrens Area Coordinators will have Safeguarding training.
- A teen welfare and lost child facility is provided at the festival.
- No entertainment of an adult nature shall take place during the event.
- If any of the attractions or entertainments are unsuitable for a particular age, then this will be publicised. All stewards/security at access points will be fully briefed on any age restriction policies.
- Robust Proof of Age provision including signage and ID Checks at all bars within the licenced premises where alcohol or age restricted activities are taking place.
- Any Alcohol found in the possession of anyone under the age of 18 shall be confiscated and efforts made to determine the source.

Proof of Age Policy

- Appropriate posters will be displayed in the bar areas to deter persons under the age of 18 from attempting to purchase alcohol.
- All employed bar staff will be 18 years old or over and trained on the requirements of the law regarding the sale of alcohol, this will include instruction on how to question and refuse sales if necessary.
- Advice will be provided to bar staff about what Age ID cards are acceptable.
- The premises shall operate a "Challenge 25" age verification policy. All staff involved in the sale of alcohol will challenge any person who appears under the age of 25 for appropriate ID confirming them to be 18 years old or over.
- Any person deemed to be intoxicated will not be served further alcohol; bar managers will monitor alcohol sales.
- No persons under the age of 18 will be served alcohol.
- A refusals register will be kept at all bars and completed if any refusal of sale is made.