



Licensing Sub Committee

Thursday 31st March 2022

2.00 pm

Virtual Meeting
Using Zoom meeting software

The following members are requested to attend the meeting:

Crispin Raikes

Paul Rowsell

Martin Wale

The applicant or any interested parties wishing to address the virtual meeting need to email democracy@southsomerset.gov.uk by 9.00am on Wednesday 30th March 2022.

The meeting will be viewable online by selecting the committee meeting at:
https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

For further information on the items to be discussed, please contact
democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 23 March 2022.

Jane Portman, *Chief Executive Officer*

This information is also available on our website
www.southsomerset.gov.uk or via the mod.gov app

Members Questions on reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

Information for the Public

The Statutory Licensing Committee has responsibility for all activities under the Licensing Act 2003 and the Gambling Act 2005 except for policies and fees. Established under the Licensing Act 2003, it exercises the functions of the Licensing Authority which itself is the Council.

The Other Licensing Committee can be responsible for all other licensing matters. Established by the Council under discretionary power contained in section 101 of the Local Government Act 1972.

It is lawful for the membership of the two committees to be the same, but they are differently constituted and run under different powers.

Licensing Sub Committee agendas and minutes are published on the Council's website at: <http://modgov.southsomerset.gov.uk/ieListMeetings.aspx?CIId=145&Year=0>

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for 'mod.gov' in the app store for your device and select 'South Somerset' from the list of publishers and then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator – details are provided on the front page.

Meetings of the Licensing Sub Committee are held as required usually in the Council Offices, Brympton Way - However during the coronavirus pandemic these meetings will be held remotely via Zoom video-conferencing.

Public participation at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings. The applicant and interested parties are able to participate and contribute to the meeting, you will need to be able to access the meeting through Zoom at: <https://zoom.us/join>

Each individual speaker shall be restricted to a total of five minutes.

If you would like to address the meeting, please email democracy@southsomerset.gov.uk by 9.00am on Wednesday 30 March 2022. When you have registered, an officer will provide the details to join the meeting. The Chairman will invite you to speak at the appropriate time during the virtual meeting.

If you would like to view the meeting without participating, please see: https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will unmute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of five minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

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Licensing Sub Committee

Thursday 31 March 2022

Agenda

Preliminary Items

1. Declarations of Interests

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

2. Procedure to be followed when considering Licensing Applications under the Licensing Act 2003 (Pages 5 - 9)

3. Representation following the Application for a Variation to the Premises Licence Gilcombe Farm, Bruton, BA10 0QE (Farm Fest) (Pages 10 - 60)



Procedure to be followed when considering Licensing Applications under the Licensing Act 2003

Pre meeting Prior to the start of the Hearing the Committee Administrator will check that any person wishing to address the Sub-Committee is either an Interested Party or an authorised representative of an Interested Party or a Responsible Body and is entitled therefore to do so.

Where there is any doubt about the person's eligibility to address the sub-Committee, the Committee Administrator will seek advice from the Legal Officer(s).

1. **The Chairman will introduce:**

- members of the Sub-Committee (which will be made up of three District Councillors);
- the officers present;
- the Parties and their representatives (if any).

The Chairman will ask, before starting the Hearing, if any representations are being withdrawn.

2. At the start of the hearing **the Chairman will advise:-**

- all Parties of the reason for the Hearing and the procedure to be adopted;
- that where a Party wants another person to appear at the Hearing they must ask permission (under Regulation 8(2)) although such permission will not be unreasonably withheld. No permission is needed where the other person is acting only as the Party's representative;
- that if any Party wishes to ask the Sub-Committee to consider documentary or other information at the hearing, which was not provided before the Hearing, then all Parties must consent;
- that if any Party does not attend or is not represented at the hearing, the Hearing can go ahead but the Sub-Committee will consider any application, notice or written representations received by the relevant deadline from that Party;

- that in some circumstances, the Hearing may be adjourned, where the Sub-Committee consider the public interest demands it.

3. **The Chairman will ask each Party to confirm receipt** of the following documents:-

- Officer's report relating to the case;
- The procedure to be adopted during the Hearing;
- The documents, which the authority is required to provide under the Regulations – this varies according to the type of application but normally this means checking that the applicant has received copies of all the representations made in response to the application notices.

Any queries on the procedure or the factual content of the Licensing Officer's report should be dealt with at this point, with the assistance of the legal officer(s), as required.

4. **The Chairman will then ask** the Licensing Officer to present their report on the application. The report will include confirmation that the requirements as to advertising the application and the serving of notices have been met.

5. **The Chairman will inform all present - prior to receiving representations** - that each Party will be given an equal amount of time to make their representations. This will normally be a maximum of five minutes. However, the Chairman has discretion about the time given to each Party and may vary the time limit where reasonable to do so although reasons will be given and fairness maintained.

6. **The Chairman will invite any Responsible Bodies present** e.g. representatives of Police/Fire Service/ Environmental Services to address the Sub-Committee on any relevant representations they have made.

7. **The Chairman will then invite:**

- Parties or their representatives speaking in support of the application (including the applicant for the review) to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage;



- Parties or their representatives, speaking in opposition to the application for review, to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage.

The Chairman will permit a Member to seek immediate clarification of a point made by a Party, their representative or any another person permitted to attend where, prior to this point in the Hearing, circumstances arise which make it desirable to do so, provided that the question is relevant and helps the proper conduct of the Hearing. The rules of natural justice will be followed.

No Cross examination will be permitted without the consent of the sub-Committee and this will only be given where Committee considers that cross-examination is required for it to consider the representations, application or notice.

8. **The Chairman will ask** whether anyone has any further relevant comments to make and whether each Party is satisfied with the conduct of the Hearing.
9. **The Chairman will then invite** Members of the Sub-Committee to ask any questions of any of the Parties or any other person permitted by the Sub-Committee to appear at the Hearing.
10. **The Chairman will check with the legal adviser(s) that all relevant points have been addressed before asking the Parties to leave the room while** the Sub-Committee consider its decision in private. Only the clerk and the legal adviser(s) will remain with the Sub-Committee although only the sub-committee will be making the decision.
11. **Once in private the Chairman will advise the other Members** that they must consider all the information before them in making their decision but will disregard any information which is not relevant to the application, representations or notice and which does not relate to promoting the Licensing Objectives. Members will take account of the Statutory Guidance and the Council's Statement of Licensing Policy but shall be free to depart from it where the merits of the case warrant it. Full reasons shall be given for any such departure. If Members require further information from any Party or any further evidence, they will reconvene the hearing with all Parties able to be present.



12. **The Chairman will ensure, on the Parties return to the Hearing room,** that any legal advice given to the Sub-Committee in private is summarised to the Parties.
13. **The Chairman will notify** all Parties of their decision and the reasons for the decision. The decision will normally be given orally, at the Hearing, in a plain English format to help those attending the Hearing to understand it more easily. This is not the official written Notice of Decision which be sent to all of the Parties shortly afterwards.

Where the Sub-Committee is unable to give a decision at the meeting, **the Chairman will advise all Parties when a decision can be expected.** The decision will be sent to all Parties within the timescales set down in the Regulations.

14. **The Chairman will inform all Parties** of their possible rights of appeal (if any).

NOTES

1. A Party is anyone who has submitted an application or made a relevant representation or served a notice.
2. Where an adjournment is granted the Sub-Committee will notify the Parties forthwith of the date, time and place to which the Hearing has been adjourned.
3. Under no circumstances must the Parties or their witnesses offer Members of the Sub-Committee information in the absence of the other Party. Similarly, Members will not attempt to elicit information from any Party to the Hearing in the absence of the other. Members will not make pronouncements on the merits of the case until all the evidence has been heard. These are essential elements of the rules of natural justice.
4. The Chairman may vary this procedure, as circumstances require but will have regard to the rules of natural justice.
5. The Hearing will take place in public. However, the public can be excluded from all or part of the hearing where the Sub-Committee considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

The Sub-Committee may also require a Party to leave the hearing if that Party is behaving in a disruptive manner. The Sub-Committee can refuse to readmit the Party or readmit upon conditions but the Party can nevertheless submit to the Sub-Committee before the end of the Hearing



any written information it would have been entitled to submit orally at the Hearing.

6. District Councillors representing the area (District Council Ward) to which the application refers, or have declared an interest, will not form part of the Sub-Committee.
7. Where any irregularity is brought to the attention of the Sub-Committee during the hearing, the Sub-Committee may, if it feels that a Party has been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure that irregularity before it makes its determination. However, any irregularity from a failure to follow this procedure shall not of itself render the proceedings void and any clerical errors may be corrected.



Representation following the Application for a Variation to the Premises Licence Gilcombe Farm, Bruton, BA10 0QE (Farm Fest)

Director: Kirsty Larkins, Service Delivery
Report Author: Rachel Lloyd – Specialist Licensing
Contact Details: rachel.lloyd@southsomerset.gov.uk or 01935 462134

Purpose of the Report

To inform members that an application has been received from Mr George Portch, to vary a premises licence under the Licensing Act 2003 at Gilcombe Farm, Bruton, BA10 0QE (Farm Fest)

Recommendation

To determine the granting of the variation to the premises licence in accordance with the options detailed later in the report.

Background

The Council is the authority responsible for the determination of variations to Premises Licences under Section 35 of the Licensing Act 2003.

The Lead Specialist – Environmental Health has delegated authority to determine a variation to a Premises Licence application, subject to no objections being received from a Responsible Authority or “Other Persons”. In this case, relevant representations were received from two Responsible Authorities, it is therefore necessary to convene a hearing to determine the application.

Licensing Objectives

The licensing objectives are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision making process. An application will not be refused in whole or part or any conditions attached except those offered by the applicant or required by law except where appropriate to promote the licensing objectives.

Application

A copy of the application form is enclosed with the agenda; it does not however include a copy of the plan of the premises, which is available for inspection upon request. The purpose of the application is to make changes to the conditions, in particular increase the number of days the event can take place to 4 days as well as removing or amending certain conditions and to add timings for the additional day. The application does not seek to remove or amend the requirement for only one event per year using the licence.

The details of the application are summarised as follows:

- Applicant: Mr George Portch

Licensable activities applied for:

Plays (A) Indoors and Outdoors

Day	Start Time	Finish Time
Thursday	17:00	00:00
Friday	09:00	00:00
Saturday	00:01	00:00 (as per existing licence)
Sunday	00:01	16:00 (as per existing licence)

Further Details: Children's entertainers, puppets, stand-up comedy. All located inside a marquee or outdoors. It will be supervised by a stage manager.

Seasonal Variations: None.

Non-Standard Timings: None.

Live Music (E) Indoors and Outdoors

Day	Start Time	Finish Time
Thursday	17:00	00:00
Friday	09:00	00:00
Saturday	00:01	00:00 (as per existing licence)
Sunday	00:01	16:00 (as per existing licence)

Further Details: 8 stages. 2 are located outside, the other 6 are located inside marquees. Most music is amplified. Some live performances are roaming and these will not be amplified.

Seasonal Variations: None.

Non Standard Timings: None.

Recorded Music (F) Indoors and Outdoors

Day	Start Time	Finish Time
Thursday	17:00	00:00

Friday	09:00	00:00
Saturday	00:01	00:00 (as per existing licence)
Sunday	00:01	16:00 (as per existing licence)

Further Details: 8 stages. 2 are located outside, the other 6 are located inside marquees. All music is amplified.

Seasonal Variations: None.
Non Standard Timings: None.

Performances of Dance (G) Indoors and Outdoors

Day	Start Time	Finish Time
Thursday	17:00	00:00
Friday	09:00	00:00
Saturday	00:01	00:00 (as per existing licence)
Sunday	00:01	16:00 (as per existing licence)

Further Details: Performances of dance primarily on or around the stages but not exclusively. Some may occur around the whole site. There will be no sexually explicit dance.

Seasonal Variations: None.
Non Standard Timings: None.

Late Night Refreshment (I) Indoors

Day	Start Time	Finish Time
Thursday	23:00	00:00
Friday	00:01	05:00
	23:00	00:00
Saturday	00:01	05:00
	23:00	00:00
Sunday	00:01	05:00

Further Details: A row of food traders using their own gas appliances with their own gas supply, electrical appliances using electricity supplied by the event. Some outdoor seating will be available.

Seasonal Variations: None.
Non-Standard Timings: None.

Supply of Alcohol (J) – Consumption ‘On the Premises Only’

Day	Start Time	Finish Time
Thursday	17:00	00:00

Friday	09:00	00:00
Saturday	00:01	00:00 (as per existing licence)
Sunday	00:01	16:00 (as per existing licence)

Seasonal Variations: None.
Non-Standard Timings: None.

Hours premises open to the public (L) – Not a licensable activity, but shown as part of the application.

Day	Start Time	Finish Time
Thursday	15:00	00:00
Friday	00:01	00:00
Saturday	00:01	00:00
Sunday	00:01	18:00

Seasonal Variations: None.
Non-Standard Timings: None.

Additional steps put forward by the applicant to comply with licensing objectives. Please see Section M (page 16) of the application form; (these where appropriate, will become conditions of the licence, subject to the variation of the licence being granted, and are in addition to any further conditions imposed by the Licensing Committee).

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation.

- Remove condition 40 (p.16) Same as condition 41
- Remove condition 42 (p.16) Our assessment of the medical provision is sufficient
- Rendezvous Points and emergency access routes are a separate requirement of this licence
- The ambulance service do not require any further facilities
- Remove condition 47 (p.16) This is covered by the medical needs assessment conducted as part of condition 41
- Remove condition 54 (p.17) This event will no longer provide a shuttle bus service
- Remove condition 7 (p.22) This has now been included in condition 41
- Remove page 23 onwards due to repetition

Evidence that advertising/notice requirements have been complied with:

The applicant has provided photographic evidence that the notices were displayed at the premises and has also confirmed that they were on display throughout the consultation period. The notice was published in the Blackmore Vale and the applicant provided a copy of the notice.

Representations – Responsible Authorities

- A representation was received from a representative of the Chief Officer of Police.
- A representation was received from a representative of Environmental Health

Representations – Other Persons

None.

Relevant Observations

The applicant has met with representatives of the Police and Environmental Health, however, at the time of writing none of the representations had been withdrawn.

Further Information

Details from the current licence (timings and conditions) can be found in Appendix 1. The conditions which the applicant has requested to be removed or amended are shown in italics.

In determining the application with a view to promoting the licensing objectives in the overall interests of the community, the Committee must have regard to and give appropriate weight to the following considerations:

- Any relevant and valid representation (including supporting documentation received)
- The Latest Guidance issued under s182 of the Act
- The Statement of Licensing Policy issued in January 2014.
- The steps appropriate to promote the licensing objectives as set out in s18(4)
- Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

Options

The options available to the committee are stated at section 35(4) of the Licensing Act 2003 and are as follows:

- (a) to modify the conditions of the licence

- (b) to reject the whole or part of the application
- And for this purpose the conditions of the licence are modified if any of them is altered or omitted or any new condition added.

The Committee may also vary the premises so that it has effect subject to different conditions in respect of-

- (a) Different parts of the premises concerned:
- (b) Different licensable activities.

Right of Appeal

Schedule 5 of the Licensing Act 2003 sets out the rights and procedures for making appeals against the decision of the Licensing Authority:

Where an application to vary the premises licence is granted (in whole or in part) under section 35

The applicant may appeal any decision to modify the conditions of the licence

Where a person who made relevant representations in relation to the application desires to contend that

- (a) The variation made ought not to have been made, or
- (b) That, when varying the licence, the licensing authority ought not to have modified the conditions of the licence, or ought to have modified them in a different way, he may appeal against the decision to the Magistrates Court.

The appellant commences the appeal by giving a notice of appeal to the designated officer for the Magistrates' court within 21 days beginning with the day on which the applicant was notified by the Licensing Authority of the decision appealed against.

On determining the appeal, the court may,

- Dismiss the appeal
- Substitute for the decision appealed against any other decision which could have been made by the Licensing Authority; or
- Remit the case to the Licensing Authority to dispose of it in accordance with the direction of the court.

and may make such order as to costs as it thinks fit.

Background Papers

Licensing Act 2003

SI 2005 No. 44 Licensing Act 2003 (Hearings) (Regulations) 2005

SI 2005 No. 42 Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

SI 2010 No.860 Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010

The Latest Guidance issued under section 182 of the Licensing Act 2003.



**South Somerset
District Council**

The Statement of Licensing Policy for South Somerset District
Council January 2014.

Application to vary a premises licence 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 George Andrew Portch.....

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number 018694

Part 1 – Premises Details

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

Telephone number at premises (if any)	(
Non-domestic rateable value of premises	£

Part 2 – Applicant details

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address			
Post town		Postcode	

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes

If not, from what date do you want the variation to take effect? DD MM YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) No

- Please describe briefly the nature of the proposed variation** (Please see guidance note2)
- **Change to licensable hours (see details on following pages)**
 - **Change to condition 1 (p.7)**
 - o Each event will last no longer than 4 days
 - **Change to condition 7 (p.9)**
 - o Ratio of SIA to public to not fall below 1:150
 - **Change to condition 30 (p.14) and condition 63 (p.20)**
 - o Purple guide does not recommend gas safe engineer onsite
 - o All gas appliances must be certified as safe by a gas safe engineer before event
 - o Event organiser agrees that all suppliers must submit gas safety certificates prior to the event and that these will be available for review by the authorities at the event
 - **Change to condition 35 (p.15)**
 - o Remove requirement for an incident planning meeting
 - o Add requirement for a SAG meeting no later than 12 weeks prior to the event
 - **Change to condition 36 (p.15)**
 - o Remove requirement for a table top exercise
 - o Add requirement for an internal incident planning meeting
 - **Remove condition 40 (p.16)**
 - o Same as condition 41
 - **Change condition 41 (p.16)**
 - o "...the purple guide and paragraph 753 of the HSE Event Safety Guide will be undertaken..."
 - **Remove condition 42 (p.16)**
 - o Our assessment of the medical provision is sufficient
 - o Rendezvous Points and emergency access routes are a separate requirement of this licence
 - o The ambulance service do not require any further facilities
 - **Remove condition 47 (p.16)**
 - o This is covered by the medical needs assessment conducted as part of condition 41
 - **Change to condition 52 (p.17)**
 - o This event will no longer provide a shuttle bus service
 - **Remove condition 54 (p.17)**
 - o This event will no longer provide a shuttle bus service
 - **Remove condition 7 (p.22)**
 - o This has now been included in condition 41
 - **Remove page 23 onwards due to repetition**

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment (Please see guidance note 3) Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- 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)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon			<u>Please give further details here</u> (please read guidance note 5) Children’s entertainers, puppets, stand-up comedy. All located inside a marquee or outdoors. It will be supervised by a stage manager		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur	17:00	00:00			
Fri	09:00	00:00	<u>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</u> (please read guidance note 7)		
Sat	00:01	00:00			
Sun	00:01	16:00			

B

Films Standard days and timings (please read guidance note 8)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Wed			<u>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</u> (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)	
Day	Start	Finish		
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)	
Tue				
Wed				
Thur				<u>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</u> (please read guidance note 7)
Fri				
Sat				
Sun				

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur					
Fri			<u>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</u> (please read guidance note 7)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon			<u>Please give further details here</u> (please read guidance note 5) 8 stages. 2 are located outside, the other 6 are located inside marquees. Most music is amplified. Some live performances are roaming and these will not be amplified		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Thur	17:00	00:00			
Fri	09:00	00:00	<u>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</u> (please read guidance note 7)		
Sat	00:01	00:00			
Sun	00:01	16:00			

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon			<u>Please give further details here</u> (please read guidance note 5) 8 stages. 2 are located outside, the other 6 are located inside marquees. All music is amplified		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
Thur	17:00	00:00			
Fri	09:00	00:00	<u>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</u> (please read guidance note 7)		
Sat	00:01	00:00			
Sun	00:01	00:00			

G

Performances of dance Standard days and timings (please read guidance note 8)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon			<u>Please give further details here</u> (please read guidance note 5) Performances of dance primarily on or around the stages but not exclusively. Some may occur around the whole site. There will be no sexually explicit dance		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)		
Thur	17:00	00:00			
Fri	09:00	00:00	<u>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</u> (please read guidance note 7)		
Sat	00:01	00:00			
Sun	00:00	16:00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)</p>			<p>Please give a description of the type of entertainment you will be providing: Large scale versions of traditional party games, audience participation dancing and singing, moving art installations, moving performances, craft work shops, kids games, treasure hunts</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)</p>	Indoors	
Mon				Outdoors	
				Both	X
Tue			<p><u>Please give further details here</u> (please read guidance note 5) Large scale versions of traditional party games, audience participation dancing and singing, moving art installations, moving performances, craft work shops, kids games, treasure hunts</p>		
Wed					
Thur	17:00	00:00	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)</p>		
Fri	09:00	00:00			
Sat	00:01	00:00	<p><u>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</u> (please read guidance note 7)</p>		
Sun	00:01	16:00			

I

Late night refreshment Standard days and timings (please read guidance note 8)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon			<p><u>Please give further details here</u> (please read guidance note 5) A row of food traders using their own gas appliances with their own gas supply, electrical appliances using electricity supplied by the event and water supplied by the event. Some outdoor seating will be available</p>		
Tue					
Wed			<p><u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)</p>		
Thur	23:00	00:00			
Fri	00:01	05:00	<p><u>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</u> (please read guidance note 7)</p>		
	23:00	00:00			
Sat	00:01	05:00			
	23:00	00:00			
Sun	00:01	05:00			

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	X
				Off the premises	
Day	Start	Finish		Both	
Mon			<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6)		
Tue					
Wed					
Thur	17:00	00:00	<u>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</u> (please read guidance note 7)		
Fri	09:00	00:00			
Sat	00:01	00:00			
Sun	00:01	16:00			

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 10).

There will be nothing of this nature

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur	15:00	00:00	
Fri	00:01	00:00	
Sat	00:01	00:00	
Sun	00:01	18:00	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

- **Remove condition 40 (p.16)**
 - o Same as condition 41
- **Remove condition 42 (p.16)**
 - o Our assessment of the medical provision is sufficient
 - o Rendezvous Points and emergency access routes are a separate requirement of this licence
 - o The ambulance service do not require any further facilities
- **Remove condition 47 (p.16)**
 - o This is covered by the medical needs assessment conducted as part of condition 41
- **Remove condition 54 (p.17)**
 - o This event will no longer provide a shuttle bus service
- **Remove condition 7 (p.22)**
 - o This has now been included in condition 41
- **Remove page 23 onwards due to repetition**

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

We believe that the remaining conditions of this licence and the measures we will put in place as detailed in our ESMP are sufficient to ensure that all 4 licensing objectives are suitably promoted. We strongly believe that the changes proposed in this document do not jeopardise the 4 licence objectives.

b) The prevention of crime and disorder

- A ratio of 1:150 SIA to public is sufficient to monitor and maintain order across our site whilst preventing crime.
- Additional fencing introduced in 2021 prevents public breaking in
- 24hr campsite and arena patrols act as a deterrent against crime
- Clear pre event messaging regarding our policy on crime act as a deterrent
- Clear pre event messaging regarding our strong family friendly ethos encourage a more compliant public attendance

c) Public safety

- All provision of SIA and medical are calculated based on industry approved guidance and are subject to approval by the local authorities
- We opt to provide a welfare area in addition to the first aid tent for vulnerable adults and children to use should they feel unsafe

d) The prevention of public nuisance

- 24hr patrols in the campsites and arena ensure all site rules are followed in respect of public nuisance
- Noise monitoring engineers work both on and off site to ensure the event remains within the noise parameters as set out in the conditions of this licence
- A public hotline is available 24hrs throughout the event for the public to call should they have any concerns
- A letter is published to all local residents informing them of all aspects of the event and inviting their involvement

e) The protection of children from harm

- All staff working in our 'Kids Kingdom' and in our welfare area are subject to DBS checks
- Strong protocol for lost or missing children
- Contained site with monitoring on all gates to ensure attendees are kept safe

Appendix 1 Current Licensable Hours and Conditions

Plays

Friday - START: 12.00 FINISH: 00.00
Saturday - START: 00.01 FINISH: 00.00
Sunday - START: 00.01 FINISH: 16.00

Location: Indoors

Location: Outdoors

Further Details: A small puppet show - located in a gazebo. It will be supervised by 2 persons.

Live Music

Friday - START: 12.00 FINISH: 00.00
Saturday - START: 00.00 FINISH: 00.00
Sunday - START: 00.00 FINISH: 16.00

Location: Indoors

Location: Outdoors

Further Details: 2 stages 1) 9m x 5m 2) 9m x 3m. The second is located inside the marquee. The music will be amplified.

Performances of Dance

Friday - START: 12.00 FINISH: 00.00
Saturday - START: 00.00 FINISH: 00.00
Sunday - START: 00.00 FINISH: 16.00

Location: Indoors

Location: Outdoors

Further Details: Performances of dance primarily on or around the stages but not exclusively and other the whole site. It will be a modern dance format, non sexually explicit.

Activity like music/dance

Friday - START: 12.00 FINISH: 00.00
Saturday - START: 00.00 FINISH: 00.00
Sunday - START: 00.00 FINISH: 16.00

Location: Indoors

Location: Outdoors

Further Details: There will be various art installations some moving. As well as this there will be puppet making and puppet shows.

Description of the Type of Entertainment: Large scale versions of traditional party games such as treasure hunts, guessing games, races and various art installations.

Late Night Refreshment

Friday - START: 23.00 FINISH: 00.00
Saturday - START: 00.01 FINISH: 05.00 & START: 23.00 FINISH: 00.00
Sunday - START: 00.01 FINISH: 05.00

Location: Outdoors

Further Details: There will be a food marquee, this will use gas, water electricity and lighting. There will be seating inside.

Supply of Alcohol		
Friday -	START: 12.00	FINISH: 00.00
Saturday -	START: 00.01	FINISH: 00.00
Sunday -	START: 00.01	FINISH: 16.00

The opening hours of the premises

Friday -	START: 11.00	FINISH: 00.00
Saturday -	START: 00.01	FINISH: 00.00
Sunday -	START: 00.01	FINISH: 18.00

Annex 2 – Conditions consistent with the operating Schedule

General - all objectives

1. Each event will last no longer than 3 days - there will be no more than one event per calendar year. – proposed change to 4 days.
2. There shall be no more than 8 stages/venues at the premises and no more than 5 bars
3. The Premises Licence Holder and/or event organiser shall submit an Event Safety Management Plan (ESMP) to the relevant Responsible Authorities, the local Highway Authority and the NHS Ambulance Service for the area at least 12 weeks prior to the event. It shall contain the information listed from a – gg. For the purpose of this licence any conditions referring to “relevant Responsible Authorities” are those listed under section 13 (4) of Licensing Act 2003 (a-e) as Responsible Authorities with the exception of d (Planning) (except where stated otherwise).

A final ESMP shall be agreed with the relevant Responsible Authorities, the local Highway Authority and the NHS Ambulance Service for the area at least 8 weeks prior to each event taking place.

For the sake of clarity, the references to numbered conditions within the ESMP are indicative rather than definitive

- a. Event profile, including type of event, proposed attendance figures, total capacity audience profile, proposed operating and opening times, ticketing policy and procedures, build-up and breakdown time, and type of activities.
- b. Detail of all entertainment to be provided
- c. Management structure including list of key members and their responsibilities.
- d. Risk management strategy, including a copy of the risk assessment, safety policy and site rules
- e. Communication systems to be in place (in accordance with the Health & Safety Executive’s Event Safety Guide current edition);
- f. Queueing system controls.
- g. Fire safety plan including prevention measures, risk assessment, fire fighting equipment and means of escape from venues

- h. Traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict (conditions 52 to 55).
- i. Crime and disorder prevention plan
- j. Major incident plan
- k. Medical plan based including risk assessment and facilities to be provided (conditions 40 to 47 and Annex 3 condition public safety 7)
- l. Food catering policy including copy of current traders terms
- m. Flooding policy and action plan
- n. Construction (Design and Management) Regulations (CDM) plan for the site
- o. Noise management plan (annex 3 public nuisance conditions 1 to 16)
- p. Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements (condition 37)
 - q. Drug and psychoactive substances policy (conditions 15 to 18)
 - r. Waste management plan for solid and liquid waste including details of waste company used, storage and location, collection and transportation procedures. The plan will include copies of all current and relevant waste licences
 - s. Details of legislation and guidance used when creating the ESMP.
 - t. Security and stewarding operational plan and schedules outlining the number of SIA and non SIA staff and locations (conditions 6 to 14)
 - u. Searching policy (conditions 21 to 25)
 - v. Evictions policy (conditions 19 and 20)
 - w. Potable water supply including contingency supply (conditions 59 and 60)
 - x. Arrangements for LPG, electrical power generation and fuel storage
 - y. Arrangements for artificial lighting including locations
 - z. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) procedures and details of where the accident book is to be kept during the event.
 - aa. Campsite management plan (conditions 56 to 59).
 - bb. Details of any Temporary Demountable Structures (TDS); these shall take into account the recommendations in the current edition of the Health and Safety Executive's Event Safety Guide.
 - cc. Alcohol Policy (conditions 26 and 27)
 - dd. Fireworks and special effects (condition 32)
 - ee. Crowd management plan (condition 34)
 - ff. Safeguarding policy (condition 66)
 - gg. An A1 scaled site plan which includes:
 - Site boundaries, entrances and exits
 - Main roads
 - Information points
 - Location of all entertainment and facilities
 - Public telephones
 - Vehicle/ pedestrian conflict points
 - Artificial lighting to be provided on site
 - Location of generators
 - All activities and facilities including location of food stalls
 - All stages and demountable structures
 - Performance areas
 - Welfare facilities
 - Toilets

- First aid facilities
- Location of water tankers
- Lost children area
- Meeting point
- Location of fire points and fire-fighting equipment (specifying what equipment will be provided)
- Onsite waste depot

The final site plan shall not differ from the plan held as part of the licence except where additional information which does not relate to licensable activities has been shown.

4 . The event organiser shall put measures in place to ensure that the current event management plan at the time of each event is implemented in full and any changes to the final version of the event management plan are only made with written agreement with the regulatory authorities first.

Prevention of Crime & Disorder

5. Security fencing will be present in areas where straying is likely and around most of the site.

Stewarding and Security

6. The Premises Licence Holder and/or event organiser shall carry out an event risk assessment and develop a robust security and separate stewarding operation plan which shall include a deployment plan and crowd management plan.

7. The security plan shall include numbers of SIA registered security personnel which shall be deployed and the tasks/locations they will be working at throughout the event, with sufficient numbers to deal with any potential crime and disorder issues. The ratio of appropriately qualified SIA shall be set at 1:100 unless otherwise agreed with Avon and Somerset Constabulary but at no time shall it fall below the ratio of 1:200 (proposed change to ratio of 1:150)

8. Plans shall be drawn up to identify the number of paid and unpaid stewards to be deployed at each event and the tasks/locations they will be working at throughout each event.

9. Door supervisors who have been approved by the Security Industry Authority shall be used to vet customers and maintain public order.

10. The Premises Licence Holder shall put measures in place to ensure that the following details for each door supervisor are contemporaneously entered into an electronic or bound register kept for that purpose:

- Full name,
- Date of birth
- Address
- Contact telephone numbers

SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),

Commencement date and time of performing duties at the premises.

The time they completed their duty.

The full details of any agency through which they have been allocated to work at the premises if appropriate.

11. The register containing the door supervisors details in condition 10 above shall be kept at the premises and shall be so maintained as to enable an authorised officer of the Licensing Authority or Police to establish the particulars of all door stewards engaged at the premises during each event. This record shall also be made available for inspection by an authorised officer of the Licensing Authority or Police and shall be retained for period of not less than 6 months.

12. The Premises Licence Holder shall either ensure, or put measures in place to ensure that all door supervisors on duty at the premises wear a current identification badge, issued by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, in a conspicuous position to the front of their upper body or arm.

13. The Premises Licence Holder and/or event organiser put measures in place to ensure that an incident log book is completed throughout the duration of each event. All entries must include day/date/time, name of person who has made an entry and ID number /badge number, the issue/occurrence, the location, who attended and how managed, the outcome and if handed over, any medical treatment, emergency service attendance. Such a log book should be either an electronic or bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any responsible authority on request and have adequate entries to demonstrate all incidents, daily / emergency meetings, complaints, crimes reported, steward or SIA issues. This log book must be retained on site at all times throughout the duration of each event and be made available for inspection at the request of any responsible authority and shall be retained for a period of no less than 6 months after each event.

14. An additional Security Log Book will be completed by security throughout the duration of each event including the build-up and break down stage. All entries must include day/date/time, name of who has made an entry and ID number/SIA badge number, the issue/occurrence, the location, who attended and how managed, the outcome and if handed over, any medical treatment and whether there was any emergency service attendance. Such a log book should be either an electronic or a bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any RA on request and have adequate entries to demonstrate all incidents, meetings, complaints, crimes reported, steward or SIA issues etc. This log book must be retained on site at all times throughout the duration of each event and be made available for inspection at the request of any RA and shall be retained for a period of no less than 3 months after each event

Drugs

15. The Premises Licence Holder shall either ensure, or put measures in place to ensure that there is a policy within the ESMP and on the ticketing advice regarding the possession, use or sale of Nitrous Oxide and/or other drugs or psychoactive substances. If anyone is found in possession of, or concerned in the supply of Nitrous Oxide, drugs or psychoactive substances the premises licence holder or nominated person may refuse entry or eject the individual/s from the event as per the Eviction Policy and Terms and Conditions of Entry.

16. The Premises Licence Holder and/or event organiser shall ensure that all persons are made aware of the drugs policy and that it shall be adhered to at all times throughout the duration of each event and the build-up and dismantling stages of each event.

17 The Premises Licence Holder and/or event organiser shall ensure that prominent and durable/locked amnesty bins are provided which are secured firmly to the ground and adequate prominent and durable signage shall be displayed outlining conditions of entry. Any signage shall be of at least A2 in size and shall remain in place throughout each event.

18. The Premises Licence Holder shall either ensure that, or put measures in place to ensure that arrangements are in place so that drugs are secured and/or collected by Avon and Somerset Constabulary at regular intervals throughout each event and no later than 24 hour intervals. Measures shall be put in place should Avon and Somerset Constabulary not be available to collect the drugs, that they will be held securely onsite until the end of each event period or alternative arrangements are agreed.

19. The Premises Licence Holder shall, or put measures in place to define behaviours likely to invoke an eviction (including but not limited to causing a disturbance, displaying anti-social behaviour, entry without a valid ticket, drug dealing, unauthorised selling) under the Evictions Policy, as part of the ESMP. This policy will also include details on the process for removing persons from the event site by the event security staff as expediently as possible, duty of care procedures, onward travel arrangements for evictees, and where necessary handing persons over to Police.

20. The evictions policy shall outline the evictions procedure, location of evictions, completion of forms and notification to the police.

Searching

21. The Premises Licence Holder and/or event organiser shall ensure that a documented Search Policy is implemented at the premises, which will form part of the ESMP. Staff training is to be given to all persons who will be responsible for searching members of the public in the correct procedures. Records of training shall be an electronic record or a bound ledger without pages torn or removed throughout the duration of each event and shall be kept for no less than 6 months after each event. All documentation shall be produced to an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary upon request.

22. Terms and Conditions of Entry including a list of prohibited and/or contraband items shall be set by the Premises Licence Holder and advertised in advance using the methods outlined in the ESMP.

23. The Premises Licence Holder and/or event organiser shall ensure that prominent and durable notices are displayed at the entrance of all areas within the event outlining the searching procedures and the terms and conditions of entry. These notices shall be clearly legible and shall be no smaller than A2 in size. These notices shall remain in place throughout the duration of each event.

24. The Premises Licence Holder and/or event organiser shall ensure that all drinks containing alcohol are removed from persons leaving the premises.

25. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that no members of the public carrying open or sealed alcoholic beverages are admitted to the licensed premises.

The Premises Licence Holder and/or event organiser shall put measures in place to ensure that any alcohol brought onto the premises (except for the purpose of stocking and re-stocking the 5 bars) be limited to:

12 cans (500ml) in total of any combination of lager, beer or cider per person or
5 cans (500ml) in total of any combination of lager, beer or cider and 1 bottle (75cl) wine per person or

1 bottle (75cl) spirit per person. No glass is permitted on site and measures shall be in place to ensure that no person attending the event brings glassware onto the premises. No further alcohol may be brought onto the premises upon re-entry. For clarity this condition does not apply to the licensed area where the public are prohibited from bringing any open or sealed bottles of alcohol.

Alcohol

26. The Premises Licence Holder will, or put measures in place to ensure that the Alcohol Policy, as set out in the ESMP and appendices is operated during each event.

i. At least one personal licence holder shall be on site at all times when licensable activity is taking place.

ii. No drinks containing alcohol will be served in glass.

iii. The DPS will ensure that all bars are compliant with all legal requirements and are displaying appropriate signage including:

Name of Designated Premises Supervisor

Price List and ABV

Signage stating that it is an offence to purchase, or attempt to purchase, alcohol if you are under the age of 18, as per Section 149 Licensing Act 2003

Signage stating that it is an offence to purchase or attempt to purchase on behalf of under 18's as per Section 149 Licensing Act 2003

Signage stating that a Challenge 25 scheme is in operation, detailing acceptable forms of ID

No smoking signs

iv. For each event all bar staff will be over 18 years of age, and be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instance when legislation changes, and will include training on how to deal with difficult customers. The training will be clearly

documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary.

v. Challenge 25 shall be adopted and implemented at the premises. Measures shall be in place so that an accepted form of photographic identification is requested before any alcohol is sold to any person who appears to be under 25 years of age. Acceptable proof of age shall include identification bearing the customer's photograph, date of birth and integral holographic mark or security measure. Suitable means of identification are PASS approved proof of age card, photo-card driving licence, passport or any other form of identification as agreed by the Home Office, and this will be advertised on the ticket Terms and Conditions of Entry.

vi. Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the alcohol vending venues, including a Challenge 25 sign of at least A3 size at the entrance to the premises and where practicable at each point of sale.

vii. Any person deemed intoxicated shall not be permitted to enter the site unless it is unsafe for them not to be permitted, or if on site shall not be served further alcohol and security supervisors shall monitor their behaviour closely.

viii. The premises licence holder shall, or put measures in place to require the designated premises supervisor, or in his/her absence other responsible person, to keep an incident/refusals logbook in a bound book in which full details of all incidents are recorded. This shall include details of any challenges and refused sales and shall give details of the persons involved, age, incident description, time and date, actions taken and final outcome of the situation. This shall be completed as soon as possible and in any case no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The shall be kept on the premises at all times each event is taking place and shall be produced to an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary when required. These incident/refusals logs shall be retained for a minimum of three months after each event and shall be made available to SSDC and Avon and Somerset Constabulary within 7 days of any request being made.

27. Drinks shall be served in plastic or polycarbonate glasses.

Public Safety

28. Barriers will be set up at the edge of the stages - generators and electrical equipment will be fenced off.

29. The following documents shall be available on site prior to each event opening to the public

- safety policy, risk assessments and safety method statements for any contractors or subcontractors hired to erect stages, tents, marquees
- Structural sign offs for all demountable structures

- risk assessments and relevant safety documents of any activity associated with the entertainment such as inflatables, trampolines, etc.
- statutory test certificates for any work equipment brought onto site, such as electrical equipment, generators, lifting equipment
- copies of gas safety certificates (undertaken by a suitably authorised gas safe engineer for gas appliances within the last 12 months) pertaining to all catering gas equipment

30. The event organiser shall ensure that a suitably registered Gas safe engineer to be available throughout each event. (proposed change to requirement for supplied submit gas safety certificate prior to the event and these are available for review by responsible authorities at the event).

31. The event organiser shall ensure structural and capacity plans of all temporary demountable structures (designed and approved by a qualified structural engineer) and associated risk assessments are forwarded to the Environmental Health Team at South Somerset District Council at least One Month before the commencement of each event, unless otherwise agreed.

32. The event organiser shall update the ESMP with details of the following activities to South Somerset District Council's Environmental Health Service at least twelve weeks prior to each event:

- Lasers
- Fireworks
- Pyrotechnics
- Smoke machines
- Inflatable equipment
- LPG systems
- Fairground rides/entertainment
- Any other change to the ESMP

This will include all relevant safety certificates and risk assessments and they are to be to the satisfaction in writing of SSDC Environmental health team

The event organiser shall ensure all relevant safety records are maintained during each event for these activities and are available upon request for inspection throughout each event.

33. The event organiser shall ensure that the licensed site is patrolled and secured in such a way that unauthorised access cannot be gained and that the necessary access points are controlled by sufficient security personnel and stewards.

34. The event organiser shall provide detail of proposed venue management in the event of crowd migration, the monitoring of impact and trigger factors in relation to crowd management, overcrowding, a major incident requiring partial or whole evacuation, and the numbers of personnel needed to effect these scenarios

35. The event organiser shall arrange at least one multi agency incident planning meeting prior to each event. (proposed removal of condition and proposal to add requirement for a Safety Advisory Group meeting).

36. The event organiser(s) shall ensure that a table top exercise is arranged to test the robustness of the event management plan; it shall take place at least 4 weeks prior to each event. All relevant authorities* shall be invited to this exercise and given no less than 6 weeks' notice. A debrief document will detail any corrective action required from the Table Top exercise and shall be forwarded to all the relevant authorities. Relevant Authorities are defined as representatives from Avon & Somerset Constabulary, Devon & Somerset Fire and Rescue Service, Somerset Highways and South Somerset District Council – Health & Safety, Environmental Protection and Licensing. *(Proposal to remove this condition but add requirement for internal incident planning meeting).*

37. Adequate sanitary provision which complies with BS 6465: Part 1 1994 and BS 5810: 1979 and The Current Purple Guide shall be put in place for each event.

38. In regards the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) at the event, relevant records/evidence will be made available upon request for inspection for the duration of the event, to demonstrate the appropriate reporting arrangements are in place.

39. The event organiser will comply with the following guides in full where applicable to the event for the duration of each event;

- Health & Safety Executive (HSE) "The Purple Guide" to Health, Safety and Welfare at Music and Other Events
- Health & Safety at Work etc. Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor Event Catering
- Taunton Deane Borough Council The provision of Temporary Drinking Water Supplies at Events

Medical Provision

40. The level of medical/first aid provision for the whole event and for the duration of each event will be in accordance with the latest edition of The Purple Guide, and any other guidance recognised by the Licensing Authority. ***(Proposal to remove this condition)***

41. A medical needs assessment in accordance with the latest edition of the Purple Guide will be undertaken to determine the medical provision and will be detailed in the ESMP. ***(Proposal to add paragraph 753 of the HSE Event Safety Guide)***

42. The premises licence holder shall, or put measures in place to provide medical facilities, which are adequate for the purpose of the Ambulance Service. Details of the organisation of these services shall be provided to the Licensing Authority not less than 14 days prior to each event. ***(Proposal to remove condition)***

43. Sufficient means of communication between the first aid post(s) and the main control point on the site and/or stewards, and an adequate standby point for ambulances to be maintained for the duration of each event
44. Individual toilet units, not available for general public use shall be sited adjacent to the first aid post(s) during each event.
45. The event organiser will ensure local hospital(s) are given notification of each event prior to it opening to the public and evidence of this will be available for inspection for the duration of each event and for at least one month after each event.
46. The event organiser will ensure medical and emergency vehicle access at the site is adequate and maintained for the duration of each event.
47. *The Premises Licence Holder and/or event organiser shall ensure that there is at least one first aider who is trained to deal with problems associated with alcohol and drugs is on duty during each event, and if there is more than one, their roles shall be clearly defined. (Proposal to remove condition)*

Catering Provision

48. Where any external catering concessions are to be used, the event organiser will notify the food Safety Team at South Somerset District Council with the name, address and Registered Local Authority of all caterers (including crew catering provision) and details of their current food hygiene score (including details of any sub-contracted units); at least one month prior to each event. Should the details of the caterers change, this shall be notified to the team at the local authority for the area which is responsible for food safety with enough time prior to the event opening to the public for them to carry out relevant checks on the new caterer. This information shall be made available to an authorised officer from a responsible authority upon request.
49. The event organiser shall ensure all catering provision complies with the CIEH: National Guidance for Outdoor Event Catering and undertake sufficient monitoring checks for the duration of each event using the inspection checklist in the guide. These inspection records will be available for inspection upon request. Measures shall be in place to ensure that caterers do not trade until they have met these requirements.
50. The event organiser will ensure all external catering concessions are provided with the site rules for traders and caterers at least 4 weeks prior each event.
51. Concessions/ caterers attending the event must have a current Gas safety Certificate completed by an authorised commercial gas safe engineer prior to being allowed to enter the site and measures shall be put in place so that these are forwarded to the event organiser which are to be kept on site for the duration of each event.

Traffic Management

52. The event organiser shall put a Traffic Management Plan (TMP) in place, be to the satisfaction of the teams at the local authority responsible for environmental health and highways.

- Adequate procedures for safe entry and exit of vehicles to and from the site including temporary traffic signs agreed with the the teams at the local authority for the area which are responsible for Highways and Environmental Health or equivalent agreed measures
- Capacity assessment in place to minimise traffic congestion particularly during entry
- Detail of communication between on-site and off-site traffic marshalling
- numbers of stewards to manage the traffic flows and deal with the parking of vehicles.
- Details of all road signs agreed with the highways team to be used for the event and details of where these will be located and when they will be put in place
- The capacities of the parking areas
- Contingency internal and external traffic management controls
- Emergency access provision for the entry and exit of emergency service vehicles
- Safe means of entry and exit for pedestrians including potential alternative means of access to and from Bruton and this is to be of the satisfaction of The Police, Highways team and SSDC Environmental health team
- ***details of the shuttle bus service to be provided (proposal to remove this)***
- Onsite vehicle management to minimise potential conflict between vehicles and pedestrians
- On site speed restrictions in place (5mph) for vehicles and sufficient signage clearly displayed prior to arrival of vehicles

53. The event organiser must put in place controls and adequate checks to ensure for the duration of each event that the Traffic management Plan (TMP) is being followed and maintained in full.

54. Full details of the shuttle bus service to be provided to team at the local authority for the area which is responsible for Environmental Health no less than 4 weeks prior to each event with copies of the service agreement and relevant licence details to demonstrate the vehicles and drivers used comply fully with all relevant legislation. (Proposal to remove this)

55. A safe drop off and pick up point shall be planned in with the traffic management plan to facilitate safe areas for the dropping of and collection of persons.

Campsites

56. All camping areas shall fully comply with the requirements of the Purple Guide.

57 .The event organiser shall ensure that camping is only undertaken in the designated camping areas agreed with fire and rescue service for the area and the team at the local authority for the area which is responsible for Environmental Health

(prior to each event). This includes agreement of using alternative areas in the event of adverse weather.

58. Measures shall be put in place to ensure that only suitably experienced and/or qualified persons who are able to:

- (a) adequately assess space
- (b) ensure at all times that the Purple Guide (or any similar guidance) is maintained
- (c) ensure at all times that the fire lanes are protected and are deployed in campsite areas.

are utilised for these purposes.

The event organiser shall ensure that provisions are in place for any vehicle which breaches any industry recognised guidance to be relocated if required.

Fire Safety

59. Fire point water butts shall be filled with water 48 hours before the premises is open to the public.

Water provision

59. A water Provision Policy shall be prepared by the event organiser and be agreed the team at the local authority for the area which is responsible for Environmental Health. The policy shall include as a minimum the following:

- Detail all distribution networks including their construction
- Detail of the volume of water (water usage calculation) required for the event, and how this is to be provided
- A plan and detail of the distribution system including the location of any features on the supply (i.e. Taps, sinks, pumps, etc.).
- Details of how all pipework and taps or other water access points will be disinfected and protected from contamination before and during use
- Details of residual chlorine monitoring procedures shall be in place throughout each event, these shall include acceptable limits; corrective action shall be taken if acceptable limits are not achieved and a record made of any action taken.
- Details of refill procedures if tanker water is required and detail of any water testing of the refill water if the refill is more than 48hrs after the initial tanker fill
- Detail in regards the water provider and their certification of the potability of the water supply
- Contingency procedures to be in place throughout the event
- Where a tanker water supply is used, Residual Chlorine Water monitoring records will be maintained on site by the Event Organiser for the duration of the event. Records of this monitoring will be available for inspection for the duration of the event

60. The event organiser is to ensure that the wholesome and potable water supply provision detailed in the water provision policy is maintained throughout each event, and comply with the Purple Guide and Taunton Deane Borough Council The provision of Temporary Drinking Water Supplies at events.

Gas and Electricity

61. The Premises Licence Holder shall ensure that all site electrical installations and generators are installed and checked by a competent electrician for compliance with the current edition of the regulations for Electrical Installations issued by the Institution of Electrical Engineers and for relevant and current British Standards. Any defects found shall be properly corrected with an electrical certificate in the form prescribed in the Institution of Electrical Wiring Regulations issued to the Premises Licence Holder or event organiser before any member of the public is admitted to the site. This condition applies only to event equipment

62. A site electrical certificate will be issued by a competent electrician prior to each event opening to the public and will be available for inspection prior to each event opening.

63. Measures shall be put in place to ensure that at a fully suitably registered gas engineer is available throughout the each event, on demand as required.
(Proposal as per condition 30)

64. Measures shall be put in place to ensure that a fully suitably qualified electrician is available throughout each event, on demand as required.

65. The Premises Licence Holder and/or event organiser shall ensure that special regard shall be made to any particular aspect of the premises layout or nature of activities that may pose particular hazards for disabled persons.

66. The premises licence holder and/or event organiser shall ensure that a Safeguarding Policy, which establishes clear protocols for dealing with young people, children and vulnerable persons forms part of the ESMP.

Protection of Children

67. Information and meeting points will be present.

68. Information signs and direction signs will be placed in appropriate places.

69. No children under the age of 16 will be allowed on site without an adult accompanying them.

Annex 3 – Conditions attached after a hearing by the licensing authority

Conditions Imposed by Licensing Committee

Prevention of Public Nuisance

1. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 55dB LAeq (15 minutes) when measured 1 metre from the facade of any noise sensitive property (such properties to be agreed with the Environmental Protection team prior to the Annual Event).

2. Noise levels from the operation of the event during the operating hours of 23:00 and 24:00 shall not exceed 50dB LAeq (15 minutes) when measured 1 metre away from the facade of any noise sensitive property.
3. Noise levels from the operation of the festival during the operating hours of 00:00 and 09:00 shall not exceed 45dB LAeq (15 minutes) when measured 1 metre away from the facade of any noise sensitive property.
4. Low frequency noise levels in the 63Hz and 125Hz octave frequency bands shall not exceed 75dB Leq (15 minutes) during the operating hours of 09:00 and 23:00.
5. Low frequency noise levels in the 63Hz and 125Hz octave bands shall not exceed 70dB Leq (15 minutes) during the operating hours of 23:00 and 24:00.
6. Low frequency noise levels in the 63Hz and 125Hz octave bands shall not exceed 65dB Leq (15 minutes) during the operating hours of 00:00 and 09:00.
7. The Premises Licence Holder shall ensure that suitably qualified, competent and experienced Noise Control Consultant shall be appointed, for each Annual Event, to ensure that during the operating time for each venue, the sound levels are controlled appropriately, in line with the Licence Conditions. The venues and sound systems on the Licensed Site shall be managed and operated in a responsible manner at all times.
8. The Premises Licence Holder shall ensure that the Noise Control Consultant will produce, for each Annual Event, a Noise Management Strategy (NMS). The NMS must then be implemented, in all material matters, for that Annual Event.
9. The final version of the NMS must then be submitted to the Council and other relevant agencies, for comment, at least 28 days prior to the proposed Annual Event.
10. The Premises Licence Holder shall ensure that a suitably experienced Production Manager will be appointed for each event. The Premises Licence Holder shall ensure that measures are in place for the Production Manager will work closely with the Noise Control Consultant to ensure that any venues at the Annual Event are managed in accordance with these Conditions and with the NMS.
11. The Premises Licence Holder shall ensure that suitably experienced and competent sound engineers are present at the sound control position, for the duration of the operating times, at each of the venues, for each Annual Event.
12. Noise levels will be monitored at the noise sensitive locations cited in Condition 3, both in relation to the noise limits set out in Conditions 1 - 6 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team before each Annual Event and included in the NMS. The results of the noise monitoring shall be forwarded to the Environmental Protection team within 28 days after the close of the event.
13. Should the noise limits set out in Conditions 1 – 6 (inclusive) be exceeded or the subjective impact of the noise be such as to cause a nuisance or unreasonable

disturbance, then the Premises Licence Holder shall ensure that measures are in place for this shall be reported back to the Production Manager immediately.

14. The Premises Licence Holder shall ensure that measures are in place for the Production Manager to identify the source of any noise which exceeds the relevant limit, causes a nuisance or unreasonable disturbance and shall correct the situation within 15 minutes of the initial notification.

15. Licensee will provide a point of contact to the Council for the duration of each Annual Event by nominating a named person and telephone number.

16. Licensee will provide a hot line telephone number, for the duration of each Annual Event, to enable local residents to contact the Licensee with any queries or concerns. The Licensee will ensure that there are an adequate number of lines to the site and that such lines are adequately staffed so that the said local residents can receive a response to their call within a reasonable times.

Public Safety

1. Stewards are to receive adequate site training by a competent person(s) to permit them to carry out their duties effectively. The level of training will depend on the type of functions to be performed.

2. A sensitive earth leakage protection system (residual current device) shall be installed and maintained as part of the wiring installation for each electrical circuit.

3. All electrical cable runs to areas where the public have access shall be buried or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a tripping hazard.

4. The Licence Holder shall ensure that Portable Appliance Testing ('PAT' testing) has been carried out by all contractors and subcontractors bringing any electrical equipment onto the site. Evidence of this PAT testing shall kept on site by relevant operators and be made available to the Licensing Authority on request.

5. Robust major incident procedures are to be in place and include wet weather contingencies and budget (5% margin at least for wet weather contingencies) to deal with major incidents. This would also include procedures in place in relation to cancelling/ closure of the event where required and associated welfare provisions.

6. Adequate welfare services to be in place for people who find themselves in difficulties on site. This would include adequate procedures for lost children.

7. Suitable level of first aid provision and in particular

- First aid provision assessment (see paragraph 735 of the HSE Event safety Guide on the pertaining event factors)
- Sufficient number of first aiders (not less than 2:1000 ratio)
- On site medical facilities to meet Paragraph 753 of the HSE Event safety Guide)
- Specific arrangements in place for the storage and disposal of clinical waste

Annex 3 – Conditions attached after a hearing by the licensing authority

Conditions Imposed by Licensing Committee (duplicated conditions).

1. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 55dB LAeq (15 minutes) when measured 1 metre from the facade of any noise sensitive property (such properties to be agreed with the Environmental Protection team prior to the Annual Event).
2. Noise levels from the operation of the event during the operating hours of 23:00 and 24:00 shall not exceed 50dB LAeq (15 minutes) when measured 1 metre away from the facade of any noise sensitive property.
3. Noise levels from the operation of the festival during the operating hours of 00:00 and 09:00 shall not exceed 45dB LAeq (15 minutes) when measured 1 metre away from the facade of any noise sensitive property.
4. Low frequency noise levels in the 63Hz and 125Hz octave frequency bands shall not exceed 75dB Leq (15 minutes) during the operating hours of 09:00 and 23:00.
5. Low frequency noise levels in the 63Hz and 125Hz octave bands shall not exceed 70dB Leq (15 minutes) during the operating hours of 23:00 and 24:00.
6. Low frequency noise levels in the 63Hz and 125Hz octave bands shall not exceed 65dB Leq (15 minutes) during the operating hours of 00:00 and 09:00.
7. The Premises Licence Holder shall ensure that suitably qualified, competent and experienced Noise Control Consultant shall be appointed, for each Annual Event, to ensure that during the operating time for each venue, the sound levels are controlled appropriately, in line with the Licence Conditions. The venues and sound systems on the Licensed Site shall be managed and operated in a responsible manner at all times.
8. The Premises Licence Holder shall ensure that the Noise Control Consultant will produce, for each Annual Event, a Noise Management Strategy (NMS). The NMS must then be implemented, in all material matters, for that Annual Event.
9. The final version of the NMS must then be submitted to the Council and other relevant agencies, for comment, at least 28 days prior to the proposed Annual Event.
10. The Premises Licence Holder shall ensure that a suitably experienced Production Manager will be appointed for the event. The Premises Licence Holder shall ensure that measures are in place for the Production Manager will work closely with the Noise Control Consultant to ensure that any venues at the Annual Event are managed in accordance with these Conditions and with the NMS.
11. The Premises Licence Holder shall ensure that suitably experienced and competent sound engineers are present at the sound control position, for the duration of the operating times, at each of the venues, for each Annual Event.

12. Noise levels will be monitored at the noise sensitive locations cited in Condition 3, both in relation to the noise limits set out in Conditions 3 - 8 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team before each Annual Event and included in the NMS. The results of the noise monitoring shall be forwarded to the Environmental Protection team within 28 days after the close of the event.

13. Should the noise limits set out in Conditions 3 – 8 (inclusive) be exceeded or the subjective impact of the noise be such as to cause a nuisance or unreasonable disturbance, then the Premises Licence Holder shall ensure that measures are in place for this shall be reported back to the Production Manager immediately.

14. The Premises Licence Holder shall ensure that measures are in place for the Production Manager to identify the source of any noise which exceeds the relevant limit, causes a nuisance or unreasonable disturbance and shall correct the situation within 15 minutes of the initial notification.

15. Licensee will provide a point of contact to the Council for the duration of each Annual Event by nominating a named person and telephone number.

16. Licensee will provide a hot line telephone number, for the duration of each Annual Event, to enable local residents to contact the Licensee with any queries or concerns. The Licensee will ensure that there are an adequate number of lines to the site and that such lines are adequately staffed so that the said local residents can receive a response to their call within a reasonable times.

17. An Event safety management plan will be sent to the food & safety team at South Somerset District Council (at least 28 days) prior to each event. The plan should as a minimum include the following:

- Event profile, including type of event, proposed attendance figures, audience profile, proposed operating and opening times, ticketing policy, build-up and breakdown time, and type of activities.
- a site plan showing site boundaries, entrances and exits and all activities and facilities
- Management structure including list of key members and their responsibilities.
- the risk management strategy, including a copy of the risk assessment, safety policy and site rules
- fire safety plan including prevention measures, fire fighting equipment and means of escape from venues
- traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict
- crime and disorder prevention plan
- major incident plan
- medical plan based including risk assessment and facilities to be provided
- Noise management plan
- Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements
- waste management plan for solid and liquid waste including storage and location, collection and transportation procedures

- security and stewarding schedules outlining the number of SIA and non SIA staff and locations
- potable water supply including contingency supply arrangements for LPG, electrical power generation and fuel storage arrangements for artificial lighting including locations
- Campsite management plan

18. Documents to be available on site to include

- safety policy, risk assessments and safety method statements for any contractors or subcontractors hired to erect stages, tents, marquees
- risk assessments and safety documentation of any activity associated with the entertainment such as inflatables, trampolines, etc.
- statutory test certificates for any work equipment brought onto site, such as electrical equipment, generators, lifting equipment
- copies of gas safety certificates (undertaken by a suitably authorised gas safe engineer for gas appliances within the last 12 months) pertaining to all catering gas equipment

19. A list of all food vendors including type of food, contact details and details of their registration will be sent to the food & safety team at South Somerset District Council no less than 28 days prior to the event.

20. The Premises Licence Holder shall ensure that a suitably registered Gas safe engineer to be available throughout the event.

21. Forward proposals (no less than 28 days prior to each event) pertaining to large structure and stages to allow Building control comment on our behalf, to the food & safety team at South Somerset District Council.

22. The licensee shall identify security and stewarding roles to be undertaken at the event.

23. Stewarding and security levels shall be determined by way of risk assessment and shall be to the satisfaction of South Somerset District Council, but shall not fall below a minimum ratio of 1:100. (See reference to the HSE Event Safety Guide current edition).

24. Stewards are to receive adequate site training by a competent person(s) to permit them to carry out their duties effectively. The level of training will depend on the type of functions to be performed.

25. The licensee shall ensure that the licensed site is patrolled and secured in such a way that unauthorised access cannot be gained and that the necessary access points are controlled by sufficient security personnel and stewards.

26. The Licensee is to provide detail of proposed venue management in the event of crowd migration, the monitoring of impact and trigger factors in relation to crowd management, overcrowding, a major incident requiring partial or whole evacuation, and the numbers of personnel needed to effect these scenarios.

27. The organisers are to arrange at least one multi agency incident planning meeting prior the event.

28. The Premises Licence Holder shall ensure that all site electrical installations and generators shall be installed and checked by a competent electrician for compliance with the current edition of the regulations for Electrical Installations issued by the Institution of Electrical Engineers, relevant and current British Standards. Any defects shall be properly corrected and an electrical certificate in the form prescribed in the Institution of Electrical Wiring Regulations shall be submitted to the Licence Holder before any member of the public is admitted to the site. This conditions applies only to event equipment.

29. A sensitive earth leakage protection system (residual current device) shall be installed and maintained as part of the wiring installation for each electrical circuit.

30. All electrical cable runs to areas where the public have access shall be buried or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a tripping hazard.

31. The Licence Holder shall ensure that Portable Appliance Testing ('PAT' testing) has been carried out by all contractors and subcontractors bringing any electrical equipment onto the site. Evidence of this PAT testing shall kept on site by relevant operators and be made available to the Licensing Authority on request.

32. Robust major incident procedures are to be in place and include wet weather contingencies and budget (5% margin at least for wet weather contingencies) to deal with major incidents. This would also include procedures in place in relation to cancelling/ closure of the event where required and associated welfare provisions.

33. Adequate sanitary provision in place which complies with BS 6465: Part 1 1994 and BS 5810: 1979.

34. Adequate welfare services to be in place for people who find themselves in difficulties on site. This would include adequate procedures for lost children.

35. Suitable level of first aid provision and in particular

- First aid provision assessment (see paragraph 735 of the HSE Event safety Guide on the pertaining event factors)
- Sufficient number of first aiders (not less than 2:1000 ratio)
- On site medical facilities to meet Paragraph 753 of the HSE Event safety Guide)
- Specific arrangements in place for the storage and disposal of clinical waste

36. Effective transport management is to be in place which would include;

- Identify the need for temporary traffic signs before the event agreed with the Police and Local Highway prior to the event
- Capacity assessment in place to minimise traffic congestion particularly during entry

- Ensure suitable and sufficient communication is in place between on-site and off-site traffic marshalling and provide adequate numbers of stewards to manage the traffic flows and deal with the parking of vehicles.
- Ensure road signs are appropriate and easily visible, the capacities of the parking areas are adequate and the surface is capable withstanding the anticipated vehicles
- Adequate and where necessary separate parking facilities are to be in place for the general audience and event workers
- Safeguarded emergency access provision for the entry and exit of emergency service vehicles
- Safe means of entry and exit for pedestrians including potential alternative means of access
- Effective onsite vehicle management to minimise potential conflict between vehicles and pedestrians
- On site speed restrictions in place (5mph) for vehicles and sufficient signage clearly displayed prior to arrival of vehicles.

Representation Form.

Responsible Authority. Please delete as applicable.

Police

Your Name	Nicola King/Gary Bowden
Job Title	Area Licensing Practitioner/Police Event Planner
Postal and email address	Yeovil Police Station Horsey Lane Yeovil Somerset BA20 1SN
Contact telephone number	101

Name of the premises you are making a representation about.	Farmfest
Address of the premises you are making a representation about.	Gilcombe Farm Bruton Somerset

Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
The Prevention of harm to children	Yes	<p>An application has been received from FarmFest for a variation to the current premises licence. The variation application is to extend the number of days for the event and to remove certain conditions contained within the operating schedule.</p> <p>On behalf of the Chief Officer of Police we submit our formal representation in respect of this application.</p> <p>For ease, we have listed below the areas to which the police objection relates:-</p> <ol style="list-style-type: none"> 1. Change to Condition 7 – Ratio of SIA to public to not fall below 1:150 2. Change to Condition 35 – Remove requirement for an incident planning meeting, add requirement for a SAG meeting no later than 12 weeks prior to the event 3. Change to condition 36 – Remove requirement for table top exercise; add requirement for an internal incident planning meeting 4. Remove condition 42 – Our assessment of the medical provision is sufficient, rendezvous points and emergency access routes are a separate requirement of this licence, the ambulance service do not require any further facilities. 5. Change to Condition 52 – this event will no longer provide a shuttle bus service 6. Remove page 23 onwards due to repetition <p>In 2020 an application was made to considerably vary the existing premise licence. The variation was to increase the amount of stages from 2 - 8, increase bars from 1 - 5 and amend recorded music. At that time the applicant acknowledged that their event had grown considerably and was failing to promote the four licensing objectives and therefore required robust policies and procedures to</p>
To prevent Public Nuisance		
To prevent crime and disorder		
Public Safety		

be put into place. In consultation with the applicant conditions were agreed and the licence granted.

On 21/05/21 a minor variation application was received for proposed opening hours of 09:00-00:00 Fri, 00:01-00:00 Sat & 00:01-18:00 Sun. This was authorised.

On 26th April, 2021 a hearing took place for a Temporary Event Notice to permit a soft Thursday opening for the event. After negotiations with the applicant this notice was authorised by South Somerset District Council.

On the 30th July, 2021 a full multi-agency site visit took place and Gary Bowden, Police Event Planner was in attendance.

As can be evidenced we have worked closely with the applicant with regards to their event and provided advice and support. It is disappointing to note that the applicant has not consulted the police in respect of their application and the changes they wish to implement. At present we have not had sight of any plans for 2022.

As stated above the police object the variation on the points listed above and will provide further clarification below in respect of these objections:-

1. We work closely with event organisers and we monitor intelligence and threat, harm risk assessments and would essentially look at the suitability of SIA ratio based on their event, their proposed SIA security provision and external factors prevailing at the time. The existing condition allows for leeway on SIA provision in consultation with Avon and Somerset Constabulary. The condition at this time is considered appropriate and we will continue to work closely with the event organiser over matters of security.
2. The police request the condition remains the same in that the event organisers are responsible for arranging such meetings, additionally the local Safety Advisory Group (Sag) is organised by the local authority whereby it is not a mandatory requirement for event organisers to attend, therefore this cannot be made into a condition on the premise licence.
3. This police request this condition remains the same. Each year Event Plans often evolve and change in their detail regarding policies and procedures. Best practice is to test such plans, policies and procedures via a table top exercise and include attendance by any relevant authorities or service providers. Emergency and contingency planning would therefore be suitably tested with learning outcomes identified rather than experience un-preparedness due to unforeseen or un-planned responses and actions. Such a TTX would normally involve attendance by invitation to the relevant local authorities and Safety Advisory Group especially given the rural location of this event and organisers management of scenarios any emergency services arrival. As an

	<p>example, in 2021 Storm Evert hit the festival site resulting in damage to tents and a delayed opening of the festival site. This also made headline news. This is just an example as to why these types of table top exercises are vital in preparing of events</p> <ol style="list-style-type: none"> 4. At this time we are not in agreement that this condition can be removed as we have not been provided with any evidence to support the removal of conditions. We are currently consulting with SWAST in respect of this who, at this time, have confirmed they have had no contact with the event organiser. 5. For clarity - condition 52 to remain the same except for : details of the shuttle bus service to be provided. The police are happy for this sentence within condition 52 to be removed. The requirement of a Traffic Management Plan to include pedestrian access is vital. This must include any free transport which shall be made available throughout the duration of the event. 6. The police are not aware of any repetition on page 23 – can details please be provided? <p>It is disappointing that these points have not been discussed prior to the event organiser/premise licence holder submitting a variation. The event took place in 2021 under the 'new management' and also under the current premise licence, which was not without its problems. At the 2021 multi-agency site visit various issues were identified and unfortunately we have not seen any additional changes to their event plan which addresses these issues but rather they are looking to change/remove conditions which were put onto the licence in order to support the premise licence holder and promote the licensing objectives.</p> <p>At this time and given the applicant is wishing to extend the duration of the festival we are unable to support any changes to the current conditions. The police consider the current conditions appropriate to support the licensing objectives, especially with regards to the prevention of crime and/or disorder and public safety.</p>
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<p>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</p>	
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N.B If you, as the Responsible Authority, make a representation, a member from your Authority will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding.

Signed: N King

Date: 2nd March 2022

Please return this form along with any additional sheets to: The Licensing Unit, South Somerset District Council, Brympton Way, Yeovil, BA20 2HT. Or email it to licensing@southsomerset.gov.uk.

This form must be returned within the Statutory Period. Please check with the Licensing Unit on 01935 462462.

Representation Form.

Responsible Authority. Please delete as applicable.

Police

Your Name	Douglas Hallett
Job Title	Environmental Health Specialist
Postal and email address	The Council Offices Brympton Way Yeovil Somerset BA20 2HT
Contact telephone number	

Name of the premises you are making a representation about.	Farmfest
Address of the premises you are making a representation about.	Gilcombe Farm Bruton Somerset

Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
The Prevention of harm to children	Yes	<p>An application has been received from FarmFest for a variation to the current premises licence. The variation application is to extend the number of days for the event and to remove certain conditions contained within the operating schedule.</p> <p>On behalf of South Somerset District Council I submit my formal representation in respect of this application.</p> <p>For ease, we have listed below the areas to which South Somerset District Council objection relates:-</p> <ol style="list-style-type: none"> 1. Remove Condition 40- Same as condition 41 2. Remove condition 42 – Our assessment of the medical provision is sufficient, rendezvous points and emergency access routes are a separate requirement of this licence, the ambulance service do not require any further facilities. 3. Remove Condition 47- This has now been included in Condition 41 4. Remove condition 54. This event will no longer provide a shuttle bus service 5. Remove page 23 onwards due to repetition 6. Change to Condition 63 7. Change to Condition 35- remove requirement for incident planning meeting
To prevent Public Nuisance		
To prevent crime and disorder		
Public Safety		

		<ol style="list-style-type: none"> 1. For clarity - condition 40 to remain the same. As it details the timeframes for the medical provision to be in place, I would however agree to condition 41 being removed. 2. For Clarity- Condition 42 could be changed to; full details of the medical provision to be provided to the Licensing Authority not less than 14 days prior to the event. 3. For clarity- Condition 47. This condition to remain as it is specific to alcohol and drugs 4. For Clarity- Condition 54, Removal of the shuttle bus. This is to remain the same unless organisers can demonstrate equivalent controls to be agreed with South Somerset District in regards preventing vehicle and pedestrian conflict between Bruton and the event. 5. For Clarity- South Somerset agrees there is some repetition in regards exact same conditions earlier on in the licence conditions. Therefore we agree the following conditions between pages 23 and 27 can be removed; <ul style="list-style-type: none"> • pages 23-24 Noise conditions in entirety • whole of page 25 (conditions 17-21) • Conditions 28-31 on page 26 • As stewarding and security in conditions 22-26 on page 26 were requested by The Police, South Somerset District Council is unable to remove these conditions • Conditions 32-34 on page 27 can be removed. • In parts conditions 35 and 37 are different to detail in earlier conditions, so at this stage these conditions are to remain. 6. For clarity: There is repetition in regards Conditions 30 and 63. South Somerset District Council agrees for condition 63 to be removed if condition 30 is updated to include the words 'on demand' 7. For Clarity; The condition to remain the same. Please forward the wording for the change of the condition so further consideration can be made. <p>It is disappointing that these points have not been discussed prior to the event organiser/premise licence holder submitting a variation.</p> <p>South Somerset District Council consider the current conditions appropriate to support the licensing objectives, especially with regards to public safety. However we will work with the organisers where changes to the conditions are needed, while ensuring there is no impact on public safety.</p>
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Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.	
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N.B If you, as the Responsible Authority, make a representation, a member from your Authority will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding.

Signed: D Hallett

Date: 3rd March 2022

Please return this form along with any additional sheets to: The Licensing Unit, South Somerset District Council, Brympton Way, Yeovil, BA20 2HT. Or email it to licensing@southsomerset.gov.uk.

This form must be returned within the Statutory Period. Please check with the Licensing Unit on 01935 462462.