

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.