

## SHINDIG PRODUCTIONS LIMITED - PREMISES LICENCE APPLICATION

### APPENDIX B

#### SUMMARY OF SUGGESTED CHANGES FROM 2022 LICENCE TO 2023-2025 APPLICATION

1. Explanation of annotations in Appendix A

- All conditions that are written in plain text have been transferred in their exact wording from the Premises Licence (number 059861) granted to Shindig Productions Limited for the 2022 edition of Shindig Festival.
- All conditions that are in bold are suggested new wording (see summary in point 2 below).
- Conditions that have been removed have been summarised in point 3 below.
- All conditions that are in *italics* are suggested new additions. (see summary in point 4 below).

2. Summary of conditions with new wording

No (new)	2022 WORDING	2023-2025 SUGGESTED WORDING	REASONING	UPDATED WORDING FOLLOWING CONSULTATION
1	The Premises Licence Holder shall put measures in place to ensure that the final event management plan is complied with in full, deviating only where it has been agreed in writing by the	The Premises Licence Holder shall put measures in place to ensure that the Event Safety Management Plan is complied with.	The ESMP needs to remain a “living and breathing” document. The nature of the live event and the untoward incidents, unforeseen behavioural, situational or	The premises Licence Holder shall put measures in place to ensure the Final Event Safety Management Plan (ESMP) is complied with in full, deviating only where the change(s) materially promote the licensing objectives and do not remove or reduce provisions or any change

	appropriate Responsible Authorities.		environmental challenges may require the Organiser to adapt the plans dynamically during the event and in days immediately before.	to the conditions. In which case, the changes will be highlighted in the ESMP and forwarded to the Relevant Regulatory Authorities on the same day that the change has been made.
2	The Premises Licence Holder will ensure that measures are put in place to invite members of the Safety Advisory Group (SAG) to the event planning meeting; it shall take place at least 8 weeks ahead of the event unless otherwise agreed by the SAG members and the Premises Licence Holder. Likewise, a de-brief meeting shall be held within 2 months of the event finishing unless otherwise agreed as above.			The Premises Licence Holder will ensure that measures are put in place to invite members of the Safety Advisory Group (SAG) and all Regulatory Authorities to the event planning meeting; it shall take place at least 8 weeks ahead of the event on annual basis, unless otherwise agreed by the SAG members and the Premises Licence Holder. Likewise, a de-brief meeting shall be held within 2 months of the event finishing unless otherwise agreed as above.

3	<p>An Event Safety Management Plan (ESMP) and risk assessments, site plans and appendices shall be written and a draft circulated to the SAG / relevant authorities* at least 12 weeks prior to the event. This shall include roles and responsibilities of the event management team particularly relating to event safety.</p>			<p>The Event Safety Management Plan shall include roles and responsibilities of the event management team particularly relating to event safety.</p>
7	<p>The Premises Licence Holder shall ensure that relevant authorities* are furnished with a final Event Safety Management Plan (ESMP) at least 8 weeks prior to the event. The Premises Licence Holder will</p>	<p>The Premises Licence Holder will ensure that any ESMP is version controlled and identify / highlight any changes.</p>	<p>The ESMP needs to remain a “living and breathing” document. The nature of the live event and the untoward incidents, unforeseen behavioural, situational or</p>	<p>The premises Licence Holder shall ensure that responsible authorities are furnished with an event Safety Management Plan (ESMP) at least 12 weeks prior to the event with a final ESMP at least 4 weeks prior to the event. The premises Licence Holder will ensure that any ESMP is version</p>

	ensure that any ESMP is version controlled and identify / highlight any changes.		environmental challenges may require the Organiser to adapt the plans dynamically during the event and in days immediately before.	controlled and identify/ highlight any changes’.
8	The Premises Licence Holder shall ensure that a table top exercise is arranged at a convenient location at least 4 weeks prior to the exercise and that all relevant authorities* are invited no less than 6 weeks prior to the event. A debrief document will detail any corrective action required from the table top exercise and this will be forwarded to all the regulatory authorities.			The Premises Licence Holder shall ensure that a table top exercise is arranged at a convenient location at least 4 weeks prior to the exercise and that all relevant authorities* are invited no less than 8 weeks prior to the event. A debrief document will detail any corrective action required from the table top exercise and this will be forwarded to all the regulatory authorities.

9	<p>The Premises Licence Holder will produce a command structure no less than 12 weeks prior to the event. This structure will include the roles and responsibilities of all persons identified with a supervisory role, their call signs and contact numbers. This structure will also include the details of all person who will be undertaking roles when those persons with significant control are not available or on site whilst the event is taking place. This will include the person(s) responsible prior to and during the event, to ensure the licence conditions are met. Any changes to</p>	<p>The ESMP shall contain a command structure, which shall include the roles and responsibilities of all persons identified with a managerial role alongside their contact numbers. This will include the person(s) responsible prior to and during the event, to ensure the licence conditions are met.</p>	<p>This is part of the ESMP which will be submitted 12 weeks before the event, as per the other conditions. Only managerial level individuals will be featured in the command structure. It is impossible for the Organiser to list potential replacements for key management this far in advance, as the nature of circumstances of such replacements would be that a number of solutions may need to be taken to replace responsibilities of someone that cannot attend the event. All</p>	<p>The ESMP shall contain a command structure, which shall include the roles and responsibilities of all persons identified with a managerial role alongside their contact numbers. This will include the person(s) responsible prior to and during the event, to ensure the licence conditions are met. The Premises Licence Holder shall ensure that in case of absence of nominated persons with significant control, they will be replaced by equally competent persons and the Responsible Authorities will be notified of such replacement as soon as it happens.</p>
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	this structure will be detailed in the final ESMP (see condition 6 above)		of this is in line with the “living and breathing” nature of the ESMP, as mentioned above.	
10	The Premises Licence Holder and/or event organiser shall ensure that the event site is ready for inspection by the relevant authorities* as outlined within the ESMP	The Premises Licence Holder and/or event organiser shall endeavour for the event site to be ready for inspection by the relevant authorities* as outlined within the ESMP.	Changed the wording to reflect the fact that site may not be fully ready to be operational at the point of the LA inspection, as the build is likely to continue until the final “sign off to open” inspection that will be carried out by the Organiser.	The Premises Licence Holder and/or event organiser shall ensure that the event site is ready for inspection by the relevant authorities* as outlined within the ESMP. The date and time of the inspection shall be agreed between the Premises Licence Holder and the relevant authorities.
13	The total capacity for the event shall, subject to a satisfactory assessment of the site including safe capacities be limited to 9,999 persons or less if deemed appropriate.	The total capacity for the event shall, subject to a satisfactory assessment of the site including safe capacities be limited to 14,999 persons or less if deemed appropriate. This	Changed the capacity to 14,999. Removed the element of breakdown of attendees 8 weeks in advance as that may	The total capacity for the event shall, subject to a satisfactory assessment of the site including safe capacities be limited to 14,999 persons or less if deemed appropriate. This limit includes performers, guests, staff and officials.

	<p>This limit includes performers, guests, staff and officials. The Premise Licence Holder or event organiser shall provide a breakdown which outlines capacity i.e. attendees, artists, stewards, security (SIA), contractors etc. 8 weeks prior to the event taking place.</p>	<p>limit includes performers, guests, staff and officials.</p>	<p>be inaccurate this far in advance.</p>	<p>The Premise Licence Holder shall provide a breakdown which outlines capacity i.e. attendees, artists, stewards, security (SIA), contractors etc. 4 weeks prior to the event taking place.</p>
14	<p>Measures shall be put in place to ensure that admission to the event takes place through the approved entrances only. The entrances shall be staffed by SIA or trained stewards who shall allow only persons with tickets or security/access passes into the concert/event area. For sake of clarity</p>	<p>Measures shall be put in place to ensure that admission to the event takes place through the approved entrances only. The entrances shall be staffed by SIA or trained stewards who shall allow only persons with tickets or security/access passes or guests into the concert/event area. For sake of clarity this does</p>	<p>Added in guests to the list</p>	

	this does not include persons with legal right of entry.	not include persons with legal right of entry.		
16	The Premises Licence Holder and/or event organiser shall ensure that persons with significant control and able to make decisions on behalf of the premises licence holder and/or event organiser are available to accompany the responsible authorities whilst on site at any time throughout the duration of the event.	The Premises Licence Holder and/or event organiser shall endeavour to arrange for appropriate personnel to be available to accompany the responsible authorities whilst on site at any time throughout the duration of the event.	We would like to retain flexibility with the split of resources during the event depending on the situation at the time. Rewording of condition also allows for a wider group of individuals to be involved in the inspection which would benefit from various personnel being involved.	The Premises Licence Holder and/or event organiser shall ensure to arrange for appropriate personnel to be available to accompany the responsible authorities whilst on site at any time throughout the duration of the event.
19	Measures shall be in place so that metal detecting wands are used on persons passing through the			Measures shall be in place so that metal detecting wands are used on persons passing through the main pedestrian entry gate on a random basis.



	main pedestrian entry gate.			
24	The Premises Licence Holder or event organiser shall ensure prominent and durable/locked amnesty bins are provided and shall be 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 the event.	The Premises Licence Holder or event organiser shall ensure prominent and durable/locked amnesty bins are provided and shall be secured firmly to the ground and adequate prominent and durable signage shall be displayed outlining conditions of entry and searching procedures. Any signage shall be of at least A2 in size and shall remain in place throughout the event.	Added in searching procedures to the content of the notices to remove a duplicate condition that contained this (see summary in point 3).	
26	A dog unit trained to detect drugs shall be deployed on Wednesday 25 May			A dog unit trained to detect drugs shall be deployed the Wednesday before the first event day to search all trader units on

	2022 to search all trader units on the festival site for illegal drugs and psychoactive substances			the festival site for illegal drugs and psychoactive substances.
28	The Designated Premises Supervisor shall ensure managers who are personal licence holders help oversee the site bars at all times when the sale of alcohol is taking place.			The Designated Premises Supervisor shall liaise with the bar managers throughout the event to ensure that the sales of alcohol are carried out in accordance to our Alcohol Management Plan.
30	All persons involved in the sale of alcohol shall 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 will include training on how to deal	All persons involved in the sale of alcohol shall be over 18 years of age	The other contents of the condition are included in condition 29	

	<p>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.</p>			
38	<p>The Premises Licence Holder shall ensure that a documented Search Policy is implemented at the premises and shall form part of the ESMP. Staff briefing is to be given in the correct procedures and ALL training records (direct employees or</p>	<p>The Premises Licence Holder shall ensure that a documented Search Policy is implemented at the premises and shall form part of the ESMP. Staff briefing is to be given in the correct procedures and ALL training records (direct employees or contractors) are to be</p>	<p>Suggest taking out the 'bound book' element as the security log is likely to be kept in electronic format.</p>	<p>The Premises Licence Holder shall ensure that a documented Search Policy is implemented at the premises and shall form part of the ESMP. Staff briefing is to be given in the correct procedures and ALL training records (direct employees or contractors) are to be produced throughout the duration of the event and shall be kept details to</p>

	contractors) are to be kept securely in a bound book or folder on site throughout the duration of the event and shall be kept for no less than 3 months after the event. All documentation shall be produced to an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary upon request	produced throughout the duration of the event and shall be kept for no less than 3 months after the event. All documentation shall be produced to an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary upon request		be held electronically and in universal format for no less than 3 months after the event. All documentation shall be produced to an authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary upon request.
44	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	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 crowd management plan. These plans shall be	The Organiser wishes to take the approach where the number, positions and responsibilities of the SIA and stewarding staff are determined through a risk assessment and planning process led	

	<p>crowd management plan. These plans shall be agreed with the Avon and Somerset Constabulary 8 weeks prior to the event. Measures shall be put in place so that this security and stewarding operation plan is implemented.</p> <p>a. The plan shall include numbers of SIA registered security personnel to 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 SIA doorstaff to</p>	<p>agreed with the Avon and Somerset Constabulary 8 weeks prior to the event. Measures shall be put in place so that this security and stewarding operation plan is implemented.</p>	<p>by the Organiser and the security contractor as opposed to a ratio approach.</p> <p>It is suggested that the detailed deployment should not form a part of the ESMP.</p>	
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	<p>customer attendees shall be set at:</p> <p>Thursday 15:00-20:00 (147/1) and 20:00-00:00 (125/1) and 00:00-07:00 (242/1) Friday 07:00-10:00 (341/1) and 10:00-20:00 (147/1) and 20:00-03:00 (125/1) and 03:00-07:00 (242/1) Saturday 07:00-10:00 (341/1) and 10:00-20:00 (147/1) and 20:00- 03:00 (125/1) and 03:00-07:00 (242/1) Sunday 07:00-10:00 (341/1) and 10:00-20:00 (147/1) and 20:00- 03:00 (125/1) and 03:00-07:00 (242/1)</p>			
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45	<p>Plans shall be drawn up to identify the number of paid and unpaid stewards to be deployed at the event and the tasks/locations they will be working at throughout the event. These plans will form part of the ESMP and shall be submitted and agreed by Avon and Somerset Constabulary 8 weeks prior to the event.</p>	<p>A Stewarding Management Plan shall be drawn up to identify the responsibilities, procedures and management of event stewards throughout the event. These plans will form part of the ESMP and shall be submitted and agreed by Avon and Somerset Constabulary 8 weeks prior to the event.</p>	<p>It is suggested that the detailed deployment should not form a part of the ESMP.</p>	<p>A Stewarding Management Plan shall be drawn up to identify the responsibilities, procedures and management of event stewards throughout the event. These plans will form part of the ESMP and shall be submitted and agreed by Avon and Somerset Constabulary 12 weeks prior to the event.</p>
50	<p>The Premises Licence Holder will ensure that an incident logbook is completed throughout the duration of the event. All entries must include day/date/time, name of person who has made an entry and</p>	<p>The Premises Licence Holder will ensure that an incident logbook is completed throughout the duration of the event. All entries must include day/date/time, name of person who has made an entry, the</p>	<p>Have taken out the badge number from the entry - the Event Control log will be carried out by an individual appointed by the organiser, not</p>	

	<p>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 RA 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</p>	<p>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 RA 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 the event and be made available for inspection at the request of any Responsible Authority Officer and shall</p>	<p>necessarily an SIA badge holder.</p>	
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	of the event and be made available for inspection at the request of any Responsible Authority Officer and shall be retained for a period of no less than 3 months after the event.	be retained for a period of no less than 3 months after the event.		
51	An additional Security Log Book will be completed by security throughout the duration of the event. 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	An additional Security Log Book will be completed by security throughout the duration of the event. 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	Security control will only be in operation during live event days, not during the construction and breakdown period and so that element has been taken out. The site office will run an incident log for the construction and breakdown period, details of which will be included in the	

	<p>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 the event and be made available for inspection at the request of any Responsible Authority Officer and shall be retained for a period of</p>	<p>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 the event and be made available for inspection at the request of any Responsible Authority Officer and shall be retained for a period of no less than 3 months after the event.</p>	<p>Construction Phase Plan.</p>	
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	no less than 3 months after the event.			
56, 57	The Premises Licence Holder shall put steps in place to check the competence of contractors providing equipment, goods and services to the event and shall ensure that there is suitable provision for disabled persons (which includes persons of limited mobility, persons with impaired hearing or eyesight and other difficulties).	same wording - just split into two separate conditions		
58	During the site build period, the Premises Licence Holder shall put measures in place so that no members of the public are permitted to enter areas where			Customers shall not be permitted on any traffic routes where there are moving vehicles or any areas where construction is taking place or where the area has not been signed off by the event team as safe

	construction is taking place.			
71	<p>The Premises Licence Holder shall determine the occupant capacity of the premises on the basis of documented risk assessment(s).</p> <p>The risk assessment(s) must take into account all relevant factors including space, means of access and egress, toilet provision, load-bearing capacity of floors, ventilation, etc. and must be reviewed regularly, and if circumstances change. Where necessary separate occupancy levels must be set for different parts of the premises</p>	<p>The Premises Licence Holder shall determine the occupant capacity of the premises on the basis of documented risk assessment(s).</p>	<p>It is suggested that the detail of contents of the RAs should be kept within the capacity documentation, which will form part of the ESMP and therefore be subject to an agreement from the LA.</p>	

<p>The Premises Licence Holder shall ensure that they consult the Health &amp; Safety team of South Somerset District Council and any other relevant authority (for example the Fire Rescue Service regarding emergency evacuation limitations) as to the occupancy figure. Confirmation of the consultation and any outcomes shall form an integral part of the risk assessment on which the capacity figure is based.</p> <p>The capacity figure proposed by Premises Licence Holder shall be notified to the Licensing Authority in writing prior to the commencement of the licence.</p>			
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<p>Measures must be put in place to ensure that the capacity is not exceeded at any time. Detail shall be provided within the ESMP. All documentation pertaining to the proposed figure must be kept on the premises and must be available immediately on request to any authorised officer of the Licensing Authority or a representative of Avon and Somerset Constabulary. The Premises Licence Holder shall regularly review, update and amend any risk assessments particularly following any changes to the layout or operation of the venue. Such</p>			
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	reviews etc shall be fully documented and form an integral part of the risk assessment.			
75	<p>The Event Organiser shall forward full detail at least eight weeks prior to the event of any of the following activities to be undertaken at the event, to SSDC Environmental Health Team:</p> <ul style="list-style-type: none"> <li>● Lasers</li> <li>● Fireworks</li> <li>● Pyrotechnics</li> <li>● Smoke machines</li> <li>● Inflatable equipment</li> <li>● LPG systems</li> </ul>	<p>The Event Organiser shall forward full detail at least one month prior to the event of any of the following activities to be undertaken at the event, to SSDC Environmental Health Team:</p> <ul style="list-style-type: none"> <li>● Lasers</li> <li>● Fireworks</li> <li>● Pyrotechnics</li> <li>● Smoke machines</li> <li>● Inflatable equipment</li> <li>● LPG systems</li> <li>● Fairground rides/entertainment</li> </ul>	<p>Changed the period of 8 weeks to one month, in line with the deadline for structural documentation condition, in order to allow for the final stage designs to be completed and commissioned properly. The “Any other changes to the final ESMP” element has also been removed in line with the previously communicated approach that the ESMP needs to</p>	

	<ul style="list-style-type: none"> <li>• Fairground rides/entertainment</li> <li>• Any other change to the ESMP</li> </ul> <p>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</p>	<p>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</p>	<p>remain a “living and breathing” document,</p>	
83	<p>A Water Provision Policy shall be prepared by the event organiser</p>	<p>A Water Provision Policy shall be prepared by the event organiser and be</p>	<p>A competent contractor will be engaged to produce the Water Provision</p>	<p>A Water Provision Policy shall be prepared by the event organiser and be forwarded to and be to</p>



	<p>and be forwarded to and be to the agreement of, the Environmental Health Team at South Somerset District Council; at least 8 weeks prior to the event. The policy shall include as a minimum the following:</p> <p>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.).</p>	<p>forwarded to and be to the agreement of, the Environmental Health Team at South Somerset District Council; at least 8 weeks prior to the event.</p>	<p>Policy and will ensure that all the necessary aspects are included. As the condition stipulates that the plan needs to be written to the satisfaction of the EHT, the detail can be agreed during the coordinated planning process.</p>	<p>the agreement of, the Environmental Health Team at South Somerset District Council; at least 12 weeks prior to the event. The policy shall include as a minimum the following:</p> <p>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</p>
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<p>Details of how all pipework and taps or other water access points will be disinfected and protected from contamination before and during use</p> <p>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.</p> <p>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</p>			<p>limits; corrective action shall be taken if acceptable limits are not achieved and a record made of any action taken.</p> <p>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</p> <p>Detail in regards the water provider and their certification of the potability of the water supply</p> <p>Contingency procedures to be in place throughout the event</p> <p>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</p>
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	<p>Detail in regards the water provider and their certification of the potability of the water supply</p> <p>Contingency procedures to be in place throughout the event</p> <p>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</p>			
99	<p>The Premises Licence Holder will employ a professional traffic management company to produce a Traffic Management Plan</p>	<p>The Premises Licence Holder will employ a professional traffic management company to produce a Traffic Management Plan (TMP),</p>	<p>Since the TMP needs to be produced to the satisfaction of the LA, it is proposed that the detailed requirements</p>	

<p>(TMP), which alongside the ESMP will fully detail the management of traffic both outside the site and onsite, to implement an onsite traffic system, provide experienced car parking stewards and plans for access and egress of all vehicles. The Traffic Management Plan shall include:</p> <p>Traffic management for the whole site not just up to the point where the vehicles are parked Identify all pedestrian and vehicle conflict points and identify controls to be in place for the duration of the event to ensure all pedestrians on site are adequately protected from vehicles</p>	<p>which alongside the ESMP will fully detail the management of traffic both outside the site and onsite, to implement an onsite traffic system, provide experienced car parking stewards and plans for access and egress of all vehicles.</p>	<p>are agreed in the planning process.</p>	
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<p>Detail all internal signage to be in place in regards to traffic management</p> <p>Set clear stipulations in regards when vehicles are allowed on site and in regards times when vehicles are permitted in public areas</p> <p>Identify a safe drop off and pick up point for persons attending the event.</p> <p>The TMP will be to the satisfaction of Highways England, Avon and Somerset Constabulary and SSDC</p> <p>Environmental Health and submitted along with all relevant appendices and records, at least 8 weeks before the event.</p> <p>The Event organiser must put in place</p>			
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	<p>controls and adequate checks to ensure for the duration of the event that the TMP is being followed</p> <p>The TMP must clearly detail who is responsible for traffic management on site. The TMP must clearly stipulate the training provision to be provided for stewards and security on site undertaking traffic management duties. Records of this training will be available for all those undertaking traffic management duties throughout the event, upon request at the event by any of the relevant authorities*.</p>			
95	The telephone number of an on-site local	The telephone number of an on-site local resident	Added in "litter and clear up" to the	The telephone number of an on-site local resident noise

<p>resident noise hotline shall be circulated to members of the public in and around Dillington Park by notice and / or email. It will also include details of venue running times, public gate opening times, sound check times, positioning of marshals, traffic measures, and other information pertinent to the festival which may impact on them as residents. This to be done no later than 2 weeks prior to the event opening. The same notice shall be circulated to parish councils in these areas and the immediate neighbours of the event site as part of a community liaison campaign no later than</p>	<p>noise hotline shall be circulated to members of the public in and around Dillington Park by notice and / or email. It will also include details of venue running times, public gate opening times, sound check times, positioning of marshals, traffic measures, litter and clear up and other information pertinent to the festival which may impact on them as residents. This to be done no later than 2 weeks prior to the event opening. The same notice shall be circulated to parish councils in these areas and the immediate neighbours of the event site as part of a community liaison campaign no later than 2</p>	<p>resident information as part of the impact management.</p>	<p>hotline shall be circulated to members of the public in and around Dillington Park by notice and / or email. It will also include details of venue running times, public gate opening times, sound check times, positioning of marshals, traffic measures, litter and clear up and other information pertinent to the festival which may impact on them as residents. This to be done no later than 2 weeks prior to the event opening. The same notice shall be circulated to Stocklinch and Whitelackington parish councils and Ilminster Town Council and the immediate neighbours of the event site as part of a community liaison campaign no later than 2 weeks prior to the event opening.</p>
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	2 weeks prior to the event opening.	weeks prior to the event opening.		
100	The Premises Licence Holder shall put measures in place to ensure that no person under the age of 16 enters the site without a person over the age of 18. All stewards and security shall be advised of this requirement.	The Premises Licence Holder shall put measures in place to ensure that no person under the age of 18 enters the site without a person over the age of 18. All stewards and security shall be advised of this requirement.	Amended under 16 to under 18 in line with the ESMP.	
104	In the event that a ticket holder is unable to prove that they are 16 or over and is without a supervisory adult over the age of 18, they will not be permitted to enter the site.	In the event that a ticket holder is unable to prove that they are 18 or over and is without a supervisory adult over the age of 18, they will not be permitted to enter the site.	Amended under 16 to under 18 in line with the ESMP.	



### 3. Summary of removed conditions

CONDITION	REASON FOR REMOVAL
<p>The Premises Licence Holder shall comply, in all material aspects, with the Event Safety Management Plan (ESMP) and the appendices prior to and during the event known as Shindig 2020.</p>	<p>Condition no longer applicable as referring specifically to the first post-Covid-19 event.</p>
<p>A final planning meeting with the relevant authorities* (SSDC, Police, Fire, Highways) shall be arranged by the Premises Licence Holder which will take place no later than 4 weeks prior to the commencement of the event, unless otherwise agreed by the relevant authorities and the Premises Licence Holder.</p>	<p>It is proposed that the necessity for this meeting is determined by all interested parties during the SAG meeting and any subgroup meetings that may be held, and in the planning process, as opposed to it being a licence condition.</p>
<p>No changes shall be made to the final version of the ESMP without the written agreement of the relevant regulatory authority.</p>	<p>Wording of condition 1 has been amended in consultation with the Environmental Health department. As such, this condition is no longer required or fully adequate.</p>
<p>The Premises Licence Holder shall liaise with South Somerset District Council, Avon and Somerset Constabulary, Devon and Somerset Fire and Rescue Service and local residents where necessary in order to provide sufficient information on the event to Other Parties at least 8 weeks before the event.</p>	<p>All elements of this condition are covered by the other proposed conditions.</p>

<p>The Premises Licence Holder 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 the event</p>	<p>The contents of the condition have been amalgamated with condition 24.</p>
<p>All bar staff shall be trained on how to question potential customers and how to refuse sales of alcohol if necessary.</p>	<p>Condition 29 covers this</p>
<p>Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the alcohol vending venues as detailed in the ESMP, including a Challenge 25 sign of at least A3 size at the entrance to the premises and where practicable at each point of sale.</p>	<p>Condition 32 covers this</p>
<p>A specific search policy shall be drawn up and agreed by Avon and Somerset Constabulary and a copy given to the SAG and SSDC 8 weeks prior to the event.</p>	<p>Condition 38 covers this</p>
<p>Crime prevention material shall be distributed to campers and traders at the event by security and stewarding staff.</p>	<p>Various crime prevention information will be shared with customers via online and onsite means. This is covered by other conditions (such as the search policy / conditions of entry etc).</p>

<p>A stewarding plan and schedule shall be included in the final ESMP to complement the Security Plan and Schedule. This is to include rotas, training details and operational plans.</p> <p>The Premises Licence Holder shall 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 control. Measures shall be in place to operate the eviction policy during the event.</p>	<p>Contents re stewarding plan are contained in condition 45. It is suggested that the detailed deployment should not form a part of the ESMP.</p> <p>Evictions Policy is covered in the condition 43.</p>
<p>All beverages (including alcoholic and non-alcoholic drinks) shall only be dispensed in polycarbonate, plastic or non-glass containers.</p>	<p>The content of the condition is already covered by condition 52.</p>
<p>The contents of all glass bottles shall be decanted by bar staff into polycarbonate, plastic or non-glass</p>	<p>The content of the condition is already covered by condition 52.</p>

<p>containers. All glass bottles are to be retained behind the bar for safe disposal.</p>	
<p>There shall be at least 2 Paramedics and 4 First Aiders on duty at any time during the event with a well equipped Medical Centre and 4x4 ambulance vehicle.</p>	<p>Provision will be determined via a risk assessment and planning with the medical provider, as covered by condition 65.</p>
<p>The site build period shall end when the festival is open to the public.</p>	<p>The organiser needs to have flexibility to be able to open certain areas of the site should other areas not be ready to open, and if appropriately secured, condition 58 ensures that members of the public are not permitted into the construction areas.</p>
<p>Drinking and washing water provided free of charge to the public for use at all times.</p>	<p>Legal requirement - no need for this to be a condition.</p>
<p>The Premises Licence Holder shall provide medical facilities, which are adequate for the purpose by the preferred medical provider. Details of the organisation of these services shall be provided to the Licensing Authority not less than 14 days prior to the event. The medical facilities shall include:</p> <p style="padding-left: 40px;">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.</p>	<p>All of this will be covered in the medical plan based on an event specific risk assessment as stipulated in condition 65.</p>

<p>adequate medical facilities within the pit area/backstage area. a facility within the concert area serving as the main medical facility provided by the approved contractor for medical facilities.</p>	
<p>The Event Organiser will ensure local hospital(s) have been given notification of the event prior to it opening to the public and evidence of this will be available for inspection for the duration of the event.</p>	<p>Already covered by condition 68.</p>
<p>The Premises Licence Holder shall ensure that measures are in place for a shuttle bus service to operate between <u>Ilminster Town Centre</u> and the event site. A policy to protect against Public Nuisance arising as a result of this operation shall be submitted to and approved by the Avon and Somerset Constabulary no less than 8 weeks before the event</p>	<p>The Organiser does not deem it necessary to have a shuttle bus operation in place moving forward as the service was underused in 2022 on the new site.</p>
<p>The final version of the event management plan shall clearly detail the shuttle bus arrangements in place, and these arrangements are to be forwarded to The Police, South Somerset District Council Environmental Health</p>	<p>The Organiser does not deem it necessary to have a shuttle bus operation in place moving forward as the service was underused in 2022 on the new site. Any traffic management arrangements will be featured in the TMP appendix to ESMP.</p>

<p>team and Somerset &amp; Devon Highways teams at least 6 weeks prior to the event and be to their satisfaction</p>	
<p>The event management plan/ traffic Management plan to be updated to clearly detail adequate arrangements for safe pedestrian access to the premises for persons to and from Ilminster no less than 6 weeks prior to the event and be to the satisfaction of the regulatory authorities</p>	<p>Any traffic management arrangements will be featured in the TMP appendix to ESMP.</p>
<p>The Premises Licence Holder shall ensure that the Traffic Management Plan is developed in consultation with and in agreement with the Avon and Somerset Constabulary and The Somerset County Council Highways Department.</p>	<p>Already covered by condition 97.</p>
<p>The event organiser to ensure that throughout the event, the final event management plan at the time of the event is implemented in full and any changes to this event management plan are only made with written agreement with the regulatory authorities first.</p>	<p>As explained before, the ESMP will remain a “living and breathing” document.</p>

<p>The event organiser will comply with the following guides in full where applicable to the event for the duration of the event;</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Executive (HSE) “The Purple Guide” to Health, Safety and Welfare at Music and Other Events</li> <li>• Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor Event Catering</li> <li>• Taunton Deane Borough Council The provision of Temporary Drinking Water Supplies at Events</li> </ul>	<p>Most of these were already included in condition 11, which has been supplemented with “Taunton Deane Borough Council The provision of Temporary Drinking Water Supplies at Events “</p>
<p>All camping areas to fully comply with the requirements of the current version of the Purple Guide.</p>	<p>Already included in condition 11</p>
<p>The Event organiser will ensure all catering provision complies with the current CIEH: National Guidance for Outdoor Event Catering and undertake sufficient monitoring checks for the duration of the event using the inspection checklist in the guide. These inspection records shall be available for inspection upon request.</p>	<p>Already included in condition 11</p>

<p>Caterers will not be allowed to trade until they have met these requirements.</p>	
<p>The Event organiser will ensure that free potable water is provided on request to customers where it is reasonably available</p>	<p>This is a legal requirement and therefore does not need to be included as a condition</p>
<p>The event organiser is to ensure that the wholesome and potable water supply provision detailed in the water provision policy is to be maintained throughout the event, and comply with the Purple Guide and Taunton Deane Borough Council The provision of Temporary Drinking Water Supplies at Events</p>	<p>This is a legal requirement and the quoted guidance is already covered by condition 11</p>
<p>Any trader or contractor using LPG will be required to ensure their equipment is in good condition and has a current certificate of gas safety and suitable fire safety equipment.</p>	<p>Already covered by condition 81</p>
<p>A site electrical certificate will be issued by a competent electrician prior to the event opening to the public and will be available for inspection prior to the event opening.</p>	<p>Contents covered in condition 85.</p>



<p>All security and stewards shall be advised that children under the age of 16 must be accompanied by an adult and shall request identification from any person s they suspect of being under 16 who is not accompanied by an adult.</p>	<p>Contents covered in conditions 98 and 102 and brought in line with the ESMP.</p>
<p>The Premises Licence Holder shall produce a weather assessment and site assessment which will include arrangements for cancellation, timings and how such a cancellation would be managed. This plan shall be submitted to the SAG, SSDC and relevant authorities* at least 8 weeks prior to the event taking place.</p>	<p>The Weather Action Plan that is an inherent part of the ESMP covers the procedures that would be taken to ensure safety of event customers. A cancellation would usually be a very last resort. Such a decision and all the associated timings and processes would be depending on the actual situation at the time.</p>
<p>A Flood action plan is to be written no less than 6 weeks prior to the event and be to the satisfaction of South Somerset District Council. The plan will include contingency measures for the event including assurances that adequate alternative camping facilities will be provided for the public attending the event, in the event of flooding.</p>	<p>Flood assessment was completed in 2020 for that event as it was a new usage of the site for both the Organiser and the LA. As there were no concerns raised following the assessment and 2022 event, it is suggested this is not part of the standard documentation moving forward. Risk of severe rainfall is also covered in the Weather Action Plan appendix of the ESMP.</p>
<p>There shall be no new entry or re-entry to the premises after 18:00 on Sunday 29 May 2022 except for the artists, crew and guests of and anyone who has a legal right of entry.</p>	<p>Local residents have been arriving after 18:00hrs on the Sunday at the 2022 event. It is therefore suggested that this restriction may be of disadvantage to them.</p>

<p>Avon and Somerset Constabulary will be consulted throughout the planning process. A suitable and sufficient level of cover if required will be agreed and implemented (submitted 100 days prior) by the event Premises Licence Holder by way of a Special Police Agreement.</p>	<p>Special Police Agreements have not been previously required for the event. Avon and Somerset Constabulary will be consulted through the planning process as per other proposed conditions.</p>
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#### 4. Summary of suggested new conditions

No.	CONDITION	REASON FOR ADDITION
4	<p>Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time. Any material layout changes will be agreed with the relevant Regulatory Authorities prior to the event opening to the public.</p>	<p>This is needed for 2024 and 2025 editions of Shindig that will be held under the same licence, as the site plan may change to accommodate a larger capacity. The wording has been updated following consultation with the Environmental Health department.</p>
5	<p>The capacity of the event shall not exceed 12,500 in 2023, 13,500 in 2024 and 14,999 in 2025.</p>	<p>Clarification of why the overall 3-year licence is 14,999 and the yearly increase.</p>
6	<p>A new plan to disclose changes in light of annual increased capacity will be submitted at least 12 weeks prior to the event.</p>	<p>This is needed for 2024 and 2025 editions of Shindig that will be held under the same licence, as the site plan may change to accommodate a larger capacity.</p>

82	<p>The Premises License Holder shall organise for verification checks of all food traders and food caterers undertaken by a competent person (s) to ensure they are fully compliant with Regulation 852/2004 relevant to moveable and/or Temporary food premises, allergen legislation and all relevant parts of the CIEH National Outdoor event Guidance, prior to them opening to the public, and these standards are maintained for the duration of the event.</p>	
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