



Licensing Sub Committee

Monday 16th August 2021

4.00 pm

**A virtual meeting using Zoom
meeting software**

The following members are requested to attend the meeting:

Karl Gill

David Recardo

Jeny Snell

The applicant or any interested parties wishing to address the virtual meeting need to email democracy@southsomerset.gov.uk by 9.00am on Monday 16th August 2021.

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

This Agenda was issued on Thursday 12 August 2021

Nicola Hix, Director of Strategy and Support Services



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

Licensing Sub Committee Membership

Karl Gill

Jeny Snell

David Recardo

Members Questions on reports prior to the Meeting

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

Information for the Public

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

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

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

Meetings of the Licensing Sub Committee are usually held as required in the Council Offices, Brympton Way however, at the current time, all Council meetings are being held on-line. At the meeting of Full Council on 15 April 2021 it was agreed to make changes to the Council's Constitution to allow this. For full details and to view the report please see -

[Agenda for South Somerset District Council on Thursday 15th April 2021, 6.30 pm](#)

Further to the above, at the meeting of Full Council on 8 July 2021, it was agreed to extend the arrangements for a further 6 months to 8 January 2022. For full details and to view the report please see –

[Agenda for South Somerset District Council on Thursday 8th July 2021, 6.30 pm](#)

Licensing Sub Committee agendas and minutes are published on the Council's website www.southsomerset.gov.uk

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

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

Ordnance Survey mapping/map data included within this publication is provided by South Somerset District Council under licence from the Ordnance Survey in order to fulfil its public function to undertake its statutory functions on behalf of the district. Persons viewing this mapping should contact Ordnance Survey copyright for advice where they wish to licence Ordnance Survey mapping/map data for their own use. South Somerset District Council - LA100019471 - 2021.

Licensing Sub Committee

Monday 16 August 2021

Agenda

Preliminary Items

1. Declarations of Interests

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

2. Procedure to be followed when considering licensing applications under the Licensing Act 2003 (Pages 4 - 7)

3. Objection notice received in respect of a standard Temporary Event Notice for Zone A, Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA (Pages 8 - 112)

4. Objection notice received in respect of a standard Temporary Event Notice for Zone B, Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA (Pages 113 - 217)

5. Objection notice received in respect of a standard Temporary Event Notice for Zone C, Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA (Pages 218 - 322)



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

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

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

1. **The Chairman will introduce:**

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

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

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

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

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



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

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

4. **The Chairman will then ask** the Licensing Officer to present their report on the application. The report will include confirmation that the requirements as to advertising the application and the serving of notices have been met.
5. **The Chairman will inform all present - prior to receiving representations** - that each Party will be given an equal amount of time to make their representations. This will normally be a maximum of five minutes. However, the Chairman has discretion about the time given to each Party and may vary the time limit where reasonable to do so although reasons will be given and fairness maintained.
6. **The Chairman will invite any Responsible Bodies present** e.g. representatives of Police/Fire Service/ Environmental Services to address the Sub-Committee on any relevant representations they have made.
7. **The Chairman will then invite:**
 - Parties or their representatives speaking in support of the application (including the applicant for the review) to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage;
 - Parties or their representatives, speaking in opposition to the application for review, to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage.

The Chairman will permit a Member to seek immediate clarification of a point made by a Party, their representative or any another person permitted to attend where,



prior to this point in the Hearing, circumstances arise which make it desirable to do so, provided that the question is relevant and helps the proper conduct of the Hearing. The rules of natural justice will be followed.

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

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

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

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

NOTES

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

The Sub-Committee may also require a Party to leave the hearing if that Party is behaving in a disruptive manner. The Sub-Committee can refuse to readmit the Party or readmit upon conditions but the Party can nevertheless submit to the Sub-Committee before the end of the Hearing any written information it would have been entitled to submit orally at the Hearing.

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



Objection notice received in respect of a standard Temporary Event Notice for Zone A, Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA

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

Purpose of the Report

To inform members that a standard temporary event notice has been received under the Licensing Act 2003 from Mr Brett Ashworth for Zone A (as defined on the plan), Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA. It relates to an event on 27 to 29 August 2021. Objection notices have been duly served by Ms Nicola King on behalf of the Chief of Police for Avon and Somerset Constabulary and Mr Michael McNaughton on behalf of Environmental Protection for this temporary event notice.

Recommendation

To consider the objection notice in accordance with the options detailed later in the report.

Background

A Temporary Event Notice is intended as a light touch process¹ and is submitted to the Licensing Authority by the premises user (an individual 18 years or over) and is copied to the Police and the Environmental Health Service as a means to authorise licensable activities where either:

- no premises licence/club premises certificate exists
- in cases where it is not being used
- where the operating schedule including days and timings do not meet the need of the premises user.

Where an objection notice has been received from either the Police or the Environmental Protection department or both, the Council is the authority responsible for determining the notice under sections 105 and 106A of the Licensing Act 2003. Representatives from both bodies have objected to this notice.

Licensing Objectives

The licensing objectives are:

¹ Paragraph 7.2 of the Guidance issued under s182 of the Licensing Act 2003, April 2018

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

The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision making process.

Proposed Activities and Hours

Day	Licensable activity	Start Time	Finish Time	Maximum Number of persons at event at any one time	Nature of Event
27/08/21	Supply of alcohol	12:00	00:00	499	Yeovil Tribute Festival
	Recorded music	18:00	00:00		
28/08/21	Supply of alcohol	12:00	00:00		
	Live music	12:30	00:00		
29/08/21	Supply of alcohol	12:00	00:00		
	Live music	12:30	00:00		

Relevant Observations

Should the temporary event proceed; the premises user will be responsible for ensuring that there are no more than 499 persons at the premises. Should there be 500 or more persons in that area, at any one time, it will mean that particular temporary event is unlicensed. The maximum number of 499 persons includes staff, security, performers etc.

The premises user stated that the area they wish to use for this TEN is an area they have called Zone A and is shown on the plan of the premises they have supplied. The following information is from the TEN:



South Somerset District Council

“This TEN applies to Zone A, this zone will be for standard ticket holders and within this zone will be the following; 1 of 6x12m Bar tent, Medical/welfare provisions, 5 of unisex toilets & 1 of urinal block. Zone A will be secured by Pedestrian barrier and Heras fencing where applicable, there will be a break out point midway between Front of house and the entrance tent. Numbers in this area will be managed by way of SIA staff and the use of in/out clickers, hourly evidence will be recorded and made available. Attendees from Zone A/C can enter Zone B to enter the food court, silent disco, token tent and exit.”

Further Information

The venue is subject to two premises licence (licence numbers 11769 and 59257). The objection notices have requested that certain conditions are attached to the Temporary Event Notice should it be permitted to proceed.

The plan submitted by the premises user shows that the event will be taking place in the area which is covered by the premises licences.

The premises user has submitted an event management plan and Covid risk assessment for the event.

The conditions which the Police and Environmental Health would like to be attached are contained within appendix 1. The premises licence does not have an end date, therefore the licence can be used for multiple annual events, and as a result, the conditions refer to each event. If Members decide that the Temporary Event Notice should proceed subject to one or more conditions, they may wish to consider amending it/them where referred to each event or annual event.

Consideration

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

- Any Notice of Objection (including supporting documentation received)
- Guidance issued under s182 of the Act
- The Statement of Licensing Policy published in January 2014
- The steps necessary to promote the licensing objectives
- Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

Options

The options available to the committee in this case are as follows:

- Give a counter notice to the premises user so that event cannot proceed
- Permit the event to proceed in accordance with the temporary event notice

- Permit the temporary event notice to proceed but attach one or more conditions as below

Section 106A of the Licensing Act 2003 permits licensing authorities to impose one or more conditions on a standard temporary event notice if:

- a) the authority considers it appropriate for the promotion of the licensing objectives to do so
- b) the conditions are also imposed on a premises licence or a club premises certificate that has effect in respect of the same premises, or any part of the premises, as the temporary event notice, and
- c) the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.

Right of Appeal

Schedule 5 Part 3 of the Licensing Act 2003 sets out the rights and procedures for making appeals against the decision of the Licensing Authority:

Where the relevant Licensing Authority gives a counter-notice under section 105(3), the premises user may appeal against that decision.

Where that authority decides not to give such a counter-notice a “relevant person” as specified in section 99A of the Licensing Act 2003, may appeal against that decision.

An appeal must be made to the Magistrates’ Court

The appellant commences an appeal under Part 3 of Schedule 5 to the Licensing Act 2003 by giving a notice of appeal to the designated officer for the Magistrates’ court within 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision appealed against.

But no appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.

On determining the appeal, the court may,

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

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

Background Papers

The Licensing Act 2003

The Police Reform and Social Responsibility Act 2011

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

Live Music Act 2012

The Licensing Act 2003 (Permitted Temporary Activities) (Notices)(Amendment) Regulations 2012 No. 960

(Descriptions of Entertainment) (Amendment) Order 2013

The Legislative Reform (Entertainment Licensing) Order 2014

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

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

The Deregulation Act 2015

Appendix 1 Licence Conditions which the Police and Environmental Protection request be attached to the Temporary Event Notice.

1. The Premises Licence Holder/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 which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning) at ~~least 12 weeks prior to the event~~. It shall contain the information listed from a – dd. A final ESMP shall be agreed with the responsible authorities at ~~least 8 weeks~~ prior to the event taking place.

- a) Details of the event profile, expected capacity and total capacity (public and crew set-up and breakdown)
- b) Detail of all entertainment to be provided, event operating timescale and ticketing procedures;
- c) Detail of management structure including roles and responsibilities of the command system;
- d) Communication systems to be in place (in accordance with the Health & Safety Executive's Event Safety Guide current edition);
- e) Ticketing arrangements;
- f) Queueing system controls.
- g) Detail of who is responsible for the implementation and reporting of Injuries, Diseases and Dangerous Occurrences throughout the event and detail of where the accident book is to be kept throughout the event.
- h) Details of major incident procedures (condition 52)
- i) traffic management plan
- j) Temporary Demountable Structures (TDS) that will be use at the event; these shall take into account the recommendations in the current edition of the Health and Safety Executive's Event Safety Guide or any other guidance recognised by the Licensing Authority.
- k) Details of the potable water policy including contingency supply
- l) arrangements for LPG
- m) electrical power generation and fuel storage
- n) arrangements for artificial lighting including locations.
- o) 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 must be submitted at least 12 weeks prior to the event taking place. If the final site plan differs from the plan submitted with the application made in 2019, a variation application shall be required.~~

- p) The risk management strategy, including a copy of the risk assessment, safety policy and site rules.
- q) Fire safety plan including prevention measures, fire fighting equipment and means of escape from venues.
- r) Traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict.
- s) Medical plan including risk assessment and facilities to be provided (conditions 33 to 38)
- t) Noise management plan (conditions 77 to 93)
- u) Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements (conditions 55,68 & 69).
- v) Waste management plan for solid and liquid waste including storage and location, collection and transportation procedures.
- w) Security and stewarding schedules outlining the number of SIA and non SIA staff and locations.
- x) Campsite management plan (conditions 29 to 31).

- y) Eviction (condition 11)
- z) Crowd/venue management (condition 18)
 - aa) Drugs and nitrous oxide/psychoactive substances policy (conditions 20 to 24)
 - bb) Search policy (condition 14)
 - cc) Alcohol policy (conditions 25 to 28)
 - dd) Safeguarding policy (condition 41)

Stewarding and Security

2. The Premises Licence Holder and/or event organiser shall ensure that the security plan includes 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.

3. The Premises Licence Holder and/or event organiser shall ensure that separate plans are 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.

4. For each event stewards shall 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

5. The Premises Licence Holder and/or event organiser shall ensure that door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority are used to vet customers and maintain public order.

6. The Premises Licence Holder and/or event organiser shall ensure that the following details for each door supervisor are contemporaneously entered into an electronic 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

7. The Premises Licence Holder and/or event organiser shall ensure that the register for information about door supervisors (mentioned in condition 9 above) is kept at the premises at all times 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 the event. This record shall also be made available for inspection by an authorised of Officer of SSDC or Police post event and shall be retained for period of not less than 6 months.

8. The Premises Licence Holder and/or event organiser shall put measures shall 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.

9. The Premises Licence Holder and/or the event organiser shall ensure that an Evictions Policy is drawn up and implemented throughout the duration of each event. Any such policy 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) outline the evictions procedure, location of evictions, removal of persons from the event site by event security staff as expediently as possible, duty of care procedures, onward travel arrangements for evictees, handing persons over to, or notifying the Police (where necessary) and completion of forms

10. The Premises Licence Holder and/or event organiser must 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 upon request and have adequate entries to demonstrate all incidents, daily / emergency meetings, complaints, crimes reported, all incidents of crime and disorder and steward or SIA issues. Measures shall be in place so that it is reviewed by senior management in association with the designated premises supervisor. The 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 the event.

11. The Premises Licence Holder and/or event organiser shall put measures in place so that an additional Security Log Book is 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 shall be either an electronic or a bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any Responsible Authority upon 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 and shall be retained for a period of no less than 3 months after the event.

12. 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 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.

13. The Premises Licence Holder and/or event organiser shall ensure that Terms and Conditions of Entry including a list of prohibited and/or contraband items are put in place and advertised in advance using the methods outlined in the ESMP.

14. 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.

15. The Premises Licence Holder shall, or put measures in place to 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.

16. The Premises Licence Holder shall, or put measures in place to provide details 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.

Prevention of Crime & Disorder

17. The Premises Licence Holder and/or event organiser shall ensure that no person who is knowingly drunk or disorderly is allowed to enter or remain on the premises.

Drug Policy

18. The Premises Licence Holder and/or event organiser shall operate a zero tolerance to drugs and shall develop a Drugs Policy in consultation with and to the satisfaction of the Avon and Somerset Constabulary, which will form part of the ESMP.

19. The Premises Licence Holder and/or event organiser shall have 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.

20. The Premises Licence Holder and/or event organiser as identified shall ensure that all persons on site are made aware of the drugs policy and measures put in place to ensure that it is adhered to at all times throughout the duration of each event and the build-up and dismantling stages of the event.

21. The Premises Licence Holder and/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 each event.

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

Alcohol

23. The Premises Licence Holder and/or event organiser will operate to a specific Alcohol Policy, as set out in the ESMP and appendices.

ii. No drinks 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 whereby 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 a PASS approved proof of age card, photo-card driving licence and passport, 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 all alcohol vending venues 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.

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 already on site they shall not be served further alcohol and security supervisors shall monitor their behaviour closely.

viii. The premises licence holder and/or event organiser shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in an electronic register or 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 logbook is to be kept on the premises at all times 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 the event and shall be made available to Licensing Authority and Avon and Somerset Constabulary within 7 days of any request being made.

24. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to prevent customers carrying open or sealed alcoholic beverage containers being admitted to the premises at any time.

25. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to ensure that drinks containing alcohol are removed from persons leaving the premises.

26. Measures shall be in place to ensure that alcohol is only sold from one bar during each event. Any changes to the bar (e.g. size or location) will require a variation to the licence.

Medical

27. The medical first aid point shall be clearly sign posted.

28. Measures shall be ensure that medical teams are on the premises at least an hour before the event opens to the public and remain on site until at least an hour after the premises has closed to the public.

29. Measures shall be in place to ensure that all medical staff wear appropriate identifying uniforms.

30. 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 facilitie(s) to meet Paragraph 753 of the HSE Event safety Guide)
- Specific arrangements in place for the storage and disposal of clinical waste

. The Premises Licence Holder and/or event organiser shall ensure that measures are put in place to ensure that the staff at the first aid points are provided with contingency plans and a 2-way radio to facilitate communications between medical and security staff.

31. 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 on duty, their roles will be clearly defined.

Public Safety – General

32. The Premises Licence Holder and/or event organiser shall ensure a Safeguarding Policy, which establishes clear protocols for dealing with young people, children and vulnerable persons forms part of the ESMP.

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

34. Effective transport management shall be in place, and shall 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

35. Plastic or polycarbonate glasses only shall be used at the bars.

Protection of Children

36. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that no one under the age of 18 years is permitted to enter or remain on site when this licence is being used

Prevention of Public Nuisance

Extracted from Premises Licence

37. Sound levels shall be monitored during each event both on site and at specific locations agreed with the Licensing Authority in order to control noise levels at nearby sensitive receptors.

38. Outdoor stages and outdoor sound systems shall not operate beyond 23:00 unless agreed with the team at the local authority which is responsible for noise related issues at least 28 days prior to each event taking place.

39. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 60dB 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 each event).

40. Noise levels from the operation of the event during the operating hours of 23:00 and 00:00 shall not exceed 45dB LAeq when measured 1 metre from the facade of any noise sensitive property.

41. 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.

42. 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.

43. The Premises Licence Holder shall ensure, or put measures in place to ensure that a suitably qualified, competent and experienced Noise Control Consultant is appointed, for each 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.

44. The Premises Licence Holder shall ensure, or put measures in place to ensure that the Noise Control Consultant produces a Noise Management Strategy (NMS) for each event. The NMS must then be implemented, in all material matters, for each event.

45. The Premises Licence Holder shall ensure, or put measures in place to ensure that 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 each event.

46. The Premises Licence Holder shall ensure, or put measures in place to ensure that a competent and suitably experienced Production Manager is appointed for each event. The Premises Licence Holder and/or event organiser shall ensure that measures are in place so that Production Manager works closely with the Noise Control Consultant to ensure that any venues at each event are managed in accordance with these Conditions and with the NMS.

47. The Premises Licence Holder shall ensure, or put measures in place to 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 event.

48. The Premises Licence Holder shall ensure, or put measures in place to ensure that noise levels are monitored at the noise sensitive locations cited in Condition 3, both in relation to the noise limits set out in Conditions 79 - 82 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team before each 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.

49. The Premises Licence Holder shall ensure, or put measures in place to ensure that should the noise limits set out in Conditions 79 – 82 (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 and/or event organiser shall ensure that measures are in place for this shall be reported back to the Production Manager immediately.

50. The Premises Licence Holder shall ensure, or put measures 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.

51. The Premises Licence Holder shall ensure, or put measures in place to provide a point of contact to the Council for the duration of each event by nominating a named person and telephone number.

52. The Premises Licence Holder shall ensure, or put measures in place to provide a hot line telephone number, for the duration of each 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.

53. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that prominent, clear and legible notices requesting people to leave the premises and the area quietly are erected at the entrances and exits to the premises and car park.

54. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that waste bins are provided and measures shall be in place to ensure that waste from them is disposed of by a waste management company.

55. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste from food traders and medical services is disposed of using the correct procedure.

56. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that levels of waste are monitored and action taken to ensure that inappropriate levels of combustible items do not build up.

57. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste is removed from bins after members of the public have left the premises.

58. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all generators are acoustically insulated in accordance with the manufacturer's specification and/or acoustically enclosed and located to reduce the noise and nuisance to the audience, staff and local residents.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Objection notice received in respect of a standard Temporary Event Notice for Zone B, Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA

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

Purpose of the Report

To inform members that a standard temporary event notice has been received under the Licensing Act 2003 from Mr Brett Ashworth for Zone B (as defined on the plan), Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA. It relates to an event on 27 to 29 August 2021. Objection notices have been duly served by Ms Nicola King on behalf of the Chief of Police for Avon and Somerset Constabulary and Mr Michael McNaughton on behalf of Environmental Protection for this temporary event notice.

Recommendation

To consider the objection notice in accordance with the options detailed later in the report.

Background

A Temporary Event Notice is intended as a light touch process¹ and is submitted to the Licensing Authority by the premises user (an individual 18 years or over) and is copied to the Police and the Environmental Health Service as a means to authorise licensable activities where either:

- no premises licence/club premises certificate exists
- in cases where it is not being used
- where the operating schedule including days and timings do not meet the need of the premises user.

Where an objection notice has been received from either the Police or the Environmental Protection department or both, the Council is the authority responsible for determining the notice under sections 105 and 106A of the Licensing Act 2003. Representatives from both bodies have objected to this notice.

Licensing Objectives

¹ Paragraph 7.2 of the Guidance issued under s182 of the Licensing Act 2003, April 2018



South Somerset District Council

The licensing objectives are:

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

The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision making process.

Proposed Activities and Hours

Day	Licensable activity	Start Time	Finish Time	Maximum Number of persons at event at any one time	Nature of Event
27/08/21	Supply of alcohol	12:00	00:00	499	Yeovil Tribute Festival
	Recorded music	18:00	00:00		
28/08/21	Supply of alcohol	12:00	00:00		
	Live music	12:30	00:00		
29/08/21	Supply of alcohol	12:00	00:00		
	Live music	12:30	00:00		

Relevant Observations

Should the temporary event proceed; the premises user will be responsible for ensuring that there are no more than 499 persons at the premises. Should there be 500 or more persons in that area, at any one time, it will mean that particular temporary event is unlicensed. The maximum number of 499 persons includes staff, security, performers etc.

The premises user stated that the area they wish to use for this TEN is an area they have called Zone B and is shown on the plan of the premises they have supplied. The following information is from the TEN:

“This TEN applies to Zone B, this zone will be for standard ticket holders and within this zone will be the following; 1 of 6x12m Bar tent, 5 of unisex toilets & 1 of urinal block. Zone B will be secured by Pedestrian barrier and Heras fencing where applicable, there will be a break out point midway between Front of house and the entrance tent. Numbers in this area will be managed by way of SIA staff and the use of in/out clickers, hourly evidence will be recorded and made available. Attendees from Zone C can enter Zone B to enter the food court, silent disco, token tent and exit..”

Further Information

The venue is subject to two premises licence (licence numbers 11769 and 59257). The objection notices have requested that certain conditions are attached to the Temporary Event Notice should it be permitted to proceed.

The plan submitted by the premises user shows that the event will be taking place in the area which is covered by the premises licences.

The premises user has submitted an event management plan and Covid risk assessment for the event.

The conditions which the Police and Environmental Health would like to be attached are contained within appendix 1. The premises licence does not have an end date, therefore the licence can be used for multiple annual events, and as a result, the conditions refer to each event. If Members decide that the Temporary Event Notice should proceed subject to one or more conditions, they may wish to consider amending it/them where referred to each event or annual event.

Consideration

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

- Any Notice of Objection (including supporting documentation received)
- Guidance issued under s182 of the Act
- The Statement of Licensing Policy published in January 2014
- The steps necessary to promote the licensing objectives
- Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

Options

The options available to the committee in this case are as follows:

- Give a counter notice to the premises user so that event cannot proceed
- Permit the event to proceed in accordance with the temporary event notice

- Permit the temporary event notice to proceed but attach one or more conditions as below

Section 106A of the Licensing Act 2003 permits licensing authorities to impose one or more conditions on a standard temporary event notice if:

- a) the authority considers it appropriate for the promotion of the licensing objectives to do so
- b) the conditions are also imposed on a premises licence or a club premises certificate that has effect in respect of the same premises, or any part of the premises, as the temporary event notice, and
- c) the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.

Right of Appeal

Schedule 5 Part 3 of the Licensing Act 2003 sets out the rights and procedures for making appeals against the decision of the Licensing Authority:

Where the relevant Licensing Authority gives a counter-notice under section 105(3), the premises user may appeal against that decision.

Where that authority decides not to give such a counter-notice a “relevant person” as specified in section 99A of the Licensing Act 2003, may appeal against that decision.

An appeal must be made to the Magistrates’ Court

The appellant commences an appeal under Part 3 of Schedule 5 to the Licensing Act 2003 by giving a notice of appeal to the designated officer for the Magistrates’ court within 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision appealed against.

But no appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.

On determining the appeal, the court may,

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

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

Background Papers

The Licensing Act 2003

The Police Reform and Social Responsibility Act 2011

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

Live Music Act 2012

The Licensing Act 2003 (Permitted Temporary Activities) (Notices)(Amendment) Regulations 2012 No. 960

(Descriptions of Entertainment) (Amendment) Order 2013

The Legislative Reform (Entertainment Licensing) Order 2014

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

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

The Deregulation Act 2015

Appendix 1 Licence Conditions which the Police and Environmental Protection request be attached to the Temporary Event Notice.

1. The Premises Licence Holder/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 which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning) at ~~least 12 weeks prior to the event~~. It shall contain the information listed from a – dd. A final ESMP shall be agreed with the responsible authorities at ~~least 8 weeks~~ prior to the event taking place.

- a) Details of the event profile, expected capacity and total capacity (public and crew set-up and breakdown)
- b) Detail of all entertainment to be provided, event operating timescale and ticketing procedures;
- c) Detail of management structure including roles and responsibilities of the command system;
- d) Communication systems to be in place (in accordance with the Health & Safety Executive's Event Safety Guide current edition);
- e) Ticketing arrangements;
- f) Queueing system controls.
- g) Detail of who is responsible for the implementation and reporting of Injuries, Diseases and Dangerous Occurrences throughout the event and detail of where the accident book is to be kept throughout the event.
- h) Details of major incident procedures (condition 52)
- i) traffic management plan
- j) Temporary Demountable Structures (TDS) that will be use at the event; these shall take into account the recommendations in the current edition of the Health and Safety Executive's Event Safety Guide or any other guidance recognised by the Licensing Authority.
- k) Details of the potable water policy including contingency supply
- l) arrangements for LPG
- m) electrical power generation and fuel storage
- n) arrangements for artificial lighting including locations.
- o) 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 must be submitted at least 12 weeks prior to the event taking place. If the final site plan differs from the plan submitted with the application made in 2019, a variation application shall be required.~~

- p) The risk management strategy, including a copy of the risk assessment, safety policy and site rules.
- q) Fire safety plan including prevention measures, fire fighting equipment and means of escape from venues.
- r) Traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict.
- s) Medical plan including risk assessment and facilities to be provided (conditions 33 to 38)
- t) Noise management plan (conditions 77 to 93)
- u) Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements (conditions 55, 68 & 69).
- v) Waste management plan for solid and liquid waste including storage and location, collection and transportation procedures.
- w) Security and stewarding schedules outlining the number of SIA and non SIA staff and locations.
- x) Campsite management plan (conditions 29 to 31).

- y) Eviction (condition 11)
- z) Crowd/venue management (condition 18)
 - aa) Drugs and nitrous oxide/psychoactive substances policy (conditions 20 to 24)
 - bb) Search policy (condition 14)
 - cc) Alcohol policy (conditions 25 to 28)
 - dd) Safeguarding policy (condition 41)

Stewarding and Security

2. The Premises Licence Holder and/or event organiser shall ensure that the security plan includes 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.

3. The Premises Licence Holder and/or event organiser shall ensure that separate plans area 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.

4. For each event stewards shall 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

5. The Premises Licence Holder and/or event organiser shall ensure that door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority are used to vet customers and maintain public order.

6. The Premises Licence Holder and/or event organiser shall ensure that the following details for each door supervisor are contemporaneously entered into an electronic 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

7. The Premises Licence Holder and/or event organiser shall ensure that the register for information about door supervisors (mentioned in condition 9 above) is kept at the premises at all times 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 the event. This record shall also be made available for inspection by an authorised of Officer of SSDC or Police post event and shall be retained for period of not less than 6 months.

8. The Premises Licence Holder and/or event organiser shall put measures shall 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.

9. The Premises Licence Holder and/or the event organiser shall ensure that an Evictions Policy is drawn up and implemented throughout the duration of each event. Any such policy 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) outline the evictions procedure, location of evictions, removal of persons from the event site by event security staff as expediently as possible, duty of care procedures, onward travel arrangements for evictees, handing persons over to, or notifying the Police (where necessary) and completion of forms

10. The Premises Licence Holder and/or event organiser must 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 upon request and have adequate entries to demonstrate all incidents, daily / emergency meetings, complaints, crimes reported, all incidents of crime and disorder and steward or SIA issues. Measures shall be in place so that it is reviewed by senior management in association with the designated premises supervisor. The 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 the event.

11. The Premises Licence Holder and/or event organiser shall put measures in place so that an additional Security Log Book is 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 shall be either an electronic or a bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any Responsible Authority upon 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 and shall be retained for a period of no less than 3 months after the event.

12. 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 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.

13. The Premises Licence Holder and/or event organiser shall ensure that Terms and Conditions of Entry including a list of prohibited and/or contraband items are put in place and advertised in advance using the methods outlined in the ESMP.

14. 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.

15. The Premises Licence Holder shall, or put measures in place to 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.

16. The Premises Licence Holder shall, or put measures in place to provide details 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.

Prevention of Crime & Disorder

17. The Premises Licence Holder and/or event organiser shall ensure that no person who is knowingly drunk or disorderly is allowed to enter or remain on the premises.

Drug Policy

18. The Premises Licence Holder and/or event organiser shall operate a zero tolerance to drugs and shall develop a Drugs Policy in consultation with and to the satisfaction of the Avon and Somerset Constabulary, which will form part of the ESMP.

19. The Premises Licence Holder and/or event organiser shall have 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.

20. The Premises Licence Holder and/or event organiser as identified shall ensure that all persons on site are made aware of the drugs policy and measures put in place to ensure that it is adhered to at all times throughout the duration of each event and the build-up and dismantling stages of the event.

21. The Premises Licence Holder and/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 each event.

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

Alcohol

23. The Premises Licence Holder and/or event organiser will operate to a specific Alcohol Policy, as set out in the ESMP and appendices.

ii. No drinks 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 whereby 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 a PASS approved proof of age card, photo-card driving licence and passport, 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 all alcohol vending venues 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.

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 already on site they shall not be served further alcohol and security supervisors shall monitor their behaviour closely.

viii. The premises licence holder and/or event organiser shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in an electronic register or 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 logbook is to be kept on the premises at all times 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 the event and shall be made available to Licensing Authority and Avon and Somerset Constabulary within 7 days of any request being made.

24. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to prevent customers carrying open or sealed alcoholic beverage containers being admitted to the premises at any time.

25. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to ensure that drinks containing alcohol are removed from persons leaving the premises.

26. Measures shall be in place to ensure that alcohol is only sold from one bar during each event. Any changes to the bar (e.g. size or location) will require a variation to the licence.

Medical

27. The medical first aid point shall be clearly sign posted.

28. Measures shall be ensure that medical teams are on the premises at least an hour before the event opens to the public and remain on site until at least an hour after the premises has closed to the public.

29. Measures shall be in place to ensure that all medical staff wear appropriate identifying uniforms.

30. 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 facilitie(s) to meet Paragraph 753 of the HSE Event safety Guide)
- Specific arrangements in place for the storage and disposal of clinical waste

. The Premises Licence Holder and/or event organiser shall ensure that measures are put in place to ensure that the staff at the first aid points are provided with contingency plans and a 2-way radio to facilitate communications between medical and security staff.

31. 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 on duty, their roles will be clearly defined.

Public Safety – General

32. The Premises Licence Holder and/or event organiser shall ensure a Safeguarding Policy, which establishes clear protocols for dealing with young people, children and vulnerable persons forms part of the ESMP.

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

34. Effective transport management shall be in place, and shall 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

35. Plastic or polycarbonate glasses only shall be used at the bars.

Protection of Children

36 . The Premises Licence Holder and/or event organiser shall put measures in place to ensure that no one under the age of 18 years is permitted to enter or remain on site when this licence is being used

Prevention of Public Nuisance

Extracted from Premises Licence

37. Sound levels shall be monitored during each event both on site and at specific locations agreed with the Licensing Authority in order to control noise levels at nearby sensitive receptors.

38. Outdoor stages and outdoor sound systems shall not operate beyond 23:00 unless agreed with the team at the local authority which is responsible for noise related issues at least 28 days prior to each event taking place.

39. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 60dB 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 each event).

40. Noise levels from the operation of the event during the operating hours of 23:00 and 00:00 shall not exceed 45dB LAeq when measured 1 metre from the facade of any noise sensitive property.

41. 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.

42. 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.

43. The Premises Licence Holder shall ensure, or put measures in place to ensure that a suitably qualified, competent and experienced Noise Control Consultant is appointed, for each 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.

44. The Premises Licence Holder shall ensure, or put measures in place to ensure that the Noise Control Consultant produces a Noise Management Strategy (NMS) for each event. The NMS must then be implemented, in all material matters, for each event.

45. The Premises Licence Holder shall ensure, or put measures in place to ensure that 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 each event.

46. The Premises Licence Holder shall ensure, or put measures in place to ensure that a competent and suitably experienced Production Manager is appointed for each event. The Premises Licence Holder and/or event organiser shall ensure that measures are in place so that Production Manager works closely with the Noise Control Consultant to ensure that any venues at each event are managed in accordance with these Conditions and with the NMS.

47. The Premises Licence Holder shall ensure, or put measures in place to 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 event.

48. The Premises Licence Holder shall ensure, or put measures in place to ensure that noise levels are monitored at the noise sensitive locations cited in Condition 3, both in relation to the noise limits set out in Conditions 79 - 82 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team before each 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.

49. The Premises Licence Holder shall ensure, or put measures in place to ensure that should the noise limits set out in Conditions 79 – 82 (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 and/or event organiser shall ensure that measures are in place for this shall be reported back to the Production Manager immediately.

50. The Premises Licence Holder shall ensure, or put measures 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.

51. The Premises Licence Holder shall ensure, or put measures in place to provide a point of contact to the Council for the duration of each event by nominating a named person and telephone number.

52. The Premises Licence Holder shall ensure, or put measures in place to provide a hot line telephone number, for the duration of each 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.

53. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that prominent, clear and legible notices requesting people to leave the premises and the area quietly are erected at the entrances and exits to the premises and car park.

54. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that waste bins are provided and measures shall be in place to ensure that waste from them is disposed of by a waste management company.

55. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste from food traders and medical services is disposed of using the correct procedure.

56. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that levels of waste are monitored and action taken to ensure that inappropriate levels of combustible items do not build up.

57. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste is removed from bins after members of the public have left the premises.

58. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all generators are acoustically insulated in accordance with the manufacturer's specification and/or acoustically enclosed and located to reduce the noise and nuisance to the audience, staff and local residents.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Objection notice received in respect of a standard Temporary Event Notice for Zone C, Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA

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

Purpose of the Report

To inform members that a standard temporary event notice has been received under the Licensing Act 2003 from Mr Brett Ashworth for Zone C (as defined on the plan), Yeovil Showground, Two Towers Lane, Barwick, Yeovil, BA22 9TA. It relates to an event on 27 to 29 August 2021. Objection notices have been duly served by Ms Nicola King on behalf of the Chief of Police for Avon and Somerset Constabulary and Mr Michael McNaughton on behalf of Environmental Protection for this temporary event notice.

Recommendation

To consider the objection notice in accordance with the options detailed later in the report.

Background

A Temporary Event Notice is intended as a light touch process¹ and is submitted to the Licensing Authority by the premises user (an individual 18 years or over) and is copied to the Police and the Environmental Health Service as a means to authorise licensable activities where either:

- no premises licence/club premises certificate exists
- in cases where it is not being used
- where the operating schedule including days and timings do not meet the need of the premises user.

Where an objection notice has been received from either the Police or the Environmental Protection department or both, the Council is the authority responsible for determining the notice under sections 105 and 106A of the Licensing Act 2003. Representatives from both bodies have objected to this notice.

Licensing Objectives

The licensing objectives are:

¹ Paragraph 7.2 of the Guidance issued under s182 of the Licensing Act 2003, April 2018

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

The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision making process.

Proposed Activities and Hours

Day	Licensable activity	Start Time	Finish Time	Maximum Number of persons at event at any one time	Nature of Event
27/08/21	Supply of alcohol	12:00	00:00	499	Yeovil Tribute Festival
	Recorded music	18:00	00:00		
28/08/21	Supply of alcohol	12:00	00:00		
	Live music	12:30	00:00		
29/08/21	Supply of alcohol	12:00	00:00		
	Live music	12:30	00:00		

Relevant Observations

Should the temporary event proceed; the premises user will be responsible for ensuring that there are no more than 499 persons at the premises. Should there be 500 or more persons in that area, at any one time, it will mean that particular temporary event is unlicensed. The maximum number of 499 persons includes staff, security, performers etc.

The premises user stated that the area they wish to use for this TEN is an area they have called Zone C and is shown on the plan of the premises they have supplied. The following information is from the TEN:



South Somerset District Council

“This TEN applies to Zone C, this zone will be for VIP ticket holders and within this zone will be the following; 1 of 6x12m Bar tent(as discussed in zone A), 1 of luxury toilet block, 1 of urinal block & 1 of disabled toilet. The main stage is also located within Zone C, this is where the regulated entertainment will take place over the 3 days. A number of tables will also be situated within this zone for the use of attendees. Zone C will be secured by Pedestrian barrier and Heras fencing where applicable. Numbers in this area will be managed by way of SIA staff and the use of in/out clickers, hourly evidence will be recorded and made available. Attendees from Zone C can enter Zone B to enter the food court, silent disco, token tent and exit.”

Further Information

The venue is subject to two premises licence (licence numbers 11769 and 59257). The objection notices have requested that certain conditions are attached to the Temporary Event Notice should it permitted to proceed.

The plan submitted by the premises user shows that the event will be taking place in the area which is covered by the premises licences.

The premises user has submitted an event management plan and Covid risk assessment for the event.

The conditions which the Police and Environmental Health would like to be attached are contained within appendix 1. The premises licence does not have an end date, therefore the licence can be used for multiple annual events, and as a result, the conditions refer to each event. If Members decide that the Temporary Event Notice should proceed subject to one or more conditions, they may wish to consider amending it/them where referred to each event or annual event.

Consideration

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

- Any Notice of Objection (including supporting documentation received)
- Guidance issued under s182 of the Act
- The Statement of Licensing Policy published in January 2014
- The steps necessary to promote the licensing objectives
- Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

Options

The options available to the committee in this case are as follows:

- Give a counter notice to the premises user so that event cannot proceed

- Permit the event to proceed in accordance with the temporary event notice
- Permit the temporary event notice to proceed but attach one or more conditions as below

Section 106A of the Licensing Act 2003 permits licensing authorities to impose one or more conditions on a standard temporary event notice if:

- a) the authority considers it appropriate for the promotion of the licensing objectives to do so
- b) the conditions are also imposed on a premises licence or a club premises certificate that has effect in respect of the same premises, or any part of the premises, as the temporary event notice, and
- c) the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.

Right of Appeal

Schedule 5 Part 3 of the Licensing Act 2003 sets out the rights and procedures for making appeals against the decision of the Licensing Authority:

Where the relevant Licensing Authority gives a counter-notice under section 105(3), the premises user may appeal against that decision.

Where that authority decides not to give such a counter-notice a “relevant person” as specified in section 99A of the Licensing Act 2003, may appeal against that decision.

An appeal must be made to the Magistrates’ Court

The appellant commences an appeal under Part 3 of Schedule 5 to the Licensing Act 2003 by giving a notice of appeal to the designated officer for the Magistrates’ court within 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision appealed against.

But no appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.

On determining the appeal, the court may,

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

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

Background Papers

The Licensing Act 2003
The Police Reform and Social Responsibility Act 2011
The Licensing Act 2003 (Hearings) (Regulations) 2005 No. 44
Live Music Act 2012
The Licensing Act 2003 (Permitted Temporary Activities) (Notices)(Amendment)
Regulations 2012 No. 960
(Descriptions of Entertainment) (Amendment) Order 2013
The Legislative Reform (Entertainment Licensing) Order 2014
The Latest Guidance issued under section 182 of the Licensing Act 2003.
The Statement of Licensing Policy for South Somerset District Council issued
January 2014
The Deregulation Act 2015

Appendix 1 Licence Conditions which the Police and Environmental Protection request be attached to the Temporary Event Notice.

1. The Premises Licence Holder/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 which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning) at ~~least 12 weeks prior to the event~~. It shall contain the information listed from a – dd. A final ESMP shall be agreed with the responsible authorities at ~~least 8 weeks~~ prior to the event taking place.

- a) Details of the event profile, expected capacity and total capacity (public and crew set-up and breakdown)
- b) Detail of all entertainment to be provided, event operating timescale and ticketing procedures;
- c) Detail of management structure including roles and responsibilities of the command system;
- d) Communication systems to be in place (in accordance with the Health & Safety Executive's Event Safety Guide current edition);
- e) Ticketing arrangements;
- f) Queueing system controls.
- g) Detail of who is responsible for the implementation and reporting of Injuries, Diseases and Dangerous Occurrences throughout the event and detail of where the accident book is to be kept throughout the event.
- h) Details of major incident procedures (condition 52)
- i) traffic management plan
- j) Temporary Demountable Structures (TDS) that will be use at the event; these shall take into account the recommendations in the current edition of the Health and Safety Executive's Event Safety Guide or any other guidance recognised by the Licensing Authority.
- k) Details of the potable water policy including contingency supply
- l) arrangements for LPG
- m) electrical power generation and fuel storage
- n) arrangements for artificial lighting including locations.
- o) 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 must be submitted at least 12 weeks prior to the event taking place. If the final site plan differs from the plan submitted with the application made in 2019, a variation application shall be required.~~

- p) The risk management strategy, including a copy of the risk assessment, safety policy and site rules.
- q) Fire safety plan including prevention measures, fire fighting equipment and means of escape from venues.
- r) Traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict.
- s) Medical plan including risk assessment and facilities to be provided (conditions 33 to 38)
- t) Noise management plan (conditions 77 to 93)
- u) Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements (conditions 55,68 & 69).
- v) Waste management plan for solid and liquid waste including storage and location, collection and transportation procedures.
- w) Security and stewarding schedules outlining the number of SIA and non SIA staff and locations.
- x) Campsite management plan (conditions 29 to 31).

- y) Eviction (condition 11)
- z) Crowd/venue management (condition 18)
 - aa) Drugs and nitrous oxide/psychoactive substances policy (conditions 20 to 24)
 - bb) Search policy (condition 14)
 - cc) Alcohol policy (conditions 25 to 28)
 - dd) Safeguarding policy (condition 41)

Stewarding and Security

2. The Premises Licence Holder and/or event organiser shall ensure that the security plan includes 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.

3. The Premises Licence Holder and/or event organiser shall ensure that separate plans are 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.

4. For each event stewards shall 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

5. The Premises Licence Holder and/or event organiser shall ensure that door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority are used to vet customers and maintain public order.

6. The Premises Licence Holder and/or event organiser shall ensure that the following details for each door supervisor are contemporaneously entered into an electronic 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

7. The Premises Licence Holder and/or event organiser shall ensure that the register for information about door supervisors (mentioned in condition 9 above) is kept at the premises at all times 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 the event. This record shall also be made available for inspection by an authorised of Officer of SSDC or Police post event and shall be retained for period of not less than 6 months.

8. The Premises Licence Holder and/or event organiser shall put measures shall 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.

9. The Premises Licence Holder and/or the event organiser shall ensure that an Evictions Policy is drawn up and implemented throughout the duration of each event. Any such policy 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) outline the evictions procedure, location of evictions, removal of persons from the event site by event security staff as expediently as possible, duty of care procedures, onward travel arrangements for evictees, handing persons over to, or notifying the Police (where necessary) and completion of forms

10. The Premises Licence Holder and/or event organiser must 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 upon request and have adequate entries to demonstrate all incidents, daily / emergency meetings, complaints, crimes reported, all incidents of crime and disorder and steward or SIA issues. Measures shall be in place so that it is reviewed by senior management in association with the designated premises supervisor. The 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 the event.

11. The Premises Licence Holder and/or event organiser shall put measures in place so that an additional Security Log Book is 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 shall be either an electronic or a bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any Responsible Authority upon 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 and shall be retained for a period of no less than 3 months after the event.

12. 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 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.

13. The Premises Licence Holder and/or event organiser shall ensure that Terms and Conditions of Entry including a list of prohibited and/or contraband items are put in place and advertised in advance using the methods outlined in the ESMP.

14. 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.

15. The Premises Licence Holder shall, or put measures in place to 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.

16. The Premises Licence Holder shall, or put measures in place to provide details 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.

Prevention of Crime & Disorder

17. The Premises Licence Holder and/or event organiser shall ensure that no person who is knowingly drunk or disorderly is allowed to enter or remain on the premises.

Drug Policy

18. The Premises Licence Holder and/or event organiser shall operate a zero tolerance to drugs and shall develop a Drugs Policy in consultation with and to the satisfaction of the Avon and Somerset Constabulary, which will form part of the ESMP.

19. The Premises Licence Holder and/or event organiser shall have 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.

20. The Premises Licence Holder and/or event organiser as identified shall ensure that all persons on site are made aware of the drugs policy and measures put in place to ensure that it is adhered to at all times throughout the duration of each event and the build-up and dismantling stages of the event.

21. The Premises Licence Holder and/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 each event.

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

Alcohol

23. The Premises Licence Holder and/or event organiser will operate to a specific Alcohol Policy, as set out in the ESMP and appendices.

ii. No drinks 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 whereby 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 a PASS approved proof of age card, photo-card driving licence and passport, 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 all alcohol vending venues 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.

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 already on site they shall not be served further alcohol and security supervisors shall monitor their behaviour closely.

viii. The premises licence holder and/or event organiser shall require the designated premises supervisor, or in his/her absence other responsible person, to keep an 'incident/refusals logbook in an electronic register or 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 logbook is to be kept on the premises at all times 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 the event and shall be made available to Licensing Authority and Avon and Somerset Constabulary within 7 days of any request being made.

24. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to prevent customers carrying open or sealed alcoholic beverage containers being admitted to the premises at any time.

25. The Premises Licence Holder and/or event organiser shall ensure that measures are in place to ensure that drinks containing alcohol are removed from persons leaving the premises.

26. Measures shall be in place to ensure that alcohol is only sold from one bar during each event. Any changes to the bar (e.g. size or location) will require a variation to the licence.

Medical

27. The medical first aid point shall be clearly sign posted.

28. Measures shall be ensure that medical teams are on the premises at least an hour before the event opens to the public and remain on site until at least an hour after the premises has closed to the public.

29. Measures shall be in place to ensure that all medical staff wear appropriate identifying uniforms.

30. 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 facilitie(s) to meet Paragraph 753 of the HSE Event safety Guide)
- Specific arrangements in place for the storage and disposal of clinical waste

. The Premises Licence Holder and/or event organiser shall ensure that measures are put in place to ensure that the staff at the first aid points are provided with contingency plans and a 2-way radio to facilitate communications between medical and security staff.

31. 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 on duty, their roles will be clearly defined.

Public Safety – General

32. The Premises Licence Holder and/or event organiser shall ensure a Safeguarding Policy, which establishes clear protocols for dealing with young people, children and vulnerable persons forms part of the ESMP.

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

34. Effective transport management shall be in place, and shall 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

35. Plastic or polycarbonate glasses only shall be used at the bars.

Protection of Children

36. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that no one under the age of 18 years is permitted to enter or remain on site when this licence is being used

Prevention of Public Nuisance

Extracted from Premises Licence

37. Sound levels shall be monitored during each event both on site and at specific locations agreed with the Licensing Authority in order to control noise levels at nearby sensitive receptors.

38. Outdoor stages and outdoor sound systems shall not operate beyond 23:00 unless agreed with the team at the local authority which is responsible for noise related issues at least 28 days prior to each event taking place.

39. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 60dB 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 each event).

40. Noise levels from the operation of the event during the operating hours of 23:00 and 00:00 shall not exceed 45dB LAeq when measured 1 metre from the facade of any noise sensitive property.

41. 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.

42. 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.

43. The Premises Licence Holder shall ensure, or put measures in place to ensure that a suitably qualified, competent and experienced Noise Control Consultant is appointed, for each 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.

44. The Premises Licence Holder shall ensure, or put measures in place to ensure that the Noise Control Consultant produces a Noise Management Strategy (NMS) for each event. The NMS must then be implemented, in all material matters, for each event.

45. The Premises Licence Holder shall ensure, or put measures in place to ensure that 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 each event.

46. The Premises Licence Holder shall ensure, or put measures in place to ensure that a competent and suitably experienced Production Manager is appointed for each event. The Premises Licence Holder and/or event organiser shall ensure that measures are in place so that Production Manager works closely with the Noise Control Consultant to ensure that any venues at each event are managed in accordance with these Conditions and with the NMS.

47. The Premises Licence Holder shall ensure, or put measures in place to 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 event.

48. The Premises Licence Holder shall ensure, or put measures in place to ensure that noise levels are monitored at the noise sensitive locations cited in Condition 3, both in relation to the noise limits set out in Conditions 79 - 82 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team before each 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.

49. The Premises Licence Holder shall ensure, or put measures in place to ensure that should the noise limits set out in Conditions 79 – 82 (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 and/or event organiser shall ensure that measures are in place for this shall be reported back to the Production Manager immediately.

50. The Premises Licence Holder shall ensure, or put measures 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.

51. The Premises Licence Holder shall ensure, or put measures in place to provide a point of contact to the Council for the duration of each event by nominating a named person and telephone number.

52. The Premises Licence Holder shall ensure, or put measures in place to provide a hot line telephone number, for the duration of each 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.

53. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that prominent, clear and legible notices requesting people to leave the premises and the area quietly are erected at the entrances and exits to the premises and car park.

54. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that waste bins are provided and measures shall be in place to ensure that waste from them is disposed of by a waste management company.

55. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste from food traders and medical services is disposed of using the correct procedure.

56. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that levels of waste are monitored and action taken to ensure that inappropriate levels of combustible items do not build up.

57. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all waste is removed from bins after members of the public have left the premises.

58. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all generators are acoustically insulated in accordance with the manufacturer's specification and/or acoustically enclosed and located to reduce the noise and nuisance to the audience, staff and local residents.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted