



Notice of Meeting of

**LICENSING AND REGULATORY SUB-COMMITTEE -
NORTH**

Wednesday, 19 April 2023 at 10.00 am

**Council Chamber - Bridgwater House,
Kings Square, Bridgwater TA6 3AR**

To: The members of the Licensing and Regulatory Sub-Committee

Councillor Lance Duddridge Councillor Connor Payne Councillor Leigh Redman

For further information about the meeting, including how to join the meeting virtually, please contact steve.taylor@somerset.gov.uk

This meeting will be open to the public and press, subject to the passing of any resolution under the Local Government Act 1972, Schedule 12A: Access to Information.

The meeting will be live streamed and an audio recording made.

Issued by Scott Wooldridge on Wednesday, 12 April 2023

GUIDANCE FOR PRESS AND PUBLIC

Recording of Meetings

The Council in support of the principles of openness and transparency allows filming, recording and taking photographs at its meetings that are open to the public providing it is done in a non-disruptive manner. No filming or recording will take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Democratic Services Team on 01823 357628 or democraticserviceteam@somerset.gov.uk so that the Chair of the meeting can inform those present.

The Council meeting will be live streamed and an audio recording made.

ATTENDANCE BY THE PUBLIC

All members of the public are welcome to attend our meetings.

Your safety at public meetings is very important to us and space at this venue may be limited. We therefore encourage the public to join us virtually. Please contact Democratic Services democraticserviceteam@somerset.gov.uk for the on-line link to the meeting.

REPORTS

Agendas, reports and minutes can be accessed via the council's website: www.somerset.gov.uk/agendasandpapers. If you need to access any of the papers in an alternative format (e.g. large print, audio tape, Braille etc) or in community languages please contact the report author giving as much notice as possible. It should be noted that re-formatting or translation of committee reports before the date of a particular meeting cannot be guaranteed.

AGENDA

Licensing and Regulatory Sub-Committee - 10.00 am Wednesday, 19 April 2023

Public Guidance Notes contained in Agenda Annexe	5 - 6
Procedures of the Hearing	7 - 10
Click here to view the online meeting	11 - 12

1 Appointment of Chair

To receive nominations for an appointment of Chair for the duration of the meeting.

2 Apologies for Absence

To receive any apologies for absence.

3 Declarations of Interest (Pages 13 - 14)

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors of Somerset Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

4 Avalon Priory (Pages 15 - 36)

To consider an application for a Temporary Event Notice for an event to be held at Avalon Priory, Priory Road, Chilton Polden, Somerset, TA7 9DH.

5 Objection notice received in respect of a standard Temporary Event Notice for Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA (Bar 1) (Pages 37 - 78)

6 Objection notice received in respect of a standard Temporary Event Notice for Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA (Bar 2) (Pages 79 - 120)

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Guidance notes for the meeting

1. **Council Public Meetings**

The legislation that governs Council meetings requires that committee meetings are held face-to-face. The requirement is for members of the committee and key supporting officers (report authors and statutory officers) to attend in person, along with some provision for any public speakers. Provision will be made wherever possible for those who do not need to attend in person including the public and press who wish to view the meeting to be able to do so virtually.

2. **Inspection of Papers**

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at democraticserviceteam@somerset.gov.uk or telephone 01823 357628. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers.

3. **Members' Code of Conduct requirements**

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed at: [Code of Conduct](#)

4. **Minutes of the Meeting**

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

5. **Public Question Time**

If you wish to speak or ask a question about any matter on the Committee's agenda please contact Democratic Services by 12noon providing 3 clear working days before the meeting. (for example, for a meeting being held on a Wednesday, the deadline will be 12noon on the Thursday prior to the meeting) Email democraticserviceteam@somerset.gov.uk or telephone 01823 357628.

Members of public wishing to speak or ask a question will need to attend in person or if unable can submit their question or statement in writing for an officer to read out, or alternatively can attend the meeting online.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered. You may also present a petition on any matter within the Committee's remit.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish.

If an item on the agenda is contentious, with many people wishing to attend the meeting, a representative should be nominated to present the views of a group.

6. Meeting Etiquette for participants

- Only speak when invited to do so by the Chair.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

7. Exclusion of Press & Public

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed.

8. Recording of meetings

The Council supports the principles of openness and transparency. It allows filming, recording, and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting.

PROCEDURE AT THE HEARING

1. The Chair will open the Hearing and introduce the Sub-Committee and Officers.
They will then ask each Party to introduce themselves.
2. The Chair will confirm that if a Party is not present their representation/application will be read and taken into account in reaching the decision.
3. The Chair will address any registerable interest arising under the Code of Conduct.
4. The Chair will consider any submitted requests from a Party for permission for another person to appear at the Hearing. If necessary, the Sub-Committee will retire to deliberate before making a decision.
5. The Chair will confirm that the Hearing will take the form of a round-the-table discussion led by the Sub-Committee in accordance with this procedure. If all Parties present confirm that they have seen and understood the procedure to be followed at the Hearing and agree that they are ready to proceed then the Hearing shall commence.
6. The Chair will remind everyone that the purpose of the Hearing should be borne in mind at all times i.e. To enable those with a right to appear, to amplify their written application or representation. It is also to assist the Sub-Committee to gather evidence and understand the relevant issues.
7. The Chair will confirm what advance papers have been received and that these have been read.
8. The Chair will make clear that all Parties should only address the Sub-Committee in relation to matters they have raised in their application/representation. Any Party wishing to submit late evidence at the Hearing will only be able to do so with the consent of all Parties present and with the consent of the Sub-Committee.
9. The Chair will confirm whether all Parties have seen and understood the procedure to be followed and are ready to proceed with the Hearing.

10. The Chair will ask the Applicant whether they wish to make any amendments to their application with a view to addressing any issues raised by representations.

11. Order of Oral Presentation

(a) The Licensing Officer will present their report outlining the details of the application/notice/representations received.

(b) Any Party may question the Licensing Officer.

(c) The Members may question the Licensing Officer.

(d) Responsible Authorities will present their case and call any witnesses.

(e) Any Party may question the Responsible Authorities and any witnesses.

(f) Members may question the Responsible Authorities and any witnesses.

(g) Other Person(s) will present their case in turn and call any witnesses.

(h) Any Party may question the Other Person(s).

(i) Members may question the Other Person(s).

(j) The Applicant/Licence Holder will present their case and call any witnesses.

(k) Any Party may question the Applicant/Licence Holder and any witnesses.

(l) Members may question the Applicant/Licence Holder and any witnesses.

The Chair at their discretion, may change the order of oral presentation at any stage, if it is considered to be beneficial to the flow of the hearing.

12. Before moving on to the next Party, the Chair will check there are no further points the current Party wishes to make or any further questions that need to be put to that Party.

13. The Licensing Officer may present any further information such as proposed nonmandatory Conditions deriving from the Operating Schedule or suggested by any Party. However, it will remain for the Sub-Committee to determine what conditions will apply, if any, should the application be successful.

14. Each Party will be invited to make closing submissions in the following order –
 - a. Responsible Authorities
 - b. Other Persons
 - c. The Applicant
 - d. Licensing Officer

15. The Chair will then close the Hearing and the Sub-Committee will retire to determine the matter. The Legal Advisor will retire with the Sub-Committee to answer any points of law.

16. The Sub-Committee will come to a decision which will be sent to the Applicant and all other relevant Parties together with the details of the right to appeal.

NOTE:

In producing this procedure the following has been considered: -
The relevant legislation and statutory guidance together with local policies and procedures.

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SOMERSET COUNCIL

UNITARY COUNCILLORS WHO ARE ALSO TOWN AND/OR PARISH COUNCILLORS

Somerset
Council

UNITARY COUNCILLOR	TOWN AND/OR PARISH COUNCIL
Steve Ashton	Crewkerne Town Council / Hinton St George Parish Council
Suria Aujla	Bridgwater Town Council
Jason Baker	Chard Town Council
Lee Baker	Cheddon Fitzpaine Parish Council / Taunton Shadow Town Council
Marcus Barr	Wellington Town Council
Mike Best	Crewkerne Town Council
Alan Bradford	North Petherton Town Council
Theo Butt Philip	Wells City Council
Simon Carswell	Street Parish Council
Norman Cavill	West Monkton Parish Council / Taunton Shadow Town Council
Peter Clayton	Burnham Highbridge Town Council
Simon Coles	Taunton Shadow Town Council
Nick Cottle	Glastonbury Town Council / St Edmunds Parish Council
Adam Dance	South Petherton Parish Council
Dixie Darch	Taunton Shadow Town Council
Tom Deakin	Taunton Shadow Town Council
Caroline Ellis	Taunton Shadow Town Council
Habib Farbahi	Taunton Shadow Town Council
Ben Ferguson	Axbridge Town Council
Bob Filmer	Brent Knoll Parish Council
David Fothergill	Taunton Shadow Town Council
Andrew Govier	Wellington Town Council
Pauline Ham	Axbridge Town Council
Philip Ham	Coleford Parish Council
Ross Henley	Wellington Town Council
Edric Hobbs	Shepton Mallet Town Council
John Hunt	Bishop's Hull Parish Council / Taunton Shadow Town Council
Dawn Johnson	Taunton Shadow Town Council
Val Keitch	Ilminster Town Council
Andy Kendall	Yeovil Town Council
Jenny Kenton	Chard Town Council
Tim Kerley	Somerton Town Council
Marcus Kravis	Minehead Town Council

Tony Lock	Yeovil Town Council
Martin Lovell	Shepton Mallet Town Council
Mike Murphy	Burnham Highbridge Town Council
Graham Oakes	Yeovil Town Council / Yeovil Without Parish Council
Sue Osborne	Ilminster Town Council
Kathy Pearce	Bridgwater Town Council
Emily Pearlstone	Ilchester Parish Council
Derek Perry	Taunton Shadow Town Council
Evie Potts-Jones	Yeovil Town Council
Hazel Prior-Sankey	Taunton Shadow Town Council
Wes Read	Yeovil Town Council
Leigh Redman	Bridgwater Town Council
Mike Rigby	Bishop's Lydeard and Cothelstone Parish Council
Tony Robbins	Wells City Council
Dean Ruddle	Somerton Town Council
Peter Seib	Brympton Parish Council / Chilthorne Domer Parish Council
Heather Shearer	Street Parish Council
Gill Slocombe	Bridgwater Town Council
Brian Smedley	Bridgwater Town Council
Fran Smith	Taunton Shadow Town Council
Federica Smith-Roberts	Taunton Shadow Town Council
Jeny Snell	Yeovil Town Council / Brympton Parish Council
Andy Soughton	Yeovil Town Council
Richard Wilkins	Curry Rivel Parish Council
Dave Woan	Yeovil Town Council
Ros Wyke	Westbury-sub-Mendip Parish Council

Their memberships of Parish or Town Councils will be taken as being declared by these Councillors to be Personal Interests in the business of the Somerset Council meeting and need not be declared verbally.

Any Unitary Councillor who has a Prejudicial Interest by virtue of their Membership of a Parish or Town Council, or who has a special involvement by virtue of being a Parish or Town Councillor, in a matter to be discussed by the Somerset Council will be expected to declare that prejudicial interest personally or bring to the attention of the Somerset Council meeting their special involvement.

H CLARKE, Unitary Solicitor, April 2023

Submission of a Temporary Event Notice

Executive Member(s): Cllr Federica Smith-Roberts

Local Member(s) and Division: Cllrs Mark Healey and Suria Aujla, Huntspill

Lead Officer: Alan Weldon, Licensing & Fraud Manager

Author: Alan Weldon

Contact Details: alan.weldon@somerset.gov.uk

Summary / Background

1. The Sub-Committee is required to determine the submission of a Temporary Event Notice in accordance with the Licensing Act 2003 following receipt of a relevant representation by way of objection received from Mr. Mark Shipley on behalf of Somerset Council's Environmental Protection Team.
2. The premises subject to the notice given is Avalon Priory, Priory Road, Chilton Polden, Somerset TA7 9DH. It is not subject to an existing premises licence granted in accordance with the Act.

Recommendations

3. The Licensing Sub-Committee must resolve to do one of the following:
 - a. To allow the Temporary Event Notice to stand as submitted and the event to continue with licensable activities included;
 - b. To issue a Counter Notice that would prevent the event from lawfully taking place with licensable activities included.

Reasons for recommendations

4. There is a statutory duty to consider the options above in the absence of an existing premises licence which means that no conditions from such a licence being in place can be added to the TEN.

5. The Sub-Committee must consider the promotion of the licensing objectives specified in the Act when making a decision: -
 - The prevention of crime and disorder;
 - public safety;
 - The prevention of public nuisance; and
 - The protection of children from harm.
6. The objection in this case refers to the prevention of public nuisance.

Other options considered

7. Not applicable.

Links to Council Vision, Business Plan and Medium-Term Financial Strategy

8. The Council must carry out its functions in accordance with the Act with a view to promoting the licensing objectives and this remains the prime consideration of this report.

Financial and Risk Implications

9. There are no financial implications.
10. There are no significant risks identified providing the serving of a Temporary Event Notice is determined correctly, in accordance with the legislation and having due regard to the Sedgemoor Licensing Policy.

Legal Implications

11. The Licensing Officer has determined that the representations submitted by the Environmental Protection Team are relevant. It is, therefore, the duty of the Sub-Committee to determine the Temporary Event Notice submission with regards to the licensing objectives. The issue for the Sub-Committee is whether or not the TEN as submitted undermines the licensing objectives as claimed by the representations submitted by the Environmental Protection Team. If so, the Sub-Committee must issue a Counter Notice.
12. The applicant may appeal should a Counter Notice be issued and, similarly, the Environmental Health Service may appeal should a decision be made not to issue a Counter Notice. Any appeal must be made to the Magistrate's Court.

HR Implications

13. None

Other Implications: -

Equalities Implications

14. None.

Community Safety Implications

15. None.

Climate Change and Sustainability Implications

16. None.

Health and Safety Implications

17. None.

Health and Wellbeing Implications

18. The Sub-Committee may consider any factors that would promote or, conversely, undermine the licensing objectives.

Social Value

19. As the contents of this report do not relate to a procurement process, there are no social value implications.

Scrutiny comments / recommendations:

20. This report relates to a statutory function of the Council, which is the responsibility of the Licensing & Regulatory Committee (delegated to a Sub-Committee), so there are no scrutiny comments or recommendations to make.

Background

21. On 3rd April 2023, a Temporary Event Notice was served on Somerset Council by way of the Council's online submission process by Mr. Alexander Orion. As is a requirement of the Act, a Licensing Officer subsequently provided copies of the Notice to the Police and the Council's Environmental Protection Team. A copy of the redacted TEN submission is shown as **Appendix A**.
22. The TEN requests use of external areas at the premises, Avalon Priory, for a Family friendly, vegan, alcohol-free, folk music and ecological education event which will include the provision of regulated entertainment from 18.00 to 23.59 hrs on Friday 12th May 2023, 10.00 to 23.59 hrs on Saturday 13th May and from 10.00 to 22.00 hrs on Sunday 14th May.
23. An objection to the submission of the TEN has been received within the permitted timeframe from Mr. Mark Shipley, an Environmental Health Officer for Somerset Council, and is attached as **Appendix B**.
24. Maps of the surrounding area of the premises are shown as **Appendix C**.

Background Papers

25. As identified in the report and below under 'Appendices'.

Appendices

- A. Temporary Event Notice served on 3rd April 2023.
- B. Representation by Mr. Mark Shipley, Somerset Council Environmental Protection Team.
- C. Maps of the Premises and surrounding area.

Temporary Event

Notice

Introduction

Privacy notice

Privacy notice



response:

form name:

Temporary Event Notice

APP code:LTN

Personal details

Applicant

Section 1

Are you an agent acting on behalf of the
No applicant?:

Applicant details

Title.

First name: Alexander

Family Name. Orion

E-mail : [REDACTED].com

Main telephone number: [REDACTED]

Other telephone number:

Indicate here if you

Indicate here if you would prefer not to be contacted by telephone .
be would prefer not to be contacted by telephone . contacted by telephone

I am applying as: an individual

Your address

114.
Building number or name:

Street. [REDACTED]

District: [REDACTED]

City or Town. [REDACTED]

County or [REDACTED] administrative area:

Postcode. [REDACTED]

Country : United Kingdom

Application details

Yes

Have you had any previous or maiden names?..

Previous names

Section 1

Title:

First name: Alexander
Family name: O'Hara

Your date of birth
:

Do you have a correspondence address different from that given in the previous section?:

Additional contact details

Section 1

E-mail address.

Main telephone number:

Other telephone number:

Fax number

Premises details

para:

Premises location

Section 1

hi.

Premises location

Are you able to provide a postal address, OS map reference or description of the premises?:

Address

Building number or name.

Avalon Priory

Street•

Priory Road

District:

Sedgemore

City or Town:

Chilton Polden

County or administrative area:

Somerset

Postcode:

TA7 9DH

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

C ountry :

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?.

Provide further details about the location of the event.

Neither

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below.

Event is taking place in the North field and on the lawn of Avalon Priory.

Describe the nature of the premises below.

Event will not be taking place inside the building of Avalon Priory. Only the land outside will be used for the event.

Describe the nature of the event below:

Spacious grassy north field and spacious grassy lawn area on the grounds of Avalon Priory.

Licensable activities

Family-friendly, vegan, alcoholfree folk music and ecological education event.

State the licensable activities that you intend to carry on at the premises:

Event start date:

The provision of regulated entertainment

United Kingdom

12/05/2023

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

Friday 12th - 1
Saturday 13th -
Sunday 14th -

8'00"210002"10002"

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers:

499

Relevant entertainment

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the

N/A

event period that you propose to provide relevant entertainment:

Personal licence holder

Do you currently hold a valid personal licence?

No

Previous temporary event notices

Have you previously given a temporary event notice in respect of any premises for events falling in the same

No

calendar year as the event for which you are now giving this temporary event notice?:

Have you already given a temporary event notice for the

same premises in which the event period: a) Ends 24 hours or less before; or b) Begins 24 hours or less after the event period proposed in this notice?.

No

Associates and business colleagues

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?.

Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) Ends 24 hours or less before; or b) Begins 24 hours or less after the event period proposed in this notice?.

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?.

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) Ends 24 hours or less before; or b) Begins 24 hours or less after the event period proposed in this notice?.

No

Declaration

114.
Declaration.

Declaration
Ticking this box indicates you have read and understood the above declaration.:

Signatories

Section 1

Full name: exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.

Capacity:

Date: I have read and understood the above declaration.

channel :

The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence: (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not amount:

Alexander Orion

Event Organiser

03/04/2023

FSECOM

2100

fundcode. 112

custrefl 2910/8369

Payment

hi

Fees

authority. This formality requires

This fee must be paid to the para:

a fixed fee of £21.

I have confirmed that I have read and understood the above `chk_paymentConfirmation` information and wish to proceed to payment.

`consentMessageIds`



Somerset Council

LICENSING ACT 2003

REPRESENTATION FORM – Responsible Authorities

Option Objection

Your Details

Your Name:	Mark Shipley
Name of the organisation you represent:	Somerset Council - Environmental Protection Team
Position held:	Environmental Health Officer
Postal Address of the organisation or body you represent	Somerset Council, Bridgwater House, King Square, Bridgwater, Somerset, TA6 3AR, United Kingdom
Daytime contact telephone number:	01278 xxxxxx
Email address: (optional)	Mark.shipley@somerset.gov.uk
Full correspondence address if different to above	N/A

Premises Details

Name of premises you are making representation about:	Avalon Priory
--	---------------

Full Postal Address of premises you are making representation about:

Priory Road
Chilton Polden
Somerset
TA7 9DH

Representation details.

(Note: Your representation **must** relate to one or more of the four Licensing objectives. Please indicate the objective(s) your representation relates to.)

Licensing Objective	Please tick for Yes		Please tick for Yes
The prevention of crime and disorder		Public safety	
The prevention of public nuisance	✓	The protection of children from harm	

Please provide details of your representation and any evidence you may have in support of it.

(Please continue on a separate sheet if necessary)

Reasons for my objection are lack of information and confidence in the management of Prevention of Public Nuisance due to a history of complaints from previous events:

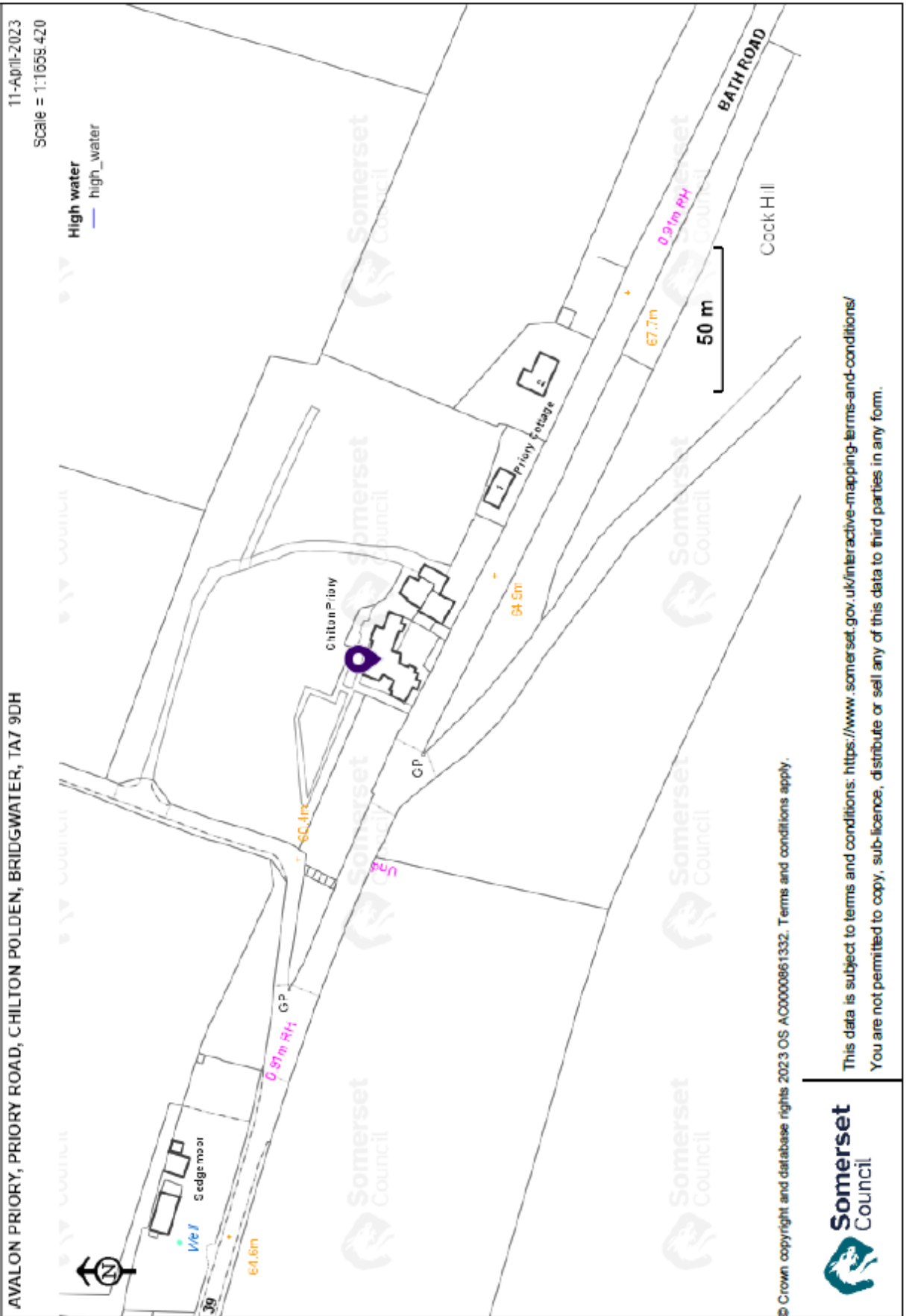
- There have been previous complaints of excessively loud music noise from past events, discussions with the premises owner and previous event applicants have not given confidence that future events at the premises shall be held without causing nuisance to the nearest residential premises or residents at the Priory (a licensed HMO)
- There is no Noise Management Plan or detail of how the Prevention of Public Nuisance is to be controlled and managed.
- There is no Event Management Plan that incorporates measure to be taken for the Prevention of Public Nuisance.
- The application has not given information relating to the type of music proposed, location of stage/s, orientation of speakers, PA system and location.
- There is no mention of whether camping is proposed or management of noise from this area if required, although the website for the event advises wild camping is available as are camper vans.
- It has not been disclosed whether the event is for separate day events or a single rolling event over the proposed dates.
- There is no site plan showing location of stage/s or mitigation of noise for nearby residential premises.
- The times on the event website show longer times of the event being held than on the TEN application, raising further concerns of longer hours of music noise.

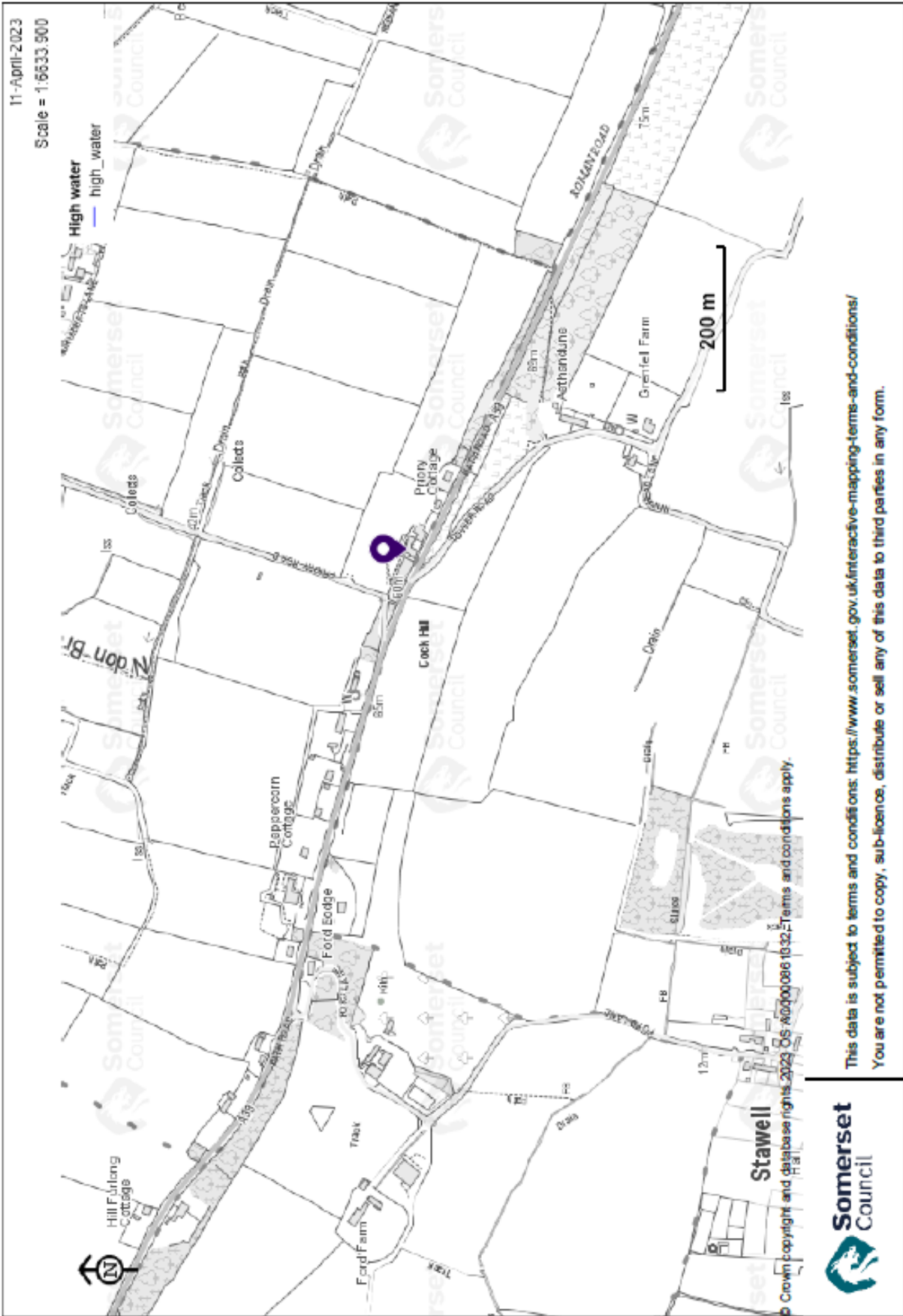
Please suggest suitable conditions that the committee could add to the licence (if granted) to remedy your concerns or if agreed in advance of a hearing by the applicant would allow you to withdraw your representation or enter details of any other matters, not commented on elsewhere relating to your representation that you would like the committee to take into account.

(Please continue on a separate sheet if necessary.)

Licensing Act 2003 -

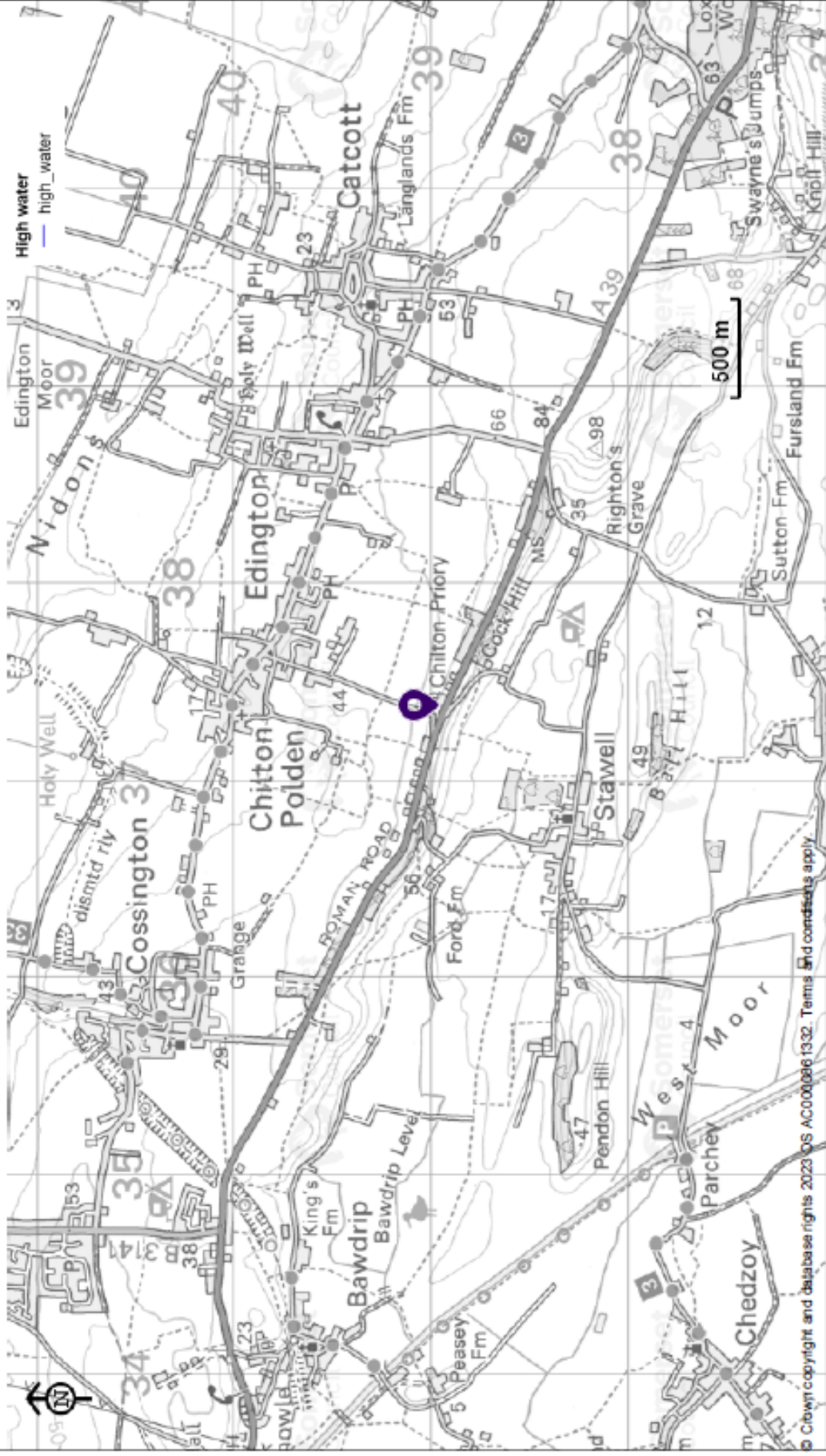
Signed:	MARK SHIPLEY	Dated:	6 th April 2023
Position:	Environmental Health Officer Environmental Protection Team		





11-April-2023

Scale = 1:26539.380



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Objection notice received in respect of a standard Temporary Event Notice for Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA (Bar 1)

Executive Member(s): Cllr Federica Smith-Roberts

Local Member(s) and Division: Cllrs Mike Hewitson and Oliver Patrick, Coker

Lead Officer: Rachel Lloyd – Specialist Licensing

Author: Rachel Lloyd

Contact Details: Rachel.lloyd@somerset.gov.uk

Summary / Background

1. To inform members that a standard temporary event notice has been received under the Licensing Act 2003 from Mr Yvan Williams for Bar 1, Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA. It relates to an event taking place from 05/05/23 to 07/05/23. An objection notice has been duly served by Gary Bowden on behalf of the Chief of Police for Avon and Somerset Constabulary this temporary event notice.

Recommendation

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

Background

3. A Temporary Event Notice (TEN) 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

¹ Paragraph 7.2 of the Guidance issued under s182 of the Licensing Act 2003, 12 January 2023

where the operating schedule including days and timings do not meet the need of the premises user.

4. 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.

Licensing Objectives

5. The licensing objectives are:
 - Prevention of crime and disorder
 - Public safety
 - Prevention of public nuisance
 - Protection of children from harm
6. 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	Start Time	Finish Time	Maximum Number of persons at event at any one time	Licensable activity requested	Nature of Event
05/05/2023	16:00	22:30	499	The sale by retail of alcohol	Balloon Festival
06/05/2023	12:00	22:30	499		
07/05/2023	12:00	18:30	499		

Relevant Observations

8. The area notice is intended to apply to has been restricted to an area specified as 'Bar 1 12 metre x 6 metre deep, with a secured perimeter of 12m x 9m to contain the sale and consumption of alcohol'. A plan was provided with the notice and is shown in Appendix 1.
9. 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.

Further Information

10. The venue is subject to two premises licence (licence numbers 11769 and 59257). The licensing authority may impose one or more conditions on the standard temporary event notice as detailed under Options (paragraph 13).
11. The conditions from these licences are shown in Appendix 2.
12. An alcohol management plan was submitted with the notice and can be seen in Appendix 3.
13. The nature of the event is a Balloon Festival. An Event Safety Management Plan (ESMP) was submitted on behalf of the event organiser on and was sent to the consultees for the TEN on 11/04/23.

Consideration

14. 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 July 2022
 - The steps necessary to promote the licensing objectives
 - Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

Options

15. 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
16. 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

17. 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:
18. Where the relevant Licensing Authority gives a counter-notice under section 105(3), the premises user may appeal against that decision.
19. 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.
20. An appeal must be made to the Magistrates’ Court

21. 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.
22. 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.
23. 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 published in July 2022,

The Deregulation Act 2015

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Police Objection Notice to a Temporary Event Notice (TEN)
S104 Licensing Act 2003

Responsible Authority : Please delete as appropriate

POLICE

Your Name	Gary Bowden 6983	
Job Title	Somerset Police Event Planner on behalf of Yeovil Neighbourhood Police Team	
Postal and email address	Yeovil Police Station Horsey Lane Yeovil Somerset BA20 1SN	
Contact telephone number	101	
Name of the premises you are making a representation about.	Applicant: Yvan Williams	
Address of the premises you are making a representation about.	Barwick Park Lodge Two Tower Lane Barwick Yeovil BA22 9TA Yeovil Showground	
Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
General – all four licensing objectives.	Yes	An application 11613702 (Plot 355377 114381.5) Bar 1 has been received from Yvan Williams to permit the sale of alcohol at Barwick Park Lodge – Yeovil Showground, Two Tower Lane, Yeovil Somerset BA22 9TA on 05/05/2023 – 07/05/2023 11am – 11pm. The capacity has been set at 499 persons. On behalf of the Chief Officer of Police we submit our formal representation in respect of this application. Avon and Somerset Constabulary do not consider that the applicant has provided sufficient detail within their application and no prior planning or consultation has taken place with the police. As a result, we do not consider the event would be safe given the lack of any planning or engagement.
To prevent crime and disorder		
Public Safety		
The protection of children from harm.		

The event is described as – “A Balloon Festival to include funfair rides, stunt BMX and other exhibitions, well known Musicians, food and beverages each day, possibly more?” Some detail has been submitted within an Event Safety Management Plan which is incomplete and has references to other areas within another county. This plan was received on 11/04/2023. Having previously spoken with the applicant, the applicant has confirmed that they are only providing alcohol at the event and have no involvement in the organisation or running of the event. If the event were not taking place, the applicant would not be making application to sell alcohol at this event/location.

No prior consultation has taken place by the event organiser we now know to be David Rowland of Rowlands Events Ltd - his details have been provided by the applicant and are noted within an ESMP.

Upon further research of the internet, it appears the event is being advertised widely and states the following: -

A brand-new Somerset festival is set to hit the county with a bang.

The Somerset Balloon Festival will be the perfect way to get into the summer spirit as it looks set to head to Yeovil to take place at the Yeovil Showground, it will be three days of hot air balloons, live music, family entertainment, stunt shows and much more.

The action-packed weekend will run from Friday, May 5 until Sunday, May 7, with the event already proving to be a big hit.

Organisers have confirmed that the event is already 50 per cent sold out, with families being urged to book soon as possible. It is suggested that Saturday is 150 tickets off being sold out. It also alerts to scammers selling tickets which poses a serious concern to proper ticket sales, protected from duplication and fraud with potential for overcrowding and disorder at point of entry.

Already, it is estimated that the attendance will be well over 20,000 for the weekend, according to organisers.

Throughout the course of the weekend, 'special shaped balloons will take to the sky and leave families in awe.

To cap off the evening, balloon pilots will be performing a night glow show to round up the evening full of entertainment of fun.

As well as the magical live performances from the balloons, there will be a wide range of tribute acts to keep you on your toes.

A wide range of bars and food stores will be set up, with local traders serving up only the finest food from across the county as well as Devon and Cornwall.

These types of events have significant potential to considerably undermine the promotion of the licensing objectives due to their sheer size and complexity with little to no planning taking place. Sites for occasional events are not usually entirely purpose built for the proposed licensable activities to take place. Therefore, there is considerable work involved before, during and after such events and co-ordinating the full involvement of all the emergency services and responsible authorities to ensure a safe and well managed event.

Access to the event site is located on the A37 which can be very busy, especially on weekends and bank holidays, this event coincides with multiple Coronation type Events.

Has any consultation taken place with Somerset Highways in respect of a Temporary Traffic Regulation Order? Has a full traffic and pedestrian assessment been carried out with a Traffic Management Plan produced to support this event and help manage the highway network for all road users, including pedestrians who maybe making their way by foot to the event. Will any signage be placed on the highway, if so, has a signage plan been produced and agreed with Somerset Highways?

For ease of objection and not to create an exhaustive list we have bullet pointed the main areas of our concern below: -

- Drugs Policy
Ticket checks/entry
- Searching Policy/Process
- Eviction Policy/Process
- Emergency Procedures outlining roles and responsibilities of officers
- Major Incident Plan
- Role & Responsibilities of Stewards and Security
- No site plan / Layout to scale
- Temporary demountable structures to include tented items brought to the site by event organiser and/or any contractors
- Medical Plan, assessed and agreed by SWAST?
- Public Liability Insurance
- Traffic Management/Pedestrian Plan
- Inclement Weather Plan
Drone policy/procedure
- Bars/Challenge 25 and Drug Amnesty procedure
Weapons policy and procedure
- Complete fit for purpose Event Management Plan
- Details of music being supplied
- Details of the Stunt Shows and associated risk assessments
- Will the existing Showground licence form any part of the event?

The above concerns though not an exhaustive list reflect the concerns we have regarding the lack of information available regarding this event at this time.

At present, no formal liaison has taken place with the emergency services, nor do we believe consideration has been given to contact with the Civil Aviation Authority, the location of or contact with Leonardo Helicopters (Westlands) or the Yeovilton Air Base which frequently utilise the airspace in and around Yeovil.

Given the nature and predicted size of the event we would expect to have seen some form of early

planning and Safety Advisory Group engagement some 6 months ago, or at least in early January 2023. The event is now only 3 weeks away and there has been no planning meeting, no contingency planning and no tabletop exercise to test the organisers policies and procedures should an incident occur.

It is appreciated that this Temporary Event Notice is to only provide alcohol at the event, but it forms part of the event activities and people would only be purchasing alcohol if the event itself was taking place. The Alcohol Management Policy which has been submitted in support of the Temporary Event Notice lacks in detail and fails to demonstrate how these areas will be controlled i.e. perimeter fencing outlining the area as to which the Temporary Event Notice shall cover and how this area will be controlled to ensure numbers are not breached. Furthermore, evidence suggests that events on this site can be problematic, especially where the sale of alcohol is taking place. Events are frequented by known persons that are currently barred on the Yeovil Pubwatch Scheme – has any consultation/engagement taken place with the Yeovil Crime Reduction Team? Given the size of this event has any consultation/engagement taken place with the licensed premises within the town centre who suffer from anti-social behaviour following events that are held on this site? It is anticipated that this will be a very busy weekend for the licensed premises within the town centre of Yeovil and surrounding area and they will be reliant upon their own security to self-police their establishments.

Whilst we strive to support all events in the area, the police believe, that on this occasion, should this notice be authorised then it will undermine all four licensing objectives, especially around public safety. Due to the late submission and incomplete plans, we are not able to adequately assess the event or its safety. It is on these grounds that we object to the Temporary Events Notice and request that a counter notice be issued in respect of this application.

Suggested conditions that could be added to the licence to remedy your representation or other suggestions

you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.	
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N.B If you, as the Responsible Authority, make a representation, a member from your Authority will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding.

Signed: Gary Bowden 6983

Date 13th April 2023

Please return this form along with any additional sheets to: The Licensing Unit, Somerset Council.

This form must be returned within the Statutory Period.



Plan

Bar to be 12m x 6m deep

Secure area in front of the bar would be 12m wide and 9m deep.

Overall space would be 12m wide by 15m deep.

Red lines = fire exits

Green Line = Secure fenced area entrance and exit.

Yellow Rectangle = Fire Extinguishers



Appendix 2 - Licence conditions

Licence 11769

Public Safety

1. For any event where there is to be a licensable activity and it is expected that over 500 people will attend, the Hirers of the land shall notify Somerset Council's Food Safety Unit at least 28 days before the date of the event.
2. Where a licensable activity is to be provided at an event risk assessments must also be provided to the Food Safety Unit for all activities to be undertaken on the site as well as full details of how public safety is to be managed at the event.

Licence 59257 *applicable at the time of writing as there is a variation application in progress to amend and/or remove several conditions.

General - all objectives

1. There will be a maximum of 2 events per year lasting no more than 3 days each using this licence.
2. The Premises Licence Holder/Event Organiser shall submit an Event Safety Management Plan (ESMP) to the relevant responsible authorities which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning) but including the local highway authority, the NHS ambulance service for the area and the local weights and measures authority, at least 12 weeks prior to the event. It shall contain the information listed from a – cc. A final ESMP shall be agreed with the relevant responsible authorities which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning), but including the local highway authority, the local weights and measures authority and the NHS ambulance service at least 4 weeks prior to each event taking place.

2022 events only, the submission of all draft documents will be required 8 weeks in advance of the event, rather than 12. This will apply to all document submission required to be part of the ESMP. The requirements to do with bodies and authorities who need to receive a copy of the ESMP as specified above apply to the events taking place in 2022.

- 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 54)
- i) 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.
- j) Details of the potable water policy including contingency supply
- k) arrangements for LPG
- l) electrical power generation and fuel storage
- m) arrangements for artificial lighting including locations.
- n) A plan to at least the scale of 1:1250 which includes:
 - Site boundaries, entrances and exits
 - Main roads
 - Information points
 - Location of all entertainment and facilities
 - 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
 - Meeting point

Location of fire points and fire-fighting equipment (specifying what equipment will be provided)
Onsite waste depot

Draft site plans shall be submitted at least 12 weeks prior to the events taking place (8 weeks for events taking place in 2022), with final site plans being agreed at least 4 weeks before each event. There can be two site plans for the two weekend events provided that they share the same physical licensed area. Any subsequent deviation from the plans submitted with the 2022 variation application will require a variation to the premises licence.

- o) The risk management strategy, including a copy of the risk assessment, safety policy and site rules.
- p) Fire safety plan including prevention measures, fire fighting equipment and means of escape from venues.
- q) Traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict (conditions 56 and 57)
- r) Medical plan including risk assessment and facilities to be provided (conditions 35 to 40)
- s) Noise management plan (conditions 80 to 94)
- t) Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements (conditions 55,71 & 72).
- u) Waste management plan for solid and liquid waste including storage and location, collection and transportation procedures.
- v) Security and stewarding schedules outlining the number of SIA and non SIA staff and locations.
- w) Campsite management plan (conditions 31 to 33).
- x) Eviction (condition 11)
- y) Crowd/venue management (condition 18)
- z) Drugs and nitrous oxide/psychoactive substances policy (conditions 21 to 25)
- aa) Search policy (condition 14)
- bb) Alcohol policy (conditions 26 to 29)
- cc) Safeguarding policy (condition 41)

Stewarding and Security

3. The Premises Licence Holder and/or event organiser shall carry out an event risk assessment and develop a robust security and separate stewarding operation plan which shall include a deployment plan and crowd management plan. These plans shall be submitted in draft 12 weeks prior to the event (8 weeks prior to events taking place in 2022) be agreed with the Avon and Somerset Constabulary at least 4 weeks prior to the event.
4. The Premises Licence Holder and/or event organiser shall that 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.
5. The Premises Licence Holder and/or event organiser shall ensure that the stewarding operation plan identifies the number or paid and unpaid stewards to be deployed at the event and the tasks/locations they will be working out throughout the event.

The Stewarding and Security plan will be standalone appendix to the ESMP covering both the SIA and steward roles. The plan will clearly identify the roles which are SIA and which are stewards. Stewards shall not be utilised for SIA roles.

6. For each event stewards shall be trained by a competent person to a level commensurate with their roles and responsibilities. All training all be clearly documented and made available to the Responsible Authorities under the Licensing Act 2002 upon request. The documentation shall include the type/level of training, date provided and by whom. It will be available at the event and for up to 6 months afterwards.
7. 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.
8. 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

9. 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.
10. 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.
11. 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 (All evictions shall be recorded and records kept for at least 6 months. Records shall include date, time, reason, name and address, if obtainable, if not a description of the person being evicted, any duty of care concerns and person making the eviction decision.
12. 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.

13. 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.
14. 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. That search policy shall be submitted in draft to Avon and Somerset Constabulary 12 weeks before each event (8 weeks for events taking place in 2022) and agreed in full 4 weeks before each event. Searching will only be undertaken by SIA qualified staff.
15. 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.
16. 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.
17. The Premises Licence Holder shall, or put suitable and sufficient measures in place to ensure that the licensed site is patrolled and secured in such a way to deter unauthorised access. Such measures shall be agreed with Avon and Somerset Constabulary no later than 4 weeks prior to each event taking place.
18. 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.

19. The licensed site shall never exceed 4,999 persons including public, artists and staff. Should ticket sales approach that figure at any event, additional measures shall be put in place to ensure that 4,999 persons is not exceeded. This shall include, but is not limited to ticket sales caps, ticket monitoring on entry and monitoring staff and artist numbers. Live number shall be available upon request to representatives of responsible authorities attending events in person and for at least one month after the event.

Prevention of Crime & Disorder

20. 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

21. The Premises Licence Holder and/or event organiser 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.
22. 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.
23. The Premises Licence Holder and/or event organiser shall undertake all reasonable steps to promote the agreed drugs policy to customers, artists and staff in advance of each event (including site construction, during each event and throughout site deconstruction). This messaging shall be linked to ticket sales, social media promotion and staff conditions.
24. The Premises Licence Holder and/or event organiser shall ensure prominent and durable/locked amnesty bins are provided and shall be located and secured ahead of the search processes with suitable warning notices of the implications of not complying with the drugs policy. The bins shall be secured in a manner that prevents their removal or removal of their contents by the public. The integrity of the amnesty bins shall be checked on a regular basis.

Adequate, prominent and durable signage shall be displayed outlining the conditions of entry. Any signage shall be of at least A2 in size and shall remain in place throughout the event.

25. The Premises Licence Holder and/or event organiser shall ensure that arrangements are in place for drugs which are prohibited by the drug policy

(ESMP) to be secured and request that they are collected by Avon and Somerset Constabulary at regular intervals throughout each event. Should Avon and Somerset Constabulary not be available to collect the drugs, they will be held securely onsite until the end of each event period or alternative arrangements are agreed. The security of retention will be undertaken and covered in the ESMP.

Alcohol

26. 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 will be provided with a bar briefing. The briefing shall be agreed with Avon and Somerset Constabulary, in advance of each event. Measures shall be in place to ensure that all staff sign a document to say that they have received the briefing. 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.

vi. Suitable means of identification are a PASS approved proof of age card, photo-card driving licence, passport and photo MOD staff card (and shows that the holder is at least 18 years old), and this will be advertised on the ticket Terms and Conditions of Entry.

vii. 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.

viii. 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.

ix. 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.

27. 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.

28. The Premises Licence Holder and/or event organiser shall ensure that all reasonable measures are in place to remove visible open containers suspected of containing alcohol from those leaving the premises.

29. There shall be no more than two alcohol vending outlets at the licensed premises for all events.

Public Safety

Campsites

The following conditions apply where there is a campsite on Yeovil Showground and this is directly linked to the event.

30. Campsites will be designed and laid out in accordance with the purple guide (or similar guidance) so that appropriate density is maintained and fire lanes are protected. Temporary welfare provision for campers should be considered in case of tents becoming unusable in adverse weather.
31. Appropriate guidance should be sought from Fire and Rescue Authority for the area regarding campsite layout, separation, fire lanes, fire points and provision of firefighting equipment.
32. Measures shall be put in place to ensure that only suitably experienced and/or qualified persons who are able to:
adequately assess space
ensure at all times that the Purple Guide (or any similar guidance) is maintained
ensure at all times that the fire lanes are protected

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

Fire Safety

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

Medical

34. The medical first aid point shall be clearly sign posted.
35. Measures shall be in place to ensure that the medical provision is on the premises and fully operational at least 60 minutes before the event opens to the public and remains on site until at 30 minutes after the premises has closed to the public. Separate medical arrangements shall be made for the campsite outside the licensed area and details of the campsite medical arrangements shall form part of the ESMP.
36. Measures shall be in place to ensure that all medical staff wear appropriate identifying uniforms.
37. Suitable level of first aid provision and in particular

- i. First aid provision assessment (see paragraph 735 of the HSE Event safety Guide on the pertaining event factors)
 - ii. Sufficient number of first aiders (not less than 2:1000 ratio)
 - iii. On site medical facilitie(s) to meet Paragraph 753 of the HSE Event safety Guide)
 - iv. Specific arrangements in place for the storage and disposal of clinical waste
38. 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.
39. 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

40. The Premises Licence Holder and/or event organiser shall ensure that special regard shall be made to any particular aspect of the premises layout or nature of activities that may pose particular hazards for disabled persons.
41. The Premises Licence Holder and/or event organiser shall ensure that details of a safe drop off and pick up point are contained within the traffic management plan to facilitate safe areas for the dropping off and collection of persons. Measures shall also be in place to implement these plans during each event.
42. The Premises Licence Holder and/or event organiser shall ensure a Safeguarding Policy, which establishes clear protocols for dealing with adult vulnerable persons or those under 18 trying to seek access to the premises forms part of the ESMP.
43. Barriers shall be set up at the edge of the stages. Generators and electrical equipment shall be fenced off
44. The following documents shall be available on site during each event:
 - safety policy, risk assessments and safety method statements for any contractors or subcontractors hired to erect stages, tents, marquees
 - risk assessments and safety documentation of any activity associated with the entertainment such as inflatables, trampolines, etc.

- statutory test certificates for any work equipment brought onto site, such as electrical equipment, generators, lifting equipment.
 - copies of gas safety certificates (undertaken by a suitably authorised gas safe engineer for gas appliances within the last 12 months) pertaining to all catering gas equipment
45. A list of all food vendors including type of food, contact details and details of their registration and current Food Hygiene Rating score shall be sent to the team which is responsible food & safety at the local authority no less than 4 weeks prior to each event. Changes to vendors attending must be notified to the food and safety service within 48 hours of the change being made. These details and any subsequent changes shall be retained for at least 6 months and made available to any authorised officer from a responsible authority under the Licensing Act 2003 upon request.
46. The Premises Licence Holder shall ensure, or put measures in place to ensure that a suitably registered Gas safe engineer is contactable throughout each event. The nominated engineer's unique licence number and contact details shall be made available to any authorised officer from a responsible authority.
47. The Premises Licence Holder shall obtain confirmation in writing from any contractor supplying and erecting temporary demountable structures (TDS) (e.g. tents, stages, towers etc.) that the structure has been erected in accordance with the manufacturer's instructions, is fit for purpose and safe for use. Records of such confirmation shall be made available to any authorised officer from a responsible authority upon request.
48. The event organiser(s) shall ensure that a tabletop exercise is arranged to test the robustness of the event management plan; it shall take place at least 4 weeks prior to each event. All relevant authorities* shall be invited to this exercise and given no less than 6 weeks' notice. A debrief document will detail any corrective action required from the tabletop exercise and shall be forwarded to all the relevant authorities. Relevant authorities are defined as representatives from Avon and Somerset Constabulary, Devon and Somerset Fire and Rescue Service, Local Authority Highways, Health and Safety, Environmental Protection and Licensing teams.
49. The Premises Licence Holder shall ensure, or put measures in place to ensure that that all site electrical installations and generators are installed and checked by a competent electrician for compliance with the current edition of the regulations for Electrical Installations issued by the Institution of Electrical Engineers and for relevant and current British Standards. Any defects found shall be properly corrected with an electrical certificate in the form prescribed in the Institution of Electrical Wiring Regulations issued to the Premises Licence Holder or event organiser before any member of the public is admitted to the site. This conditions applies only to event equipment.

50. A sensitive earth leakage protection system (residual current device) shall be installed and maintained as part of the wiring installation for each electrical circuit.
51. All electrical cables which run to areas where the public have access shall be buried or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a tripping hazard.
52. The Premises Licence Holder shall ensure, or put measures in place to ensure that Portable Appliance Testing ('PAT' testing) has been carried out by all contractors and subcontractors bringing any electrical equipment onto the site. Evidence of this PAT testing shall be kept on site by relevant operators and be made available to the Licensing Authority on request.
53. 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.
54. Adequate sanitary provision shall be in place before the event opens to the public which complies with BS 6465: Part 1 1994 and BS 5810: 1979.
55. Adequate welfare services shall be in place for people who find themselves in difficulties on site. This shall include adequate procedures for lost children.
56. The Premises Licence Holder shall produce a traffic management plan to the satisfaction of the Highways Authority at least 4 weeks in advance of the event.
57. 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
58. The Premises Licence Holder and/or event organiser shall ensure that measures are put in place to ensure that all on site medical staff and the head of security are briefed and made aware of any contingency plans, including evacuation points, designated Emergency Vehicle Rendezvous Points.
59. The Premises Licence Holder and/or event organiser shall put measures in place to prevent the use of lasers at the events.
60. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that smoke and vapour effects are only used if they are provided from a solid carbon dioxide (dry ice), liquid nitrogen, fog machines or portable carbon dioxide extinguishers.
61. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all special effect equipment is placed, sited or used in such positions to ensure that there is no risk of burns to visitors, performers, artists, technical crew or other persons, or any risk of any unacceptably high concentrations of gases which could cause asphyxiation.
62. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that any strobe lighting effects is operated on a flicker rate of not more than 4 flashes per second. Where more than 1 strobe light is in use, the flashes shall be synchronised. Where strobe lighting is in use, warning notices will be conspicuously displayed.
63. Where permitted by legislation any plans to incorporate pyrotechnics or fireworks will be shared in advance and their use be agreed with Trading Standards and Devon and Somerset Fire and Rescue Service at least 4 weeks in advance of each event.
64. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all temporary structures and equipment installations are designed, built and installed by appropriately qualified proprietary contractors. Measures shall be in place to ensure that main contractors in relation to temporary structures submit safety method statements to the Event Safety Officer; these shall include details of employee/subcontractors competencies and training in respect of their ability to operate equipment.

65. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all structures are checked by a competent person and certified as being safe before they are used. Measures shall be in place to ensure that this is documented and kept on site during the event.
66. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that the licensed premises is adequately lit during hours where the premises open to the public.
67. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that paths are kept clear of obstructions.
68. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that temporary tower lights, floodlights and/or festoon lighting is installed to ensure that paths and exit routes are sufficiently illuminated.
69. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all emergency and information signage is clearly posted in a suitable font size and appropriate contrasting colours shall be used.
70. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all toilets are periodically inspected to ensure that they are in working order and to replenish supplies of toilet paper and other consumable items such as soap and hand gel. Where necessary remedial action shall be taken to maintain them in a clean and hygienic conditions.
71. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that sanitation facilities are adequately illuminated.
72. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that personnel who require a radio for communication are identified and issued with one; this shall include management teams, stewards and security.
73. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that mobile phones are available as a back up to radio communications. All mobile numbers shall be listed and available in the control office during each event.
74. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that a P.A system is available to deliver messages to the public attending the event.

75. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that food is not sold in glass containers.
76. Plastic or polycarbonate glasses only shall be used at the bars.
77. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all generators are signed off and certified by the supplier.
78. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all catering outlets are inspected with regards to the amount of LPG stored and in use. Measures shall also be in place to determine the amount of LPG which can be reasonably used during the event and any excess LPG cylinders will be removed from site.

Prevention of Public Nuisance

79. There shall be no more than one stage and one other venue within the licensed premises providing regulated entertainment.
80. 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.
81. 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.
82. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 55dB LAeq (15 minutes) when measured 1 metre from the facade of any noise sensitive property (such properties to be agreed with Environmental Health at least 4 weeks in advance event).
83. Noise levels from the operation of the event during the operating hours of 23:00 and 00:00 shall not exceed 50dB LAeq when measured 1 metre from the facade of any noise sensitive property.
84. 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.

85. 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.
86. The Premises Licence Holder shall 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.
87. The Premises Licence Holder shall ensure that a Noise Management Plan (NMP) is produced for the licensed premises) for each event. The NMP must then be implemented, in all material matters, for each event.
88. The Premises Licence Holder shall ensure that a suitable experienced Production Manager is appointed for each event. The Premises Licence Holder shall put measures in place to ensure that the Production Manager works closely with the Noise Control Consultant to ensure that the licensed premises is managed in accordance with the conditions and NMP for each event.
89. The Premises Licence Holder shall ensure that suitably experienced and competent sound engineers are present at the sound control positions for the duration of the operating times at the licensed premises.
90. Noise levels shall be monitored at the noise sensitive locations cited in condition 79 both in relation to the noise limits set out in conditions 80-83 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team and included in the NMS. The result of the noise monitoring shall be forwarded to Environmental Health within 28 days following the close of each event.
91. Should the noise limits set out in conditions 80 to 83 (inclusive) be exceeded or the subjective impact of the noise be such as to cause a nuisance or unreasonable disturbances, then the Premises Licence Holder shall ensure that measures are in place for this to be reported back to the Production Manager immediately.
92. The Premises Licence Holder shall ensure that measures are in place for the Production Manager to identify the source of any noise which exceeds the relevant limit, causes a nuisance or unreasonable disturbance and shall correct the situation within 15 minutes of the initial notification.
93. The Premises Licence Holder will provide a point of contact to the Council for the duration of each event by nominating a named person and telephone number.

94. The Premises Licence Holder will provide a hot line telephone number for the duration of each event to enable local residents to contact the Premises Licence Holder or their representative(s) with any queries or concerns. This number will be publicised on the website for the event, posters at the showground gates and shared with the local authority. A record of calls received on the hotline number and any action taken shall be kept for at least 6 months following each event and made available to the local authority upon request.
95. 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.
96. 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.
97. 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.
98. 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.
99. 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.
100. 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.

Protection of Children

101. 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 unless for the purpose of effective safeguarding.

Explanatory Notes – These do not form part of the licence

Condition 2 lists the requirements of the ESMP. Every effort has been made to list condition numbers against the requirements, however you should read through the

licence conditions to ensure that all of the information required to be part of the ESMP and conditions are included.

Where the conditions refer to any organisation with regulatory powers within this document this also includes any succeeding body.

Where the conditions refer to the responsible authorities this means that responsible authorities as defined by the Licensing Act 2003 and any other amending legislation.

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BARNOVA LTD

EVENTS

ALCOHOL MANAGEMENT PLAN

If necessary, the DPS will close any bar serving alcohol if required by the organiser of the event, due to any serious breach of the licensing objectives or if so, requested by any licensing official so empowered to do so under the licensing act.

Bar Operations

The bar operations will be controlled Faye & Yvan Williams/Designated Premises Supervisor(s)
Job descriptions for all management level roles, however some are explained further below

Bar Management

They will have dedicated Bar Managers on shift and a team who are conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities.

They will directly instruct, monitor, and support their staff in ensuring the requirements of the Licensing Act are always adhered to.

We will ensure that all Bar Managers are personal license holders. If they are not currently personal licence holders, they will be required to obtain the personal licence prior to the event.

Bar Managers are responsible for briefing all their staff before each trading day.

The name and copy of a personal license of each bar manager will be held onsite for inspection if required

Staff

No staff under 18 will be permitted to be employed to sell alcohol.

All bar staff are briefed by the Bar Manager and complete the relevant forms and training. All paperwork kept on site securely, in accordance with the new GDP laws for the duration of the event.

All staff will be instructed about the acceptable forms of ID for proof of age and will be fully aware of our Challenge 25 scheme.

Control of Illegal Sales

We will inform the event security of any quantities of alcohol being brought onto site for illegal sale.

The bar team will work closely with the site security, police, and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

Drink and Drugs Policy

We encourage those employees who drink alcohol outside of working hours to do so in sensible quantities. The abuse of drugs of any form will not be condoned.

Employees are expected to always convey a professional image and are not permitted to drink alcohol prior to their shift/working day, as well as including break times.

Managers should take responsibility for the welfare of their staff and provide a trusting, confidential and supportive relationship.

Disciplinary action will be taken against any employee who uses, stores, or supplies illicit drugs at the event. We may also refer the matter to the police who could bring criminal proceedings against an employee in these circumstances.

First Aid

All staff will have access to the first aid kit and all staff will be advised of the location of the first aid posts on site.

Fire and Emergencies

In the event of an emergency the bar will be evacuated via the nearest emergency exit. The nominated person will raise the alarm in accordance with the site arrangements.

No flammable materials will be stored in the bars.

All bars are fitted with fire extinguishers; employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained. In the event of a fire the preservation of life takes priority.

Hazardous Substances

All hazardous substances (cleaning chemicals etc) have been identified and material Safety Data Sheets obtained. Assessments for their use have been undertaken and employees have been made aware of the health risks associated with their use and the control measures necessary in accordance with the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

Personal protective clothing will be provided where appropriate and staff will receive training in its use.

Compliance with Licensing Objectives

The four objectives

1. the prevention of crime and disorder,
2. public safety,
3. prevention of public nuisance, and
4. the protection of children from harm

Prevention of Crime and Disorder

The bar operations will draw up plans for the safekeeping of staff belongings and provide systems of work for the effective management of cash on site to deter theft.

In addition, refusal of service of alcohol to intoxicated people will be promoted to staff in daily briefings and monitored by all.

All staff will be instructed to:

- Look out for any alcohol or drug related issues
- Look out for any unusual or suspect behaviour, violence, or thefts
- General safety of visitors in the main area and surrounding areas
- Report any issues to the Site Manager, Licensee's and Police if required
- Policy on sensible drinking to be applied by all bar staff

Public Safety

A comprehensive Risk Assessment & Fire Risk Assessment will be completed. This includes all fire associated risks, and the measures of the venue will be taking to reduce the risk of fire and its spread.

The Manager/Safety Officer will be responsible for the safety of the Public in the site during the event. No glass or other sharp objects are allowed in to or out of the festival site.

Prevention of Public Nuisance

SIA/stewards patrolling the site during and after the event to deter any possible issues.

Noise to be controlled with visitors leaving the area after the bar has closed.

All litter to be removed from the site and the surrounding areas during and after the event.

Protection of Children from Harm

We are committed to ensuring that Alcohol is not sold to anyone under 18 using the Challenge 25 scheme.

The Following notice will be posted at the entrance to the events and/or at multiple locations on each bar:

If you are lucky enough to look under 25, it may be that we ask you to prove your age when entering the bar area or when attempting to buy alcohol.

Please don't be offended by this request, in fact take it

as a compliment! The **ONLY** accepted proof of age

documents are:

- 1) Passport (Not a photocopy)
- 2) Photo card Driving License
- 3) Proof of Age Card - The card must be part of the *PASS* scheme and carry their hologram.

All bars will have SIA licensed personnel to maintain and control operations within the bar including verification of the age of all customers who appear to be under the age of 25.

Bar staff on the front line will also be required to check the id of any customer who appears to be under 25 and will reminded of this obligation at their daily briefing.

A log will be kept on the bar and by each security person detailing any customers who are refused service or entry as satisfactory ID has been requested but not been presented.

Job Descriptions

Job Description	DPS/Tender Owner – Yvan & Faye Williams
Responsible To:	Site Owner/Manager
Responsible For	Approval of Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to: Prevention of crime disorder Public Safety Prevention of public nuisance Protection of children from harm
Main Duties	Agree operational plans with event organiser/manager Ensure plans are effectively carried out
Dated:	07.01.21

Job Description **Bar Management**

Responsible To: Yvan & Faye Williams

Responsible For Design and executing agreed Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to:

 Prevention
 of crime
 disorder
 Public
 Safety
 Prevention of
 public nuisance
 Protection of
 children from
 harm

Main Duties Effective management of staff in a bar
 Ensure that sales are maximized
 Minimize risk of loss of cash and stored securely
 Operate the Challenge 25 scheme and ensure staff
 are trained briefed and managed accordingly
 Be a personal license holder
 Comply with the Alcohol Management Plan

Dated: 07.01.22

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Objection notice received in respect of a standard Temporary Event Notice for Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA (Bar 2)

Executive Member(s): Cllr Federica Smith-Roberts

Local Member(s) and Division: Cllrs Mike Hewitson and Oliver Patrick, Coker

Lead Officer: Rachel Lloyd – Specialist Licensing

Author: Rachel Lloyd

Contact Details: Rachel.lloyd@somerset.gov.uk

Summary / Background

1. To inform members that a standard temporary event notice has been received under the Licensing Act 2003 from Mr Yvan Williams for Bar 2, Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA. It relates to an event taking place from 05/05/23 to 07/05/23. An objection notice has been duly served by Gary Bowden on behalf of the Chief of Police for Avon and Somerset Constabulary this temporary event notice.

Recommendation

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

Background

3. A Temporary Event Notice (TEN) 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

¹ Paragraph 7.2 of the Guidance issued under s182 of the Licensing Act 2003, 12 January 2023

where the operating schedule including days and timings do not meet the need of the premises user.

4. 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.

Licensing Objectives

5. The licensing objectives are:
 - Prevention of crime and disorder
 - Public safety
 - Prevention of public nuisance
 - Protection of children from harm

6. 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	Start Time	Finish Time	Maximum Number of persons at event at any one time	Licensable activity requested	Nature of Event
05/05/2023	16:00	22:30	499	The sale by retail of alcohol	Balloon Festival
06/05/2023	12:00	22:30	499		
07/05/2023	12:00	20:30	499		

Relevant Observations

8. The area notice is intended to apply to has been restricted to an area specified as 'Bar 2. A plan was provided with the notice and is shown in Appendix 1.
9. 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.

Further Information

10. The venue is subject to two premises licence (licence numbers 11769 and 59257). The licensing authority may impose one or more conditions on the standard temporary event notice as detailed under Options (paragraph 13).
11. The conditions from these licences are shown in Appendix 2.
12. An alcohol management plan was submitted with the notice and can be seen in Appendix 3.
13. The nature of the event is a Balloon Festival. An Event Safety Management Plan (ESMP) was submitted on behalf of the event organiser on and was sent to the consultees for the TEN on 11/04/23.

Consideration

14. 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 July 2022
 - The steps necessary to promote the licensing objectives
 - Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

Options

15. 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
16. 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

17. 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:
18. Where the relevant Licensing Authority gives a counter-notice under section 105(3), the premises user may appeal against that decision.
19. 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.
20. An appeal must be made to the Magistrates’ Court

21. 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.
22. 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.
23. 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 published in July 2022,

The Deregulation Act 2015

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**Police Objection Notice to a Temporary Event Notice (TEN)
S104 Licensing Act 2003**

Responsible Authority : Please delete as appropriate

POLICE

Your Name	Gary Bowden 6983	
Job Title	Somerset Police Event Planner on behalf of Yeovil Neighbourhood Police Team	
Postal and email address	Yeovil Police Station Horsey Lane Yeovil Somerset BA20 1SN	
Contact telephone number	101	
Name of the premises you are making a representation about.	Applicant: Yvan Williams	
Address of the premises you are making a representation about.	Barwick Park Lodge Two Tower Lane Barwick Yeovil BA22 9TA Yeovil Showground	
Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
General – all four licensing objectives.	Yes	An application 11613714 (Plot 355245 114518.5) Bar 2 has been received from Yvan Williams to permit the sale of alcohol at Barwick Park Lodge – Yeovil Showground, Two Tower Lane, Yeovil Somerset BA22 9TA on 05/05/2023 – 07/05/2023 11am – 11pm. The capacity has been set at 499 persons. On behalf of the Chief Officer of Police we submit our formal representation in respect of this application. Avon and Somerset Constabulary do not consider that the applicant has provided sufficient detail within their application and no prior planning or consultation has taken place with the police. As a result, we do not consider the event would be safe given the lack of any planning or engagement. The event is described as – “A Balloon Festival to include funfair rides, stunt BMX and other exhibitions, well known Musicians, food and beverages each day, possibly more?” Some detail has been submitted within an Event Safety
To prevent crime and disorder		
Public Safety		
The protection of children from harm.		

Management Plan which is incomplete and has references to other areas within another county. This plan was received on 11/04/2023. Having previously spoken with the applicant, the applicant has confirmed that they are only providing alcohol at the event and have no involvement in the organisation or running of the event. If the event were not taking place, the applicant would not be making application to sell alcohol at this event/location.

No prior consultation has taken place by the event organiser we now know to be David Rowland of Rowlands Events Ltd - his details have been provided by the applicant and are noted within an ESMP.

Upon further research of the internet, it appears the event is being advertised widely and states the following: -

A brand-new Somerset festival is set to hit the county with a bang.

The Somerset Balloon Festival will be the perfect way to get into the summer spirit as it looks set to head to Yeovil to take place at the Yeovil Showground, it will be three days of hot air balloons, live music, family entertainment, stunt shows and much more.

The action-packed weekend will run from Friday, May 5 until Sunday, May 7, with the event already proving to be a big hit.

Organisers have confirmed that the event is already 50 per cent sold out, with families being urged to book soon as possible. It is suggested that Saturday is 150 tickets off being sold out. It also alerts to scammers selling tickets which poses a serious concern to proper ticket sales, protected from duplication and fraud with potential for overcrowding and disorder at point of entry.

Already, it is estimated that the attendance will be well over 20,000 for the weekend, according to organisers.

Throughout the course of the weekend, 'special shaped balloons will take to the sky and leave families in awe.

To cap off the evening, balloon pilots will be performing a night glow show to round up the evening full of entertainment of fun.

***Page 86
As well as the magical live performances from the***

balloons, there will be a wide range of tribute acts to keep you on your toes.

A wide range of bars and food stores will be set up, with local traders serving up only the finest food from across the county as well as Devon and Cornwall.

These types of events have significant potential to considerably undermine the promotion of the licensing objectives due to their sheer size and complexity with little to no planning taking place. Sites for occasional events are not usually entirely purpose built for the proposed licensable activities to take place. Therefore, there is considerable work involved before, during and after such events and co-ordinating the full involvement of all the emergency services and responsible authorities to ensure a safe and well managed event.

Access to the event site is located on the A37 which can be very busy, especially on weekends and bank holidays, this event coincides with multiple Coronation type Events. Has any consultation taken place with Somerset Highways in respect of a Temporary Traffic Regulation Order? Has a full traffic and pedestrian assessment been carried out with a Traffic Management Plan produced to support this event and help manage the highway network for all road users, including pedestrians who maybe making their way by foot to the event. Will any signage be placed on the highway, if so, has a signage plan been produced and agreed with Somerset Highways?

For ease of objection and not to create an exhaustive list we have bullet pointed the main areas of our concern below: -

- Drugs Policy
- Ticket checks/entry
- Searching Policy/Process
- Eviction Policy/Process
- Emergency Procedures outlining roles and responsibilities of officers
- Major Incident Plan
- Role & Responsibilities of Stewards and Security
- No site plan / Layout to scale
- Temporary demountable structures to include tented items brought to the site by event organiser and/or any contractors
- Medical Plan, assessed and agreed by SWAST?
- Public Liability Insurance
- Traffic Management/Pedestrian Plan
- Agreement Weather Plan

Drone policy/procedure

- Bars/Challenge 25 and Drug Amnesty procedure
- Weapons policy and procedure
- Complete fit for purpose Event Management Plan
- Details of music being supplied
- Details of the Stunt Shows and associated risk assessments
- Will the existing Showground licence form any part of the event?

The above concerns though not an exhaustive list reflect the concerns we have regarding the lack of information available regarding this event at this time.

At present, no formal liaison has taken place with the emergency services, nor do we believe consideration has been given to contact with the Civil Aviation Authority, the location of or contact with Leonardo Helicopters (Westlands) or the Yeovilton Air Base which frequently utilise the airspace in and around Yeovil.

Given the nature and predicted size of the event we would expect to have seen some form of early planning and Safety Advisory Group engagement some 6 months ago, or at least in early January 2023. The event is now only 3 weeks away and there has been no planning meeting, no contingency planning and no tabletop exercise to test the organisers policies and procedures should an incident occur.

It is appreciated that this Temporary Event Notice is to only provide alcohol at the event, but it forms part of the event activities and people would only be purchasing alcohol if the event itself was taking place. The Alcohol Management Policy which has been submitted in support of the Temporary Event Notice lacks in detail and fails to demonstrate how these areas will be controlled i.e. perimeter fencing outlining the area as to which the Temporary Event Notice shall cover and how this area will be controlled to ensure numbers are not breached. Furthermore, evidence suggests that events on this site can be problematic, especially where the sale of alcohol is taking place. Events are frequented by known persons that are currently barred on the Yeovil Pubwatch Scheme – has any consultation/engagement taken place with the Yeovil Crime Reduction Team? Given the size of this event has any consultation/engagement taken place with the licensed premises within the town centre who suffer from anti-social behaviour following events that are held on this site? It is anticipated that this will be a very busy weekend for the licensed premises within the town centre of Yeovil

and surrounding area and they will be reliant upon their own security to self-police their establishments.

Whilst we strive to support all events in the area, the police believe, that on this occasion, should this notice be authorised then it will undermine all four licensing objectives, especially around public safety. Due to the late submission and incomplete plans, we are not able to adequately assess the event or its safety. It is on these grounds that we object to the Temporary Events Notice and request that a counter notice be issued in respect of this application.

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.

N.B If you, as the Responsible Authority, make a representation, a member from your Authority will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding.

Signed: Gary Bowden 6983

Date 13th April 2023

Please return this form along with any additional sheets to: The Licensing Unit, Somerset Council.

This form must be returned within the Statutory Period.

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Plan

Bar to be 12m x 6m deep

Secure area in front of the bar would be 12m wide and 9m deep.

Overall space would be 12m wide by 15m deep.

Red lines = fire exits

Green Line = Secure fenced area entrance and exit.

Yellow Rectangle = Fire Extinguishers



Appendix 2 - Licence conditions

Licence 11769

Public Safety

1. For any event where there is to be a licensable activity and it is expected that over 500 people will attend, the Hirers of the land shall notify Somerset Council's Food Safety Unit at least 28 days before the date of the event.
2. Where a licensable activity is to be provided at an event risk assessments must also be provided to the Food Safety Unit for all activities to be undertaken on the site as well as full details of how public safety is to be managed at the event.

Licence 59257 *applicable at the time of writing as there is a variation application in progress to amend and/or remove several conditions.

General - all objectives

1. There will be a maximum of 2 events per year lasting no more than 3 days each using this licence.
2. The Premises Licence Holder/Event Organiser shall submit an Event Safety Management Plan (ESMP) to the relevant responsible authorities which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning) but including the local highway authority, the NHS ambulance service for the area and the local weights and measures authority, at least 12 weeks prior to the event. It shall contain the information listed from a – cc. A final ESMP shall be agreed with the relevant responsible authorities which are those listed under section 13 (4) of Licensing Act 2003 (a-e) as responsible authorities with the exception of d (planning), but including the local highway authority, the local weights and measures authority and the NHS ambulance service at least 4 weeks prior to each event taking place.

2022 events only, the submission of all draft documents will be required 8 weeks in advance of the event, rather than 12. This will apply to all document submission required to be part of the ESMP. The requirements to do with bodies and authorities who need to receive a copy of the ESMP as specified above apply to the events taking place in 2022.

- 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 54)
- i) 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.
- j) Details of the potable water policy including contingency supply
- k) arrangements for LPG
- l) electrical power generation and fuel storage
- m) arrangements for artificial lighting including locations.
- n) A plan to at least the scale of 1:1250 which includes:
 - Site boundaries, entrances and exits
 - Main roads
 - Information points
 - Location of all entertainment and facilities
 - 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
 - Meeting point

Location of fire points and fire-fighting equipment (specifying what equipment will be provided)
Onsite waste depot

Draft site plans shall be submitted at least 12 weeks prior to the events taking place (8 weeks for events taking place in 2022), with final site plans being agreed at least 4 weeks before each event. There can be two site plans for the two weekend events provided that they share the same physical licensed area. Any subsequent deviation from the plans submitted with the 2022 variation application will require a variation to the premises licence.

- o) The risk management strategy, including a copy of the risk assessment, safety policy and site rules.
- p) Fire safety plan including prevention measures, fire fighting equipment and means of escape from venues.
- q) Traffic management plan onsite and offsite, including arrangements for preventing vehicle and pedestrian conflict (conditions 56 and 57)
- r) Medical plan including risk assessment and facilities to be provided (conditions 35 to 40)
- s) Noise management plan (conditions 80 to 94)
- t) Sanitary facilities plan including toilet, shower and washing facilities and servicing arrangements (conditions 55,71 & 72).
- u) Waste management plan for solid and liquid waste including storage and location, collection and transportation procedures.
- v) Security and stewarding schedules outlining the number of SIA and non SIA staff and locations.
- w) Campsite management plan (conditions 31 to 33).
- x) Eviction (condition 11)
- y) Crowd/venue management (condition 18)
- z) Drugs and nitrous oxide/psychoactive substances policy (conditions 21 to 25)
- aa) Search policy (condition 14)
- bb) Alcohol policy (conditions 26 to 29)
- cc) Safeguarding policy (condition 41)

Stewarding and Security

3. The Premises Licence Holder and/or event organiser shall carry out an event risk assessment and develop a robust security and separate stewarding operation plan which shall include a deployment plan and crowd management plan. These plans shall be submitted in draft 12 weeks prior to the event (8 weeks prior to events taking place in 2022) be agreed with the Avon and Somerset Constabulary at least 4 weeks prior to the event.
4. The Premises Licence Holder and/or event organiser shall that 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.
5. The Premises Licence Holder and/or event organiser shall ensure that the stewarding operation plan identifies the number or paid and unpaid stewards to be deployed at the event and the tasks/locations they will be working out throughout the event.

The Stewarding and Security plan will be standalone appendix to the ESMP covering both the SIA and steward roles. The plan will clearly identify the roles which are SIA and which are stewards. Stewards shall not be utilised for SIA roles.

6. For each event stewards shall be trained by a competent person to a level commensurate with their roles and responsibilities. All training all be clearly documented and made available to the Responsible Authorities under the Licensing Act 2002 upon request. The documentation shall include the type/level of training, date provided and by whom. It will be available at the event and for up to 6 months afterwards.
7. 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.
8. 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

9. 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.

10. 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.

11. 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 (All evictions shall be recorded and records kept for at least 6 months. Records shall include date, time, reason, name and address, if obtainable, if not a description of the person being evicted, any duty of care concerns and person making the eviction decision.

12. 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.

13. 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.
14. 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. That search policy shall be submitted in draft to Avon and Somerset Constabulary 12 weeks before each event (8 weeks for events taking place in 2022) and agreed in full 4 weeks before each event. Searching will only be undertaken by SIA qualified staff.
15. 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.
16. 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.
17. The Premises Licence Holder shall, or put suitable and sufficient measures in place to ensure that the licensed site is patrolled and secured in such a way to deter unauthorised access. Such measures shall be agreed with Avon and Somerset Constabulary no later than 4 weeks prior to each event taking place.
18. 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.

19. The licensed site shall never exceed 4,999 persons including public, artists and staff. Should ticket sales approach that figure at any event, additional measures shall be put in place to ensure that 4,999 persons is not exceeded. This shall include, but is not limited to ticket sales caps, ticket monitoring on entry and monitoring staff and artist numbers. Live number shall be available upon request to representatives of responsible authorities attending events in person and for at least one month after the event.

Prevention of Crime & Disorder

20. 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

21. The Premises Licence Holder and/or event organiser 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.
22. 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.
23. The Premises Licence Holder and/or event organiser shall undertake all reasonable steps to promote the agreed drugs policy to customers, artists and staff in advance of each event (including site construction, during each event and throughout site deconstruction). This messaging shall be linked to ticket sales, social media promotion and staff conditions.
24. The Premises Licence Holder and/or event organiser shall ensure prominent and durable/locked amnesty bins are provided and shall be located and secured ahead of the search processes with suitable warning notices of the implications of not complying with the drugs policy. The bins shall be secured in a manner that prevents their removal or removal of their contents by the public. The integrity of the amnesty bins shall be checked on a regular basis.

Adequate, prominent and durable signage shall be displayed outlining the conditions of entry. Any signage shall be of at least A2 in size and shall remain in place throughout the event.

25. The Premises Licence Holder and/or event organiser shall ensure that arrangements are in place for drugs which are prohibited by the drug policy

(ESMP) to be secured and request that they are collected by Avon and Somerset Constabulary at regular intervals throughout each event. Should Avon and Somerset Constabulary not be available to collect the drugs, they will be held securely onsite until the end of each event period or alternative arrangements are agreed. The security of retention will be undertaken and covered in the ESMP.

Alcohol

26. 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 will be provided with a bar briefing. The briefing shall be agreed with Avon and Somerset Constabulary, in advance of each event. Measures shall be in place to ensure that all staff sign a document to say that they have received the briefing. 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.

vi. Suitable means of identification are a PASS approved proof of age card, photo-card driving licence, passport and photo MOD staff card (and shows that the holder is at least 18 years old), and this will be advertised on the ticket Terms and Conditions of Entry.

vii. 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.

viii. 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.

ix. 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.

27. 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.

28. The Premises Licence Holder and/or event organiser shall ensure that all reasonable measures are in place to remove visible open containers suspected of containing alcohol from those leaving the premises.

29. There shall be no more than two alcohol vending outlets at the licensed premises for all events.

Public Safety

Campsites

The following conditions apply where there is a campsite on Yeovil Showground and this is directly linked to the event.

30. Campsites will be designed and laid out in accordance with the purple guide (or similar guidance) so that appropriate density is maintained and fire lanes are protected. Temporary welfare provision for campers should be considered in case of tents becoming unusable in adverse weather.
31. Appropriate guidance should be sought from Fire and Rescue Authority for the area regarding campsite layout, separation, fire lanes, fire points and provision of firefighting equipment.
32. Measures shall be put in place to ensure that only suitably experienced and/or qualified persons who are able to:
adequately assess space
ensure at all times that the Purple Guide (or any similar guidance) is maintained
ensure at all times that the fire lanes are protected

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

Fire Safety

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

Medical

34. The medical first aid point shall be clearly sign posted.
35. Measures shall be in place to ensure that the medical provision is on the premises and fully operational at least 60 minutes before the event opens to the public and remains on site until at 30 minutes after the premises has closed to the public. Separate medical arrangements shall be made for the campsite outside the licensed area and details of the campsite medical arrangements shall form part of the ESMP.
36. Measures shall be in place to ensure that all medical staff wear appropriate identifying uniforms.
37. Suitable level of first aid provision and in particular

- i. First aid provision assessment (see paragraph 735 of the HSE Event safety Guide on the pertaining event factors)
 - ii. Sufficient number of first aiders (not less than 2:1000 ratio)
 - iii. On site medical facilitie(s) to meet Paragraph 753 of the HSE Event safety Guide)
 - iv. Specific arrangements in place for the storage and disposal of clinical waste
38. 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.
39. 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

40. The Premises Licence Holder and/or event organiser shall ensure that special regard shall be made to any particular aspect of the premises layout or nature of activities that may pose particular hazards for disabled persons.
41. The Premises Licence Holder and/or event organiser shall ensure that details of a safe drop off and pick up point are contained within the traffic management plan to facilitate safe areas for the dropping off and collection of persons. Measures shall also be in place to implement these plans during each event.
42. The Premises Licence Holder and/or event organiser shall ensure a Safeguarding Policy, which establishes clear protocols for dealing with adult vulnerable persons or those under 18 trying to seek access to the premises forms part of the ESMP.
43. Barriers shall be set up at the edge of the stages. Generators and electrical equipment shall be fenced off
44. The following documents shall be available on site during each event:
 - safety policy, risk assessments and safety method statements for any contractors or subcontractors hired to erect stages, tents, marquees
 - risk assessments and safety documentation of any activity associated with the entertainment such as inflatables, trampolines, etc.

- statutory test certificates for any work equipment brought onto site, such as electrical equipment, generators, lifting equipment.
 - copies of gas safety certificates (undertaken by a suitably authorised gas safe engineer for gas appliances within the last 12 months) pertaining to all catering gas equipment
45. A list of all food vendors including type of food, contact details and details of their registration and current Food Hygiene Rating score shall be sent to the team which is responsible food & safety at the local authority no less than 4 weeks prior to each event. Changes to vendors attending must be notified to the food and safety service within 48 hours of the change being made. These details and any subsequent changes shall be retained for at least 6 months and made available to any authorised officer from a responsible authority under the Licensing Act 2003 upon request.
46. The Premises Licence Holder shall ensure, or put measures in place to ensure that a suitably registered Gas safe engineer is contactable throughout each event. The nominated engineer's unique licence number and contact details shall be made available to any authorised officer from a responsible authority.
47. The Premises Licence Holder shall obtain confirmation in writing from any contractor supplying and erecting temporary demountable structures (TDS) (e.g. tents, stages, towers etc.) that the structure has been erected in accordance with the manufacturer's instructions, is fit for purpose and safe for use. Records of such confirmation shall be made available to any authorised officer from a responsible authority upon request.
48. The event organiser(s) shall ensure that a tabletop exercise is arranged to test the robustness of the event management plan; it shall take place at least 4 weeks prior to each event. All relevant authorities* shall be invited to this exercise and given no less than 6 weeks' notice. A debrief document will detail any corrective action required from the tabletop exercise and shall be forwarded to all the relevant authorities. Relevant authorities are defined as representatives from Avon and Somerset Constabulary, Devon and Somerset Fire and Rescue Service, Local Authority Highways, Health and Safety, Environmental Protection and Licensing teams.
49. The Premises Licence Holder shall ensure, or put measures in place to ensure that that all site electrical installations and generators are installed and checked by a competent electrician for compliance with the current edition of the regulations for Electrical Installations issued by the Institution of Electrical Engineers and for relevant and current British Standards. Any defects found shall be properly corrected with an electrical certificate in the form prescribed in the Institution of Electrical Wiring Regulations issued to the Premises Licence Holder or event organiser before any member of the public is admitted to the site. This conditions applies only to event equipment.

50. A sensitive earth leakage protection system (residual current device) shall be installed and maintained as part of the wiring installation for each electrical circuit.
51. All electrical cables which run to areas where the public have access shall be buried or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a tripping hazard.
52. The Premises Licence Holder shall ensure, or put measures in place to ensure that Portable Appliance Testing ('PAT' testing) has been carried out by all contractors and subcontractors bringing any electrical equipment onto the site. Evidence of this PAT testing shall be kept on site by relevant operators and be made available to the Licensing Authority on request.
53. 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.
54. Adequate sanitary provision shall be in place before the event opens to the public which complies with BS 6465: Part 1 1994 and BS 5810: 1979.
55. Adequate welfare services shall be in place for people who find themselves in difficulties on site. This shall include adequate procedures for lost children.
56. The Premises Licence Holder shall produce a traffic management plan to the satisfaction of the Highways Authority at least 4 weeks in advance of the event.
57. 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
58. The Premises Licence Holder and/or event organiser shall ensure that measures are put in place to ensure that all on site medical staff and the head of security are briefed and made aware of any contingency plans, including evacuation points, designated Emergency Vehicle Rendezvous Points.
59. The Premises Licence Holder and/or event organiser shall put measures in place to prevent the use of lasers at the events.
60. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that smoke and vapour effects are only used if they are provided from a solid carbon dioxide (dry ice), liquid nitrogen, fog machines or portable carbon dioxide extinguishers.
61. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all special effect equipment is placed, sited or used in such positions to ensure that there is no risk of burns to visitors, performers, artists, technical crew or other persons, or any risk of any unacceptably high concentrations of gases which could cause asphyxiation.
62. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that any strobe lighting effects is operated on a flicker rate of not more than 4 flashes per second. Where more than 1 strobe light is in use, the flashes shall be synchronised. Where strobe lighting is in use, warning notices will be conspicuously displayed.
63. Where permitted by legislation any plans to incorporate pyrotechnics or fireworks will be shared in advance and their use be agreed with Trading Standards and Devon and Somerset Fire and Rescue Service at least 4 weeks in advance of each event.
64. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all temporary structures and equipment installations are designed, built and installed by appropriately qualified proprietary contractors. Measures shall be in place to ensure that main contractors in relation to temporary structures submit safety method statements to the Event Safety Officer; these shall include details of employee/subcontractors competencies and training in respect of their ability to operate equipment.

65. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all structures are checked by a competent person and certified as being safe before they are used. Measures shall be in place to ensure that this is documented and kept on site during the event.
66. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that the licensed premises is adequately lit during hours where the premises open to the public.
67. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that paths are kept clear of obstructions.
68. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that temporary tower lights, floodlights and/or festoon lighting is installed to ensure that paths and exit routes are sufficiently illuminated.
69. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all emergency and information signage is clearly posted in a suitable font size and appropriate contrasting colours shall be used.
70. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all toilets are periodically inspected to ensure that they are in working order and to replenish supplies of toilet paper and other consumable items such as soap and hand gel. Where necessary remedial action shall be taken to maintain them in a clean and hygienic conditions.
71. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that sanitation facilities are adequately illuminated.
72. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that personnel who require a radio for communication are identified and issued with one; this shall include management teams, stewards and security.
73. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that mobile phones are available as a back up to radio communications. All mobile numbers shall be listed and available in the control office during each event.
74. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that a P.A system is available to deliver messages to the public attending the event.

75. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that food is not sold in glass containers.
76. Plastic or polycarbonate glasses only shall be used at the bars.
77. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all generators are signed off and certified by the supplier.
78. The Premises Licence Holder and/or event organiser shall put measures in place to ensure that all catering outlets are inspected with regards to the amount of LPG stored and in use. Measures shall also be in place to determine the amount of LPG which can be reasonably used during the event and any excess LPG cylinders will be removed from site.

Prevention of Public Nuisance

79. There shall be no more than one stage and one other venue within the licensed premises providing regulated entertainment.
80. 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.
81. 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.
82. Noise levels from the operation of the event during the operating hours of 09:00 and 23:00 shall not exceed 55dB LAeq (15 minutes) when measured 1 metre from the facade of any noise sensitive property (such properties to be agreed with Environmental Health at least 4 weeks in advance event).
83. Noise levels from the operation of the event during the operating hours of 23:00 and 00:00 shall not exceed 50dB LAeq when measured 1 metre from the facade of any noise sensitive property.
84. 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.

85. 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.
86. The Premises Licence Holder shall 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.
87. The Premises Licence Holder shall ensure that a Noise Management Plan (NMP) is produced for the licensed premises) for each event. The NMP must then be implemented, in all material matters, for each event.
88. The Premises Licence Holder shall ensure that a suitable experienced Production Manager is appointed for each event. The Premises Licence Holder shall put measures in place to ensure that the Production Manager works closely with the Noise Control Consultant to ensure that the licensed premises is managed in accordance with the conditions and NMP for each event.
89. The Premises Licence Holder shall ensure that suitably experienced and competent sound engineers are present at the sound control positions for the duration of the operating times at the licensed premises.
90. Noise levels shall be monitored at the noise sensitive locations cited in condition 79 both in relation to the noise limits set out in conditions 80-83 (inclusive) and the subjective impact of that noise. The noise sensitive locations will be agreed with the Environmental Protection team and included in the NMS. The result of the noise monitoring shall be forwarded to Environmental Health within 28 days following the close of each event.
91. Should the noise limits set out in conditions 80 to 83 (inclusive) be exceeded or the subjective impact of the noise be such as to cause a nuisance or unreasonable disturbances, then the Premises Licence Holder shall ensure that measures are in place for this to be reported back to the Production Manager immediately.
92. The Premises Licence Holder shall ensure that measures are in place for the Production Manager to identify the source of any noise which exceeds the relevant limit, causes a nuisance or unreasonable disturbance and shall correct the situation within 15 minutes of the initial notification.
93. The Premises Licence Holder will provide a point of contact to the Council for the duration of each event by nominating a named person and telephone number.

94. The Premises Licence Holder will provide a hot line telephone number for the duration of each event to enable local residents to contact the Premises Licence Holder or their representative(s) with any queries or concerns. This number will be publicised on the website for the event, posters at the showground gates and shared with the local authority. A record of calls received on the hotline number and any action taken shall be kept for at least 6 months following each event and made available to the local authority upon request.
95. 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.
96. 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.
97. 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.
98. 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.
99. 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.
100. 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.

Protection of Children

101. 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 unless for the purpose of effective safeguarding.

Explanatory Notes – These do not form part of the licence

Condition 2 lists the requirements of the ESMP. Every effort has been made to list condition numbers against the requirements, however you should read through the licence conditions to ensure that all of the information required to be part of the ESMP and conditions are included.

Where the conditions refer to any organisation with regulatory powers within this document this also includes any succeeding body.

Where the conditions refer to the responsible authorities this means that responsible authorities as defined by the Licensing Act 2003 and any other amending legislation.

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BARNOVA LTD

EVENTS

ALCOHOL MANAGEMENT PLAN

If necessary, the DPS will close any bar serving alcohol if required by the organiser of the event, due to any serious breach of the licensing objectives or if so, requested by any licensing official so empowered to do so under the licensing act.

Bar Operations

The bar operations will be controlled Faye & Yvan Williams/Designated Premises Supervisor(s) Job descriptions for all management level roles, however some are explained further below

Bar Management

They will have dedicated Bar Managers on shift and a team who are conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities.

They will directly instruct, monitor, and support their staff in ensuring the requirements of the Licensing Act are always adhered to.

We will ensure that all Bar Managers are personal license holders. If they are not currently personal licence holders, they will be required to obtain the personal licence prior to the event.

Bar Managers are responsible for briefing all their staff before each trading day.

The name and copy of a personal license of each bar manager will be held onsite for inspection if required

Staff

No staff under 18 will be permitted to be employed to sell alcohol.

All bar staff are briefed by the Bar Manager and complete the relevant forms and training. All paperwork kept on site securely, in accordance with the new GDP laws for the duration of the event.

All staff will be instructed about the acceptable forms of ID for proof of age and will be fully aware of our Challenge 25 scheme.

Control of Illegal Sales

We will inform the event security of any quantities of alcohol being brought onto site for illegal sale.

The bar team will work closely with the site security, police, and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

Drink and Drugs Policy

We encourage those employees who drink alcohol outside of working hours to do so in sensible quantities. The abuse of drugs of any form will not be condoned.

Employees are expected to always convey a professional image and are not permitted to drink alcohol prior to their shift/working day, as well as including break times.

Managers should take responsibility for the welfare of their staff and provide a trusting, confidential and supportive relationship.

Disciplinary action will be taken against any employee who uses, stores, or supplies illicit drugs at the event. We may also refer the matter to the police who could bring criminal proceedings against an employee in these circumstances.

First Aid

All staff will have access to the first aid kit and all staff will be advised of the location of the first aid posts on site.

Fire and Emergencies

In the event of an emergency the bar will be evacuated via the nearest emergency exit. The nominated person will raise the alarm in accordance with the site arrangements.

No flammable materials will be stored in the bars.

All bars are fitted with fire extinguishers; employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained. In the event of a fire the preservation of life takes priority.

Hazardous Substances

All hazardous substances (cleaning chemicals etc) have been identified and material Safety Data Sheets obtained. Assessments for their use have been undertaken and employees have been made aware of the health risks associated with their use and the control measures necessary in accordance with the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

Personal protective clothing will be provided where appropriate and staff will receive training in its use.

Compliance with Licensing Objectives

The four objectives

1. the prevention of crime and disorder,
2. public safety,
3. prevention of public nuisance, and
4. the protection of children from harm

Prevention of Crime and Disorder

The bar operations will draw up plans for the safekeeping of staff belongings and provide systems of work for the effective management of cash on site to deter theft.

In addition, refusal of service of alcohol to intoxicated people will be promoted to staff in daily briefings and monitored by all.

All staff will be instructed to:

- Look out for any alcohol or drug related issues
- Look out for any unusual or suspect behaviour, violence, or thefts
- General safety of visitors in the main area and surrounding areas
- Report any issues to the Site Manager, Licensee's and Police if required
- Policy on sensible drinking to be applied by all bar staff

Public Safety

A comprehensive Risk Assessment & Fire Risk Assessment will be completed. This includes all fire associated risks, and the measures of the venue will be taking to reduce the risk of fire and its spread.

The Manager/Safety Officer will be responsible for the safety of the Public in the site during the event. No glass or other sharp objects are allowed in to or out of the festival site.

Prevention of Public Nuisance

SIA/stewards patrolling the site during and after the event to deter any possible issues.

Noise to be controlled with visitors leaving the area after the bar has closed.

All litter to be removed from the site and the surrounding areas during and after the event.

Protection of Children from Harm

We are committed to ensuring that Alcohol is not sold to anyone under 18 using the Challenge 25 scheme.

The Following notice will be posted at the entrance to the events and/or at multiple locations on each bar:

If you are lucky enough to look under 25, it may be that we ask you to prove your age when entering the bar area or when attempting to buy alcohol.

Please don't be offended by this request, in fact take it

as a compliment! The **ONLY** accepted proof of age

documents are:

- 1) Passport (Not a photocopy)
- 2) Photo card Driving License
- 3) Proof of Age Card - The card must be part of the *PASS* scheme and carry their hologram.

All bars will have SIA licensed personnel to maintain and control operations within the bar including verification of the age of all customers who appear to be under the age of 25.

Bar staff on the front line will also be required to check the id of any customer who appears to be under 25 and will reminded of this obligation at their daily briefing.

A log will be kept on the bar and by each security person detailing any customers who are refused service or entry as satisfactory ID has been requested but not been presented.

Job Descriptions

Job Description	DPS/Tender Owner – Yvan & Faye Williams
Responsible To:	Site Owner/Manager
Responsible For	Approval of Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to: Prevention of crime disorder Public Safety Prevention of public nuisance Protection of children from harm
Main Duties	Agree operational plans with event organiser/manager Ensure plans are effectively carried out
Dated:	07.01.21

Job Description **Bar Management**

Responsible To: Yvan & Faye Williams

Responsible For Design and executing agreed Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to:

 Prevention
 of crime
 disorder
 Public
 Safety
 Prevention of
 public nuisance
 Protection of
 children from
 harm

Main Duties Effective management of staff in a bar
 Ensure that sales are maximized
 Minimize risk of loss of cash and stored securely
 Operate the Challenge 25 scheme and ensure staff
 are trained briefed and managed accordingly
 Be a personal license holder
 Comply with the Alcohol Management Plan

Dated: 07.01.22

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