

Agreed Conditions – 3 Wishes Fairy Festival

Police Alcohol Licensing Officer for Avon and Somerset Constabulary

- 1** The Premise Licence Holder/Event Organiser shall submit an Event Safety Management Plan (ESMP) to Avon & Somerset Constabulary at least 18 weeks prior to the event: It shall contain the following information listed from a – j. A final plan shall be agreed with all the responsible authorities at least 4 weeks prior to the event taking place.
- a) Details of the event profile, expected capacity and total capacity (public and crew set-up and breakdown)
 - b) Detail of all entertainment to be provided, event operating timescale and ticketing procedures;
 - c) Detail of management structure including roles and responsibilities of the command system;
 - d) Communication systems to be in place (in accordance with the Health & Safety Executive's Event Safety Guide current edition);
 - e) Ticketing arrangements;
 - f) Queueing system controls.
 - g) Detail of who is responsible for the implementation and reporting of Injuries, Diseases and Dangerous Occurrences throughout the event and detail of where the accident book is to be kept throughout the event.
 - h) Details of major incident procedures, the traffic management plan and any 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.
 - i) Details of the potable water policy
 - j) An A1 scaled site plan which includes:
 - Site boundaries, entrances and exits
 - Main roads
 - Information points
 - Location of all entertainment and facilities
 - Public telephones / mobile charging units
 - Vehicle/ pedestrian conflict points
 - Artificial lighting to be provided on site
 - Location of generators

- All activities and facilities including location of food stalls
- All stages and demountable structures
- Performance areas
- Welfare facilities
- Toilets
- First aid facilities
- Location of water tankers
- Lost children area
- Meeting point
- Location of fire points and fire-fighting equipment (specifying what equipment will be provided)
- Onsite waste depot

2 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 agreed with the Avon and Somerset Constabulary 12 weeks prior to the event.

The plan shall include numbers of SIA registered security personnel to be deployed and the tasks/locations they will be working at throughout the event, with sufficient numbers to deal with any potential crime and disorder issues. The ratio of SIA shall be set at 1-100 unless otherwise agreed with Avon and Somerset.

Separate plans shall be drawn up to identify the number of paid and unpaid stewards to be deployed at the event and the tasks/locations they will be working at throughout the event. These plans will form part of the ESMP and shall be submitted and agreed by Avon and Somerset Constabulary 12 weeks prior to the event.

Door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority shall be used to vet customers and maintain public order.

The premises licence holder shall ensure that the following details for each door supervisor are contemporaneously entered into a 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

This register is to be 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 Officer of SSDC or Police post event and shall be retained for period of not less than 6 months.

The premises licence holder shall 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.

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

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

An additional Security Logbook will be completed by security throughout the duration of the 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 logbook should be either an electronic or a bound ledger without pages torn or removed. The ledger MUST be legible, available for view by any RA on request and have adequate entries to demonstrate all incidents, meetings, complaints, crimes reported, steward or SIA issues etc.

This logbook 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 RA and shall be retained for a period of no less than 3 months after the event.

- 3 The Premises Licence Holder shall ensure that no person who is knowingly drunk or disorderly is allowed to enter or remain on the premises.
- 4 The Premises Licence Holder and or event organiser shall operate a zero tolerance to drugs and shall develop a Drugs Policy in line with the Misuse of Drugs Act 1971.

Somerset Council Environmental Protection

- 1 The Premises Licence Holder shall produce a Noise Management Plan (NMP). The aim and objective of the NMP shall be to ensure that measures, which are designed to meet the public nuisance licensing objective, are in place.
- 2 The final version of the NMP shall be agreed with the licensing authority and the Council's Environmental Protection Team at least 12 weeks prior to the proposed event.
- 3 The noise management plan shall include the following inter-alia provisions:
 - Ensure that during the operating time for each venue, the sound levels are controlled appropriately, in line with the licence conditions.
 - Ensure that noise levels shall be monitored proactively at noise sensitive locations and that the noise sensitive locations are identified to the licensing authority and how they may be further refined using local meteorological data.
 - Identify provision to visit any other location subject to a complaint alleged by a noise sensitive receptor
 - Identify a point of contact for the licensing authority for the duration of the event by nominating a named person and telephone number. Identify and provide a hot line telephone number, for the duration of the event, to enable local residents to contact them with any queries or concerns in a timely manner.

Conditions created from the Operating Schedule

- 1 Notices will be displayed advising customers that they may be subjected to high levels of noise which may affect their hearing.
- 2 All lighting and effects will be orientated and located as to minimise local disruption.
- 3 The Premises Licence Holder and or event organiser will issue a reminder of the event 2 weeks before guests arrive to all neighbours in the local area.
- 4 Waste receptacles will be located in prominent locations around the site.
- 5 Accurate directions will be supplied with the purchase of a ticket the "what3words" location of the entrance gate is "///places.spaceship.flushed".

- 6** Wheel washing facilities will be provided at the exit of the car park so that the public highway is not affected by mud from the car park if required.
- 7** Bar staff will be made aware of the “Challenge 25” bar policy and clear signage will be on display at each bar.