

Suggested **Annex 2** – Conditions which should be consistent with the event Operating Schedule.

### **General Conditions**

1. This Premises Licence authorises Licensable Activity for a single event known as the Coast Roads Community Festival for up to 2 consecutive event days each calendar year.
2. The Premises Licence Holder (PLH) will ensure that the festival is organised by an experienced and competent company which will work with the Licensing Authority and Responsible Authorities to promote the Licensing Objectives.
3. The maximum capacity for the festival, at any one time, shall be 5000 in total including ticket holders, guests and VIPs excluding staff and performers.
4. Tickets will be sold in advance, entrance to the event will be strictly managed by the issuing of a non-transferrable wristband upon arrival.
5. The PLH shall liaise with the Safety Advisory Group (SAG) established to advise upon the festival authorised by this Premises Licence.
6. A draft Event Safety Monitoring Plan (ESMP) will be submitted by the PLH to the SAG for comment and discussion at least 3 months prior to the first event day.
7. The final draft of the ESMP shall be submitted by the PLH to SAG for approval 28 days before the first event day. Thereafter, any further changes to the ESMP must be approved by the Licensing Authority.
8. Throughout the Festival the PLH shall establish an Event Control Point to include the Event Liaison Team (ELT) comprising of the PLH, Event Directors, security and Responsible Authorities. During event days, the ELT shall manage operation of the festival. Any necessary changes to the ESMP may only be made with the consent of the ELT.
9. The PLH shall attend a debrief meeting if required by the Responsible Authorities.

### Licensing Objectives

#### **Prevention of Crime and Disorder**

10. The site perimeter shall be fenced off. The security plan will include staff patrolling the event perimeter.
11. The PLH will liaise with Cumbria Constabulary annually on procedures, crime prevention advice and other relevant matters. Policing arrangements will be reviewed annually and agreed with Cumbria Constabulary at least two months prior to the first day of the festival.
12. A professional SIA registered event security team will be appointed by the PLH and be supported by festival stewards. The security operation will be overseen by the Event Director and Head of Security who will liaise with Cumbria Constabulary.
13. Stewards should be at a minimum ratio of 1 x Steward to every 250 persons in anticipated attendance. Also sufficient SIA Security staff deployed at the festival to deal with any matters that arise, particularly surrounding the sale/consumption of alcohol. A daily audit of security numbers will be undertaken by the Head of Security.
14. Conditions of entry will be advertised on the Festival website and displayed at the Festival entrances.
15. The PLH will ensure the Event Control team keep an event control log. This log will record all incidents including all ejections made from the Festival site, drug seizures, complaints and accidents. The incident records will be available to view by any relevant authority.

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16. No glass may be brought onto site by ticket holders. No glass will be served at any bars. Any broken glass on site will be cleaned up as soon as reasonably possible immediately on being seen by or reported to any member of staff.
17. The PLH will maintain a robust approach to any person or persons attempting to bring illegal drugs into the event which will be contained in the Drugs and Searching Policies. This will be focused on the three main principles of preventing drugs being brought onto site, pursuing any persons selling/supplying or purporting to sell/supply illegal drugs on site and minimising the threat from illegal drugs on site, particularly in relation to vulnerable persons. Details of these policies will be agreed with Cumbria Constabulary and contained in the ESMP.

### **PUBLIC SAFETY**

18. Adequate temporary lighting will be used on the Festival site in particular on main walking routes through the event area.
19. The PLH with the event director shall appoint a suitably competent and appropriately qualified person, experienced in the nature of the event, to co-ordinate the management of health and safety. Such person shall be available to officers of the Council and site employees during the pre-event planning, site build, duration of the event and also during the site de-rig/clearance.
20. There shall be a clear division between completion of the site build and access by the public at the commencement of the Festival, such that plant equipment shall leave the public areas of the site and construction tasks are no longer being carried out save in the case of emergencies. Vehicular movement while ticket holders are on the licensed site shall be limited to essential journeys only and shall be strictly controlled in the interests of safety of the ticket holders and staff.
21. The PLH shall ensure that all temporary structures will be erected by competent persons in accordance with submitted plans and specifications where relevant and in accordance with their Risk Assessment and Health and Safety Statements.
22. The PLH will require event contractors and event staff to comply with site rules and regulations. These site rules and regulations will be made available to event contractors and employees prior to site build and there shall be clear consequences for breaches of site regulations.
23. The PLH shall provide a list of all food and/or drink vendors intended to operate at the Festival to the Licensing Authority as soon as available and at the latest, the final version at least 28 days prior to the first day of the Festival, together with evidence of their food business registration, insurance, current gas and electrical safety paperwork.
24. The PLH will require the Site Owner to exclude cattle and other farm animals from grazing on any part of the festival site that is to be used for entertainment for a minimum of 21 days prior to the public being admitted onto the site and up until the event ceased, this does not include areas designated for car parking during the event.
25. The PLH will appoint a suitably competent medical contractor to provide medical and first aid cover on Site which will be notified in the ESMP. This contractor will provide a Medical Management Plan which will be contained in the ESMP. The Plan will provide a Risk Assessment and will include a breakdown of staffing numbers as well as the operational plan for the Festival site.

26. The PLH will appoint experienced Fire Safety Advisors to conduct the Fire Risk Assessment. This will be submitted to SAG as part of the ESMP. The Fire Risk Assessment is dynamic and will be reviewed as necessary during the Festival.
27. A Cleansing, Sanitary and Waste Management Plan will be provided which will contain details of the temporary toilet facilities to be provided based on the scale and duration of the Festival and the guidelines in the 'Purple Guide'. This Plan will form part of the ESMP.
28. A Traffic and Transport Management Plan will be drawn up by a competent contractor appointed by the PLH. This Plan will form part of the ESMP for consultation and review within SAG.
29. The PLH will arrange for special provisions for disabled access customers, namely access and egress routes, car parking, sanitation facilities and viewing areas where appropriate.

### **The Prevention of Public Nuisance**

30. The PLH will appoint a competent and experienced acoustic consultant who will provide a comprehensive Noise Management Plan which will form part of the ESMP. This Noise Management Plan will contain the maximum noise levels permitted, the agreed noise sensitive locations for monitoring and the acoustic consultant's noise management strategy and measures to control music noise levels during the Festival. The acoustic consultant will be available throughout the duration of the Festival and will have complete authority to ensure compliance with the Noise Management Plan. They will consult with the local Environmental Health Team prior to and during the Festival.
31. The sound amplification systems will not be used by the PLH after the permitted hours of musical entertainment on any night of the Festival for the relaying of music or for any purpose except for emergency announcements relating to public safety.
32. At least two weeks prior to the commencement of the Festival a communication shall be circulated to local residents within a 3-kilometre radius of the Festival site detailing the start and finish times of the regulated entertainment and the times of any sound checks and the dedicated telephone number for complaints OR a notice shall be placed in a local newspaper containing the same information on start and finish times, sound checks and the dedicated telephone number for complaints.
33. In the event of a complaint being received by the PLH, the complaint shall be referred to the appropriate member of staff to investigate and respond to, as soon as practicable and within a reasonable timescale.

### **Protection of Children from Harm**

34. The Festival is a family friendly event which features separate children's entertainment areas and nappy changing facilities. Provision for the Health, Safety and Welfare of children will be part of the event planning and organisation process.
35. The PLH will compile a Safeguarding Policy detailing how children and vulnerable persons will be safeguarded from abuse, harm and neglect including lost child procedures. This Policy will be included as part of the ESMP.
36. A challenge 25 Policy will be in place on site. Bar staff will ask for proof of age ID whenever the customer appears to be under 25 and proof of age will need to be evidenced by an approved form of ID (driving license, passport, PASS card). If there is any doubt as to the age of the customer they will be refused service. Warning signs will be used to advise that it is illegal for over 18s to buy alcohol for those under 18. The

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designated premises supervisor will brief bar and security staff that they should take reasonable steps to monitor the final destination of alcoholic drinks.

**Event Safety Monitoring Plan (ESMP)** shall contain but not be limited to:

1. Site Plan
2. Adverse Weather Plan
3. <https://moderngov.lambeth.gov.uk/documents/s94451/App%20L%20-%20Adverse%20Weather%20V1.1.pdf>
4. Alcohol Management Plan  
<https://moderngov.lambeth.gov.uk/documents/s94450/App%20K%20-%20Alcohol%20Policy%20V1.0.pdf>
5. Crime Reduction and Crowd Management Plan  
<https://democracy.portsmouth.gov.uk/documents/s3845/Item%204%20-%20Crowd%20management%20plan.pdf>
6. Child Protection and Safeguarding Policy
7. Health and Safety Policy <https://www.hse.gov.uk/event-safety/>
8. Fire Risk Assessment <https://www.hse.gov.uk/event-safety/fire-safety.htm>
9. Major Incident Plan (including bomb threat)
10. Medical Management Plan
11. Operational Management Plan
12. Noise Management Plan
13. Risk Assessments
14. Cleansing, Sanitary and Waste Management Plan
15. Security Placement Schedule
16. Traffic and Transport Management Plan
17. Production Schedule and CDM Build Schedule
18. Zero Drugs and Searching Policy  
[https://www.pendle.gov.uk/download/meetings/id/19131/item\\_4\\_-\\_appendix\\_2](https://www.pendle.gov.uk/download/meetings/id/19131/item_4_-_appendix_2)