

Amendments Requested by Environmental Health and Staffordshire Police and Agreed by the Applicant.

Annex 1

Re: Whitmore Hall Estate, Ordnance Survey Map Reference SJ80 40 63 43 (Colours Music Festival 21st - 24th July 2016 - Application for a Premises Licence to be granted under the Licensing Act 2003.

Event Management Plan.

1. The licensable event shall not proceed where the required Management plans required by the licence have not been approved by the relevant responsible authority in advance of the event.

Thereafter, the approved policies and procedures shall be observed in full for the duration of the event, with any variation being made following formal approval from the relevant responsible authority. The required management plans and procedures relevant to this condition are:

The Event Management Plan, The Noise Management Plan, The Traffic Management Plan, The Lost Children Procedure Child Protection Policy, Food Hygiene Procedures, Policing and Security, Alcohol Sales, Emergency Planning / Crisis Management Plan, Illegal Substances Policy and Management Plan, Fire Safety Plan, Crowd Management Plan and Campsite Management Plan.

2. Where any event takes place at the location which involves licensable activities the Premises Licence Holder (PLH) or a person nominated in writing by the PLH or nominated person, must conduct a thorough risk assessment and produce a written assessment of the event identifying what measures need to be taken to promote the licensing objectives, in addition to these the risk assessment to also incorporate:-

- Child protection policy
- Traffic management plan
- Lost children procedure
- Crowd management plan
- Fire risk assessment

Ensure that the site has been sufficiently Health and Safety risk assessed in relation to and in accordance with relevant legislation and Approved codes of practice (ACOPS). Ensure that this is documented within the Event Management plan which is specific to each event taking place. The written Event Management plan and specific health and safety assessments should be submitted to the Environmental Health Department with responsibility for the area with at least 3 calendar months' notice prior to the event taking place and should be discussed at the Safety Advisory Group meeting (in line with Newcastle under Lyme B.C. policy for events of over 500 persons). Thereafter, the approved Event Management Plan shall be observed in full. Subject to the Head of Environmental Health being satisfied, written approval will be given no later than one month in advance of the event taking place. Any modifications only being made with the prior written consent of the Head of Environmental Health.

3. The written assessment should be submitted to the Neighbourhood Police Commander/Inspector with responsibility for the area with at least 3 calendar months' notice prior to the event taking place. (The written assessment should clearly identify details of where alcohol is to be sold and consumed.)

4. The Premises Licence Holder or nominated person (as point 2) must liaise with the Neighbourhood Police Commander/Inspector (or their deputy in their absence) and satisfy fully, all requirements of the officer relative to the licensing objectives, in particular relating to crime and disorder and the risk assessment be amended accordingly to reflect any concerns by the Police. Subject to the Police being satisfied, written approval will be given no later than one month in advance of the event taking place. Any modifications only being made with the prior written consent of the Police. Should all Police concerns not be fully met then the event must not go ahead.

5. Once an agreement is reached between the Neighbourhood Policing Commander (or their deputy) and the Premises Licence Holder or nominated person (as point 2) in relation to the risk assessment, then a copy of the agreed assessment should be submitted to the Police Northern Licensing Unit with

at least 1 months' notice prior to the event taking place.

Safety Advisory Group (SAG)

6. Establishment of a Safety Advisory Group (SAG) where representation from Environmental Health, Police, Northern Licensing Unit of the Police, Staffordshire Fire and Rescue, Trading Standards, First Aid provider, Highways Agency and Health and Safety Executive are to meet prior to and after each event to advise and evaluate improvements where necessary.

Policing and Security.

7. Where the agreed risk assessment requires Door Supervisors/Stewards/Security Staff, the Premises Licence Holder or nominated person (as point 2) shall ensure sufficient numbers of Door Supervisors/Stewards/ Security Staff are present at the event to assist with the control of entry to the event and for the keeping of order. They must be Security Industry Authority (S.I.A.) registered and carry/display appropriate identification.

8. Where the agreed risk assessment requires, a written record shall be kept by the Premises Licence Holder or nominated person (as point 2) of every person employed at the event in a security role in a register for that purpose. That record shall contain the following details:-

The security staff name, Date of birth and home address; His/her Security Industry Authority licence number;

The time and date he/she starts and finishes duty;

The time of any breaks taken whilst on duty; each entry shall be signed by the security staff; High visibility clothing to be worn at all times.

That register shall be available for inspection on demand by an Authorised Officer of the Local Authority, the Security Industry Authority or a Police Officer.

9. Where the agreed risk assessment requires the event to have Door Supervisors/ Stewards/Security Staff there must be a briefing held by the event organisers before the event starts which will identify the roles and responsibilities of the Door Supervisors/Stewards/Security Staff.

10. Where the agreed risk assessment requires Door Supervisors/Stewards/Security Staff to be in radio contact with each other.

Alcohol.

11. No glass bottles to be brought onto the site. Any glassware seen to be confiscated by staff and disposed of in secured containers to be made available at security points throughout the site.

12. Alcohol sales and consumption of alcohol to be confined to the designated areas only, as shown on the plan submitted with the written assessment.

13. Where agreement is reached in relation to the sale of alcohol, Door Supervision to be on duty within the designated areas, throughout the event, to prevent alcohol from leaving these areas.

14. Where alcohol is sold at any venue "Challenge 25 proof of age scheme" to be operated and persons who appear to be under the age of 25 shall be required to produce proof of age by way of a proof of age card accredited under the Proof of Age Standards Scheme (PASS) or if a proof of age card is not available a photo driving licence or passport.

15. All drinks sold at any event will be in plastic/polycarbonate or PET containers. If drinks are sold in plastic bottles then at the point of sale the cap must be removed and retained by the seller.

Refreshment and Trading Facilities.

16. The Premises Licence Holder or nominated person shall ensure that prior to the event a list of all food vendors will be submitted to the Environmental Health Department at Newcastle under Lyme Borough Council.

17. All permitted food vendors will comply with all Food Hygiene Regulations and have hand washing

facilities and a constant supply of hot/cold water for preparation, storing and providing food. Contingency planning for problems to food supplies, water, drainage and waste food disposal should also be considered.

18. Allow for access for authorised Local authority employees to access the site to conduct Sampling or monitoring if it is deemed necessary.

19. The Premises Licence Holder or nominated person shall ensure adequate toilet facilities are provided for public use during any event.

20. The Premises Licence Holder or nominated person (as point 2) shall ensure that regular litter patrols are conducted throughout the event, that all litter is kept to a minimum, bins to be emptied at regular intervals and all rubbish removed from the site throughout and after the event has finished.

21. The film classification for the purpose of this licence shall be the British Board of Film Classification.

Medical and First Aid Provision

22. The Premises Licence Holder will appoint a suitably competent organisation to manage and provide suitably manned and equipped medical / first aid facilities on site to the satisfaction of the Responsible Authorities.

The Protection of Children from Harm.

23. All children under 16 must be accompanied by a responsible adult to the event.

Noise.

24. The Premises Licence Holder or nominated person (as point 2) shall ensure that there is a person nominated for the control of the noise level at the event. The Premises Licence Holder or nominated person must provide a dedicated contact telephone number to the Environmental Health Department of this person. He or she will be responsible for communication between the agency and the organisers and as such maintaining the level as required.

25. The "Permitted Music Noise Level" shall not exceed 65-d-B_{LAeq} (15 mins) free field when assessed at any noise sensitive premises in Baldwins Gate, Whitmore and surrounding area.

26. At least three calendar months in advance of the event taking place each year, submit to the Environmental Health Department an "Event Noise Management Plan" for prior written approval in advance of the event taking place. Thereafter, the approved "Event Noise Management Plan" shall be observed and complied with in full. Subject to the Head of Environmental Health being satisfied, written approval will be given no later than one month in advance of the event taking place with any modifications only being made with the prior consent of the Head of Environmental Health. For the avoidance of doubt the "Event Noise Management Plan" shall include the following elements:

(i) Shall clearly define the measures to be taken to achieve (e.g. sound propagation, calculation, Mapping or similar), and ensure compliance (e.g. manned monitoring locations, remote monitoring with feedback system to the sound mixing desk), with the "Permitted Music Noise Level".

(ii) Shall clearly define the continuous noise monitoring arrangements and locations to be monitored, to determine compliance with the "Permitted Music Noise Level" for the full duration of each performance.

(iii) Shall specify the operator competency and type of noise monitoring equipment to be utilised. Measurements shall be undertaken on a real time basis for the full duration of the event.

(iv) Shall clearly define the arrangements to secure compliance with the "Permitted Music Noise Level" throughout the event and the organisational management to secure the same. Where the "Permitted Music Noise Level" is breached, details of corrective action shall be appropriately documented.

(v) Shall clearly define the arrangements for receiving and responding to complaints from the community about noise and other issues associated with the build-up and clearance of the site infrastructure and the event itself.

(vi) All complaints shall be documented with the date and time of receipt, contact details for the

complainant, details of the person receiving the complaint, details of the complaint, details of the investigation made and the date and time of any feedback given to the complainant.

(vii) Submit an event timetable including times and dates for the erection and dismantling of the site infrastructure, sound propagation and speaker tests, sound checks time of the first chord and last chord for each day.

27. The main points of the Noise Management Plan shall be made available to the public at least 21 days in advance of the event and for the full duration of the event.

28. Not later than 21 days in advance of the event taking place each household and business within the vicinity of the site shall be provided with details of how to make a complaint about event related noise and other issues along with a "community production schedule" detailing when the following activities are scheduled to take place. In devising the "community production schedule" all reasonable steps shall take to avoid any conflict with religious services taking place at the nearby church.

(i) Erection and dismantling of the site infrastructure (not before 7.30am or after midnight on any day).

(ii) Timings for sound propagation and speaker tests (Thursday 12:00pm - 5pm and Friday 10.00am – 11:00am, Saturday, 10.00am – 11.00am, Sunday 11:45am - 3:00pm)

(iii) Time of the first and last chord of regulated entertainment (to be inside licensed hours).

29. Within one calendar month of the event taking place, a full "Noise Report" prepared by a technically competent person shall be submitted to the Environmental Health Department. At the same time main points of the report shall be made accessible to the public by the Premise Licence Holder.

This report shall include:

i. Details of the findings of the noise monitoring undertaken during the event.

ii. Details of the number of occasions and duration when the "Permitted Music Noise Level" was exceeded.

iii. Details of the corrective action taken to ensure compliance with the "Permitted Music Noise Level".

iv. Provide a full breakdown of noise complaints received and the action taken.

v. Make recommendations for improvements in the management of event related noise for subsequent events.

30. Allow for access for authorised Local Authority employees to access the site to conduct noise monitoring if it is deemed necessary.

Traffic Control.

31. In order to ensure that emergency services access and egress routes are maintained the Premises Licence Holder will prepare a Traffic Management Plan in liaison with and to the satisfaction of the Relevant Authorities. This plan will also include all car parking arrangements.

Nominated emergency access and egress routes will be kept clear at all times.

32. The Premises Licence Holder or nominated person (as point 2) shall ensure that no vehicles shall be allowed movement on site one hour before the commencement of any event and post event only when all members of the public have left the site.

Fire Safety.

33. A fire risk assessment must be carried out to ensure adequate fire safety arrangements are in place for each event. There should be no dangerous or combustible or toxic gases or related products such as aerosols, explosives, pyrotechnics stored within the tented structures unless agreed with the Fire Officer.

Camping.

34. A full Campsite Management Plan will be included in the Event Management Plan. This will include the structure of the campsite management team, capacities of each campsite, campsite layout and fire lanes, schedule of operation, position of campsite viewing towers, campsite facilities and fire cover facilities.

Illegal Substances Policy.

35. An Illegal Substances Policy and Management Plan will be produced for the event. This Plan will contain the policy for discouraging and preventing the use of illegal substances at the event. Procedures for searching, confiscating illegal substances and arrest will also be contained within this plan.