

## **Shoreline Festival – Premises Licence application**

### **Proposed schedule of conditions**

#### **All Licensing Objectives**

##### **A1: Notification**

The Premises Licence Holder shall notify the Licensing Authority of any licensable activities proposed to take place under this premises licence, in writing, no less than six months in advance of those licensable activities commencing. This notification shall include the name of the event, type of event (including licensable activities and where these are to be sited), the date(s) of the event and anticipated capacity of the event.

##### **A2: Capacity**

The licence shall authorise the relevant licensable activities for a maximum of 4,999 persons, all of whom shall be ticket holders. This figure does not include performers, guests and staff.

##### **A3: Duration**

The premises licence shall authorise the licensable activities for one annual event for no more than 5 consecutive days each calendar year. For the purpose of the licence conditions, 'the event' is defined as the period of time each year commencing at the point the licensed area first opens to the public until the point when the licensed area finally closes after all members of the public have left the licensed area.

##### **A4: Safety Advisory Group (SAG)**

The Premises Licence Holder will ensure suitable engagement and participation with the relevant Safety Action Group (SAG) prior to each event, including attendance at a minimum of one meeting prior to each event held under this premises licence unless the SAG chairperson agrees this is not necessary.

##### **A5: Event Management Plan (EMP)**

The Premises Licence Holder shall submit an initial Event Management Plan (EMP) to the Licensing Authority at least 120 days in advance of each event and a final version of the EMP to the Licensing Authority at least 30 days prior to the event.

The Event Management Plan will include but not be limited to:

- i. Alcohol Management Plan
- ii. Traffic Management Plan
- iii. Security & Steward Management Plan
- iv. Noise Management Plan
- v. Major Incident and Emergency Plan
- vi. Medical Provision Plan
- vii. Evacuation Plan
- viii. Counter Terrorism Plan

- ix. Food Safety Policy
- x. Zero Tolerance Drugs Policy
- xi. Search Policy
- xii. Use of Glass Policy
- xiii. Ejections Policy
- xiv. Safeguarding Policy
- xv. Welfare Policy
- xvi. Lost Child Policy
- xvii. Vulnerable Adults Policy
- xviii. Health and Safety Plan including but not limited to Risk Assessments + Method Plans

#### **A6: EMP Deadline**

The deadline for submission of the EMP may be altered in writing by the Local Authority Head of Licensing following a written request from the Premises Licence Holder.

#### **A7: EMP Requirements**

In the event of any of the Responsible Authorities advising the Licensing Authority that the final version of the Event Management Plan (EMP) does not fully satisfy their reasonable requirements, the event will not proceed until such time as the reasonable requirements are met.

#### **A8: Site Plan**

The Premises Licence Holder shall ensure that a site plan, to standard scale, is submitted with the final version of the EMP to the Licensing Authority at least 30 days prior to the event.

#### **A9: Management**

A team of suitably qualified professionals will be employed to deliver the operational management of the event. Details of appointed contractors and appointed roles and responsibilities will be included in the EMP along with up-to-date contact details.

#### **A10: DPS**

The DPS or a nominated Personal Licence Holder must be present, on the premises, at all times licensable activity is taking place.

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

#### **CD1: Training**

(i) The Premises Licence Holder shall ensure that a training package is in place in order for all staff involved with the sale or supply of alcohol to be sufficiently trained in licensing matters proportionate to their role and aware of their responsibilities. Particular attention should be paid to underage sales / ID verification and the refusal of alcohol sales to a drunk person.

(ii) Records shall be kept of this training, dated and signed by the staff member and trainer.

(iii) Refresher training shall be completed prior to each annual event - again with documented records made and to be available for inspection from Police and other Responsible Authorities on request.

(iv) A written record shall be retained at each bar or concession to show the staff that have been authorised to sell alcohol. This shall be made available to the Police and other Responsible Authorities on request.

### **CD2: Refusals / Incident Records**

The Premises Licence Holder shall ensure that a refusals log and incident log is maintained at each bar or concession where alcohol is available for sale. These records shall be retained for a minimum of 1 year after each event held and be made available to the Police and other Responsible Authorities upon request.

### **CD3: SIA Security Staff**

(i) SIA registered front line security staff will be employed for the duration of the event.

(ii) Numbers and locations of SIA security personnel are to be included in the EMP.

(iii) SIA security personnel will be deployed to key areas of the event site giving particular attention to areas where there is a potential risk of confrontation, conflict, crowds and where retail sales of alcohol are undertaken.

### **CD4: Communication**

A system of communication between the bars, security and event management will be in place such as a radio link.

## **Public Safety**

### **PS1: Searching**

Guests attending the event will not be permitted to bring alcohol or other prohibited items onto the event site. Appropriate measures will be in place to ensure this is prevented such as searching on entry and confiscating alcohol at the entrance.

### **PS2: Glass**

Glass is not permitted in the public areas of the premises. All drinks must be served in plastic, paper or similar receptacles and all glass bottles must be decanted.

### **PS3: First Aid**

First Aid trained staff will be on duty at the event site for the duration of the event.

## **Prevention of Public Nuisance**

**PN1:** The Premises Licence Holder shall produce an initial Noise Management and Community Liaison Plan (NMP) at least 120 days prior to the commencement of the event. The final NMP shall be submitted to the Licensing Authority for agreement no later than 30 days prior to the commencement of the event. No alteration to the NMP after this date shall be made by the Premises Licence Holder except with the written consent of the Licensing Authority.

**PN2:** The final NMP shall contain the methodology which shall be employed to control the sound produced on the premises. The NMP must include all of the arrangements for preventing public nuisance and consultation with the local community and shall include:

- (i) An inventory and location of all sound systems to be used on the site.
- (ii) Management command and communication structure/methods for ensuring that permitted sound system output and finish times are not exceeded.
- (iii) Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints, in an area agreed with the Licensing Authority.
- (iv) Actions to be taken by the Event Organiser following complaints.

**PN3:** The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management and Community Liaison Plan.

**PN4:** At least 7 days prior to an event the Premises Licence Holder shall provide to the Licensing Authority a telephone number for contacting the Premises Licence Holder or a nominated representative during the course of an event.

**PN5:** The music noise level shall not exceed the following levels, at monitoring locations agreed in writing with the Licensing Authority:

- (i) 60dB LAeq (15 minutes) up to 22:30, except for;
- (ii) 65dB LAeq (15 minutes) for a period of no more than two hours each day, for the headline act. Timings of the headline act shall be submitted as part of the NMP in accordance with condition PN1.
- (iii) 55dB LAeq (15 minutes) between 22:30 and 00:00.

**PN6:** The monitoring locations shall be agreed in writing with the Licensing Authority no later than 28 days before any event commences. These locations shall be representative of the noise levels experienced at the nearest domestic premises and shall be measured in free field conditions in the absence of other significant local noise sources.

**PN7:** The Premises Licence holder shall appoint a competent noise consultant to monitor and record on site and off site music noise throughout the event to ensure

compliance with noise levels required under PN5. All monitoring performed shall be made available to the Licensing Authority upon request. Such records shall be kept for a minimum of 3 months after any such event finishes.

**PN8:** The Premises Licence Holder shall ensure that live music noise level data is made available to the Licensing Authority and Environmental Health for review throughout the course of the event.

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

#### **PC1: ID – Challenge 25**

**(i)** The premises licence holder shall ensure that a system is in place to ensure that every individual who appears to be under 25 years of age seeking to purchase or be supplied with alcohol at or from the premises, shall produce acceptable means of identification and age confirmation.

**(ii)** Acceptable identification shall be a passport, photo driving licence or PASS accredited photo ID.

**(iii)** If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.

**(iv)** Public facing signage of a suitable size and frequency detailing the Challenge 25 Policy must be displayed at all bars, concessions and all similar locations where alcohol is available for sale by retail.

#### **PC2: DBS Checks**

Any staff or volunteers on the event site with responsibility for the welfare of children on site shall be DBS checked (Disclosure and Barring Service) and their name, date and place of birth be made available to Hampshire Constabulary upon request. The EMP shall include a plan to deal with all such lost / found children.