

Catherine Sandells

From: Lou Woodward [REDACTED]
Sent: 06 January 2022 11:43
To: Jon Setchell
Cc: Licensing (HDC); Catherine Sandells; Joe Barnett; Sarah Mardon
Subject: Re: Application for a premises licence - WOH 2022

Categories: [REDACTED]

Morning Jon

I can confirm that we agree with the recommendations as per the previously attached on 6th January.

Many thanks

On Thu, Jan 6, 2022 at 11:50 AM Jon Setchell [REDACTED] > wrote:

Morning Lou,

The festive period seems like a distance memory now. Hope you had a good one and feeling better.

I have attached Environmental Health's proposed additional conditions for WOH 2022 with amendments to the final bullet point in (d).

Please confirm that you agree with the attached recommendations. If agreement cannot be reached, I will have no other option but to submit a representation to the licensing department before the 7 January 2022.

I look forward to your reply.

Regards,

Jon Setchell

Environmental Health
[REDACTED]

MEMO TO LICENSING

EH Stat Consultee Proposed Suggested Additional Conditions for s18 Operating Schedule for We Out Here 2022 Premises Licence Application

Section 18

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

- The Premises Licence Holder (“PLH”) shall give notice of the event dates no later than 6 months before the first day of the event to the Licensing Authority and the Safety Advisory Group.
- The number of persons accommodated on the event site at any one time shall not exceed 19,999 (including all patrons, guests, staff, contractors, traders, volunteers and artists).
- The PLH will submit the final agreed version of the Event Management Plan (“EMP”) to the Licensing Authority and Safety Advisory Group no later than 3 months before the day of the event and will liaise with relevant Responsible Authorities in the development of prior drafts. The final version of the EMP must be agreed by the Licensing Authority and relevant Responsible Authorities.
- Both the EMP and Event Safety Management Plan (“ESMP”), documents referred to in this premises licence are one and the same document. All information referred to as being in the ESMP will be included within the EMP.
- The EMP shall (as a minimum) contain:
 - a. A detailed gridded site plan, showing (as a minimum) bars, entertainment and traders’ areas, the campsite, emergency RVPs, the blue route, event control, security lighting and toilet facilities;
 - b. Details of security and stewarding arrangements for the event;
 - c. Event health and safety, Covid (public health) and fire safety risk assessments and control measures.
 - d. Details of the event hotline.
 - e. A drugs policy.
 - f. A Construction Phase Plan, risk assessments and method statements.
 - g. A Major Incident Plan, including evacuation and emergency access routes.
 - h. A Security Management Plan
 - i. A Crowd Management Plan
 - j. An Adverse Weather Plan
 - k. A Medical Risk Assessment and Plan
 - l. A Sanitation Plan
 - m. A Waste Management Plan
 - n. A Food Safety and Potable Drinking Water Management Plan
 - o. A Health and Safety Policy
 - p. A Traffic Management Plan.
 - q. A Safeguarding Children and Vulnerable Adults Policy and Management Plan.
 - r. A Noise Management Plan.
 - s. An Alcohol Management Plan.
 - t. An Open Water Safety Policy and Management Plan
 - u. A Traders Management Plan

- Any changes to the final EMP may only be made with prior agreement of the Licensing Authority, presented via a Changes Log within an agreed timeline, and must be approved by the Licensing Authority. The EMP will not be changed without the consent of the Licensing Authority.
- The contents of the EMP will be regarded and treated as though they are premises licence conditions.
- A copy of the Premises Licence Summary and Conditions will be displayed at the following locations: Main Entrance, Event Control, Each Stage, all Bars and Performance Areas for the duration of the event.
- The PLH will maintain overall responsibility for the event and will be accountable for ensuring that all licensing objectives are met and premises licence conditions are adhered to. A premises licence compliance matrix will be developed to demonstrate commitment to compliance by auditing and monitoring the 'on the ground' delivery of all relevant policies, procedures and plans. A copy of the premises licence compliance matrix will be maintained, kept and made available for inspection by the Licensing Authority and representatives of relevant Responsible Authorities on request.
- The PLH will appoint a competent Event Manager to lead the Event Management and Liaison Teams.
- The PLH will establish an Event Control, to include an Event Liaison Team (ELT) comprising (as a minimum) the Event Manager, representatives of the PLH, Security, Production and Event Safety. During event days, the ELT is to manage the operation of the event. The EMP will not be changed without consent of the ELT.
- The PLH will appoint a suitably experienced and qualified health and safety practitioner. The health and safety practitioner will undertake risk assessments and produce method statements, as appropriate. The health and safety practitioner will review the risk assessments and method statements of suppliers and contractors working during event days, during the "build" before, and during the "break" after the event days. The health and safety practitioner will make recommendations to the PLH and/ or Event Manager, where necessary.
- A debrief with the Licensing Authority, Safety Advisory Group and relevant Responsible Authorities will be held within 3 months of the last event day.
- Any authorised officer of the Licensing Authority and Responsible Authorities will have access to the licensed site at all reasonable times for the purposes of ensuring compliance with the premises licence conditions and promotion of the licensing objectives.

b) The prevention of crime and disorder

- The PLH will provide a list of SIA security staff to the Operational Planning and Licensing team within Cambridgeshire Constabulary at least 1 week prior to deployment.
- The PLH and Cambridgeshire Constabulary will agree a Memorandum of Understanding at least 1 month before the start of the event.
- The PLH shall adhere to all current relevant government counterterrorism regulations.

c) Public safety

- The PLH will ensure all Temporary Demountable Structures are supplied, installed and signed off by competent contractors.
- The PLH will ensure all temporary power is installed and signed off by competent contractors.
- Risk assessments, method statements, installation and completion certificates for temporary power supplies, temporary demountable structures and installations will be provided by contractors and held on site. Copies will be made available for inspection by authorised officers of Huntingdonshire District Council's ("HDC's") Building Control and Environmental Health teams on request.
- The PLH shall facilitate site inspections for relevant Responsible Authorities prior to, during and after event days.
- The health and safety practitioner will attend the site during the "build" before and "break" after the event days and during event days.
- The health and safety practitioner will monitor and assess the implementation of safe working practices, procedures and control measures, and will advise the event and site management and production team of any necessary changes or improvements to practices.
- The health and safety practitioner will monitor and assess the management of health and safety on site in relation to patrons, guests, staff, contractors, traders, visitors and artists, and will advise the event management of any concerns.
- The PLH will ensure an adequate supply of tested, safe and reliable source(s) of potable drinking water is provided to the site for drinking, food preparation and sanitation by patrons, guests, staff, contractors, traders, volunteers and artists. Samples of said drinking water will be taken and tested by a suitably accredited testing facility, in accordance, and to ensure compliance, with relevant water quality regulations, before the event and at intervals during the event, as agreed with authorised officers of HDC's Environmental Health team. Copies of test results will be held on site and made available before and during the event to authorised officers of HDC's Environmental Health team on request.
- The PLH will ensure suitable and appropriate documentary and physical checks are carried out on food vendors and traders, to ensure, as far as is reasonably practicable, compliance with the relevant requirements of health and safety and food hygiene and safety legislation. Details of all food and drink vendors and traders will be provided to the Licensing Authority and authorised officers of HDC's Environmental Health team no less than 4 weeks prior to the event.
- The PLH will notify the Licensing Authority and authorised officers of HDC's Environmental Health team no less than 4 weeks prior to the event of an intention to install and use any pyrotechnics and/or special effects at the event, with relevant details.
- Any pyrotechnics and/or special effects will be provided, managed, installed and used by experienced and competent contractors. Such contractors will complete and provide risk assessments and method statements, copies of which will be held on site to be made available to authorised officers of HDC's Environmental Health team on request.
- The PLH will ensure there is adequate lighting throughout the site, including public areas for entry and exit, access to WC facilities, strategic points throughout the campsite area, and emergency egress routes.
- The PLH will ensure, so far as is reasonably practicable, safety at, and the safe use of, any open water lakes and surrounding areas at the site by appointing suitably qualified and

competent, 'open water' qualified lifeguards and following the control measures outlined in the Open Water Safety Policy and Management Plan (included within the EMP). Copies of lifeguards' certificates will be held on site and made available to authorised officers of HDC's Environmental Health team on request.

d) The prevention of public nuisance

- The PLH (PLH) shall give notice of the event dates no later than 6 months before the first day of the event to the Kings Ripton, Abbots Ripton, Woodwalton and Upwood Parish Councils.
- The PLH shall hold a meeting no less than 3 months prior and a meeting no later than 3 months after the event for the Parish Councils of Kings Ripton, Abbots Ripton, Woodwalton, Wennington, Broughton, Little Raveley, Great Raveley and Upwood.
- The noise control levels to apply at the noise sensitive locations identified will be set by authorised officers of HDC's Environmental Health team, following consultation with the PLH of WOH 2022 (We Out Here 2022). The noise control levels shall apply throughout the event and shall not be exceeded without prior agreement of authorised officers of HDC's Environmental Health team. In the event of extraordinary circumstance, to authorised officers of HDC's Environmental Health team, reserve the right to vary the noise control levels during the event.
- The music noise level measured over a 15 minute period (LAeq,15min) at the boundary of any noise sensitive premises will not exceed 50 dB(A) throughout the duration of the event.
- Between the hours of 23:00 and 04:00, the levels at the relevant mixer positions will be controlled such that at the boundary of any noise sensitive premises, including any noise sensitive premises in the villages of Kings Ripton, Abbots Ripton, Woodwalton, Wennington, Broughton, Little Raveley, Great Raveley, Wistow and Upwood will not exceed 47dB(A)eq(15min). The 63 Hz and 125 Hz octave band levels, measured over a period of 15 minutes (Leq,15min) will not exceed 62 and 53 dB respectively at the boundary of any noise sensitive premises.
- The scheduling of live and recorded entertainment will cease 30 minutes before the end of the hours authorised for live and recorded entertainment in the licensed area.
- An experienced acoustic consultant will be appointed to produce, implement and monitor a robust Noise Management Plan (NMP) that will be included in the EMP (Event Management Plan) and shall be submitted to authorised officers of HDC's Environmental Health team at least three months prior to the start of the event. The NMP will provide clear detail of the location, hours of operation, direction of sound system and maximum sound energy output of all the significant sound sources proposed for the event. The NMP will outline the proposed noise attenuation mechanisms to be employed during the event, the location of the noise monitoring points and the procedure for ensuring that the noise control levels set at noise sensitive properties are complied with. The NMP will be agreed by the authorised officers of HDC's Environmental Health team prior to the event taking place.
- Four noise monitoring devices will be installed by an experienced acoustic consultant or a representative of the PLH for the duration of the duration of the licensed event and will be monitored continuously by an experienced acoustic consultant or a representative of the PLH throughout the event. All devices will be in UKAS calibration and shall be located at each of the villages in Abbots Ripton, Wennington and two in Kings Ripton. All devices will be a spectrum monitoring device or such other device as agreed with the authorised officers of HDC's Environmental Health team.

- During the event authorised officers of HDC's Environmental Health team will be provided access to the live sound monitoring stations requested for the event, located at noise sensitive locations, as agreed in the NMP.
- A noise propagation test will be carried out at least 2 hours prior to the start of the licensed event in order to set appropriate control levels at the mixer position. The sound system shall be configured and operated in a similar manner to that intended for the event. The sound source for the test shall be similar in character to the music likely to be produced during the event.
- An experienced acoustic consultant will be based working on the premises when music is being provided and will have the capability and authority to override all sound systems across the site if required by authorised officers of HDC's Environmental Health team.
- The sound amplification systems will not be used after permitted hours of the event for the amplification of music or other content or for any purpose other than public order or safety announcements.
- The PLH will advertise a dedicated resident complaint and information 'phone and email hotline service. The hotline 'phone number and email address will be advertised on the 'We Out Here' 2022 website and all 'We Out Here' 2022 social media platforms at least 14 days before the start of and during the event so that residents and local businesses can use the hotline service to report concerns regarding noise and antisocial behaviour.
- The hotline 'phone number, email address and information about how to use the service will be provided to local residents via a leaflet drop to properties at least 14 days before the start of the event in Kings Ripton, Abbots Ripton, Woodwalton, Wennington, Broughton, Little Raveley, Great Raveley.
- The PLH will keep a log of all telephone calls and emails received, including the name of the caller (if given) and a brief description of the complaint or request and if any action taken. The log shall be kept on site and made available to for inspection by representatives of relevant responsible authorities.
- The PLH will share a Noise Management Report and log of all telephone calls and emails received with authorised officers of HDC's Environmental Health team no more than 14 days after the event.
- The sound management team shall ensure that no unauthorised sound systems including car stereos are being used throughout the event.
- The PLH will provide details of the proposed music genre for each stage and performance area in the EMP. The PLH will confirm the music genre for each stage and performance area at least 1 month in advance of the event to the Licensing Authority and representatives of responsible authorities. As the programme is subject to change, the PLH will confirm the full programme for each stage and performance area at least 24 hours in advance of the event to the Licensing Authority and representatives of responsible authorities.

e) The protection of children from harm

- In relation to sales of alcohol, a Challenge 25 Policy will operate at all locations on site where alcohol is supplied for sale or sold. All relevant signage will be displayed at all locations on site where alcohol is supplied for sale or sold.
- A Safeguarding of Children and Vulnerable Adults Policy and Management Plan will be included in the EMP and agreed with the Licensing Authority and representatives from relevant Responsible Authorities prior to the event taking place.

- All relevant operational staff and volunteers will be briefed on the procedures set out in the Safeguarding of Children and Vulnerable Adults Policy and Management Plan.
- All Children under the age of 12 will be issued with a wristband on which they can write parent/guardian's mobile phone numbers.
- No person under 18 will be permitted entry into the licensed area if not accompanied by an adult of 21 years or over during the licensed activity hours.