

BACKWOODSMAN LIMITED

MEDIUM EVENTS LICENCE

ABBOTS RIPTON HALL

HALL LANE

ABBOTS RIPTON

HUNTINGDON PE28 2PH

**APPLICANT'S SCHEDULE OF SUGGESTED CONDITIONS
TO PROMOTE THE FOUR LICENSING OBJECTIVES**

CAPACITY

1. The number of persons accommodated on site for events shall not exceed 14,999 (including staff).

NOTIFICATION OF EVENTS

2. The Premises Licence Holder shall give notice of any events utilising this Premises Licence to the Licensing Authority and the Safety Advisory Group at least 4 months before the first day of each event to include a draft Event Management Plan ("EMP").

NUMBER OF EVENTS

3. The number of events authorised by this Premises Licence shall be 3 per calendar year (January to December)

CONSECUTIVE EVENTS

4. Events shall not be held on consecutive weekends.

EVENT MANAGEMENT PLANS

5. For each event taking place at the Premises, an Event Management Plan ("EMP") shall be produced. The EMP shall include (as a minimum):
 - a. A detailed site plan showing (as a minimum):
 - i. The locations of bars
 - ii. The locations of entertainment areas

- iii. The locations of traders
 - iv. The location of any camping provision
 - v. Emergency rendezvous points
 - vi. The blue route
 - vii. Event control location
 - viii. Security lighting
 - ix. Toilet facilities
- b. Details of security and stewarding arrangements for the event
- c. The event health and safety risk assessment
- d. The event fire safety risk assessment
- e. A drugs policy for the event, which:
- i. Must be made available on the event website
 - ii. Must include an entry and searching policy for the event
 - iii. Will confirm that any persons refusing to be searched as a condition of entry will be refused entry to the event
 - iv. Will provide that amnesty bins are to be provided at customer entry points prior to any search area
 - v. Will confirm that any persons found to be in possession of illegal drugs or prohibited items at point of entry will be refused entry to the event.
 - vi. Will confirm that any persons found to be in possession of illegal drugs or prohibited items within the event will be removed from the event (unless they require medical assistance/welfare intervention).
 - vii. Will confirm that any person suspected of supplying illegal drugs will be detained and the Police informed.
 - viii. Will confirm that the Police will be contacted via email to drugexpertscamb@cambs.police.uk as soon as practicable following the conclusion of the event to arrange for the transfer of any seized or surrendered illegal drugs.
- f. A construction phase plan, risk assessments, and method statements.
- g. A major incident plan
- h. A security management plan including:

- i. Details of the security and welfare provision for any overnight accommodation
 - i. A crowd management plan
 - j. A adverse weather plan
 - k. A medical risk assessment and plan
 - l. A waste management plan
 - m. A food safety and drinking water plan
 - n. A traffic management plan
 - o. A safeguarding policy
 - p. A noise management plan
 - q. A alcohol management plan, to include:
 - i. A refusals register at every bar; and
 - ii. Non-glass receptacles to be used.
 - r. A open water safety policy
 - s. A trader management plan
6. So far as reasonably practicable, all events shall be run in accordance with the relevant EMP.
7. The final EMP for each event shall be submitted to the Licensing Authority and Safety Advisory Group at least 1 month before the first event date. After this time any changes to the EMP shall be at the discretion of the Licensing Authority and confirmed in writing.

NOISE

8. The noise control levels to apply at noise sensitive locations identified will be set by authorised officers of Huntingdonshire District Council's Environmental Health Team in consultation with the Premises Licence Holder. The noise control levels

shall apply through the duration of each event and shall not be exceeded without prior authorisation and agreement from an authorised officer of Huntingdonshire District Council's Environmental Health Team.

Comment from EHO: 8. We don't think this condition is required as conditions 9 and 10 set noise levels so feel it can be removed.

Comment from Agent: If you are content, we are happy to remove this from our schedule of suggested conditions. Agreed.

9. The music noise levels measured over a 15 minute period (LAeq 15 min) at one metre from the façade of any noise sensitive premises will not exceed 50dB (A) for the duration of each event.

10. Between 23:00 and 04:00, the levels at any relevant mixer positions will be controlled such that at one metre from the façade of any noise sensitive premises, including noise sensitive premises in the villages of Abbots Ripton, Kings Ripton, Woodwalton, Alconbury Weald, Wennington, Broughton, Little Raveley, and Great Raveley will not exceed 47dB (LAeq 15 min). The 63Hz and 125Hz octave band levels, measured over a period of 15 minutes (LAeq 15 min) will not exceed 62dB and 53dB respectively at one metre from the façade of any noise sensitive premises.

11. The scheduling of Live and Recorded Music entertainment will cease at least 30 minutes before the end of authorised hours for Live and Recorded Music.

12. A competent acoustic consultant will be appointed to produce, implement, and monitor a noise management plan (NMP) to be included in the EMP.

13. Five noise monitoring devices will be installed by the acoustic consultant for the duration of each event and monitored continuously by the acoustic consultant. Each device will be UKAS calibrated and shall be located with the agreement of the Licensing Authority in as follows:
 - a. One in Abbots Ripton
 - b. One in Wennington
 - c. One in Alconbury Weald
 - d. Two in Kings Ripton

14. During each event, authorised officers of the Environmental Health Team will be provided with access to live data from the noise monitoring devices.

Comment from EHO: 14. We appreciate having access to live data during the event and would like to request a data report is submitted to the Licensing Authority within 14 days of the event finish to show compliance.

Comment from Agent: We are happy to agree this, although we would ask for slightly longer to submit the report. Acousticians are exceptionally busy during festival season and we would not want to fall foul of this were they to be unable to provide the report within 14 days. We think 21 days is more realistic. Naturally, if you need the data sooner, please just contact us and we will be happy to expedite it. We suggest adding the following wording as additional to the condition:

The Premises Licence Holder will, within 21 days of each event held under this Premises Licence, submit to the Licensing Authority a report including data from the noise monitoring devices.

15. A noise propagation test will be carried out at least 2 hours before the start of each event to set appropriate controls at the mixer position. The sound system shall be configured and operated in a similar manner to that which is intended for the event and the sound source for the test shall be similar in character to the music likely to be produced at the event.

16. A competent acoustic consultant shall be at the Premises when music is being provided and shall have the capability and authority to override all sound systems across the site if required by Environmental Health Officers.

Comment from EHO: 16. Could Environmental Health Officers be amended to any Authorised Officer of Huntingdonshire District Council.

Comment from Agent: We have swapped a couple of emails on this. We are agreeable to amending Environmental Health Officers to authorised officers of the Environmental Health Team.

17. Any sound amplification equipment will not be used outside of permitted hours save for public order or public safety announcements.

RESPONSIBILITY

18. The Premises Licence Holder will maintain overall responsibility for each event and will be accountable for ensuring that the Licensing Objectives are promoted and the conditions of this Premises Licence adhered to.

19. The Premises Licence Holder will designate a competent Events Manager for each event.

20. The Premises Licence Holder will ensure that for each event an Event Control Team is established including:

- a. The Event Manager
- b. A representative of the Premises Licence Holder
- c. A representative from the Security provider or providers
- d. A representative from the event safety team
- e. A representative from the production team

During the event, the Event Control Team are to manage the event.

21. The Premises Licence Holder will appoint a suitably experienced and qualified health and safety professional to:

- f. Undertake risk assessments
- g. Produce method statements

The health and safety professional will review the risk assessments and method statements of any suppliers and will supervise contractors during event days, the build phase, and break phase.

DEBRIEF

22. A debrief with the Licensing Authority, Safety Advisory Group, and relevant Responsible Authorities shall be held within 3 months of the final day of each event.

SITE ACCESS

23. Any Responsible Authority Officer shall have access to the Premises at all reasonable times to ensure compliance with this Premises Licence.

SECURITY

24. The Premises Licence Holder will provide a list of all SIA to the Licensing Authority and the Police at least 1 week before the first day of each event.

POLICING

25. The Premises Licence Holder and the Police will agree a Memorandum of Understanding at least 1 month before the first day of each event.

STRUCTURES

26. The Premises Licence Holder will ensure that all temporary and demountable structures are supplied, installed, and signed off by a competent person.

POWER

27. The Premises Licence Holder will ensure that any temporary power and cabling is installed and signed off by a competent person.

COPY DOCUMENTS

28. The Premises Licence Holder will ensure that any certificates or risk assessments pertaining to the site (which may be electronic) are kept and made available for inspection by Responsible Authority Officers upon request.

INSPECTIONS

29. The Premises Licence Holder shall facilitate inspections and/or e-updates for Responsible Authority Officers during the build, event, and break phases.

HEALTH & SAFETY

30. The health and safety practitioner will be at the Premises during the build, event, and break phases

31. The health and safety practitioner will monitor and assess the implementation of safe working practices, procedures, and control measures and will advise the Event Control Team of any necessary changes or improvements.

32. The health and safety practitioner will monitor and assess the health and safety of all persons on site and will report any concerns to the Event Control Team.

WATER

33. The Premises Licence Holder will ensure an adequate supply of tested, safe, and reliable sources of drinking water are provided at the Premises for:

- h. Drinking
- i. Food preparation
- j. Sanitation

for all persons using the site.

34. The Premises Licence Holder will, so far as reasonably practicable, ensure the safety at and 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 identified in the open water safety policy within the

EMP. Copies of lifeguarding certifications (which may be electronic) will be kept at site and made available to Responsible Authority Officers upon request.

OFF-SALES

35. Off-Sales of alcohol shall only be permitted at events that include a retail function.
36. There shall be no Off-Sales of alcohol after 21:00 each day.
37. Off-sales of alcohol shall be in sealed containers only and shall not be permitted to be consumed on the Premises.

FOOD

38. The Premises Licence Holder will ensure that suitably and appropriate checks are made of food vendors and traders to ensure, so far as reasonably practicable, compliance with food hygiene legislation.

CHILDREN

39. Any children under the age of 18 must wear a supplied wrist band for the duration of the event. The wearing of such a wrist band will be a condition of entry.
40. Children under the age of 18 will only be permitted entry or re-entry to the Premises in the company of an adult of at least 18 years of age.

STAFF TRAINING

41. The Premises Licence Holder shall ensure that any persons selling alcohol at events have undergone training in:
 - a. Their responsibilities under the Licensing Act 2003
 - b. The Premises' age verification policy and suitable forms of ID
 - c. Recognising signs of drunkenness
 - d. Refusing service
 - e. Safeguarding
 - f. Recognising signs of spiking
 - g. Violence against women and girls

Records of such training (which may be electronic) shall be kept for at least 12 months from the delivery of the training. Refresher training shall be provided at least once per calendar year. Training records shall be available for inspection by Responsible Authority Officers upon request.

LETTER OF DELEGATION

42. The Premises Licence Holder shall maintain a record (which may be electronic) of all persons that are authorised to sell alcohol at each event under the authority of

the Designated Premises Supervisor. These records shall be kept for at least 12 months from the last date of the event and shall be available for inspection by Responsible Authority Officers upon request.

REFUSALS REGISTER

43. The Premises Licence Holder shall ensure that a refusals register (which may be electronic) is provided at each location where alcohol is sold. The register shall be kept for a period of at least 12 months from the last date of the event and shall be available for inspection by Responsible Authority Officers upon request.

INCIDENT LOG

44. The Premises Licence Holder shall ensure that an incident log (which may be electronic) is kept at the Premises and used to record the following:

- h. all crimes reported to the Premises
- i. any ejections from the Premises
- j. any complaints received concerning crime and disorder
- k. any incidents of disorder
- l. any seizures of drugs or weapons
- m. any visit by a Responsible Authority or Emergency Service

The incident log is to be completed within 24 hours of a matter in a-f above becoming known to the Premises and will record the name of the person making the record. Logs shall be kept for a period of at least 12 months from the date on which the log was made and shall be available for inspection by Responsible Authority Officers upon request.

DISPLAY AND KEEPING OF THIS LICENCE

45. A copy of the Premises Licence will be kept at each stage and at each bar during any event. A further copy of the Premises Licence will be kept in the event office.

46. A copy of the Premises Licence Summary will be displayed at each state and at each bar during any event.

EVENT CONTACT DETAILS

47. The Premises Licence Holder shall maintain a hotline number for all events taking place at the Premises.

48. The hotline number shall be provided to the Licensing Authority and displayed on any social media or communications regarding events.

Comment from EHO: 48. and 51. For the avoidance of doubt could a timeframe be given, e.g. the hotline number and email address are displayed on social media or communications 7 days before the event build or similar. Historically, a

leaflet drop was undertaken and it would be beneficial if these conditions also include provision for the hotline details to be displayed on any village notice boards for those not on social media. This would need to be reflected in the small events licence conditions too

Comment from Agent: We are happy to agree that the hotline number is provided at least 7 days in advance of the event and also on the small events (post-11pm) licence too. We don't object to specific wording regarding village notice boards, but did find during the application process that access to these is not always straightforward. We think display on these is covered by reference to "communications" within the wording of the conditions, but are happy to look at more specific wording if necessary.

49. The Premises Licence Holder shall keep a log (which may be electronic) of all calls received by the hotline number, including the name of the caller (if given) and a brief description of the issue. The log shall be kept at Premises and made available to Responsible Authority Officers on request.
50. The Premises Licence Holder shall maintain a hotline email address for all events taking place at the Premises.
51. The hotline email address shall be provided to the Licensing Authority and displayed on any social media or communications regarding events.
52. The Premises Licence Holder shall keep a log (which may be electronic) of all emails received by the hotline email address, including the name of the sender (if given) and a brief description of the issue. The log shall be kept at the Premises and made available to Responsible Authority Officers on request.
53. The logs for both the hotline number and hotline email address shall be kept for a period of 12 months from the date of call or email before they may be discarded.

LIAISON WITH PARISHES

54. The Premises Licence Holder shall give notification of the event dates for each event not less than 4 months before the first day of each event to the Parish Councils of Kings Ripton and Abbots Ripton.
55. The Premises Licence Holder shall offer, and if accepted hold, a meeting at least 1 month before the first day of each event for the Parish Councils of Kings Ripton and Abbots Ripton.

56. The Premises Licence Holder shall offer, and if accepted hold, a meeting at least 3 months after the last day of each event for the Parish Councils of Kings Ripton and Abbots Ripton.

CHALLENGE 25

57. The Premises shall operate a Challenge 25 policy at all events where the only acceptable forms of ID shall be recognised photo ID such as passports or driving licences, or recognised proof of age cards bearing the PASS logo.