

**BACKWOODSMAN LIMITED**  
**SMALL EVENTS LICENCE (11PM)**  
**ABBOTS RIPTON HALL**  
**HALL LANE**  
**ABBOTS RIPTON**  
**HUNTINGDON PE28 2PH**

**APPLICANTS SCHEDULE OF CONDITIONS TO PROMOTE  
THE FOUR LICENSING OBJECTIVES**

**CAPACITY**

1. The number of persons accommodated on site for events shall not exceed 4999 (including staff).

**EVENT MANAGEMENT PLANS**

2. For each event taking place at the Premises, an EMP shall be produced. The EMP shall include (as a minimum):
  - a. A detailed site plan showing the locations of bars and entertainment areas.
  - b. Any noise management plan and noise mitigation measures of the event.  
This shall include:
    - i. The locations and directions of sound systems
    - ii. The maximum sound energy output of the sound systems and any other noise generating equipment
    - iii. Details of noise attenuation measures
    - iv. The locations of noise monitoring points (if any)
    - v. The procedures for ensuring that noise control levels set at noise sensitive locations are complied with
  - c. The details of any appointed acoustic consultant for the event.

- d. A schedule of entertainment to be provided at the event.
  - e. Details of the security and stewarding arrangements, on a risk assessed basis, for the event.
  - f. Lifeguarding and first aid arrangements for the event.
  - g. The locations of any safety equipment for the event.
3. So far as reasonably practicable, all events shall be run in accordance with the relevant EMP.

#### **EVENTS WITH LICENSABLE ACTIVITIES ENDING AT OR BEFORE 23:00**

4. Where an event does not include the provision of any Licensable Activity after 23:00 the Premises Licence Holder shall give notice of the event date(s) at least 30 days prior to the event to the Licensing Authority and Safety Advisory Group.
5. Where an event does not include the provision of any Licensable Activity after 23:00 the Licensing Authority and the Safety Advisory Group may request a copy of the EMP and a final version of the EMP to be submitted to the Licensing Authority and Safety Advisory Group at least 7 days before the event.

#### **SECURITY RISK ASSESSMENT**

6. The Premises Licence Holder will maintain a written risk assessment (which may be electronic) covering the provision of SIA licensed personnel and stewarding to enable the safe control of events taking place at the Premises. The risk assessment shall be reviewed regularly or upon the request of the Responsible Authorities. A copy of the risk assessment shall be available for inspection by Responsible Authority Officers upon request.

#### **SIA**

7. Where SIA are employed at an event, the Premises Licence Holder shall maintain a record (which may be electronic) of the SIA employed that records the following:
- a. Full name
  - b. SIA Badge Number
  - c. Contact details – phone or email address

These records shall be kept for a period of 12 months from date of deployment and made available to Responsible Authority Officers upon request.

#### **STAFF TRAINING**

8. The Premises Licence Holder shall ensure that any persons selling alcohol at events have undergone training in:
  - d. Their responsibilities under the Licensing Act 2003
  - e. The Premises' age verification policy and suitable forms of ID
  - f. Recognising signs of drunkenness
  - g. Refusing service
  - h. Safeguarding
  - i. Recognising signs of spiking
  - j. 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**

9. 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**

10. 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**

11. 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:
  - k. all crimes reported to the Premises
  - l. any ejections from the Premises
  - m. any complaints received concerning crime and disorder
  - n. any incidents of disorder
  - o. any seizures of drugs or weapons
  - p. 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.

## **GLASSWARE**

12. The Premises Licence holder will maintain a written risk assessment (which may be electronic) covering the use of glassware at the Premises. The risk assessment shall be reviewed regularly or upon the request of the Responsible Authorities. A copy of the risk assessment shall be available for inspection by Responsible Authority Officers upon request.

## **DISPLAY AND KEEPING OF THIS LICENCE**

13. 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.

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

## **CHALLENGE 25**

15. 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.

## **EVENT CONTACT DETAILS**

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

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

18. 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.

19. The Premises Licence Holder shall maintain a hotline email address for all events taking place at the Premises.

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

21. 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.

22. 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.

### **OFF-SALES**

23. Off-Sales of alcohol shall only be permitted at events that include a retail function.

24. There shall be no Off-Sales of alcohol after 21:00 each day.

25. Off-sales of alcohol shall be in sealed containers only and shall not be permitted to be consumed on the Premises.

### **RESPONSIBILITY OF EVENT ORGANISERS, HIREES, ETC.**

26. The conditions and stipulations of this Premises Licence shall be incorporated into event agreements and contracts.

### **OPEN WATER**

27. Persons suitably qualified to lifeguard open water will be on duty at the Premises at appropriate points and times in accordance with the EMP.

### **NOISE LEVELS**

28. Music noise levels measured over a 15-minute period (LAeq 15min) shall not exceed 50db(A) at the façade of any noise sensitive premises.

29. Noise propagation tests shall be carried out at least 24 hours prior to the start of the event to set appropriate control levels.

30. A sound engineer shall be on site when music is being provided. They will have the capability and authority to override all sound systems on site to ensure that residents are not disturbed.