

- b) any crime reported at the premises
- c) any use or seizure of offensive weapons
- d) any illegal drug related incident
- e) a register of refusals highlighting any refusal in the sale of age restricted products, for any reason.
- f) an incident log, to record incidents that may undermine the licensing objectives.

3. All written reports and registers will be regularly checked by the DPS

4. SIA staff will be employed at the premises when licensable activities are taking place under the following criteria:

- a. Throughout the hours the premises are open to the public until the last guest has left the premises.
- b. A risk assessment will be undertaken to assess the number of door supervisors required for the premises and their roles at the premises. The risk assessment shall be made available to the police or a responsible officer for up to 12 months after the event.
- c. A register of door supervisors employed will be maintained. This register will record their name, SIA Door supervisor licence number, contact details and be signed by the door supervisor as well as an authorised member of the premises management team.

5. Alcoholic drinks will not be permitted to leave the premises at any time, including for those leaving for the purpose of smoking.

6. Self Service of Alcohol – No self-service of alcohol will be permitted at the premises.

7. Appropriate fencing will be installed around the site perimeter to restrict access and to create safe working areas – as well as defining the limits of the licensed premises.

8. An Event Management Plan will be produced by the Premises Licence Holder for the event. The Event Management Plan will detail how the licensing objectives will be promoted. The Event Management Plan will be made available to an authorised officer of the local authority and the Police at least eight weeks prior to the start date of the event.

9. The Premises Licence Holder shall always comply with the arrangements as detailed in the Event Management Plan

10. Where a Safety Advisory Group is convened, the Premises Licence Holder shall attend and address any recommendations raised by responsible authorities.

11. A Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol, signs to this effect will be displayed at the premises. The only acceptable forms of identity will be those photographic identification documents recognised in the Home Office guidance, including Passport, photo card driving licence or proof of age card bearing a PASS hologram.

Environmental Protection:

1. The Applicant will arrange for a Noise Management Plan* to be submitted to the Council's Environmental Protection Team Leader at least eight weeks in advance of the proposed event date.
2. The report(s) should ensure that those measures shall be put in place in order to ensure that the noise levels below will be met; The sound levels from music at the event will not exceed 70dBA measured as a 15-minute LAeq over any 15minute period when measured at or close to the boundary of any residential premises to which the organisers are allowed access.
3. Residents in the immediate vicinity shall be notified one month in advance by means of a suitable leaflet giving the date and times of the event and a telephone number to whom complaints can be referred to.
4. A named person with allocated telephone number for complaints will be provided to the Local Authority's Licensing and EH departments no less than seven days prior to the event. This person will be contactable throughout the duration of the event by the Council, noting these details are not to be shared with the public.

*Organisers should produce a Noise Management Plan. Organisers need to demonstrate in the assessment that the location of all stages and marquees where music is to be played has been planned so as to minimise the impact on the noise sensitive premises identified. Any measures to mitigate the noise levels from the music sources must also be considered in the Noise Management Plan and there should be a risk assessment which we would expect as a minimum:

- A plan of the premises or site, to a scale of 1:500 (or a scale which shows all locations where music will be played), marked with the locations and dimensions of the stages, marquees, generators and other temporary structures to be used during the event, should be provided.

- Identify noise sensitive premises (includes premises used for residential purposes, hospitals, schools and similar, places of worship and any premises used for any other purposes likely to be affected by the music)
- demonstrate in the assessment that the location of all external stages and marquees where music is to be played has been planned so as to minimise their impact on the noise sensitive premises identified.
- demonstrate that the programme of events for stages and marquees where music is to be played has been planned so as to minimise the impact on the noise sensitive premises identified.
- Consider any measures to mitigate the noise levels from the music sources for example the use of delay or circuit speakers, and compressors or limiters on the sound system. It is also important to set maximum levels for the low frequency levels (bass) as these cause the most disturbances to local residents.