

# LACORS

promoting **quality regulation**

## **Managing Large Events (Licensing Act 2003) - a LACORS Guide**



# **Managing Large Events under the Licensing Act 2003 – a LACORS guide**

## **Foreword**

The Licensing Act 2003 takes a more liberal and de-regulatory approach to the previous licensing system. As part of their new responsibilities, local authorities are encouraged to promote cultural activity in their communities.

Community events play a key part in showcasing arts, crafts, sport and general leisure activities and play an important part in helping local authorities fulfil this new role. A well organised event can be hugely beneficial to both local businesses and residents, creating a sense of local identity, uniting diverse ethnic groups and raising the profile of the area

This guide has been put together to help local authorities manage large events in a consistent and effective way which fully complies with the new legislation. While this guidance is primarily for local authorities we hope it will be useful and beneficial to all relevant organisations and community groups involved in managing events.

LACORS would like to thank industry stakeholders Mean Fiddler, Metropolis Music and MRL Ltd for their invaluable input which has shaped the scope of this guidance. Thanks also to Mendip Council, Winchester Council and Liverpool Council for their technical input and case study information. Finally thanks as always to LACORS advisors and individual authorities who have played a crucial role giving comments and feedback on the technical content of this work.

**Chairman of LACORS Councillor Geoffrey Theobald OBE**

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LACORS advice to local authorities about licensing public land available via the following link:  
<http://www.lacors.gov.uk/scripts/TradingStandards.DLL?ReqCode=REFDOC&AuthCode=49C288F&ID=8488&Search=true&Back=bb> or as a separate document at the back of this Guidance (PDF only)

### Appendix 2

Glastonbury Festival Licence (2005).

## Chapter 1 – Definition and legislation

### a) What is a large event?

For the purposes of this guidance, 'large event' is intended to refer to an event that is held outside, on public or privately owned land and operates on a regular or one off basis. This definition includes events such as carnivals, farmers markets, festivals, fetes etc. Although the management and setting up of these events will vary dependent on the event that is occurring, it is hoped this general advice and the principles contained within this guidance could be applied to all large events.

This guidance deals specifically with the licensing of the above types of event under the Licensing Act 2003<sup>1</sup>. However, this advice is not intended to cover events such as circuses, sporting events or fairgrounds.

Event organisers will be familiar with the definition of 'large event' as given in the HSE's purple guide, which stipulates that large events will generally have one or more of the following components:<sup>2</sup>

- Multi-stage;
- Multi-performance;
- Multi-activity;
- Multi-day;
- Physical size of venue (outdoors)

### b) What is a 'licensable activity' under the Licensing Act 2003?

The Licensing Act 2003 intended to de-regulate and liberalise the previous licensing system. The Act legislates *licensable activities* rather than events. The Act states that licensable activities are:

*LA2003 s1(1)*

- (a) the sale by retail of alcohol
- (b) the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club,
- (c) the provision of regulated entertainment, and
- (d) the provision of late night refreshment.

Definitions of regulated entertainment and late night refreshment can be found in the Schedule 1 and 2 of the Act, and the statutory Guidance issued under section 182 of the Licensing Act gives further guidance to local authorities about interpreting an activity as 'regulated entertainment'. The Guidance summarises as follows:

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<sup>1</sup> Licensing Act 2003 via following link: <http://www.hms0.gov.uk/acts/acts2003/20030017.htm>

<sup>2</sup> The event safety guide

### <sup>3</sup>*Regulated entertainment*

5.10 *Schedule 1 to the 2003 Act sets out what constitutes the provision of regulated entertainment and defines for these purposes both entertainment and entertainment facilities. Subject to the conditions, definitions and the exemptions in Schedule 1, descriptions of entertainment to be regulated by the 2003 Act are:*

- *a performance of a play*
- *an exhibition of a film*
- *an indoor sporting event*
- *a boxing or wrestling entertainment (indoor and outdoor)*
- *a performance of live music*
- *any playing of recorded music*
- *a performance of dance*
- *entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and the performance of dance*

*but only where the entertainment takes place in the presence of an audience and is provided for the purpose (or for purposes which include the purpose) of entertaining that audience.*

5.11 *Subject to the conditions, definitions and the exemptions in Schedule 1, entertainment facilities means facilities for enabling persons to take part in entertainment consisting of:*

- *making music*
- *dancing*
- *entertainment of a similar description to making music or for dancing.*

*These facilities must be provided for the purpose of, or purposes including the purpose of, being entertained. It is important to note that this is a more limited list in the 2003 Act than all the descriptions of entertainment in the 2003 Act. Accordingly, the provision of a juke box where members of the public could self-select background music for their own enjoyment is not an entertainment facility. Entertainment facilities include, for example, a karaoke machine provided for the use of and entertainment of customers in a public house or a dance floor provided for use by the public in a nightclub. Musical instruments made available for use by the public at premises for the purpose of them being entertained would constitute an entertainment facility.*

5.12 *In carrying out their functions, licensing authorities will need to consider whether an activity constitutes the provision of regulated entertainment. Schedule 1 governs the assessment of this. Activities which do not involve the provision of entertainment to others are not licensable under the 2003 Act. For example, the following activities do not amount to regulated entertainment under the regime:*

- *education – teaching students to perform music or to dance;*
- *activities which involve participation as acts of worship in a religious context;*
- *the demonstration of a product – for example, a guitar – in a music shop; or*

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<sup>3</sup> Guidance issued to local authorities and the issued under s182 Licensing Act 2003

- *the rehearsal of a play or rehearsal of a performance of music to which the public are not admitted.*

*Much of this involves the simple application of common sense and this Guidance cannot give examples of every eventuality or possible activity. It is only when a licensing authority is satisfied that activities amount to entertainment or the provision of entertainment facilities that it should go on to consider the qualifying conditions, definitions and exemptions in Schedule 1 to see if a provision of regulated entertainment is involved and, as a result, there is a licensable activity to be governed by the provisions of the 2003 Act.*

1. 5.13 *There are a number of other entertainments, which are not themselves licensable activities, for which live or recorded music may be incidental to the main attraction or performance and therefore not licensable (see below). For example, stand-up comedy is not a licensable activity and musical accompaniment incidental to the main performance would not make it a licensable activity.*

2. 5.14 *It should be noted that there is nothing in the legislation to prevent shops, stores and supermarkets proposing the inclusion of regulated entertainment in their premises licences. For example, many shops may decide to present a variety of entertainment at Christmas and other festive times or more generally in support of promotional events.*

Although it is not possible to predict what licensable activity particular events will require a licence for, the majority of large events will require a licence for one or more licensable activities. Events such as music festivals, carnivals and farmers markets are considered in need of a licence by the majority of licensing authorities because of the types of activity that are typical of these types of event, but exact licensing requirements will vary dependent on local interpretation of the Act and the specific activities taking place at an event.

Operators are advised to contact the relevant licensing authority at the earliest possible opportunity when planning an event, in order to ascertain licensing requirements.

#### c) What the Act and Guidance say in relation to large events

The Licensing Act 2003 does not specifically discuss large events as but sets out the various ways in which licensable activities can be licensed. Licensable activities that are not related to a Club (Act,s2 (1)) may be carried out under a premises licence or a Temporary Event Notice (TEN), and more detail concerning the use and appropriateness of these permissions is contained within Chapter 3 of this document.

However, the Guidance issued to licensing authorities under section 182 of the Act, offers the following advice (Guidance text in italics):

*Major art and pop festivals, carnivals, fairs and circuses*

47.74 *Licensing authorities should publicise the need for the organisers of major festivals and carnivals to approach them at the earliest opportunity to discuss arrangements for the licensing of those activities falling under the 2003 Act. In respect of some*

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<sup>4</sup> Secretary of States Guidance under section 182 of the LA2003- section 7.74 to 7.78



*events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises. This would involve the preparation of a substantial operating schedule, and licensing authorities should offer advice and assistance about its preparation. In particular, the licensing authority should act as a co-ordinating body for the input from the responsible authorities that will eventually be notified formally about the proposal and who can make representations before an application is made.*

- 7.75 *For other events, applications for many connected premises licences may be made which in combination will represent a single festival. It is important that licensing authorities should publicise the need for proper co-ordination of such arrangements and will need to ensure that responsible authorities are aware of the connected nature of the individual applications. Licensing authorities should encourage such applicants to establish a co-ordinating committee to ensure a strategic approach to the development of operating schedules. The purpose would be to ensure that conditions are not included in licences which conflict with each other, make compliance uncertain or would be difficult to enforce.*
- 7.76 *In the case of circuses and fairgrounds, much will depend on the content of any entertainment presented. For example, at fairgrounds, a good deal of the musical entertainment may be incidental to the main attractions and rides at the fair which are not themselves regulated entertainment. However, in the case of a circus, music and dancing are likely to be main attractions themselves (and would be regulated entertainment) amidst a range of other activities which are not all regulated entertainment.*
- 7.77 *Particular regard should be paid to the relevant guidance provided in the publications listed at paragraph 5.129 of this Guidance in respect of such events...*

Whilst this Guidance is useful, it is worth remembering that it is only Guidance and not statute, and whilst the Act stipulates that the licensing authority should have regard to it<sup>5</sup>, licensing authorities can depart from this Guidance with good, full reasons to do so<sup>6</sup>. For example, some of the best practice suggestions made within paragraph 7.75 of the Guidance may not be financially viable for the licensing authority, or appropriate for the type of event that is being planned, and so the licensing authority may decide to adapt the Guidance and use local procedures.

#### d) Licensing public land

The Guidance makes the following suggestions to local authorities:

- 7.78.1 *In addition, in the context of festivals and carnivals, local authorities should bear in mind their ability (mentioned in Chapter 3) to seek premises licences from the licensing authority for land or buildings under public ownership within the community in their own name. This could include, for example, village greens, market squares, promenades, community halls, local authority owned art centres and similar public areas where festivals and carnivals might take place. Performers and entertainers would then have*

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<sup>5</sup> Licensing Act 2003 s4(3)(b)

<sup>6</sup> s5.10- 5.14 Secretary of States Guidance under section 182 of the LA2003- available via the following link:  
[http://www.culture.gov.uk/global/publications/archive\\_2004/guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_licensing\\_act\\_2003.htm](http://www.culture.gov.uk/global/publications/archive_2004/guidance_issued_under_section_182_of_the_licensing_act_2003.htm)

*no need to obtain a licence or give a temporary event notice themselves to enable them to give performances in these places, although they would need the permission of the local authority to put on the event. Care should be exercised to ensure that there is no confusion between the role of enforcing licensing legislation, which falls to the licensing authority, and the role of providing advice and assistance to festival and carnival organisers from other parts of the local authority.*

There are benefits for local authorities that take this approach. The Act is intended to liberalise and promote a greater variety of cultural enjoyment and creative use of leisure time. LACORS believes that by licensing their own public land, local authorities will be able to effectively promote this objective and their own local cultural strategy. By holding the 'licence' and allowing others to use it by way of contract, LACORS believes local authorities can retain control over the usage and type of events that take place on this land.

Although licenses can run concurrently, and more than one premises licence and a temporary event notice can be issued for the same area of land; operators are generally aware and abiding of existing trespassing laws and will not seek to use public land without prior permission of the local authority or owner.

LACORS has produced guidance to assist local authorities that wish to licence their own public land. This is available as appendix 1 to this document.

The DCMS, in association with LACORS, have produced a register of licensed public land. The register can be accessed via the following link: [http://www.culture.gov.uk/alcohol\\_and\\_entertainment/licensed\\_public\\_spaces.htm](http://www.culture.gov.uk/alcohol_and_entertainment/licensed_public_spaces.htm)

Local authorities are encouraged to submit their details to the register, and may also find it useful to use this as a reference document. In addition, it is hoped that operators planning events will find this a useful directory of licensed public spaces and of local authority contact details.

#### e) Management by way of contract

LACORS suggests that authorities licence their own public land in line with the guidance attached as appendix 1. Authorities can then control the use of their land via contractual agreement with those parties using the land.

LACORS suggests that an individual contract is created per event and adjusted as and when appropriate. This contract could reflect the specific concerns of partners as they arise in addition to the conditions of the premises licence, and could help to negate the need for frequent variation of the premises licence.



## Chapter 2- Fees

### f) Fees structure in relation to large events

The fee level for an applicant is set dependent on the rateable value of the property that the premises licence is issued for. However, where there is no premises to be licensed, e.g. for a premises licence for a field or beach, the fee is automatically the lowest, which is that allocated to a band A property. The fees structure for grant of a new premises licence is replicated below, for further information concerning variation fees for licences and exemptions, please see the DCMS website on [www.culture.gov.uk](http://www.culture.gov.uk).

### g) Main Fee Levels

Band	A	B	C	D	E
Non domestic rateable value	None - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001+
<b>Premises licences</b>					
Conversion, new application & variation (except relating to alcohol during transition)	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£900)	X3 (£1905)
Additional fee for variation relating to alcohol during transition	£20	£60	£80	£100	£120
Annual charge *	£70	£180	£295	£320	£350
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D&E only)	N/A	N/A	N/A	X2 £640	X3 £1050

\*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of [The Licensing Act 2003 \(Fees\) Regulations 2005](#)

Temporary Event Notices	
Section 100 (TEN)	£21

### h) Additional fees

The Licensing Act 2003 Fees Regulations SI79 2005 provides for an additional fee to be paid for exceptionally large one-off events involving licensable activities and the attendance of more than 5,000 people. These additional fees and their criteria are replicated below:

Number in attendance at any one time	Additional Premises licence fee	Additional annual fee payable if applicable
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

#### i) Additional costs for large events

As part of our submission to the Independent Licensing Fees Review Panel, LACORS/LGA has advised the Panel that the current fees will not cover the administration, monitoring and enforcement costs of regulating large events. These following paragraphs are intended to offer assistance to local authorities on what costs are legitimate and can be pursued under the Licensing Act 2003 with regards to large events.

Under previous legislation, local authorities have had complete discretion to recoup costs from organisers in order to meet local requirements for monitoring and enforcement of large events. The rigid nature of the fees structure under the Licensing Act 2003 represents a big cultural shift for local authorities who traditionally have injected a lot of resource into the preparation and management of large events. Licensing authorities are reminded to bear this in mind when assessing their future costs recoverable from licence fees.

#### j) Enforcement

Statutory Guidance to the Licensing Act 2003 states at 3.57:

*The principle of risk assessment and targeting should prevail and inspections should not be undertaken routinely but when and if they are judged necessary.*

The legislation makes it clear that licensing authorities should not be carrying out enforcement as has been done previously, and there should be only a reactive approach given to enforcement. Licensing authorities when dealing with the enforcement of large events should be carrying out this same method of enforcement. The Licensing Act fees for large events are only meant to cover the administration, monitoring and enforcement costs of these events. Also any Responsible Authority costs will need to be costs associated with the Licensing Act and not any non-licensing statutory functions. The Licensing Act 2003 Fees Regulatory Impact Assessment states:

*It is important to note that cost recovery should so far as possible be of the full legitimate and efficient costs falling on local authorities under the Act and not just those costs falling on them under their role as licensing authorities. This will therefore include some costs that are not*

*associated with formal licensing functions under the 2003 Act. For example, the costs incurred by environmental health departments that directly result from their role as a responsible authority under the 2003 Act must be included but not the costs associated with their other non-licensing statutory functions.*

Enforcement and local authority presence at events should be based largely on representations and/or complaints from members of the public and should be proportional to the scale of the problems/complaints and related to risks posed in line with the four licensing objectives. Local authorities would also have to show that they are operating efficiently.

LACORS encourages authorities to facilitate planning discussions between an applicant and the responsible authorities, and give advice to the applicant on the issues that would be favourably addressed in the operating schedule. The licensing authority can also give advice on conditions regarding the licensing objectives and agree these with the applicant and the responsible authorities. The onus is then on the applicant to ensure that these conditions are adhered to. Licensing authorities will then have to take a reactive view regarding enforcement of such events. In the process of these discussions there can be a risk assessment done of the premise/area and the event should only be targeted in terms of inspection, monitoring and enforcement according to the risk associated with the event.

For example, where noise complaints are received, it may be cheaper to install noise recorders in residents'/complainants' homes instead of having a number of staff monitoring the event on overtime costs over a prolonged period of time to gather sufficient evidence. Another example is that toilet facilities may not need to be inspected 3 times a day by Health and Safety inspectors if all that is required for corrective action is a poster notifying patrons to call a number (the event organiser) to lodge a complaint and request action, or the Health and Safety department's number if the problem persists.

However, LACORS does agree that in some circumstances it may be appropriate for a licensing authority to suggest to the applicant that the hiring of relevant professional consultants to give advice on issues such as health & safety and environmental health. The local authority could charge for consultancy for these types of events though there would need to be consideration of the legal implications and the impression of bias. For example, an environmental health department could be considered as appearing biased as a responsible authority if it was also the consultant being paid by the applicant to give advice on noise issues. But a building control department could charge the applicant for advice regarding the Health & Safety implications of the event. In the event of applicants using noise consultants to defend or promote their position during appeals and prosecution proceedings, it could be justifiable for responsible authorities or licensing authorities to employ consultants to provide a balanced prosecution or to defend any appeal.

LACORS/LGA believes that the Licensing Act 2003 gives scope for authorities to re-coup the following costs (only) for large events:

- Pre – Applications discussions with applicant and responsible authorities (facilitated by the licensing authority) and advice.
- Additional application processing and determination processes outside of licensing authorities normal requirements (including for example consultants costs related to hearings and magistrates court appeals)

- Monitoring of the licence once issued (premises licence for lots of different temp events)
- Risk Based Enforcement of Event

LACORS/LGA would encourage that a licensing authorities use this check list below in deciding whether a cost can be charged as part of the large event fees:

Activity / Resource Cost	Does it relate to any of the four Licensing Objectives?	Is it covered by other legislation outside the Licensing Act 2003?
Food Safety Inspections	No	Yes
Employee safety (not members of public i.e. on the stage)	No	Yes
Public Safety not related to licensable activity eg camp sites or car parks)	No	Yes
Noise Monitoring	Yes	Yes

When assessing the detail in the table above, it should be clear that activities that do not fall under the remit of any of the licensing objectives cannot be justifiably charged to licensing fees. Some activities will require judgement by the local authority in question. For example: When an authority is dealing with noise complaints associated with a licensed event, it obviously relates to the Public Nuisance objective under the Licensing Act. However, the Environmental Protection Act (EPA) also provides environmental health departments with the means of dealing with noise nuisance. Where authorities prosecute offenders under the EPA, costs recovery from licensing fees cannot be justified.

## Chapter 3- Managing the application process

### j) Representations in relation to a licensing application

Representations can be made to an application by responsible authorities and interested parties in relation to one of the licensing objectives:

<sup>7</sup>The licensing objectives are-

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

Licensing authorities have a duty to 'promote'<sup>8</sup> these four licensing objectives, and where relevant representations are made, the authority must-

- (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
- (b) having regard to the representations, take such of the steps mentioned in subsection (4) (if any) as it considers necessary for the promotion of the licensing objectives.<sup>9</sup>

### k) Vicinity

The Act stipulates that the licensing authority must accept representations from responsible authorities and interested parties within the 'vicinity'<sup>10</sup> of the licensed premises. In order to be deemed 'relevant', representations in relation to an application can only be received in relation to one of the four licensing objectives and from either a responsible authority **or an interested party within the stipulated vicinity**.

LACORS has not issued guidance on this matter of what constitutes a vicinity, but, as in other areas of public law, local authorities are free to have 'policies' on the matter of what constitutes a relevant 'vicinity' in relation to a premises, but these should not be rigid rules. There are a number of cases on this topic such as *British Oxygen Co v Board of Trade* (1971) AC 610, *Sagnata Investments v Norwich Corporation* (1971) 2 QB 614, *A-G ex rel Tulley v Wandsworth LBC* (1981), and *R v Secretary of State ex parte Brent LBC* (1983). Colleagues may also find it worth considering *R (on the application of Chorion plc) v Westminster City Council* (2002) as regards the notion of a 'strong presumption' being possible but not a rigid rule.

LACORS advisors have virtually all stated that they are not setting geographical limits and that they feel it is important that each representation should be decided on its merits. Where advisors have set limits they emphasise that these are not rigid and inflexible limits; representations are considered on their individual merits.

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<sup>7</sup> s4(2) LA2003

<sup>8</sup> S4(3) LA2003

<sup>9</sup> S18 (3) LA2003

<sup>10</sup> s13(3)(a) LA2003.

The size and nature of the event will clearly affect what the vicinity can be defined as. Other factors including the geographical surroundings of an event can also affect what can be defined as the vicinity- e.g. the definition for a large scale event in a rural sparsely populated area will vary greatly to that set for a similar event in an inner city densely populated area.

For these reasons, the local authority's licensing policy may be silent on this matter. However, if the authority has held large events in the past, then the decision of what constitutes a 'vicinity' may have already been considered by the authority and previous definitions may be stated within the local authorities' cultural policy, or obtained directly from the relevant officer.

These existing recommendations may not be directly transferable, but could provide a useful starting point for officers trying to define a vicinity for the purposes of receiving representations, or for operators considering leasing council owned land. Operators are advised to contact the relevant licensing authority at the earliest opportunity when planning an event to ascertain what the authority has defined as the relevant vicinity, in order that the operating schedule reflects this definition.

DCMS Guidance on the matter is at 5.33 of its Statutory Guidance.

#### I) Statutory Nuisance

The prevention of public nuisance is one of the statutory objectives that should be adhered to by licensing authorities and applicants under the Licensing Act 2003. Responsible authorities may raise an objection to an application under any of the licensing objectives. Objections relating to the prevention of public nuisance are most likely to be raised by environmental health practitioners. Some of these objections may be addressed by conditions being attached to the premises licence.

The Licensing Act does not define "public nuisance" but the statutory Guidance states at 7.39: *"Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning for the Act's purposes."*

Perhaps the most often quoted definitions come from the case of AG v PYA Quarries (1957) in which Romer LJ described a public nuisance as: "An act not warranted by law or an omission to discharge a legal duty which act or omission obstructs or causes inconvenience or damage to the public in the exercise of rights common to all Her Majesty's subjects." to which Denning LJ added that it was "a nuisance which is so widespread in its range or so indiscriminate in its effect that it would not be reasonable to expect one person, as distinct from the community at large, to take proceedings to end it."

Other case law, both earlier than and subsequent to PYA Quarries may expand the term further but it may be important to realise that its scope is wider than that of the public nuisances envisaged by Part III of the Environmental Protection Act 1990 which must have a public health flavour. Environmental health practitioners may find further help in 7.38 - 7.46 of the Statutory Guidance to the Act. Examples of public nuisance given there include noise and vibration, noxious smells and light, however, it should be noted that it may not be necessary to attach conditions to licences where other controls adequately cover concerns raised in representations. An example might be where an Abatement Notice is in force under the Environmental Protection Act 1990.



When considering the prevention of nuisance as a licensing objective and while not overlooking the impact of the licensable activity on the wider community, responsible authorities will naturally focus on the impact on people living and working in the 'vicinity' of the premises concerned. When considering whether a noise amounts to a nuisance, the character of the vicinity will be relevant, however, the Licensing Act does not define the term and environmental health practitioners should consider how far it may extend on a case-by-case basis.

Further information on the types of conditions that can be attached to premises licenses for the prevention of public nuisance can be found in Annex G of the Statutory Guidance.

## Chapter 4- What type of licence to apply for?

### m) Premises licence

#### Pros

- Permanent
- Certainty for authority/promoter
- No limits on numbers
- Advertising requirements
- More recourse through appeal process
- Events can be planned and confirmed further in advance
- Consideration and recommendation by responsible authorities

#### Cons

- More parties can make representations
- Excess conditions
- Serious consequences for future of licence if breach of conditions by Designated Premises Supervisor (DPS) or if enforcement actions are necessary
- Need for DPS and Personal Licence Holder
- Advertising requirements

### n) Flexibility

LACORS has been asked by authorities how flexibility within a premises licence can be assured for a long standing event that takes place on a regular basis, in order that variation applications can be avoided. Organisers should be advised when completing their operating schedule to ensure that the remit of the premises licence is wide enough to cover all events that it will be required for (as far as can be foreseen) but in addition to this the licensing authority will need to assess, on a case by case basis, whether the event has changed to such an extent that a licensing objective is affected. If an objective is affected, then the organiser needs to ensure that an application to vary the premises licence is made. The decision for whether a licensing objective is affected could be taken by the relevant responsible authorities within the Safety Advisory Group (see section 'R' for more detail about creating a SAG).

### o) Licensing live music activity and incidental music.

Prior to implementation of the Licensing Act, two musicians performing in licensed premises did not require a separate licence to perform, and any regulation was self imposed by musicians or the host of the event. The Act has changed this and no longer specifically exempts any activity from regulation. Decisions as to whether any activity requires a licence under the Act, wholly depends on interpretation as to what effect the activity will have on the licensing objectives. The Act encourages the promotion of cultural activity, and LACORS encourages authorities to approach each application on its own merits, and to only regulate cultural activity when it is likely there would be a negative impact on the licensing objectives.

To further encourage cultural activity and to ensure that the provision of live music is not affected, the Act includes a section exempting 'incidental music' from the need to be licensed. The relevant section of the Act (schedule 1, pt 2) is replicated below:

*Music  
incidental to  
certain other  
activities*

7                    *The provision of entertainment consisting of the performance of live music or the playing of recorded music is not to be regarded as the provision of regulated entertainment for the purposes of this Act to the extent that it is incidental to some other activity which is not itself -*

*(a) a description of entertainment falling within paragraph 2, or*

*(b) the provision of entertainment facilities.*

Paragraph 2 goes on to define 'entertainment' and is replicated below:

*Entertainment*

2                    (1)            The            descriptions            of            entertainment            are-

(a) a performance of a play,

(b) an exhibition of a film,

(c) an indoor sporting event,

(d) a boxing or wrestling entertainment,

(e) a performance of live music,

(f) any playing of recorded music,

(g) a performance of dance,

(h) entertainment of a similar description to that falling within paragraph (e), (f) or (g),

where the entertainment takes place in the presence of an audience and is provided for the purpose, or for purposes which include the purpose, of entertaining that audience.

(2) Any reference in sub-paragraph (1) to an audience includes a reference to spectators.

(3) This paragraph is subject to Part 3 of this Schedule (interpretation).

#### o) TENS

##### Pros

- Temporary
- Short notice period
- Only police consulted and can issue counter notice/add conditions
- One DPS per TEN

##### Cons

- Limit of 499 people per TEN
- No more than 5 a year per **individual** (defined s101 (3)) or 50 per year if applicant a personal licence holder
- Not exceed a period of 24 hours (s100 (1))
- When used to 'top-up' hours of a premises licence, conditions attached to the premises licence will not apply

#### p) 'Footprints' for TENS

LACORS has discussed with advisers the best way in which organisers can be sure that the limit on the number of persons per TEN is adhered to. LACORS suggests that some type of barrier/outline is put round the activity the TEN is required for and a person counts the number of people allowed access into the licensed area. Once the limit is reached, admission can be stopped and operated on a one in- one out basis.

LACORS is of the view that where organisers are planning to use a series of TENS to run concurrently at an event, that detailed arrangements and information is shared with the multi agency working group. Although the Police are the only responsible authority that can issue a counter notice to a temporary event notice, organisers should still have access and regard to the relevant professional opinion of the responsible authorities.

## Chapter 5- Preparation and planning

### q) Partnership working and planning

In order for events to be a success, partnership working with the relevant agencies and interested parties is key.

Although statutory consultation occurs with responsible parties as part of the application process, large scale events generally require more planning and organisation. Consultation with partners should begin as early as possible, and ideally prior to an application being submitted to the authority. This has benefits for all parties- prior consultation and agreement with responsible authorities and interested parties helps to ensure that the applicant is aware of expectations of the relevant responsible authorities and interested parties, and this can help to create a full and non-controversial operating schedule, which in turn could help to avoid large numbers of representations and burdensome and unmanageable committee hearings. In addition, this prior consultation can assist with realistic planning and expectations of all key parties, saving time and money.

Local authorities that have previously been involved in the regulation of large events will have experience of partnership working and planning and will be able to advise organizers of who they consider the relevant partners that should be consulted with. Most experienced organisers will also have experience of partnership working and will as a matter of course be expecting to consult with relevant parties. Authorities with frequent experience of regulating large scale events may have an established Safety Advisory Group of key partners who they will convene regularly through the planning and de-briefing stages of a large scale event.

### r) Creating a Safety Advisory Group (SAG)

Authorities that do not have experience in this area are advised to consider the following as relevant agencies and interested parties to consult as part of the planning of a large scale event, or when applying for licences for their own public land.

- Event organisers
- Responsible authorities (Police, Environmental health, Health and safety, Social Services, Trading Standards, Planning, Fire officers etc)
- Local residents associations and groups
- Ward Councillors
- Crime Disorder Reduction Partnership
- Licensing officer
- Cultural officer

The extent of necessary consultation will depend on the size and nature of the proposed event. This will need to be decided locally in consultation with the event organizers, and determined locally on a case-by-case basis. However, authorities licensing their own public land may wish to stipulate the extent of necessary consultation by way of contractual agreement with the user.

### s) Timeframes for how often the SAG should meet

This will vary dependent on the type and size of the event being planned, but it is always worth consulting with partners as early as possible in the planning stages. As this consultation is not

statutory the licensing authority and operator should discuss and agree their respective views as to the extent and purposes of consultation, and necessary frequency.

As a very general guideline, key partners should meet as follows:

- Once initially prior to submission of application/request to use LA public land. This meeting could be used to discuss expectations and restrictions prior to the operating schedule being completed.
- During the application process and following any representations, with a view to mediation.
- Once after the licence is granted to discuss practical delivery of licence/contract requirements and general planning.
- Once immediately prior to the event
- On the day of the event as and when necessary
- After the event for de-brief and lessons learned.

In practice, different events will create different needs for consultation, and this will need to be managed locally and pragmatically.

#### t) Examples of timeframes

To assist colleagues in making decisions regarding the need and frequency for consultation in preparation for a large scale event, some case studies featuring different types of events are featured below.

##### Winchester- Homelands

Winchester has been host to the Homelands festival, or Hi Fi South as it is now known, since 1998. Usual timeframes for the event are as follows:

*Application submitted: September*

*Consultation with key stakeholders: October/November*

*Licensing Committee consideration: December*

*Event: late May*

Key to the events' success is an evolving event management plan that is regularly consulted and adjusted via Event Safety Team meetings. The membership of the Event Safety Team incorporates key representatives from the responsible authorities and other stakeholders.

The new legislation dictates that much of the information that had formed the event management plan will now form part of the operating schedule, but by still maintaining a separate event management schedule, flexibility can be built into the premises licence so that proposed changes can be agreed via the event management plan rather than a variation to the premises licence. To ensure this commitment is robust and binding this arrangement is formalised as a condition of the premises licence. This binds the organiser to giving specific notice to the licensing authority for any proposed changes. An example wording of the condition is replicated below:

*"Where alterations to layout of arena and facilities or equipment are proposed 28 clear day's written*



*notice will be given to the Licensing Authority and Responsible Authorities. Such written notice must include a copy of the risk assessment carried out and such risk assessment must demonstrate that the proposed variation does not impact upon the Licensing Objectives. In addition, where appropriate an amended and updated site plan detailing the new layout and/or facilities must also be submitted. In cases of emergency alterations written notice will be given to the Licensing Authority prior to any changes occurring. Examples of alternations covered by this procedure would include moving stage positions, changing orientation of stage, moving of exit positions, moving of toilet locations. No alterations will be undertaken without the written consent of the Licensing Authority having first being obtained".*

### Mendip- Glastonbury

Mendip Council is well practiced in managing the Glastonbury Festival. It has had vast experience of coordinating the event and managing local residents concerns about the festival. Key to the events success is strong partnership and communication between all the key stakeholders in the event and a transparent, public decision making process.

As with all events of this nature, the administrative process of licensing these events has changed with the implementation of the Licensing Act 2003, but the principles of working in partnership and organising these events has not changed, and the practical routine of organising the event (multi agency meetings etc) has not changed.

Usual timeframes for the event are shown below:

October –	licence application received by Mendip District Council
November -	approx 6 weeks after application received licence hearing takes place
January –	multi-agency meetings take place for first time – followed by monthly Tripartite and Major Incident Planning meetings
February -	tripartite meeting Major Incident Planning meeting
March -	tripartite meeting Major Incident Planning meeting
April –	first Milestone Condition date – usually around end of the month (see licence conditions) Tripartite meeting Major Incident Planning meeting
May –	second Milestone Condition date – a month after first one Tripartite meeting Major Incident Planning meeting
June –	several conditions to be complied with (see schedule of key dates in the appendix 2 of the conditions)

July - internal debrief  
site clearance conditions to be complied with

August - reports due in from all agencies  
Debrief with local parish councils

September - multi-agency debrief  
Full council debrief

Examples of the licence conditions attached to the premises licence are shown in appendix 2, which is a copy of the actual licence for the 2005 festival. The licence gives definitions for some of the terms used above including 'significant variation'.

LACORS is keen to share other examples of timelines for different size and types of events with local authorities. Please submit this information to [rachael.rogers@lacors.gov.uk](mailto:rachael.rogers@lacors.gov.uk).

### **LICENSING PUBLIC LAND**

Government guidance to the Licensing Act 2003 (s3.59) clearly encourages local authorities to consider licensing their own public land. The following advice is given to assist Councils with the process of licensing public land that may be used for the provision of regulated entertainment. The matters highlighted are given as a suggested course of action; the final decision on the use of land will ultimately be dependant on the nature of the land available within the Council's ownership or control and the type of activity to be held or promoted – e.g. type/use of the land, ownership, vicinity of nearby residents etc. Certain land may be in private ownership and in these cases the Council is encouraged to contact the landowner and reach agreement on the use of the land as part of its overall Cultural Policy.

The Council may wish to obtain a premises licence in respect of public land to enable operators to provide entertainment on that land without the need to apply themselves for such a licence or to give a temporary event notice.

Councils should find that enquiries to use public land will continue to arrive as requests for permission and the Council can consider granting permission under the terms of the premises licence that they hold. Where no licence exists the Council may wish to require the operators to obtain a premises licence or temporary event notice rather than a premises licence, to ensure that the activity is carried on for the limited period as defined by that permission, or the Council may refuse permission for any licensable activity.

Despite the fact that more than one licence may be granted for a parcel of land or that a temporary event notice may be served for land, most operators of licensable activities are expected to abide by the law of trespass and will not seek to use public land without prior permission. If occupation of land does arise without permission the development of comprehensive evidence to back up the Council's preferred use of the land, as described below, may help support a defensive case.

## **Process**

- **The Council scopes/adapts/prepares its Cultural Policy** to identify the cultural diversity that exists within its boundaries, and identifies the type, extent and nature of leisure activities it wishes to promote having regard to the racial and cultural diversity of its population assembled as evidence under its Race Equality Scheme and its promotion of the Equality Standards. Broadly this may include provision of certain forms of regulated entertainment, provision or otherwise of alcohol, films, plays etc. The Policy should seek to embrace the cultural diversity of the area or distinct parts of the area identified.
- **Identify the parcels of land in public ownership** (open land, buildings, streets etc) and which land (or parts of the land) it intends to make available for licensable activities by the public and the activities for which the land will be used. In the case of a street the Council may consider identifying parts of the street that will be available for licensable activities e.g. street entertainers.
- **Consult on the proposals.** Consultation should include persons in the vicinity of the land who may make representation as an "interested party" as defined in the Act, together with licensed operators / performers or their representatives who have used the Council's land for licensable activities previously. A list of previous users of land may be held by the Council's arts / events service. Authorities may also wish to consider consulting with the relevant responsible authorities such as the fire and police services.
- **Having regard to the feedback from consultation, identify the land to be used** (and that which will not be used), the proposed use of the land – and the reasons why (or why not). This may form evidence to support the Policy if the use or non-use of land is challenged.
- **Undertake a comprehensive risk assessment** pertinent to staging licensable activities, for each parcel of land. The results of the risk assessment will give rise to many of the controls that will need to be referenced in the Operating Schedule (where a Premises licence is to be sought). In other cases of no licence to be applied for or where there will be the need for a temporary event notice to be sought, the risk assessment will give support to the reasons why the land should not be used or used only for a limited period respectively.
- **Determine to what extent the Council will itself provide/meet the controls required as licence holder**, and what must be provided by the operator of the activity. For example the Council may

identify that a particular action must be taken to maintain means of escape in the case of emergency and will make such means available by compliance with the Fire Certificate (passageways, fire doors etc), whilst the operator of the activity would be required under a contract of use for the land, to keep such means of escape clear and unlocked whilst persons are on the premises.

- **Determine who will provide and identify the “responsible person”** for the purpose of acting on behalf of the licence holder, or in the case of alcohol sales/ supply, the Designated Premises Supervisor. In the case of a Premises licence this could be the person responsible for managing the land (e.g. a park warden, village hall key holder, parish secretary, site manager, etc.), or the responsibility may in part or whole be placed on the operator where a temporary event notice is involved. In the case of a Premises licence the responsible person / DPS should have management control sufficient to stop or direct the operator of the licence to follow reasonable requirements pertinent to the promotion of the licensing objectives and ensuring compliance with legal duties, e.g. turn down sound levels, cease operating etc.

- **Draw up an agreement template for the use of the land** stipulating the use of the land and the controls to be put in place on both parties to the agreement, to meet the requirements of the Act and the conditions of licence.

***Consider:***

- Legal liability for the use of the land;
- Be prepared for representations over the use or non-use of the land;
- Allowance for affordable rents that may permit the promotion of live music, theatre or dance;
- The impact of exempted activities for which those in the vicinity of the land may be unprepared.

***Licensing Authorities may find appendix A useful as a working document through this process.***

**LICENSING PUBLIC LAND- Appendix A**

<b><u>Cultural Issues</u></b>	<b><u>Notes</u></b>
<p><b>What is our cultural policy?</b> Embrace diversity - inclusive of all cultures. Allow what is inside outside.</p> <p><b>Map the strands that make up the cultural diversity of the community. Determine what the culture will be for the community</b></p> <p><b>Develop the cultural policy</b></p> <p><b>What do we want to promote?</b> Music Singing Dancing Other regulated/non regulated entertainment: cinema, theatre. Alcohol, Events e.g. festivals, concerts, Pageants? Exempted activities? Ancillary facilities required e.g. toilets, food etc.</p> <p><b>What is appropriate for the Council's land?</b> Open land Buildings The street Other public facilities</p> <p><b>How will it be performed?</b> Live Recorded Mixed</p> <p><b>What impinges on the Policy?</b> Crime and disorder Other Council Policies</p>	



<p><b>Determine how to deliver the policy – the strategy</b></p> <ul style="list-style-type: none"> <li>- type of music</li> <li>- type of performance e.g. stage, film</li> <li>- forums of leisure and entertainment activities</li> <li>- event/festival etc.</li> </ul> <p><b>Who takes the lead?</b></p> <p><b>Stakeholders and Partners</b></p> <p><b>Identify the views of those affected by the use (or non-use) of the land</b></p>	
<p><b><u>Land Issues</u></b></p> <p><b>What is the resource – land?</b></p> <ul style="list-style-type: none"> <li>- open land e.g. parks, fields, sports &amp; leisure facilities, streets, rivers etc.</li> <li>- buildings e.g. schools, community centres, leisure buildings, halls, residential complexes etc.</li> </ul> <p><b>Determine what land to use for which licensable purposes</b></p> <p><b>Determine the impact the activity will have on the community and how it can be ‘managed’</b></p> <p>For certain land a whole area may be discounted for some or all activities</p> <p><b>Determine the status of land and appropriate type of permission required – whether to gain a premises licence or allow TENs</b></p> <p>Number of licensable events permitted by means of TENs or Premises Licence</p> <p><b>Determine the area / points on the land where the activities can take place</b></p>	

<b>Identify the controls to be exercised and how they will be managed</b>	
<b><u>Operating schedule</u></b>  <b>Needs to be drafted in line with the cultural policy and the restrictions on land use.</b>	
<b>Contract between user and Council which will be largely the restrictions and concerns expressed by the Council following consultation with those affected by the use of the land</b>	
<b>Legal liability</b> Land owner User	

S:/licensing/reform/partners/licensing public land

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**

**PUBLIC ENTERTAINMENT LICENCE**

**PEL 216**

The **MENDIP DISTRICT COUNCIL** BEING THE Licensing Authority under section 1 of the above Act, **HEREBY GRANT A PUBLIC ENTERTAINMENT LICENCE**

to **MR MELVIN BENN**

of **C/O WORTHY FARM, PILTON, SHEPTON MALLET, SOMERSET, BA4 4BY.**

to use the land situated at, and known as

**WORTHY FARM, PILTON, SOMERSET. BA4 4BY**

Shown edged in red on the attached plan, for the purpose of an Occasional Outdoor Musical Festival, on the following dates

**FROM 08:00 HOURS ON WEDNESDAY 22<sup>ND</sup> JUNE 2005 UNTIL 17:00 HOURS  
MONDAY 27<sup>TH</sup> JUNE 2005**

***THE PERMITTED HOURS OF AMPLIFIED MUSICAL ENTERTINMENT  
SHALL BE RESTRICTED TO THE HOURS PRESCRIBED AT SECTION H  
OF THIS LICENCE***

The issue of this Licence is subject to standard conditions and restrictions contained in regulations made by this authority relating to such licences and to any additional conditions set out in the Schedule below.

**Date of Issue: 7<sup>th</sup> June 2005**

.....  
on behalf of the said Authority

**SCHEDULE:**

- ♦ **Conditions A to M and Appendices 1 - 4 (both attached)**
- ♦ **Plan of Licensed Site - edged in red (attached)**

## **Extract from the Local Government (Miscellaneous Provisions) Act 1982**

### **APPEALS**

- 17.1 Any of the following persons that is to say:
- a) an applicant for the grant, renewal or transfer of an entertainments licence in respect of any place whose application is refused;
  - b) an application for the variation of the terms, conditions or restrictions on or subject to which any such licence is held whose application is refused;
  - c) a holder of any such licence who is aggrieved by any term, condition or restriction on or subject to which the licence is held; or
  - d) a holder of any such licence whose licence is revoked under paragraph 12 (4) above, may at any time before the expiration of the period of 21 days beginning with the relevant date appeal to the magistrates' court acting for the petty sessions area in which the place is situated.
- 17.2 In this paragraph 'the relevant date' means the date on which the person in question is notified of the refusal of his application, the imposition of the term, condition or restriction by which he is aggrieved or the revocation of his licence, as the case may be.
- 17.3 An appeal against the decision of a magistrates' court under this paragraph may be brought to the Crown Court.
- 17.4 On appeal to the magistrates' court or the Crown Court under this paragraph the court may make such order as it thinks fit.
- 17.5 Subject to sub-paragraphs (6) to (9) below, it shall be the duty of the appropriate authority to give effect to an order of a magistrates' court or the Crown Court.
- 17.6 The appropriate authority need not give effect to the order of the magistrates' court until the time for bringing an appeal under sub-paragraph (3) above has expired and, if such an appeal is duly brought, until the determination or abandonment of the appeal.
- 17.7 Where any entertainments licence is revoked under paragraph 12(4) above or an application for the renewal of such a licence is refused, the licence shall be deemed to remain in force:-
- a) Until the time for bringing an appeal under this paragraph has expired and, if such an appeal is duly brought, until the determination or abandonment of the appeal; and
  - b) Where an appeal relating to the refusal of an application for such a renewal is successful and no further appeal is available, until the licence is renewed by the appropriate authority.
- 17.8 Where:
- a) the holder of an entertainments licence makes an application under paragraph 16 and,
  - b) the appropriate authority impose any term, condition or restriction other than one specified in the application, the licence shall be deemed to be free of it until the time for bringing an appeal under this paragraph has expired.
- 17.9 Where an appeal is brought under this paragraph against the imposition of any such term, condition or restriction, the licence shall be deemed to be free of the term, condition or restriction until the determination or abandonment of the appeal.

# **GLASTONBURY FESTIVAL**

## **OF CONTEMPORARY PERFORMING ARTS 2005**

**22<sup>nd</sup> 23<sup>rd</sup> 24<sup>th</sup> 25<sup>th</sup> 26<sup>th</sup> and 27<sup>th</sup> of June 2005**

### **Public Entertainment Licence Schedule of Conditions for PEL216**



Tuesday 7<sup>th</sup> June 2005

# GLASTONBURY FESTIVAL 2005

## PUBLIC ENTERTAINMENT LICENCE CONDITIONS

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**DEFINITIONS**

The Licensed Site	Means the area of land shown within the red line on the attached plan.
The Agreed Plan	Means the plan containing particulars of the Licensed Site and the facilities and other arrangements required by this Licence which shall be submitted to and agreed in writing by the Licensing Authority in accordance with conditions A7 to A11.
The Application	Means the application form and supporting documentation submitted to and approved by the Licensing Authority at the Licensing Board hearing on 17 <sup>th</sup> January 2005 and any significant variations to it that are agreed by the Licensing Authority.
The Licensing Authority	Means Mendip District Council.
Festival	Means Glastonbury Festival of Performing.
Emergency Services	Means the Avon and Somerset Constabulary, the Somerset Fire and Rescue Service and Rescue Services and the West Country Ambulance Services NHS Trust.
Facilities	Means the equipment, structures and services to be provided on the Licensed Site as required by the Licence.
The Licensee	Means Mr Melvin Benn.
Milestone Condition	Means a condition substantial compliance with which by a named date is regarded as a condition precedent to the running of the Licensed Event.
Unauthorised Persons	Means those persons without a valid ticket or pass allowing them access to the Licensed Site.
Public Arena	Means the area in front of each Venue.
Audible and Discernible	Means noise which is distinct above the general hubbub of activity on the Licensed Site, such as vocals (recorded or live) or instrumental music (recorded or live), or in combination can be identified by the human ear as being likely to originate from discrete sources on the Licensed Site.
Venue	Means any stage or marquee where performing arts are carried out or intended to be carried out.
Event Management Plan	Means the Plan containing the supporting documentation submitted as part of the application.
Licensed Period	Means the time duration granted for the Festival by the



Licensing Board from 08:00 hours on 22<sup>nd</sup> June 2005 to 17:00 hours on 27<sup>th</sup> June 2005.

Security Plan	Means the documentation containing the written arrangements for the carrying out of security functions.
Event Safety Co-ordinator	Means the individual appointed by the Licensee in accordance with Condition C1 thereof.
Security Manager	Means the named person with responsibility for planning and implementing the Security Plan and co-ordination of the security companies employed by the Licensee.
Operational Control Compound	Means the location where all emergency services, Festival operations and Silver Command are based.
Security Control Centre	Means the management and communications base for security on-site and located in the Operational Control Compound.
Safety Control Centre	Means the management and communications base for the Event safety Co-ordinator and located in the Operational Control Compound
Emergency Co-ordination Centre	Means the management and communications base on-site and located in the Operational Control Compound.
Principal Stages	Means The Main (Pyramid) Stage, The Other Stage, The John Peel Tent and The Dance Area Stages (Main Tent (East Coast) and The G Stage).
Lesser Stages	Means The Acoustic Stage, Jazz World, Avalon (not Avalon Café) and The Dance Area Stages (Second Tent (West Coast) and The Roots Stage)
Sanitary Appliances	Means the toilets, wash hand basins and other things used in connection with such items.
First key date	Means the first date that a number of licence conditions needed to be complied with by. This date has now passed, but this information is included for reference purposes as all of these requirements have been met at time of issue of this licence.
Second key date	Means the second date that a number of licence conditions needed to be complied with by. This date has now passed, but this information is included for reference purposes as all of these requirements have been met at time of issue of this licence.
Authorised Sound System	Means a sound system which has been referenced in the Noise Management Strategy referred to in condition H1, or

otherwise agreed in writing with the Licensing Authority

Unauthorised Sound  
System

Shall have the reverse meaning as above.

Approved size (in relation  
to sound systems)

Means the size of any sound system in Kw referenced in the Noise Management Strategy referred to in condition H1 or otherwise agreed in writing with the Licensing Authority.

First curfew

00.30 hours on the 25th and 26th June 2005 and 00:00 hours on the 27th June 2005

Second curfew

03.00 hours on the 24th, 25th and 26th of June 2005 and 02.30 hours on the 27th June 2005

## A. GENERAL CONDITIONS

### ALL ENCOMPASSING CONDITIONS

- A1. The Licensee shall comply with all parts of the Application and the Event Management Plan. This shall be the minimum standard required of the Licensee unless modified by another licence condition. All required Strategies and Plans are to be submitted by the Licensee on the specified dates. The required Plans and Strategies shall be implemented in full accordance with those strategies and plans as approved in writing by the Licensing Authority. No variation or alteration from an agreed strategy or plan shall be made without the prior written approval of the Licensing Authority (such approval not to be unreasonably withheld or delayed), unless there is in the opinion of the Licensee a perceived imminent risk or threat to life or other emergency, and any delay caused by awaiting written approval as above might endanger lives.
- A2. The Licensee shall follow **The Health & Safety Executive publication HSG195 "The Event Safety Guide - A Guide to Health, Safety and Welfare at Music and Similar Events" Second Edition 1999 (ISBN 0 7176 2453 6)**, as a minimum standard unless subject to more specific requirements of another licence condition or by virtue of any other enactment. This publication shall be referred to as the 'Event Safety Guide' for the remainder of this text.
- A3. The Licensee shall make arrangements by the First Key Date, with the Avon and Somerset Constabulary for such numbers of Police Officers to be on the Licensed Site during the Licensed Period of the event as the Chief Constable considers necessary for securing the safety of persons present on the site and for securing adequate access for emergency vehicles. The Somerset Fire and Rescue Service's conditions apply providing that control of the site by Avon and Somerset Constabulary and site security is maintained.
- A4. The Licensing Authority Officers, Police Officers and Officers of the Somerset Fire and Rescue Service and West Country Ambulance Service acting in the course of their duties in connection with the event, and upon showing appropriate identification, shall be permitted to enter the Licensed Site or any part thereof at any time prior to or during the event.
- A5. It is the responsibility of the Licensee to ensure that any promoter, performer or other person connected with the Festival does not breach, or permit or contribute to any breach of any term, condition or restriction of this licence both before during or after the event in as far as the conditions of the Licence refer thereto. The Licensee shall have a primary and continuing obligation and responsibility to ensure the safety of all persons on the Licensed Site, both in normal and emergency situations and shall take all necessary precautions to fulfil that obligation. *Note: The granting of the Licence does not absolve the Licensee from any obligations he may have under any other enactments and, in particular, the Health and Safety at Work, etc. Act 1974.*
- A6. The Licensee shall provide all the Facilities as required by these conditions. Such Facilities shall be provided within the time scales given in the Required

Plans and, for those Facilities that are not covered by a date in the Required Plans, at least 24 hours before the admission of the public to the Licensed Site. The Facilities are to be provided and maintained on the Licensed Site for the full duration of the Licensed Period.

### **AGREED PLAN**

- A7. The Licensee shall provide the Facilities and regulate the use of the Licensed Site in accordance with the Application and Licensed Site Plan to be submitted to the Licensing Authority by the First Key Date and subject to any variation agreed in writing with the Licensing Authority. The Plan to be known as "The Agreed Plan".
- A8. The Licensed Site shall include all areas within the main security fence, official car parks, all closed roads passing through the Licensed Site and shall also encompass all contiguous land within the control of the Licensee including closed roads immediately adjacent thereto.
- A9. The Licensee shall provide to the Avon and Somerset Police Constabulary and Somerset Fire and Rescue Service such numbers of sets of the Agreed Plan as they may require by no later than Second Key Date.
- A10. The Agreed Plan shall clearly show all parts of the Licensed Site, including the areas used for camping, car parking, emergency access points, on-site access roads, fire points, and rendezvous points. The site boundary of the Licensed Site shall be edged in red on the Agreed Plan. The Agreed Plan should include details of all land under the control of the Licensee during the Festival, together with any land available for his use immediately prior to and following the Festival.
- A11. A clearly marked area shall be set out close to the main stages compound to allow for emergency landing of a helicopter. This area is to be kept clear of parked vehicles and obstructions and to be to the satisfaction of the Licensing Authority and Avon and Somerset Police Constabulary as regards location, size and marking and is to be marked accordingly on the Agreed Plan.

### **MILESTONE CONDITION**

- A12. The Licensee shall provide written confirmation to the Licensing Authority by 8<sup>th</sup> June 2005 that all land identified in the site plan that formed part of the application has been acquired by him for use as intended in the Application and Event Management Plan.

### **FIRE PRECAUTIONS**

- A13. The licensee shall comply with the conditions set out in Appendix 1 hereto. In addition, The Fire Precautions (Workplace) Regulations 1997 (as amended) 1999 apply to all areas of the Licensed Site including - stages, marquees and individual market stalls where persons are employed to work. The employer has a duty to carry out a fire risk assessment in the workplace to ensure that the workplace is safe and any persons working or visiting can escape safely in the event of fire. If five or more persons are employed, this assessment is to be recorded.

### **INSURANCE**

#### **MILESTONE CONDITION**

- A14. The Licensee shall secure and hold public liability insurance cover for the licensed event having regard to the capacity of the licensed site and the nature of activities on the site during the licensed period. The level of cover shall be determined by the Licensee in strict accordance with the recommendations of a reputable insurance broker whose recommendations shall be scrutinised and approved by a second, reputable insurance broker who shall be entirely independent of the Licensee and the Council. The Licensee shall submit details of the said public liability insurance cover (including the level of cover and the recommendations of the said insurance brokers) to the Council by no later than 10<sup>th</sup> June 2005.

### **ANIMAL EXCLUSION**

- A15. Cattle and other farm animals shall be excluded from grazing on any part of the Licensed Site that is to be used for camping or entertainment from 28<sup>th</sup> May 2005 until camping has ceased on the Licensed Site.
- A16. During the event, the Licensee shall not allow dogs onto the site other than Guide Dogs and other assistance dogs.

**B. SECURITY AND STEWARDING****SECURITY FENCE*****MILESTONE CONDITION***

- B1. The main security fence shall be provided and completely erected, as per the specification in the application, along the defined fence line detailed in the application. The Licensee will ensure that the fence is secure around its full perimeter by 10:00 hours on the 15<sup>th</sup> June 2005 to the satisfaction of the Licensing Authority, and the site subsequently cleared of unauthorised persons (see Condition B3 below). The Licensee shall ensure that the Licensed Site is patrolled in such a way that unauthorised access cannot be gained and that the necessary access points are controlled by sufficient security personnel and stewards from 10:00 hours on the 15<sup>th</sup> June 2005 onwards to the end of the Licensed Period. The Licensee shall make all reasonable efforts to minimise the build and take down of the main security fence to between 9<sup>th</sup> May 2005 and 31<sup>st</sup> July 2005, and to limit the working in areas and at times sensitive to residents, endeavouring to inform residents if working time is likely to be in excess of this.

**SECURITY PLAN*****MILESTONE CONDITION***

- B2. The Licensee shall provide the Licensing Authority with a complete and up to date copy of the Security Plan by no later than the First Key Date. Any amendments made to the Security Plan must be to the satisfaction of the Licensing Authority and the Avon and Somerset Police Constabulary and be agreed in writing with the Licensing Authority. The Licensee shall ensure that the security arrangements provided pre, during and post Festival are provided in accordance with the Security Plan and in accordance with the Application.

**SITE CLEARANCE**

- B3. By 09:00 hours. on the 19<sup>th</sup> June 2005, before the traders are admitted to the Licensed Site, the Licensee shall ensure that the Licensed Site is cleared of all unauthorised persons and vehicles.

**PERSONS ARRIVING WITHOUT TICKETS**

- B4. The Licensee shall ensure that those persons arriving without a valid ticket will be managed as stated in the Application. This shall include those who arrive via any form of public transport and attempt to access the official Festival bus services. No vehicle shall be permitted to remain on the Licensed Site without an official car park pass and any occupants within any vehicle shall not be allowed to remain on the Licensed Site unless they have a valid ticket or pass and shall be removed from the Licensed Site or to the Festival bus station to await transport away from the Licensed Site.

**STEWARDS**

- B5. An appraisal of all stewarding requirements shall be carried out by the Event Safety Co-ordinator and Security Manager for their respective staff and the Licensee shall provide such stewards in such numbers and in such positions for such times as to be agreed with the Licensing Authority and the Avon and Somerset Police Constabulary by no later than Second Key Date. All stewards must be trained, briefed and equipped to a standard that reflects their responsibilities. The training programme and equipment given to stewards with security responsibilities shall be to the satisfaction of the Avon and Somerset Constabulary and the Licensing Authority and approved by them **in advance**. The proposed training and equipment given to fire stewards shall be submitted to the Somerset Fire and Rescue Service for approval. The records of training for individual stewards shall be made available for examination to an Officer of the Licensing Authority acting in the course of their duties and upon showing appropriate identification. All stewards with a personal security role shall be readily identifiable to others by means of some conspicuous marking and capable of being individually identified by a conspicuous identification number or other suitable code. A steward training plan shall be provided to the Licensing Authority by no later than Second Key Date.
- B6. All Stewards are to be readily identifiable by the wearing of distinctive Surcoats unique to Glastonbury Festival, clearly and indelibly marked with the words “**STEWARD**”. All stewards to have a means by which they are individually identifiable by a number.
- B7. Before the public are admitted to any marquee on the Licensed Site, Senior and Deputy Senior Stewards from each marquee shall have received instruction of fire procedures and be given a demonstration in the use of fire fighting equipment.
- B8. Before the public are admitted to any marquee on the Licensed Site, Senior and Deputy Senior Stewards are to instruct all Stewards under their control of their responsibilities and duties in the case of fire.
- B9. For each marquee on the Licensed Site there shall be a minimum of one trained and competent Steward on duty and positioned at each exit at all times that the said marquee is open to the public, or at least one trained Steward per 100 people, or part thereof, shall be on duty within the said marquee while it is open to the public, whichever is the greater.

## **C. HEALTH AND SAFETY CONDITIONS**

### **GENERAL**

C1. The Licensee shall appoint an Event Safety Co-ordinator having responsibility for health and safety at the event and whose duties and responsibilities shall include:

- Liaison with volunteer groups, lead and sub-contractors and any self employed persons to be employed by the Licensee at the Licensed Site to ascertain their competence.
- Inspection of the Licensed Site before and during the event and for load out and break down.
- Inspection of all structures and electrical services provided on the Licensed Site.
- Checking and obtaining all relevant certifications, safety policies, risk assessments, training records, employers liability insurance and other relevant documentation.
- Detection and prohibition of any unsafe working practices, unsafe systems of work or unsafe and unfit equipment. All appropriate records of action taken are to be kept and the Licensing Authority informed of any significant necessary action taken.
- Assisting the Licensing Authority's authorised Officers in the stopping of unsafe work practices or use of unsafe work equipment.

The Event Safety Co-ordinator should have no other responsibilities or duties at, or outside of, the Licensed Site for the duration of the Festival. The Event Safety Co-ordinator shall be fully qualified, experienced and competent in event health and safety.

C2. The following shall be provided to the Licensing Authority by no later than the First Key Date:

- Arrangements by which the Licensee will assure himself that the contractors employed on the Licensed Site are working to acceptable standards of health and safety.
- The Licensee's arrangements to ensure compliance with The Construction (Design and Management) Regulations 1994 where appropriate.
- On-site transport arrangements in the Traffic Management Plan in accordance with Condition F1.
- An overall Risk Assessment for the Festival.

### **NOISE - AUDIENCE AND STAFF EXPOSURE**

C3 A full appraisal of the Licensed Site shall be made with regards to the Action Levels prescribed by the Noise at Work Regulations 1989 and shall be submitted to the Licensing Authority by no later than Second Key Date. The appraisal should include the identification of Ear Protection Zones as defined in the Noise at Work Regulations 1989; their method of designations; the



provision of hearing protection; and methods of reducing staff exposure to noise. The Licensee shall also ensure that information on sound levels and the potential risk to hearing are given to persons attending the Festival. The method chosen and the content of advice given, shall be submitted for approval by the Licensing Authority by no later than Second Key Date.

- C4. Notwithstanding the requirements in Condition C3 above, the Licensee shall ensure that the following restrictions are adhered to :
- The peak sound pressure level in any public area of the Licensed Site shall not exceed 140 dB, and;
  - The Equivalent Continuous Sound Level in public arenas, shall not exceed 110dBA (Leq 1 minute,), and ;
  - No persons attending the Festival shall be allowed within 2 metres of any operational loudspeaker with a rated power output in excess of 1Kw.

### **LIQUEFIED PETROLEUM GAS**

- C5. The Licensee shall provide adequate safe and secure storage compound(s) for liquefied petroleum gas cylinders in areas to be first approved by the Licensing Authority and the Fire Officer. These compounds shall not be accessible to the public. Such accommodation shall be in accordance with the Liquid Petroleum Gas Association (LPGA) Code of Practice 7. Storage of full and empty LPG cylinders and cartridges.
- C6. The Licensee shall ensure that each market stall on the Licensed Site is inspected to ascertain the amount of LPG stored and in use at each stall. The amount of LPG stored on any stall shall not exceed that which can be reasonably expected to be used on that stall in any 24 hour period. The Licensee shall ensure that any excess LPG cylinders found at any stall over and above the reasonable amount expected to be used in any 24 hour period, or following receipt of a written request from an authorised Officer of the Licensing Authority, are removed from any stall and properly stored in a secure LPG store required in Condition C5 above.
- C7. The Licensee shall ensure that all traders intending to use LPG are made aware of the need to comply with current gas safety legislation and that every trader is inspected by an approved CORGI gas fitter prior to trade commencing. Each trader shall be provided with a certificate confirming that they meet all fire safety requirements. An example of the certificate to be provided is attached at Appendix 3.  
*(Note: The word 'stall' shall include any vehicle, tent, marquee, store or other accommodation used in connection with any business on site).*

### **ELECTRICAL INSTALLATIONS AND LIGHTING**

- C8. All electrical installations and equipment are to be provided in accordance with the advice and guidance outlined in the Event Safety Guide.
- C9. The Licensee shall ensure that all Facilities on the Licensed Site are adequately illuminated at night including the security fence, information

points, access routes from car parks, gates, bridges and thoroughfares where hazards exist. Provision shall also be made for back-up lighting in the event of failure.

### **BARRIERS**

- C10. Barriers are to be provided at the Main Venues namely The Main (Pyramid) Stage, The Other Stage, The John Peel Tent, The Dance Area Stages (East Coast and West Coast, The G and The Roots), The Jazz World Stage, The Acoustic Stage and The Avalon Stage in accordance with the advice and guidance outlined in the Event Safety Guide.

### **STRUCTURES**

- C11. Temporary de-mountable structures on the Licensed Site are to be provided in accordance with the advice and guidance outlined in the Event Safety Guide and specific guidance in accordance with **The Institution of Structural Engineers "Temporary Demountable Structures - Guidance on Design, Procurement and Use" - Second Edition 1999 (ISBN 1 874266 45 X)**.

### **LASERS AND SPECIAL EFFECTS**

- C12. Lasers and other special effects such as strobe lighting, smoke and vapour where used are to be provided in accordance with the advice and guidance outlined in the Event Safety Guide. The use of lasers must be agreed **in advance** with the Licensing Authority. All proposals and relevant risk assessment documentation must be submitted to the Licensing Authority by no later than 8<sup>th</sup> June 2005.

### **TATTOOING AND SKIN PIERCING**

- C13. The Licensee shall not permit ear piercing, tattooing or other form of skin piercing on the Licensed Site.

**D. ATTENDANCE AND TICKETS**

- D1. The total attendance on the Licensed Site during the whole Licensed Period shall not exceed a cumulative total of 150,000 persons (except during the period from 00:01 hours Sunday 26<sup>th</sup> June 2005 until 01:00 hours Monday 27<sup>th</sup> June 2005 when the cumulative total shall not exceed a total of 153,000 persons)
- D2. Except for those persons issued with authorised passes referred to in Condition D4 below, officers of the Avon and Somerset Police Constabulary, Somerset Fire and Rescue Service, Westcountry Ambulance Service, and officers of the Licensing Authority on enforcement duties, and children of 12 years and under, admission to the Licensed Site shall be by ticket only, sold or distributed in advance of the Festival. The number of persons admitted by way of full weekend tickets, shall not exceed 112,500 for the Licensed Period.
- D3. In addition, 4,500 persons may be admitted to the Licensed Site on Sunday 26<sup>th</sup> June 2005 only by way of Sunday one day ticket incorporating mandatory coach travel (i.e. persons with such a ticket will be collected by coach from local towns and villages and transported onto the Licensed Site). Also, a further 2,000 persons (including no more than a total of 250 persons consisting of disabled persons and their carers) may be admitted to the Licensed Site on Sunday 26<sup>th</sup> June 2005 only by way of Sunday one day ticket, where the ticket holder uses their own means to travel to the Licensed Site.
- D4. Authorised passes/complimentary tickets/staff tickets shall only be issued to traders, performers and other persons who are engaged in the management and organisation of the Licensed Site but shall also include the Villagers' complimentary passes. The number of authorised passes/complimentary tickets/staff tickets shall not exceed 34,000. Certification of the number of authorised passes/complimentary tickets/staff tickets issued by the Licensee shall be made available to the Licensing Authority not less than 24 hours prior to the start of the Festival. A full list of all those to whom passes and complimentary tickets have been issued will be made available to the Licensing Authority and the Avon and Somerset Police Constabulary on demand and an updated record of passes and complimentary passes issued will be maintained in the Licensee's Office at all times when the public have access to the Licensed Site. These records of issue should include the name and details of the person to whom it is issued and the unique serial number of the pass issued to that individual.
- D5. Details of the name and address of the company or printer producing the tickets shall be provided to the Avon and Somerset Police Constabulary and Licensing Authority by no later than the First Key Date. The tickets for the Festival shall be printed in such a manner, and to the satisfaction of the Licensing Authority, that they are reasonably incapable of being forged or copied.

- D6. A certificate from the printer shall be forwarded to the Licensing Authority by no later than Second Key Date, certifying the total number of tickets and passes printed and that they have been sequentially numbered.
- D7. All persons entering the Licensed Site not in possession of an authorised pass/complimentary ticket/staff ticket must be in possession of a valid ticket. At each pedestrian entrance on the Licensed Site, all those entering must pass through a device that records the person as now being on the Licensed Site. These ticket devices provided at the entrance shall continually display the number of persons on site who have passed through the entrance. Upon leaving the Licensed Site, each person will pass through another device that records the number of ticket holders that have left the Licensed Site at that exit.
- D8. Full details of the entry system required by Condition D7 shall be provided to the Avon and Somerset Police Constabulary and Licensing Authority by no later than the First Key Date. Such details, which are to include arrangements for pass-outs, are to be to the satisfaction of the Avon and Somerset Police Constabulary and the Licensing Authority and to include calculations of flow rates of the system to demonstrate sufficient capacity of gates and counting devices. The counting devices shall be linked together in order that a simultaneous assessment of all gates can be made.
- D9. The system described at Condition D7 shall be provided and properly implemented on the Licensed Site. The Licensing Authority and the Avon and Somerset Constabulary shall have access to information, at any time, on the numbers present on the Licensed Site, and this information shall be displayed in the Security Control Centre.

**E. CAMPING AND CAMPSITE MANAGEMENT**

**CAMPSITE MANAGEMENT PLAN**

***MILESTONE CONDITION***

- E1. A final version of the Campsite Management Plan shall be provided to the Licensing Authority by no later than the First Key Date. The said Plan shall include details of the Campsites Manager, all arrangements for securing and stewarding each campsite and the methods to be used in regulating densities of camping.
- E2. The Licensee shall ensure that campsite management prior to and during the Festival is provided in accordance with the Event Safety Guide and the:
- Campsite Management Plan
  - Event Management Plan
  - Crime Reduction Strategy (as defined in Condition L1 below).

## F. TRAFFIC MANAGEMENT AND CAR PARKING

### TRAFFIC MANAGEMENT PLAN

#### **MILESTONE CONDITION**

F1. A complete Traffic Management Plan, including all road closure applications and road signing arrangements shall be provided to the Licensing Authority by no later than the First Key Date. The said Plan shall be to the satisfaction of the Avon and Somerset Constabulary and the Highways Authority. Within the Traffic Management Plan, the Licensee shall provide,

- Details of the emergency access points and all on-site roads. This shall include the design and infrastructure of the on-site roads, routes for emergency vehicles to gain access onto the Licensed Site and signage of those routes. Prior approval should be sought from the emergency services regarding the emergency access points and routes. These routes shall be maintained to allow access at all times. Information of the on-site road infrastructure shall also be included in the Traffic Management Plan detailing for example road widths.
- Road ways are to be designed to allow easy access by fire fighting appliances to within 50m of any part of the Licensed Site in all areas, other than car parks which may be extended to 100m, provided that a manned Fire Appliance, approved by the Somerset Fire and Rescue Service, is provided on the Licensed Site whilst the public are present.

The Traffic Management Plan shall also include;

- Detail of the Notices to be displayed in the car parking areas preventing camping, and no parking signs on the on-site access roads.
- Contingency plans for the ground surface at pedestrian and vehicle access points in case of unexpected weather conditions.
- Provision for car parking including land allocation and numbers and allocation of vehicle entrance lanes. The position and number of these lanes shall be agreed **in advance** with the Avon and Somerset Police Constabulary and the Highways Authority
- Signposting of internal routes to camping areas and car parks.
- Positioning and infrastructure details of the bus-drop off point. To be agreed **in advance** with the bus companies and Licensing Authority.
- Details of the proposals for dealing with workplace transport issues on site.

F2. Details of authorised road closure orders to be submitted to the Licensing Authority by no later than the Second Key Date.

**MISCELLANEOUS**

- F3. A road cleaning programme, including contingencies for adverse weather, shall be provided to the Licensing Authority by no later than the First Key Date. The programme shall detail equipment to be deployed, its location and use. The programme shall be to the satisfaction of the Licensing Authority and Highways Authority and shall be implemented accordingly. The Licensee shall prevent, as far as is reasonably possible, mud or any other material from being deposited onto any highway from the Licensed Site by optimal use of internal roadways.
- F4. All pedestrian and vehicle access points shall have adequate floor surfaces to ensure they are suitable for the purposes from which they are designated in the event of any unexpected weather conditions.
- F5. Vehicular access on the Licensed Site should be strictly limited to essential site staff and emergency services. Others allowed access, such as traders, should only be allowed access to the extent necessary to carry out their undertaking. To this end, security staff shall carry out regular stop and check inspections for unauthorised vehicles and persons within the vehicles.
- F6. Free maps and adequate information points shall be provided to the public. All first aid/medical service points and all main routes shall be clearly sign-posted throughout the Licensed Site.
- F7. All entrances to the Licensed Site should be clearly marked with a readily identifiable number, name or logo, which can be easily read, from both inside and outside the Licensed Site by persons approaching the entrance.
- F8. If the Licensee requires a landing site for any commercial helicopters being used in connection with the Festival not to use that landing site unless and until its location and arrangements for its management have been agreed by the Civil Aviation Authority and the emergency services.
- F9. The Licensee shall not cause or permit traders vehicles to queue up on Pyllle Road. Sufficient areas of land suitable for the stacking of all traders vehicles upon entering the Licensed Site from Blue Route, as shown in the Application, shall be identified on the Agreed Plan. The number of vehicles to be stacked at anyone time in the area is to be stated on the Agreed Plan. The Traffic Management Plan shall include contingencies for adverse weather conditions.

**G. FOOD VENDORS AND MARKETS**

- G1. All food and drink vendors on the Licensed Site must be authorised by the Licensee.
- G2. The names and addresses of all authorised food vendors and any sub contractor vendors including those catering for site crew, artists, performers, technical crews etc, present onsite prior to, during and after the Festival together with the nature of their operation, shall be supplied to the Licensing Authority by no later than 23<sup>rd</sup> April 2005. Any subsequent changes must be notified to the Licensing Authority by telephone and confirmed in writing as soon as possible thereafter.
- G3. Detailed plans of each individual "Market Areas" detailing location and name and address of individual traders shall be provided to the Licensing Authority by no later than 16<sup>th</sup> June 2005.
- G4. The Licensee shall ensure that all traders are reminded of the need to comply with current Food Hygiene and Food Safety Legislation and that the "Food Hygiene Check List", an example of which is attached at Appendix 4, is completed and signed by the relevant Market Manager before any food stall is allowed to commence trading.
- G5. The Licensee will exercise full control over authorised traders on site. If conditions are found to exist where market areas or individual traders put the health or safety of persons attending the Festival at risk, on receipt of a written request from an authorised Officer of the Licensing Authority, the Licensee will arrange for that trader to cease operations or otherwise comply with the requirements of the Licensing Authority. The Licensee will take immediate action to remove any unauthorised traders from the Licensed Site.
- G6. No food or drink shall be sold in glass containers.
- G7. The Licensee will not permit the sale or distribution of untreated milk on the Licensed Site and ensure unauthorised access to the dairy located on the Licensed Site is prohibited.



## **H. ENVIRONMENTAL NOISE AND SOUND MANAGEMENT**

### **NOISE MANAGEMENT STRATEGY**

#### ***MILESTONE CONDITION***

- H1 A Noise Management Strategy shall be provided to the satisfaction of the Licensing Authority prior to the commencement of the event. The said Strategy shall identify how noise arising from the holding of the Festival will be effectively controlled so as to prevent cause for community annoyance.

### **ENVIRONMENTAL NOISE CONTROL**

- H2. All electrically amplified musical entertainment arising from the venues and areas specified below shall be limited to the hours given in the schedule below:

<b>Thursday</b>	<b>Start Time Date</b>	<b>End Time Date</b>
Other Areas & Markets	10:00 23rd	03:00 24th
Outdoor Cinema	13:00 23rd	04:00 24th

<b>Friday</b>	<b>Start</b>	<b>End</b>
Principal & Lesser Stages	10:00 24th	00:30 25th
Other Areas & Markets	10:00 24th	03:00 25th
Lost Vagueness	10:00 24th	06:00 25th
Outdoor Cinema	11:00 24th	04:00 25th

<b>Saturday</b>	<b>Start</b>	<b>End</b>
Principal & Lesser Stages	10:00 25th	00:30 26th
Other Areas & Markets	10:00 25th	03:00 26th
Lost Vagueness	12:00 25th	06:00 26th
Outdoor Cinema	11:00 25th	04:00 26th

<b>Sunday</b>	<b>Start</b>	<b>End</b>
Principal & Lesser Stages	10:00 26th	00:00 27th
Other Areas & Markets	10:00 26th	02:30 27th
Lost Vagueness	12:00 26th	05:00 27th
Outdoor Cinema	11:00 26th	04:00 27th

- H3. No sound systems within the licensed site shall be operated outside of the periods as specified in condition H2 unless they are rated at less than 200watts. All such sound systems rated below 200watts shall not be permitted to operate prior to 08.00 on Wednesday 22<sup>nd</sup> June 2005 and not after 17.00 on Monday 27<sup>th</sup> June 2005.
- H4. Noise levels shall at no time exceed the referenced A weighted 15 minute Continuous Equivalent sound pressure level (LAeq, 15 mins) as measured at the following sites:

Bush House Pylle Road Pilton	60dBA
Mount Pleasant, Sticklynych	60dBA
Pennard Hill Farm, Sticklynych	60dBA
The Old Vicarage, Pilton	60dBA

Provided that if measurement from any of the above sites proves to be impractical, alternative sites shall be chosen by the Licensing Authority with noise limits set for equivalent impact and identified to the Licensee prior to the commencement of the Festival.

- H5. No sound system (with the exceptions of the main outdoor cinema referenced in Condition H2) operating between the first and second curfew periods (00.30 to 03.00 on the 25<sup>th</sup> June and 26<sup>th</sup> June, 00:00 hours to 02.30 on the 27<sup>th</sup> June 2005) shall exceed 12KW. Each sound system intending to operate at any time during these periods shall have a method of security tagging / certification identifying the size of the sound system. The requirements for tagging shall not apply to sound systems rated under 200Watts or the main theatre, cabaret tent and circus tent.
- H6. The outdoor cinema referenced in condition H2 shall not play amplified music except for that which is incidental music as part of a feature film.
- H7. The Licensee shall provide and install at least 2 fixed type noise analysers at locations to be agreed with the Licensing Authority prior to the Festival for the purposes of monitoring noise levels on a continuous 15 minute cycle. The first measurement shall be made no later than 15.00 on 21st June 2005 and the last measurement no earlier than 11.00 on 27<sup>th</sup> June 2005. All data shall be made available to the Licensing Authority no later than 13<sup>th</sup> July 2005 and shall include data against the following parameters:  $L_{Aeq}$ ,  $L_{99}$ ,  $L_{90}$ ,  $L_{50}$ ,  $L_{10}$ ,  $L_1$  and  $L_{MAX}$  for each 15 minute period.
- H8. In the particular case of entertainment on the Licensed Site occurring outside the periods specified for principal and lesser stages in Condition H2 above, such sound sources shall not be audible and discernible when assessed at the boundary of any noise sensitive premises (as defined in Code of Practice on Environmental Noise Control at Concerts - Noise Council 1995). This condition shall not apply to the sound testing undertaken in pursuance of the said function identified in condition H9.
- H9. The sound systems of The Main (Pyramid) Stage, The Other Stage, The John Peel Tent, The Dance Area Stages, (East Coast and The G) shall be available for testing by the Licensing Authority by 16.00 hours on Thursday 23rd June 2005. On the 23<sup>rd</sup> of June 2005 all such testing shall cease by 20.00 hours. All testing of amplified equipment before the Festival commences shall only be undertaken with prior agreement of the Licensing Authority.
- H10. The Licensee will effect and maintain full control over the public, organisations, and traders on the Licensed Site where there is amplified music being played. On receipt of a written request from the Licensing

Authority, the Licensee shall arrange for the volume to be reduced or the playing to cease if, in the opinion of the Licensing Authority, a noise nuisance is likely to be caused off-site

- H11. The Licensee shall take all reasonable steps to ensure that amplification equipment is not brought onto the Licensed Site unless it is for use as part of the licensed entertainment and has been identified to the Licensing Authority in writing as an authorised sound system prior to the commencement of the event.
- H12. In the event of any sound systems on the Licensed Site being identified in excess of an “approved size” the Licensee shall arrange for the equipment to be confiscated or otherwise be prevented from being operated.
- H13. Upon discovery or notification of an unlicensed event involving unauthorised sound systems on the Licensed Site, the Licensee shall arrange for the amplification equipment to be confiscated or otherwise stopped at the earliest opportunity.

**I. SANITATION****WATER SUPPLY PLAN*****MILESTONE CONDITION***

- I1. A Water Supply Plan shall be provided to the Licensing Authority by no later than the First Key Date. The said Plan to be to the satisfaction of the Licensing Authority.

The Water Supply Plan shall contain details of:

- The Licensee's water contractor
- Details of arrangements to ensure a continuous and adequate supply of wholesome water
- Details of security arrangements to safeguard the water supply
- Details of arrangements to protect the water supply from contamination, especially by back siphonage
- Details of arrangements to protect the water supply system from physical damage
- Details of arrangements to ensure the cleanliness of the distribution system and wholesomeness of the water supply
- Details of a water supply sampling programme by a UKAS accredited laboratory to demonstrate microbiological quality and suitable levels of chlorine. The programme should include details of the number, frequency and location of samples
- Site map of the water supply infrastructure detailing location of water points, reservoirs and pipework
- Details of a contingency plan for emergency water provision.

**WATER SUPPLY PROVISION*****MILESTONE CONDITION***

- I2. A constant, adequate, wholesome and secured supply of water shall be provided and maintained to all areas of the Licensed Site (including the bus drop off point) in the positions indicated on the Water Supply Plan referred to in Condition I1 above. Continuous security to all water reservoirs shall be provided from 08:00 hours Wednesday on 15<sup>th</sup> June 2005 to 17:00 hours Monday 27<sup>th</sup> June 2005. The water supply shall be operational to all areas of the Licensed Site from 08:00 hours Wednesday on 15<sup>th</sup> June 2005 to 17:00 hours Monday 27<sup>th</sup> June 2005. Thereafter, water must continue to be provided to areas of the Licensed Site where staff remain on site after the Festival.
- I3. A constant, adequate and suitably located wholesome supply of drinking water from a minimum of two water points, shall be provided in the pit areas of The Main (Pyramid) Stage, Other Stage and Jazz World Stage from 10:00 hours on the 24<sup>th</sup> June to 00:30 hours on the 27<sup>th</sup> June 2005. An adequate supply of paper or plastic cups shall be provided. These water points shall not be within reach of the public. In addition, water supplies shall be

provided to The Dance Area Stages (East Coast and West Coast, The G and The Roots) by way of standpipes at such points as agreed **in advance** with the Licensing Authority.

- I4. All water supply pipes shall be buried or otherwise protected against damage or interference by members of the public and must not be run in ditches or streams unless staked well clear of any liquid.
- I5. The Licensee shall ensure a satisfactory programme for monitoring the microbiological quality of the water supply required by Condition I1 is carried out to ensure compliance with Condition I2.
- I6. The Licensee shall ensure that a satisfactory programme for monitoring the chlorine levels of the water supply by approved test methods as required in Condition I1 is carried out and that the chlorine levels are within the range 0.3 - 1.0 ppm, unless otherwise directed by the Licensing Authority
- I7. All sampling records and results shall be accessible at all times to the Licensing Authority and a report of these results submitted to the Licensing Authority by the Licensee before 14:00 hours on the day following sampling. All presumptive microbiological failures, and the results of any related subsequent tests, must be reported to the Licensing Authority, by telephone and confirmed by email, within one hour of the result being known by the testing laboratory. This condition applies from 20<sup>th</sup> June 2005.
- I8. Details of the daily volume of water used shall be made available to the Licensing Authority by 22<sup>nd</sup> July 2005.
- I9. Evidence of the cleanliness of the distribution system and wholesomeness of the water supply to be submitted to the Licensing Authority no later than 14<sup>th</sup> June 2005.

*["Wholesome" shall mean of the standard required to meet the Private Water Supply Regulations 1991 relating to the quality of water intended for human consumption.]*

## **SANITARY APPLIANCES PLAN**

### ***MILESTONE CONDITION***

- I10. A Sanitary Appliances Plan shall be provided to the Licensing Authority by the First Key Date.

The Sanitary Appliances Plan shall be to the satisfaction of the Licensing Authority and will include the following information regarding sanitary appliances and things used in connection with such appliances;

- details of the numbers of sanitary appliances
- their location
- servicing arrangements
- type of sanitary facilities to be provided (on-site and off-site)
- a site map with marked locations of sanitary appliances.

The Sanitary Appliances Plan shall also include details for the collection and disposal of effluent from the sanitary appliances.

The minimum levels of sanitary appliances and things used in connection with such appliances to be provided are as follows;

2475 no.	closets
330 metres	urinals
581 no.	wash hand basins - of an approved type

Of the 2475 closets to be provided, 210 shall be provided in the market areas as polyjohns with wash hand basins or sanitizers and associated facilities incorporated.

### **SANITARY APPLIANCES PROVISION**

#### ***MILESTONE CONDITION***

- I11. A suitable and sufficient number of sanitary appliances of an approved type, including those for use by disabled persons, shall be provided in positions indicated in the Sanitary Appliances Plan referred to in Condition I10. All closets shall be provided with satisfactory screening of the users from general view. All urinals shall be satisfactorily screened unless otherwise agreed by Avon and Somerset Constabulary and the Licensing Authority. Each washing facility shall be provided and maintained with soap throughout the course of the Festival. All public sanitary appliances shall be in place by 10:00 hours Tuesday 21<sup>st</sup> June 2005. All Market Area and backstage sanitary appliances shall be in place by Friday 17<sup>th</sup> June 2005.
- I12. All sanitary appliances shall be regularly and constantly maintained ensuring that they are clean and disinfected, and in a usable state at all times within the Licensed Period.
- I13. The Licensee shall submit in writing to the Licensing Authority and the Environment Agency by no later than the First Key Date the following information;
- Location of sanitary appliances
  - Satisfactory arrangements for emptying and collection of effluent from all sanitary appliances, tanks, trenches and other things used in connection with the appliances
  - Satisfactory arrangements for discharge of effluent from the tankers into the slurry lagoon
  - Final arrangements for disposal of effluent from slurry lagoon
- I14. The Licensee shall provide self certifications to the Licensing Authority that all underground collection facilities for foul drainage are impermeable in accordance with the previously agreed (by the Environment Agency) definition, submitting this certification to the Licensing Authority by Second Key Date. All above ground collection facilities for foul drainage need to be certified as impermeable on arrival and/or before usage. These certifications shall be submitted to the Licensing Authority by 17<sup>th</sup> June 2005.

- I15. The Licensee shall visually check the slurry lagoon and self certify as to it being satisfactory for the change of use, submitting this certification to the Licensing Authority by Second Key Date.
- I16. At no time shall the lagoon exceed 75 per cent of its capacity, notwithstanding an excessive rainfall event which may cause the level to exceed this figure. The Licensee shall make all reasonable efforts to achieve this figure.
- I17. The Licensee shall ensure that suitable fencing of all ditches, streams and other watercourses is carried out as required by the Licensing Authority. This will include the repair of existing fencing where appropriate and the erection of temporary security fencing where identified by the Licensing Authority and the Environment Agency.
- I18. The Licensee shall ensure that untreated human waste from the event is collected and disposed of in accordance with current legislation as identified previously by the Environment Agency.

#### **GENERAL**

- I19. There shall be no direct discharge from any wash hand basins directly to any watercourses, but washings shall discharge to ground via suitably constructed soakaways.
- I20. Satisfactory illumination shall be provided and maintained for all closets, urinals and water points during the hours of darkness.
- I21. The Licensee shall undertake his own ammonia monitoring programme over the Licence period in agreement with the Environment Agency. This will be based on freely available field test kits.

## **J. REFUSE AND WASTE PRODUCTS**

### **REFUSE MANAGEMENT PLAN**

- J1. A Refuse Management Plan incorporating arrangements for refuse removal and litter picking on-site, and litter picking off-site with timescales shall be provided to the Licensing Authority by no later than the First Key Date. The Refuse Management Plan shall include details of the arrangements for collection and disposal of clinical waste. The Refuse Management Plan shall be to the satisfaction of the Environment Agency, Licensing and Highway Authority and shall be implemented accordingly.
- J2. No waste shall be burned on the Licensed Site before, during or after the Festival. All waste produced on the Licensed Site shall be collected and disposed of by a licensed authorised waste company.
- J3. There shall be no discharge to controlled waters from the Licensed Site or any of its activities without the prior written consent of the Environment Agency. (Controlled waters mean in this case any water held in any underground strata, field drain, stream, dry ditch, culvert, pond and reservoir). The Licensee shall supply written instructions to all vendors, stall holders, caterers advising them it is illegal to discharge to controlled waters without prior written authority from the Environment Agency. The Licensee shall keep a record of this written instruction. The Environment Agency and the Licensing Authority shall be provided with a copy of this written instruction by no later than the First Key Date.
- J4. The Licensee shall ensure that all waste remaining after the event be removed from the site by 31<sup>st</sup> August 2005. This includes the area alongside the disused railway line used for waste storage from previous events. Any wood should be either taken for re-processing or disposed to landfill.



**K. MEDICAL**

**MEDICAL SERVICES PLAN**

***MILESTONE CONDITION***

- K1. A final and complete Medical Services Plan shall be submitted to the Licensing Authority by no later than the First Key Date.

**MEDICAL SERVICES PROVISION**

***MILESTONE CONDITION***

- K2. The Licensee shall ensure that medical, ambulance and first aid management is provided for the full Licensed Period, and in accordance with the;
- Event Safety Guide
  - Medical Services Plan

**WELFARE SERVICES PROVISION**

- K3. A Welfare Services Plan incorporating a Lost Child Policy shall be provided to the Licensing Authority by no later than the First Key Date.
- K4. The Licensee shall ensure that welfare services are provided in accordance with the Event Safety Guide.

**L.        CRIME REDUCTION**

**CRIME REDUCTION STRATEGY**

***MILESTONE CONDITION***

- L1.        A final version of the Crime Reduction Strategy, including a Drugs Policy, drawn up in consultation with the Avon and Somerset Constabulary, shall be provided to the Licensing Authority by no later than the First Key Date. The said Strategy shall be to the full satisfaction of the Avon and Somerset Constabulary.
  
- L2.        The Licensee shall ensure that the agreed Crime Reduction Strategy shall be implemented in full.

## **M. EMERGENCY PLANS AND COMMUNICATIONS**

### **MAJOR INCIDENT PLAN**

#### ***MILESTONE CONDITION***

- M1. A Major Incident Contingency Plan shall be provided to the Licensing Authority by no later than the First Key Date. This Major Incident Plan shall be to the satisfaction of the Avon and Somerset Constabulary, Somerset County Council, the Licensing Authority and the Somerset Fire and Rescue Service.
- M2. Details of all communications offices and times of opening will be provided to both the Licensing Authority and Avon and Somerset Constabulary by no later than Second Key Date.
- M3. The Licensee shall have an effective Silver Control operation that shall be on duty and available at all times. The Licensee shall have an effective public communications system, to ensure that emergency messages and/or evacuation messages and instructions are adequately relayed to all parts of the Licensed Site.
- M4. The Avon and Somerset Police Constabulary Officer in charge at the event shall have the authority to require the entertainment(s) to be suspended or (part of) the Licensed Site cleared at any time in the interests of the safety of the public, performers or others present in accordance with the Major Incident Plan. Where possible, due regard to the agreed 'Memoranda of Understanding' and 'Tri-partite Agreement' shall be maintained.

**FIRE SAFETY**

**A General**

1. The Licensee shall provide and maintain throughout the duration of the Festival, Steward Fire Wardens at the entrance to each area of the Licensed Site occupied by the public.

Each Steward Fire Warden shall:-

- a) At all times wear a conspicuous Surcoat bearing the words “**FIRE STEWARD**” clearly printed thereon.
  - b) Have a means by which they are individually identifiable by a number.
  - c) Be responsible for maintaining the fire precautionary arrangements within the area of the Licensed Site for which he/she is responsible.
  - d) Be in direct and immediate communication with the Emergency Co-ordination Centre on personal radio or telephone at all times throughout the Festival. (NB: *It is not envisaged that every Steward is to be issued with a radio, provided that each team leader is contactable and he/she is able to contact the Emergency Co-ordination Centre. However, each Steward Fire Warden located at the entrance to each area of the Licensed Site occupied by the public must be issued with a radio*).
  - e) Upon hearing the Fire Alarm or being informed of a fire immediately inform the Emergency Co-ordination Centre stating the location and type of fire.
2. All incidents of fire shall be reported to the Emergency Co-ordination Centre.
  3. On receiving a report of a fire incident, the Emergency Co-ordination Centre shall immediately call the Somerset Fire and Rescue Service using the ‘999’ system and notify the location and the approach route recommended to the incident.
  4. The use of straw on the Festival Site to combat weather conditions is permitted only with the prior approval of the Somerset Fire and Rescue Service, and the Licensee must ensure that straw not be stored in any tented structure. The distribution and use of straw must be in accordance with the recommendations of the Somerset Fire and Rescue Service.

**B Marquees for public use - General Fire Safety**

1. All marquees on the Licensed Site shall comply with Conditions B1 to B25 inclusive of this Appendix.
2. Fabrics and other sheeting used in the construction of tents, booths, stalls and similar structures; roof coverings, weather protection covers and all scenery, curtains, drapes and decorations used in or upon structures should be rendered flame retardant and be maintained in that condition when tested to BS 5438.

3. There shall be a clear unobstructed distance of 25m maintained around the front of each marquee used for assembly purposes and the minimum distance of 10 metres in the back stage area of any marquee.
4. No bonfire or campfire shall be permitted within 25 metres of any marquee or within any public arena.
5. No heating shall be permitted within any marquee without the prior approval of the Somerset Fire and Rescue Service.
6. Portable appliances burning Liquefied Petroleum Gas or fuel oil shall not be permitted within any marquee without the prior approval of the Somerset Fire and Rescue Service.
7. Liquefied Petroleum Gas Cylinders shall not be stored or used within any marquee.
8. A minimum of four water extinguishers shall be provided in respect of each marquee and where electrical equipment is installed an additional two 5 kg, Dry Powder extinguishers shall be provided. All shall be conspicuously positioned. Additional fire fighting equipment at other Venues shall be provided as per the Event Safety Guide.
9. Paper decorations shall not be used unless adequately fire proofed and tested to the satisfaction of Somerset Fire and Rescue Service.
10. Table lights or other types of decorative lighting shall be to a standard approved by the Somerset Fire and Rescue Service.
11. Straw bales shall not be used for any purpose within any marquee or structure on the Licensed Site, except in connection with adverse weather conditions and then only with written consent from Somerset Fire and Rescue Service.

### **Means Of Escape**

12. Sufficient Fire Exit Doors/Opening evenly spaced around the public area of the marquee shall be provided as Fire Exits to the satisfaction of the Somerset Fire and Rescue Service. The flaps on openings in marquees shall not be tied shut at any time. The maximum distance between fire exits shall not be more than 24m. In addition:-
  - a) The said Fire Exit Doors/Opening are to be made and maintained unobstructed and only fastened in a manner which can be easily and immediately opened from the inside in an emergency.
  - b) Above each Fire Exit Door/Opening there must be Fire Exit Signs complying with the requirements of the Safety Signs and Safety Signals Regulations 1996. The signs are to be kept free of obstruction at all times.
  - c) The Fire Exit Doors/Opening are to be boldly indicated at the edges.
13. The means of escape arrangements for marquees shall comply with these Conditions of Licence and be agreed between the Somerset Fire and Rescue

Service and the Licensee not less than 14 days before the admission of the public to the Licensed Site.

14. An occupancy figure for each marquee shall be agreed between the Somerset Fire and Rescue Service and the Licensee by no later than the 8<sup>th</sup> June 2004, and at no time shall such figures be exceeded.
15. All exit routes from marquees are to be kept free from obstruction at all times.
16. All marquees containing seating, displays etc, gangways are to be arranged and maintained so as to provide direct access to the exits provided.

### **Seating**

17. In relation to seating the Licensee shall ensure the following.
  - a) Seating shall be arranged to allow clear means of egress from any tent or marquee.
  - b) When chairs are used they shall be secured together in lengths of not less than 4 seats in a section. If more than 400 persons are to be accommodated, chairs adjoining gangways and exits must be securely fixed to the floor or ground.
  - c) There shall be an unobstructed seatway of space of at least 300 mm measured between perpendiculars between the back of one seat and the front of the seat immediately behind.
  - d) The number of seats in a row shall not exceed:-
    - i) Seven seats where there is a gangway at one end only (this may be increased to 11 seats provided that the seatway is increased by 100mm).
    - ii) Fourteen seats where there is a gangway to each end (this may be increased to 22 seats provided that the seatway is increased by 100mm).
  - e) A space of at least 760mm deep shall be maintained in front of the row of seats nearest the stage, but if such space is used as a gangway, it shall be maintained not less than 1100mm deep.
  - f) Persons with disabilities may be permitted with the consent of, and subject to, any conditions imposed by the Somerset Fire and Rescue Service, to sit in the auditorium in wheelchairs, other than mechanically driven chairs.

### **Gangways**

18. Passages or gangways shall not be less than 1100mm wide and shall lead directly to the exit provided.
19. No person other than person authorised by the Licensee with the prior consent of the Somerset Fire and Rescue Service shall be allowed to sit or stand in a gangway, passage, corridor or exit route.

## **Lighting, Electrical Installations And Structures**

20. The Licensee shall ensure the following.
- a) All electrical installations in any tent or marquee shall be kept in a thorough state of repairs and condition. The Licensee shall produce to an authorised officer of the Somerset Fire and Rescue Service, a Certificate from a qualified Electrical Engineer that all electrical installations are in good repair and condition.
  - b) Any defect disclosed by such an inspection shall be rectified before members of the public use the marquee.
21. Residual Current Devices must be used on all electrical power outlets for use by performers on and around the stage. The device shall be designed to operate if the leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button shall be incorporated.
- a) In the absence of adequate daylight electrical lighting, to the satisfaction of the Somerset Fire and Rescue Service, shall be maintained in all parts, both internally and externally of the marquee to which the public have access during the whole time that the public are present.
  - b) In all parts of the marquee, other than the public areas, such lighting shall be fully maintained so as to afford good general illumination. In the public area such lighting shall be sufficient to enable persons to see their way out of the premises.
22. All electrical cables shall be guarded to prevent people falling over them and shall be kept clear of exit routes.
23. Emergency lighting shall be provided and maintained sufficient to enable the public to see their way out of the premises in the event of the failure of the general lighting. Unless otherwise approved in writing by the Somerset Fire and Rescue Service it shall be in accordance with BS 5266 Part 1 1988.
24. No part of the marquee structure shall be used to support any other object including any part of a sound or lighting structure without prior consent of the Licensing Authority.
- The details of any ancillary structure intended to support such systems referred to above must be submitted to the Licensing Authority for approval before use.
25. The details of any proposed:
- a) Stage structure shall be submitted to the Licensing Authority for approval before construction;
  - b) Suitable means of access onto the stage for the performers and adequate means of escape from the back stage area shall be provided to the Licensing Authority's satisfaction.

### **C. Stage Risk**

1. All scenery, wings, sky-boards, draperies, gauze, cloths, floral decorations, properties and curtains used whether on the stage or in the auditorium shall be rendered and maintained flame resistant. Highly flammable materials shall not be used for clothing of performers.
2. Real flame, explosives or smoking on the stage shall not be used unless the prior consent of the Somerset Fire and Rescue Service has been obtained.
3. **“NO SMOKING”** signs shall be prominently displayed in the stage area to the satisfaction of the Somerset Fire and Rescue Service.
4. Pyrotechnics shall be prohibited unless written approval has been given by the Somerset Fire and Rescue Service not less than 14 days prior to the start of the Festival. Pyrotechnics means the use of apparatus or other devices for the production of smoke, coloured smoke, or firework-like effects. Where stage flash pots are fire-like effects they are not excluded from notification.
5. Combustible materials shall not be stored under any stage.

### **D Fire Points**

1. Fire points are to be provided not less than 45m from any tent, trade stand, marquee and all temporary and/or permanent structures used by festival staff, performers or public throughout the Licensed Site or as agreed with the Fire Authority. Each fire point shall be conspicuously marked by an elevated fluorescent painted sign with the word “FIRE” in contrasting 200 mm block lettering, and its unique identification number.
2. Fire points shall contain the following:-
  - a) An open-topped static water supply of not less than 500 litres of water.
  - b) Four (4) buckets, clearly marked “FIRE”, which shall not be used for any purpose other than firefighting.
  - c) A manually operated fire alarm sounder.
  - d) A conspicuous notice indicating the action to be taken in the event of fire.

### **E Explosive Materials**

1. The Licensee shall ensure that no explosives, gun powder, fireworks or pyrotechnics are kept on the site without permission in writing of the Somerset Fire and Rescue Service.
2. The Licensing Authority shall be supplied with written details of all proposed firework displays by no later than 8<sup>th</sup> June 2004. Details shall include:
  - a) The location of the proposed display.
  - b) The name of the responsible person in charge of the display.
  - c) Details of the display area, the safety area, and the fall-out area.
  - d) The method of ignition.



- e) Details of crowd management, numbers of stewards dedicated to the display, details of the crowd barriers to be used.
- f) Details of firefighting

## **F     Power Lines**

- 1. No structure with a height exceeding 3m shall be placed within the area of 15m on either side of the 400 KV power line.
- 2. No kites shall be flown or sold anywhere on the Licensed Site and notices of this restriction shall be posted.

## **G     Refuse**

- 1. The Licensee shall provide refuse collection points sited well away from tents in camping areas, the public arenas and the Market Areas and shall ensure that the refuse is removed before 7:00 p.m. daily and at such other times as becomes necessary. It shall be disposed of at a place and in a manner agreed by the Licensing Authority.

## **H     Catering in public/staff tents and stands**

- 1. No heating or cooking appliance is to be installed inside a tent or stand which is not specially laid out for the purpose.
- 2. Appliances must be fixed securely on a firm non-combustible heat-insulating base and surrounded by shields of similar material on three sides. The shields must be at least 600 mm away from combustible materials and care must be taken to ensure that no combustible materials can be blown against the apparatus.
- 3. All stands using gas cylinders are to be checked by a qualified and CORGI registered gas fitter to ensure the apparatus is safely installed.
- 4. A 5 kg Dry Powder Extinguisher and Fire Blanket shall be provided at each stall where cooking appliances are used.
- 5. All cylinders should be located outside premises in the open air. Only cylinders using pressure relief valves should be used. Gas cylinders should be positively secured in the upright position.
- 6. All cylinders shall be located away from entrances, emergency exits and circulation areas.
- 7. Fixed piping is to be used where practicable, however, if flexible tubing is used it should be suitable for its purpose, e.g. to the appropriate British Standard and where appropriate provided with mechanical protection to minimise damage. Tubing should be secured by crimped clips, and be gas-tight. When not required gas supplies should be isolated at the cylinder, as well as the appliance.
- 8. Replacement cartridge for portable gas appliances should be fitted in the open air away from sources of ignition.
- 9. Combustible materials should not be kept within 1.5m of gas cylinders.

10. The Licensee shall provide for each catering tent and stand a copy of the relevant Licence Conditions and emphasise to each trader the particular Conditions with which he/she has a responsibility to comply.

**SCHEDULE OF KEY DATES**

In the licence there are a number of conditions where certain actions must be carried out, or facilities provided by a certain date. This schedule lists these dates against the relevant licence conditions in order to provide a simple checklist.

<b>FIRST KEY DATE</b>		
<b>REF</b>	<b>INFORMATION OR ARRANGEMENTS REQUIRED</b>	<b>COMPLIANCE DATE</b>
A3	Arrangements with Avon & Somerset Constabulary for Policing	23 <sup>rd</sup> April 2005
A7	Submission of Licensed Site Plan	23 <sup>rd</sup> April 2005
A13	Insurance Cover	23 <sup>rd</sup> April 2005
B2	Security Plan	23 <sup>rd</sup> April 2005
C2	Arrangements for Health & Safety	23 <sup>rd</sup> April 2005
D5	Details of the Ticket Printing Company	23 <sup>rd</sup> April 2005
D8	Details of Entry System	23 <sup>rd</sup> April 2005
E1	Campsite Management Plan	23 <sup>rd</sup> April 2005
F1	Traffic Management Plan	23 <sup>rd</sup> April 2005
F3	Road Cleaning Programme	23 <sup>rd</sup> April 2005
G2	Details of Food Vendors	23 <sup>rd</sup> April 2005
H1	Noise Management Strategy	23 <sup>rd</sup> April 2005
I1	Water Supply Plan	23 <sup>rd</sup> April 2005
I10	Sanitary Appliances Plan	23 <sup>rd</sup> April 2005
I13	Environment Agency Approvals	23 <sup>rd</sup> April 2005
J1	Refuse Management Plan	23 <sup>rd</sup> April 2005
J3	Written Instruction to Traders etc. Regarding Ban on Discharging Waste Water into Controlled Waters	23 <sup>rd</sup> April 2005
K1	Details of Medical Facilities	23 <sup>rd</sup> April 2005
K3	Lost Child Policy	23 <sup>rd</sup> April 2005
L1	Crime Reduction Strategy	23 <sup>rd</sup> April 2005
M1	Major Incident Contingency Plan	23 <sup>rd</sup> April 2005

<b>SECOND KEY DATE</b>		
<b>REF</b>	<b>INFORMATION OR ARRANGEMENTS REQUIRED</b>	<b>COMPLIANCE DATE</b>
A9	Provision and Distribution of Agreed Plans	20 <sup>th</sup> May 2005
B5	Detailed Plans of Steward Numbers, Positions and Training	20 <sup>th</sup> May 2005
C3	Noise Action Level Appraisals and Methods of Reducing Staff Exposure to Noise	20 <sup>th</sup> May 2005
D6	Printing Certificate	20 <sup>th</sup> May 2005
F2	Road Closure Authorisations	20 <sup>th</sup> May 2005
I14	Certificate of Underground Foul Drainage	20 <sup>th</sup> May 2005
I15	Certified Change of Use for Slurry Lagoon	20 <sup>th</sup> May 2005
M2	Details of Communications Office and Times of Opening	20 <sup>th</sup> May 2005

	<b>MAY/JUNE/JULY 2005</b>	
<b>REF</b>	<b>INFORMATION OR ARRANGEMENTS REQUIRED</b>	<b>COMPLIANCE DATE</b>
A12	Written confirmation of acquiring land for use of the event.	8 <sup>th</sup> June 2005
A14	Public liability cover requirements.	10 <sup>th</sup> June 2005
A15	Exclusion of Farm Animals	28 <sup>th</sup> May 2005
B1	Take down of main security fence complete	31 <sup>st</sup> July 2005
B1	Completion of Main Security Fence etc.	15 <sup>th</sup> June 2005
B3	Site Clearance	19 <sup>th</sup> June 2005
C12	Risk Assessments for Lasers	8 <sup>th</sup> June 2005
D4	Certification of the number of staff/complimentary tickets/passes	21 <sup>st</sup> June 2005
G3	Detailed Plans of Individual Market Areas and Name and Address of Individual Traders	16 <sup>th</sup> June 2005
H7	First Measurement from Fixed Noise Analysers	21 <sup>st</sup> June 2005
H7	Submission of Fixed Noise Analyser Data	13 <sup>th</sup> July 2005
H8	Sound Tests at Main Venues	23 <sup>rd</sup> June 2005
I2	Main Water Supply Operational and Reservoirs Secured	15 <sup>th</sup> June 2005
I3	Water Supply to Main Venue Pit Areas	24 <sup>th</sup> June 2005
I7	Start of Submission of Water Supply Monitoring Results	20 <sup>th</sup> June 2005
I8	Details of Daily Volumes of Water Used	22 <sup>nd</sup> July 2005
I9	Cleanliness of distribution system/wholesome water supply	14 <sup>th</sup> June 2005
I11	Market Areas and Backstage Sanitary Appliances Operational	17 <sup>th</sup> June 2005
I11	Public Sanitary Appliances Operational	21 <sup>st</sup> June 2005
I14	Certificate of Above Ground Foul Drainage	17 <sup>th</sup> June 2005
J4	Removal of Unused Wood and Other Waste	31 <sup>st</sup> August 2005
K2	Medical Services in Place	22 <sup>nd</sup> June 2005

**FIRE CERTIFICATE TO OPERATE AT GLASTONBURY 2005**

**NAME OF STALL**

**All stalls trading at Glastonbury 2005 must carry out this risk assessment. Until you can answer 'YES' to all the following questions it will be an OFFENCE to operate.**

	<b>Yes</b>	<b>No</b>
1. Are adequate exits provided for the numbers of persons within? (Are your staff able to evacuate your stall easily if normal access is blocked?)	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	<input type="checkbox"/>	<input type="checkbox"/>
3. If the normal lighting failed would the occupants be able to make a safe exit? (Do you have back up lighting such as torches?)	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all exits kept unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there an adequate number of fire extinguishers/fire blankets available in conspicuous positions?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the fire fighting equipment been tested in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you given staff training and instruction in emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have all staff been made aware of exits and fire fighting equipment on your stall?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G, etc?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are the structure, curtains and drapes flame retardant?	<input type="checkbox"/>	<input type="checkbox"/>
11. If any staff sleep in the stall is there a smoke detector and a clear exit route at night?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you received the document "Traders Information 2005" (which includes "Terms and Conditions of Trading" and emphasises the conditions that you are required to comply with)?	<input type="checkbox"/>	<input type="checkbox"/>

**Please complete the reverse and sign overleaf that these checks have been made.**

**The signed and completed form must be available for inspection by Somerset Fire and Rescue Service and Mendip District Council officers at all times during the Festival.**

## LPG USERS ONLY

**Yes      No**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Is the stall especially laid out for the installation of a cooking appliance?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the shields at least two feet, 600mm, away from combustible materials?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you taken care to ensure that no combustible materials can be blown against the apparatus?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If the stand uses gas cylinders, has the apparatus been checked by the Festival's qualified fitter?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you provided a 5Kg Dry Powder extinguisher and fire blanket?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are the cylinders outside and positively secured in the upright position?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have the cylinders been provided with pressure relief valves?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the cylinders located away from entrances, emergency exits and circulation areas?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. If you use flexible tubing is it to the appropriate BS and where appropriate provided with mechanical protection to minimize damage? (Fixed piping should be used where practicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the tubing secured by crimping, or similar hoseclip (not wormdriven) and is it gas-tight?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are you aware that gas supplies should be isolated at the cylinder, as well as at the appliance when the apparatus is not in use?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are you aware that replacement cartridges should be fitted in the open air away from the sources of ignition?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are combustible materials at least 1.5m away from gas cylinders?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Signature of Stallholder:** .....

**Signature of Festival Representative :** .....

**Date:** .....

**APPENDIX 4**

## **FOOD/SAFETY CHECKLIST**

### **FOOD SAFETY ACT 1990**

### **FOOD SAFETY (GENERAL FOOD HYGIENE REGULATIONS) 1995 AND**

### **HEALTH AND SAFETY AT WORK ACT 1974**

	YES	NO
1. Have you carried out your Hazard Analysis?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have enough refrigeration and does it work properly?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you got enough water containers, are they clean and have they got lids?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you got enough hand wash basins? Are they supplied with hot and cold water, nail brushes, soap and paper towels?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you got sinks large enough to wash food and equipment in? Are they supplied with hot and cold water? Have you got detergent and clean cloths?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you got enough proper washable floor coverings for all of the stall and preparation area?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the floor structure designed to keep mud out of the preparation area?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is you stall/vehicle clean? Can it be kept clean, e.g. are all worktops and tables sealed and covered?	<input type="checkbox"/>	<input type="checkbox"/>
9. Can food be protected from contamination at all times?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you got a good supply of clean overalls or aprons?	<input type="checkbox"/>	<input type="checkbox"/>

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 11. Have you got proper bins for rubbish?<br>(Refuse sacks will be available from your Market Manager) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you got a First Aid Kit?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Have you got adequate lighting? You will be trading late into the night.                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you got a "No Smoking" sign?  | <input type="checkbox"/> | <input type="checkbox"/> |

**I confirm that this stall was inspected at .....**

**On ..... and was found suitable for trading.**

Signature of Licensing Authority or Market Manager .....

Date: .....

**PLEASE NOTE THAT THIS DOCUMENT DOES NOT PRECLUDE YOU FROM PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS IF SUBSEQUENT INSPECTION REVEALS UNSATISFACTORY STANDARDS.**