

Appendix 2 Conditions Consistent with the Operating Schedule

General

1. All staff shall wear clothing which identifies them as members of staff of the premises.
2. A HSE Compliant Industrial High Response First Aid Kit for 21-50 people must be located within the licensed area and be readily available to all staff at all times.
Each such kit shall contain:
 - 1 x Guidance Leaflet
 - 60 x Wash-proof Plasters
 - 6 x Eye Pads with Bandage
 - 8 x Triangular Bandages
 - 12 x Safety Pins
 - 16 x Assorted Sterile Dressings
 - 20 Moist Wipes
 - 3 Pairs Disposable Gloves

Electrical & Gas Installations

3. All electrical wiring and distribution systems shall be tested prior to each event and signed off by a competent person whose name is shown within the Local Authority Building Control Part P Competent Persons Register.
4. A 'sign off' certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.
5. All portable electrical equipment shall be powered through a sensitive earth leakage protection system (residual current device) having a rated residual operating current not exceeding 30 milliamps and a maximum operating limit of 30 milliseconds.
6. Any and all gas appliances used at the event must be tested prior to each event and signed off by a competent person whose name appears within the current Gas Safety register (GSR). The 'sign off' certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

Event Safety Coordinator:

7. The Premises Licence Holder will appoint an Event Safety Coordinator to plan, coordinate and supervise safety measures. The Event Safety Coordinator will be responsible for:
 - Monitoring of contractors
 - Liaison with contractors
 - Checking of method statements and risk assessments
 - Preparation and monitoring of site rules
 - Safety inspections and audits
 - Collection and checking of completion certificates
 - Communication of safety information to contractors and employees
 - Monitoring and coordinating safety performance
 - Coordinating safety in response to a Major Incident
 - Liaison with nominated officers from the Licensing Authority.

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Electrical wiring and distribution systems:

8. Temporary electrical wiring and distribution systems shall be signed off by a competent person prior to any licensable activity taking place at the premises. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign-off certificates shall be available for inspection by an authorised officer at all times during the event.
9. Any additional electrical work required after the event has commenced shall be signed off by a competent person. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign off certificates shall be available for inspection by an authorised officer at all times during the event.

Structures:

10. The Premises Licence Holder will ensure that all temporary structures and any other elements of infrastructure or artistic installation have been inspected and signed off as being safe prior to the commencement of its use.
11. The premises licence holder must submit arrangements to the satisfaction of the Responsible Authorities in respect of capacity management.
12. All enclosed structures that the public have entry to will have designated entry/exit points. The numbers of these entry/exit points will be determined by the occupancy capacity and will be listed in the Tent Exit Calculation document submitted in the EMP. N.B. In this licence "enclosed structures" are classed as a structure whether tented or not, which has less than 25% of its sides open to the atmosphere (excluding entrances and exits) and which are accessible to the public when regulated entertainment is provided.

Special Effects:

13. The installation and use of laser beams, pyrotechnics or real flames, explosive or highly flammable or smoke/foam producing agent, for any purpose shall not be permitted without prior notification to the Licensing Authority. A detailed description of the method of use, shall be made to the Licensing Authority not less than 14 days prior to the day on which the above equipment is to be used.

Lanterns:

14. Paper lanterns will not be sold on site and will be listed within the ticketing terms and conditions as items that may not be brought to the venue.

Sanitary Facilities:

15. Sanitation Management Strategy will be provided to the satisfaction of the Council's Environmental Health Team at least 21 days prior to commencement of each Event.

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Promotion of the Licensing Objectives

16. The dates of the annual event will be notified to the Safety Advisory Group (SAG) at least three (3) months prior to the event taking place or such lesser period as is agreed by the SAG.
17. The Premises Licence Holder or a delegated person (in writing) must be on the licensed premises and available to the Responsible Authorities and the Licensing Authority at all times when licensable activities are taking place.
18. Details of the Premises Licence Holder or his Deputy who is on duty when licensable activities are undertaken shall be recorded, on these premises, at the time. These records shall be made available to the Licensing Authority or a Responsible Authority on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information post event must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.
19. At all times there shall be one personal licence holder on these premises for each bar during the times it is open for the sale and supply of alcohol.
20. A schedule will be provided of details of the personal licence holder who is on duty and their areas of responsibilities when licensable activities are undertaken on these premises at that time. This will be made available to the Licensing Authority and or other responsible authority during the period of the event on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.

Event Management Plan

21. An Event Management Plan (EMP) will be prepared for the location where the event will take place. A draft of the EMP will be produced 3 months prior to the first day of the first event to take place each year and will be submitted to the Licensing Authority and all members of the Safety Advisory Group (SAG).
22. Following consultation with the SAG, the Licensing Authority shall notify the premises licence holder in writing that the draft EMP is acceptable or unacceptable within 14 days of receipt. Where notification is not received the draft EMP shall be deemed by the Premise Licence Holder to be agreed.
23. The Event shall not take place until the draft Event Management Plan has been agreed by the Licensing Authority in consultation with the SAG. Once agreed no change shall be made to the draft EMP without the agreement of the Licensing Authority. This EMP will be the standard EMP for each event taking place at the site.
24. The final EMP for each year will be submitted to the Licensing Authority and all the SAG at least 14 days prior to the first day of the first event of each year. No further changes shall take place to this document without the agreement of the SAG.

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25. The EMP will be a working document providing details of how the festival is to be conducted and how safety issues, identified in the event risk assessment, are to be addressed. The EMP will include an event risk assessment and provide specific details on the following areas - if assessed required - due to the proposed activities to take place:
- Health and Safety Responsibilities
 - Venue and Site Design
 - Fire Safety
 - Major Incident Planning (Emergency planning)
 - Communication
 - Crowd Management (including steward and security numbers and their roles)
 - Transport
 - Management Structures
 - Barriers
 - Electrical Installations and Lighting
 - Food and Alcohol
 - Water
 - Merchandising and Special Licensing
 - Amusements,
 - Attractions and Promotional displays
 - Sanitary Facilities
 - Waste Management
 - Sound: Noise and Vibration
 - Special Effects, Fireworks and Pyrotechnics
 - Camping
 - Facilities for People with disabilities
 - Medical, Ambulance and First Aid Management
 - Information and Welfare
 - Children - including Lost Children's Policy
 - Performers
 - TV and Media
- Each event must take place in accordance with the Final agreed EMP.

Prevention of Crime and Disorder

26. CCTV (IF FITTED) will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.
- a) Cameras shall encompass all ingress and egress to the event and areas where the sale/ supply of alcohol occurs.
- b) Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.
- c) The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in recordable media format, on request to Police or an officer of any of the responsible authorities.

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d) The Recording equipment and storage/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational event log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

27. In the event of technical failure of the CCTV equipment the Premises Licence holder or the DPS MUST report the failure to the Police on contact number '101' immediately.

Security Personnel

28. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose will employ SIA door staff on a risk assessed basis. The risk assessment shall be in writing and shall be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police.

29. All existing staff shall be trained within one month of the event date annually, and all new staff shall be trained within one month of taking up employment. All existing staff to be trained within three months of this condition appearing on this licence. All staff shall be re-trained six monthly thereafter. The training shall include:

a) Drugs Awareness

b) Conflict resolution

c) Refusing sales - Underage

d) Refusing sales - Intoxicated

Training records shall be kept on the premises which shall show the area of training covered, the date of the training, the name of the person and shall be signed by the trainer and trainee. The records shall be produced to the police or officer of a responsible authority (as defined by Section 13 of the Licensing Act 2003) on request.

30. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months and will be produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) during the event.

31. An incident log must be kept at the premises. Incident log records will be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Trading Standards Officer or the Police, which must record the following:

a) all crimes (relevant to the licensing objectives) reported to the venue.

b) all ejections of patrons

c) any complaints (relevant to the licensing objectives) received.

d) any incidents of disorder

e) seizures of drugs or offensive weapons

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- f) any faults in the CCTV (IF FITTED) system or searching equipment.
- g) any visit by a relevant authority or emergency service
- 32. No open containers of alcohol will be removed from the licensable area of the premises.
- 33. When licensed to be open after midnight for licensable activities, there will be no new customer entry to the premises or re-entry to the premises after midnight.

Numbers of Event Personnel

- 34. The Premises Licence Holder will employ Security Industry Authority (SIA) door supervisors for each event.
- 35. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors and their SIA badge numbers. The register shall be made available on demand for inspection by Police, Licensing Authority or an authorised officer of the Security Industries Authority.
- 36. No person under the age of 18 years will be employed as stewarding personnel.
- 37. No person under the age of 21 years will be employed as SIA badged staff.

Security Uniforms and Security Logs:

- 38. All security and stewarding personnel will be readily identifiable by means of hi-vis jacket or vest.
- 39. No person shall perform the role of stewarding personnel without wearing Hi-Vis attire and all plain clothes security personnel shall carry an identity badge issued by the Premises Licence Holder confirming that they are security personnel which shall be produced to a member of the Licensing Authority or Police on demand.

Security Uniforms and Security Logs:

- 40. An incident log must be kept at the event, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), Police or any officer of a responsible authority, which must record the following:
 - a) all crimes reported to the venue (relevant to the licensing objectives).
 - b) all ejections of patrons
 - c) any complaints received (relevant to the licensing objectives)
 - d) any incidents of disorder
 - e) seizures of drugs or offensive weapons
 - f) any visit by a relevant authority or emergency service.

Incident log records will be retained for a period of 12 months from the date it occurred.

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41. A generic Traffic Management Plan (TMP) will be drawn up for each event and will be provided to relevant agencies no later than 28 days prior to the first day of the first Event of the year. Such plan shall be agreed by the Safety Advisory Group.
42. The TMP will cover all aspects of vehicle and pedestrian access to and egress from the site during the 'load in and load out as well as for the Festival itself. The TMP will include arrangements for vehicle routes, emergency service routes, public transport, shuttle buses, taxis, pedestrian issues, a dispersal policy, car parking and a traffic signage plan. In addition, it will ensure that sufficient trained marshals are available for the management of public transport (for hire or reward) on site and in particular private hire or licensed taxis.

Public Safety

To avoid duplication, please refer to the 'General' section above which contains the public safety measures included in the operating schedule.

Prevention of Public Nuisance

43. The Premises Licence Holder shall draft, implement & abide by a Sound Management Strategy and Plan (SMS and SMP) with robust controls for the Prevention of Public Nuisance and compliance with the licensing conditions.
44. The Premises Licence Holder shall appoint a competent acoustic consultant (Member of the IOA or ANC) to produce, implement, and monitor a robust Sound Management Strategy (SMS) as an annexe to the Event Safety Management Plan (ESMP). The Licensee shall submit the SMP to authorised officers of the Dorset Council's (DC) Environmental Protection team no less than three months before the start of the event. The SMP shall detail the operating hours, location, orientation & description of sound systems, plus any significant sound sources proposed for the event. The SMS shall outline the proposed noise attenuation mechanisms employed during the event, including the monitoring locations and procedures to ensure that the Music Noise Level controls at noise-sensitive properties are complied with as best practicable. The SMS shall be subject to document control as agreed by the authorised officers of DC's Environmental Protection team before the event.
45. The Premises Licence Holder shall submit a draft SMP to the licensing authority for Environmental Health review and approval at least 28 days before the commencement of any licensable activity authorised by this licence.
46. The SMP shall be subject to document control.
47. The Premises Licence Holder will publish the contact information for a dedicated community helpline with telephone and email service at least 14 days before the event. The purpose of the helpline is to provide information and register complaints or concerns relating to noise, antisocial behaviour, traffic & access with the aim of resolution where appropriate and practicable. The helpline contact details shall be available on a dedicated community webpage. A leaflet informing the community of the event timing, community webpage and helpline contact information shall be delivered to addresses within 2km of the venue at least 14 days before the event. Social media channels shall include links to the public website. A copy of the leaflet shall be forwarded to the licensing authority within 14 days of the event.

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48. A competent acoustic consultant shall be on duty and on location when amplified music is in operation on site. The Premises Licence Holder and acoustic consultant shall have the capability and authority to override any sound systems in operation on site if required by authorised officers of Dorset Council's Environmental Protection team, Police or Licensing Authority.
49. The Premises Licence Holder shall deploy sound monitoring devices for the duration of the licensed event as agreed by the SMS and SMP, including the location, measurement parameters & data accessibility.
50. The Music Noise Level (MNL) controls applicable at the Noise Sensitive Premises identified shall be agreed with Dorset Council's Environmental Protection Team, following consultation with the Premises Licence Holder and their appointed acoustic consultant. The MNL control levels shall not be exceeded for the event duration without the prior agreement of authorised officers of Dorset Council's Environmental Protection team. In the event of extraordinary circumstances, authorised officers of Dorset Council's Environmental Protection team reserve the right to vary the noise control levels during the event where safe & reasonable.
51. To ensure compliance with the licence objective for the prevent of public nuisance, the regulated entertainment MNL shall abide by the following criteria, and this shall be explicit in the SMS and SMP:
 - a) The MNL shall not exceed the following levels between 09:00-23:00 at the agreed locations:
 - i) On the boundary of the Site Plan: 65dBA & 80dBC Leq 15'
 - ii) Outside the boundary of the site plan: 55dBA & 70dBC Leq 15'
 - b) The MNL shall not exceed the following levels between 23:00-09:00 at the agreed locations:
 - i) On the boundary of the Site Plan: 55dBA & 70dBC Leq 15'
 - ii) Outside the boundary of Site Plan: 45dBA & 60dBC Leq 15'
 - c) Amplified sound systems shall not be used outside the operating hours agreed in the SMP, except for public order or safety purposes.
52. Within 28 days of the event finishing, the Premises Licence Holder shall share an event report with Dorset Council's Environmental Protection Team. The report shall include the monitoring results, observations, complaints & actions.

Protection of Children from harm

53. No person under the age of 18 years shall be permitted to be on the premises after 23:00hrs unless supervised by a person over the age of 18 years.
54. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on request of an authorised person' (as defined by Section 13 of the Licensing Act2003), an authorised Trading Standards Officer or the police.
55. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

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56. No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally include topless bar staff, striptease, lap-table, or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language).

Under 16s:

57. Any unaccompanied person under the age of 16 years found on the Licensed Premises will be accompanied to the Welfare Tent. This task will be undertaken by at least 2 members of staff.
58. No unaccompanied person under the age of 16 years shall be permitted on the Licensed Premises.

Data Barring Service (DBS) Check:

59. Any personnel whose role involves the looking after of children or vulnerable adults shall have a current enhanced DBS (dated within the 9 month period preceding the first day of each Event).
60. No person shall be involved in this role unless the enhanced DBS shows 'None Recorded' against the following categories:
 - a) Police Record of Convictions, Cautions, Reprimands and Warnings,
 - b) Information from the list held under Section 142 of the Education Act 2002,
 - c) ISA Children's Barred List Information
 - d) ISA Vulnerable Adults Barred List Information
 - e) Other relevant information disclosed at the Chief Police Officer(s) discretion

Lost Children Policy:

61. The goal of the Lost Children Policy is to reunite each lost child with its parents or guardians. However, if there is any evidence, concern or suspicion of abuse or neglect of children, then this must be reported to the appropriate authority.

Age Verification:

62. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Licensing Authority, an authorised Trading Standards Officer or the Police. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least once every 5 metres behind any bar advertising the scheme operated.
63. In conjunction with the above, proof of the attainment of 25 years of age will be required through production of a PASS card, full or provisional photo card driving licence, or by a photo passport prior to any alcohol sale taking place or entry to age restricted areas.

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64. Bar staff must ask for proof of age ID whenever the customer appears to be under 25. If there is any doubt as to the age of the customer, they will be refused service.
65. Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed stating that: It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18 - Section 149 Licensing Act 2003.
66. The Designated Premises Supervisor will brief bar security staff in the arena and the bars that they should take reasonable steps to monitor the final destination of the drinks and where it would appear that supply is being made to a person under the age of 18 years take steps to prevent the consumption by that person.
67. No bar servers will be under 18.
68. The Designated Premises Supervisor, the bar manager and other bar supervisors will monitor the performance of the serving staff to ensure adherence to the licensing laws.
69. Any under-age persons who are found arriving at or on the Licensed Premises with, or having consumed, alcohol will have the alcohol confiscated by staff. The Event Safety Coordinator will exercise due diligence in safeguarding and discharging any duty of care towards any under-age persons who attempt any unauthorised access to the event.
70. A bar manager will be appointed for every two bars utilised and this person under the direction of the Designated Premises Supervisor will be fully in control of the sale of alcohol from that bar.
71. All staff shall be trained prior to undertaking any sale of alcohol on the premises. The training shall include:
 - a) Drugs Awareness,
 - b) Conflict resolution,
 - c) Selling to under-age person,
 - d) Selling to drunks.

Such training will be recorded, and records shall be kept at the premises which will be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.