

Annex to Licence Application for Wood Road Site, Haughley Park, Feb. 2022: Licence controls, conditions and restrictions

- 2.1 The number of outdoor events involving licensable activity or activities, under the authority of the premises licence, shall be limited in total to not more than 45 (forty-five) event days per calendar annum. For the avoidance of doubt, an event held over any two-day duration would count as two events for these purposes. Setup and takedown days do not count as event days.
- 2.2 Sale of alcohol for consumption OFF the licensed premises shall be for daytime events only such as farmer markets, country fairs, food and drink and similar events. Off sales for such occasions shall be limited to between the hours of 11:00hrs and 18:00hrs.
- 2.3 There shall be no late night refreshment for takeaway consumption beyond the perimeter of the licensed premises.
- 2.4 No outdoor event shall take place under the authority of the premises licence where there is an attendance of 5000 or more persons at any one time (including staff, performers, stallholders and contractors).
- 2.5 Up to a maximum of 15 (fifteen) large outdoor events per calendar year may exceed an attendance of 500 persons. Such large outdoor events (up to an attendance of 5000) are likely to be two-day events. A large outdoor event may include the use of a marquee and/or covered sales stalls areas.
- 2.6 Up to a maximum of 30 (thirty) medium outdoor events per calendar year may exceed an attendance of 250 persons (up to an attendance of 500). Such medium events may be of one or two days or up to a week duration.
- 2.10 The premises licence holder shall ensure that all larger and medium event organisers or premises users prepare and operate a suitable and sufficient **Event Management Plan (EMP)** and provide Risk Assessments which are compatible with the premises licence holder's own Site Risk Assessment and Terms and Conditions of Hire.
- 2.12 The premises licence holder shall ensure that all hirers for all sizes of events are, at the time of booking, provided with the owner's Site Risk Assessment and Terms and Conditions of Hire and that they complete and return a **Hirer's Information Sheet** before the booking can be confirmed.
- 2.13 The premises licence holder shall ensure that at least six weeks prior to the event all organisers of smaller and medium events provide an **Event Details Sheet** with contact details of their licensable and other service providers. The premises licence holder shall ensure that event organisers are clearly advised of their responsibilities in relation to promotion of the licensing objectives and risk assessments. The premises licence holder shall notify the event organiser of all site particulars, including any prohibitions, and shall require sight of the event organiser or premises user's risk assessment (including any licensed or special activity risk) documentation for all events involving licensable activities.
- 2.14 The premises licence holder's **EVENT OPERATING PROCEDURE** (for Events over 500 to a maximum of 5000) shall include:
- (a) Providing all prospective event organisers with the premises licence holder's general **Outdoor Site Risk Assessment**

(b) Requiring the event organiser to produce a specific **EVENT MANAGEMENT PLAN (EMP)** This shall cover the following aspects of the event, as a minimum:

- Nature of event and range of licensable activities intended
- A Site Plan delineating the contained area of licensable activities and of car parking
- Event open timings and set up and build down programme
- Expected attendance numbers
- Traffic, signage and parking control
- Marshals, stewards, security or crew numbers
- Child safety and protection measures
- Temporary structures and power generation equipment
- Compliance with the Licensing Act 2003 and the four licensing objectives
- Catering facilities and hygiene
- Toilets and first aid facilities/medical provision
- Litter and waste disposal arrangements
- A Noise Control Plan with expected noise levels and times
- Fire and health and safety risk assessments
- Emergency vehicle access and site evacuation plan

- 2.15 The premises licence holder shall ensure, including via the hiring agreement documentation, that all event organisers are alerted to the Health and Safety Executive guidance document 'The Event Safety Guide' HSG195 (or any successor publication thereof). The premises licence holder shall monitor compliance before and during the event so far as is reasonably practicable.
- 2.16 The EMP must be agreed between the event organiser/premises user and the premises licence holder prior to the commencement of a licensable event. When the event is new to the venue or the management plan changes significantly from a previous staging of the event, the management plan will be communicated to the Licensing Authority at least 2 (two) months prior to the event date so that they and other responsible authorities may be given the opportunity to comment or advise.
- 2.17 The EMP must ensure that when amplified music is to be played at an event, whether outside or inside a temporary structure, the **Music Noise Level** shall not exceed 53db(A) (LAeq 15 mins) as measured at the entrance gate of the nearest affected property (being Bracken Lodge, Wood Road) or as agreed with the Environmental Protection Department of the Licensing Authority and their complaints protocol shall be observed.
- 2.18 Overnight camping shall not be permitted other than to event staff, exhibitors or participants in two-day or more events and only in motor-homes, single-axle towed caravans or tents. Camping shall be located in a designated area outside the contained event area.
- 2.19 No roaming sales of alcohol will take place at the event.
- 2.20 Suitable and sufficient measures shall be implemented to prevent persons bringing excessive quantities of alcohol onto the site.
- 2.21 No drinking from glass containers shall be permitted on the site outside individual camping plot boundaries. All drinks sold for consumption outside marquee or beer tent boundaries shall be served in paper or reusable plastic containers.
- 2.22 The EMP shall provide for a suitable level of first aid and medical provision to be maintained on site for the duration of the event.
- 2.23 The EMP shall ensure that emergency access routes on the site and at the Wood Road entrance shall be maintained for the duration of the event and that vehicle tracks and lanes between camping plot lines be a minimum of 5 metres wide.
- 2.24 The onsite Event Manager or a designated Health and Safety Monitor will carry a mobile phone for the duration of the event. The number will be communicated to the DPS and to appropriate participants and be posted in key places on the site and at the Wood Road entrance gates.