

**Licensing Act 2003
Premises Licence Application – #
Notification to Local Authority of agreement regarding
Representations**

To: Licensing Authority Office

Date: 11/08/15

Dear Sir/Madam

I write in my capacity as the applicant in relation to the above matter. Discussions have taken place with # in relation to the promotion of the licensing objectives.

I would like to add the following conditions to my application:

Prevention of crime & disorder

1. The Designated Premises Supervisor shall ensure that an incident log is maintained within the premises and details of all known incidents are recorded within the log. This log shall be kept on the premises for the duration of the event.
2. Marshals shall be on site and at the site entrance to assist in traffic management into and off the site; as well as parking on the site. The marshals / stewards shall monitor all zones of the site at all times for the period of the event / premises licence.
3. A minimum of 10 stewards will be on and around the site at anyone time to ensure public safety guidelines are met.
4. A minimum of thirteen (13) SIA registered door supervisors shall be on site during the period of the licence.
 - a. A minimum of four (4) SIA registered staff shall be on duty in the designated bar areas at all times when alcohol is being sold or consumed
 - b. A minimum of two (2) SIA registered staff shall be on duty at the entrance to the 'beer tent' when licensable activities are taking place and shall monitor those working the designated beer tent entrance.
5. All SIA staff, event marshals and the event organisers shall be linked by way of two-way radio or similar device or devices (not by way of mobile phone only).
6. All SIA registered staff shall display their SIA registration cards at all times when carrying out security roles within the site.
7. All SIA staff and marshals shall wear suitable clothing such as

fluorescent jackets or bibs to clearly indicate their different roles on site; SIA staff should wear one colour and marshals another to distinguish between the two.

8. Particular attention shall be paid to the PR and Marketing of the event in relation to the strict anti-drugs, violence and antisocial behaviour policy where anyone caught with drugs or committing antisocial behaviour or violence shall be removed and handed over to the police.

9. The car park shall have adequate lighting for security reasons.

10. Stewards shall patrol car parking areas at all times.

11. Public Safety

12. Onsite paramedics shall be employed for the entire duration of the event.

13. There shall be a designated and highly visible first aid point onsite.

14. Areas of high crown density shall be adequately managed by stewards and security team.

15. Lighting stands shall provide light during hours of darkness for all visitors, staff and contractors.

16. Prevention of public nuisance

17. During the event, the organiser shall operate an attended noise complaint telephone line through which contact can be made regarding noise concerns. This phone number shall be provided to the Local Authority EHO for contact to be made should noise levels be considered unacceptable during the event.

18. DE-RIG shall be done in social hours to reduce any noise levels generated by workers. However some light de-rigging shall be taking place after the event.

19. Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance.

20. Measures shall be taken to ensure that patrons (including staff) will exit/enter the site as quietly as possible. Measures will include signage on site, pre event PR and marketing. Stewards shall pay particular attention to cars/patrons leaving the site. There shall also be a PA system for public announcements.

21. Where possible, signage from major routes will direct people to the site avoiding as much residential property as possible.

22. All waste will be stored in designated and managed areas and shall be disposed of by an appropriate waste management company.

23. Catering trailers shall be instructed to implement measures to ensure prevention of nuisance from odour is kept to a minimum.

Protection of children from harm

24. Training shall be provided to all staff on commencement of the event relating to all age-restricted products sold; this shall include under-age alcohol sales, drug awareness, health and safety and fire safety in line with relevant legislation and any systems or procedures they are expected to follow in the course of dealing with these goods.

25. A refresher briefing shall be conducted prior to the bar opening on the day of the event.

26. Records detailing the initial training and refresher briefing provided shall be kept on the premises and be made available upon a request by a Police Officer or an authorised officer as detailed within Section 13 of the Licensing Act 2003.

27. The only acceptable forms of identification shall be:

- Photo Driving Licence
- Current Passport
- Government approved 'PASS' agency card.
- HM Forces Identity Card

28. Clear, prominent and unobstructed signage informing customers of the 'Challenge 25' proof of age scheme in operation shall be displayed at:

- All entry points
- Points of sale

29. A system of recording sales refused under the proof of age scheme shall be operated at all times.

30. A refusal book / log (electronic or otherwise) shall be located at each bar area close to the till point. This log / book shall be kept on the premises and be made available upon a request by a Police Officer or an authorised officer as detailed within Section 13 of the Licensing Act 2003.

31. At the close of each trading day, the Designated Premises Supervisor shall review and endorse the Refusal log and cross check this with any specific spikes in trading. This log shall be used as a tool to target or highlight the need for specific enhanced staff training the following day. A record of any enhanced training shall be kept within the highlighted

member of staff's employment record.

32. All children shall be accompanied by an adult at all times. This statement shall be heavily promoted on all advertising and also in and around the site.

Please accept this notice as formal request to amend my application/operating schedule in accordance with the above and note that I agree to these conditions being attached to the premises licence. Furthermore, I confirm that I do not consider a hearing to be necessary.



Signed

Name: RALPH BROADBENT

Date 11/08/15