

Appendix A

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Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The staging of entertainment on council land will be controlled and administered by the Council's Events Office. The Events Office is aware of its duty of care to public, contractors and employees when hiring out council land and events will be required to submit an Event Management Plan which will be shared with the emergency services and include a risk assessment. After consultation with residents in the local area, we have drafted new conditions for the premise licence as well as using existing conditions from previous licences and adding provisions of challenge 25 instead of aged 18 as well as increasing the lead time for the submission of a noise management plan and the condition of resident letters. Please, see Annexe A for full licencing conditions.

b) The prevention of crime and disorder

The Police are involved in the consultation and planning of all events in line with Council's Outdoor Events Policy. The Council will liaise closely with event organisers to ensure that all measures to reduce crime and disorder are taken in accordance with the Purple Guide and event specific risk assessments. For events where alcohol will be served a full alcohol management plan must be submitted and no patrons will be admitted to the site if in possession of alcohol, drugs and weapons. The event area will be fenced with security located at all in and out points throughout the site. Please, see Annexe A for full licencing conditions.

c) Public safety

The Events Office will liaise closely with the Environmental Protection and Licensing Section, and other Emergency Services to ensure that all statutory obligations are being met.

For events where alcohol will be served a full alcohol management plan must be submitted and no patrons will be admitted to the site if in possession of alcohol, drugs and weapons. Challenge 25 will be in operation. The event area will be fenced with security located at all in and out points throughout the site. Please, see Annexe A for full licencing conditions.

d) The prevention of public nuisance

Public access to events will be controlled and supervised always by Security and stewards/event staff. Any outside space noise pollution must be recognised as a potential problem and noise levels will be monitored and adjusted if necessary. Where events include the use of amplified sound and/or plant or machinery, a noise management plan will be submitted to the Environmental Protection and Licensing team at least 28 days in advance of the event and a letter drop to residents must occur. As part of the seasonal variation, all music to entertain to stop at 23:00 and any music after this time will be background music as defined by any reasonable person. Event Organisers to remove all litter after events, with a security deposit held by the Council to ensure that this happens. Please, see Annexe A for full licencing conditions.

e) The protection of children from harm

Public access to events will be controlled and supervised always by Security and stewards/event staff. Any outside space noise pollution must be recognised as a potential problem and noise levels will be monitored and adjusted if necessary. Where events include the use of amplified sound and/or plant or machinery, a noise management plan will be submitted to the Environmental Protection and Licensing team at least 28 days in advance of the event. Event Organisers to remove all litter after events, with a security deposit held by the Council to ensure that this happens. Please, see Annexe A for full licencing conditions.

General

1. Licensable activities are only permitted on the Council owned land within the red line.
2. The staging of entertainment on Council land is controlled and administered by the Council's Events Office. The Events Office is aware of its duty of care to public, contractors and employees when hiring out Council land. All significant events to produce an Event Management Plan with supporting documents in accordance with the "Purple Guide", the Health and Safety at Work Act 1974 and other relevant legislation. A risk assessment is undertaken for each event, with a full multi-agency approach taken in the planning of any major events.
3. The licence holder will abide by the Event Safety Guide HSG195 (commonly known as the Purple Guide), and all events will be run in line with the Council's Events Policy.
4. The Licence holder will meet with the emergency services (Police, Fire and Ambulance) and other relevant partners every month at the Safety Advisory Group, to discuss safety issues and agree which of the major outdoor events require a full multi-agency approach. These full multi-agency meetings are to be minuted and circulated to all attendees.
5. Any event in any location for over 3,000 people or consists of a period over 14 days, must be notified to the Police for prior consultation at least six months in advance, or (in the case of spontaneous or short notice events) immediately after notice of an event is given to the licensee and/or the Council.
6. The police are involved in the consultation and planning of all Events in line with the Council's Outdoor Events Policy. The Council will liaise closely with Events organisers to ensure that all measures to reduce crime and disorder are taken in accordance with the Purple Guide and event specific risk assessments.
7. All supplies of alcohol (on the premises) to be from a tent or other delineated area. Where alcohol is to be supplied to the public or given to invited guests, as an integrated element of an event, delineated areas with physical boundaries will be constructed. All such alcohol to be consumed within the delineated area where it is served.
8. Minimum of half hour drinking up time to be allowed where alcohol is supplied, even if event closes early unless in an emergency situation.
9. The Council intends to use the Premise License only on occasions when events have been granted permission by the Council, which would not be every day. The licensing objectives would be promoted by a strict planning process in which all relevant departments and blue light services are consulted prior to any event taking place.
10. At enclosed events, or within tents, other such temporary structures, or any other building or delineated areas:
 - 11 The contents of any events proposed for the venue to be agreed and monitored by the Council's Events Office.
12. Application to include off sales for alcohol. Any off-sales of alcohol will be strictly limited to non-alcohol led markets and where no more than 10% of the stalls present are selling alcohol for off-sales. All off-sale products must be sold in closed containers with no pre-chilled products.
13. The sale of alcohol is only applicable to events for a maximum of 45 days in a calendar year.

Prevention of Crime and Disorder:

14. The Premise Licence Holder in consultation with Sussex Police will risk assess the need for door supervisors for the event organisers. The event organiser will employ door supervision in such numbers and at such times as deemed necessary by a site-specific risk assessment as agreed by the Premise Licence Holder
15. Only plastic bottles, tin cans, cardboard cartons or paper cups to be supplied by vendors on site for the supply of alcoholic and non-alcoholic drinks unless otherwise agreed with the licensee. No drinks at events to be sold in glass bottles or vessels except where a meal is being sold or given as part of a hospitality package, and a written risk assessment has been undertaken taking into account the infrastructure of the bar area, type of event, category of audience.
16. No patrons to be admitted if in possession of alcohol, unless by prior agreement.
17. The Premises Licence Holder will have an agreed search and seizure policy for alcohol, drugs and weapons.

Public Safety:

18. The Events Office will continue to liaise closely with the Environmental Protection and Licensing Section, and other Emergency Services to ensure that all statutory obligations are being met.

Prevention of Public Nuisance:

19. Public access to events will be controlled and supervised by stewards/event staff at all times. With any outside space noise pollution must be recognised as a potential problem. Noise levels will be monitored and adjusted if necessary.
20. Where events include the use of amplified sound and / or plant or machinery a noise management plan will be submitted to the Environmental Protection and Licensing

Team at least 28 days in advance of the event or (in the case of spontaneous or short notice events) shortly after notice of an event is given to the Premises Licence Holder.

21. Where events include the use of amplified sound and/ or plant or machinery a letter drop to residents will be necessary, the letter will outline the timings of the event, noise propagation tests and a contact number for the event team which must be staffed during the operational event hours. The perimeter of the resident letter drop is to be confirmed with the Premise Licence Holder and the Environmental Protection team
22. As part of the seasonal variation, all music to entertain to stop at 23:00. Any music after this time will be background music as defined by any reasonable person
23. Event organisers to remove all litter after events, with a security deposit held by the Council to ensure that this happens.

Protection of Children from Harm:

24. No person under the age of 18 years to be admitted to bar areas where meals are not being served. Where meals are not being served, a condition of entry to a bar area will be proof of age, when there is reasonable evidence that a person may look to be under 25 years of age. All areas where alcohol will be sold will display 'Challenge 25' signs informing members of the public that they will be challenged for ID when purchasing alcoholic drinks. All bars will keep a refusals log at the point of sale to record any incidents of people be refused the purchase of alcohol.
25. No unaccompanied under 16s to be allowed on site after 10 pm in such areas

26. A full multi-agency approach, including the Police and the Health Service will be adopted for the planning and operation of all events. Advice will be sought from the Council's Child Protection Department where appropriate. Reference will be made to relevant statutory provisions in relation to Child Safety, eg. Children's Act. As with any large event, the event organisers are expected to have their own child protection policy which forms part of their event management plan.
27. All Events will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID, biometric residence permit cards or proof of age cards bearing the 'PASS' mark hologram. The list of recommended forms of ID may be amended or revised with the prior written agreement of Sussex Police, the Licensing Authority and Trading Standards without the need to amend the licence or conditions attaching to it.
28. Signage advertising the "Challenge 25" policy will be displayed in prominent locations in the event/ bar space.
29. All bars will keep a refusals log at point of sale to record any incidents of people being refused the purchase of alcohol.