

Appendix A

Section 18 of 21
LICENSING OBJECTIVES
Describe the steps you intend to take to promote the four licensing objectives:
a) General – all four licensing objectives (b,c,d,e)
List here steps you will take to promote all four licensing objectives together.
1. All planning for the event will be in line with recommendations laid out in the online 'Purple Guide' and HSG154 Managing Crowds Safely and will be planned in strong consultation with local authorities and licensing staff via regular ELT meetings starting no less than 4 months before the proposed start date of any activities on the site. 2. The final site layout shall be as agreed with the event health and safety advisor and Security consultant and all statutory authorities (which includes but is not limited to members of the council events department, licensing, highways, parking, and blue light services). 3. There shall be at least one personal licence holder in the bar present whilst the bar is in operation. Furthermore, whenever the premises are open to the public the Designated Premises Supervisor shall be present within the licensed premises. 4. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic glass. 5. The boundaries of the licensed premises will be clearly fenced and marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed. 6. No event shall take place until an Event Management Plan has been submitted to and approved by all other relevant statutory bodies. 7. All core event staff and personnel will be issued with a radio and will be in contact with event control. 8. All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security. 9. All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards. 10. Licence is subject to obtaining Landlords Annual Consent from Brighton & Hove City Council.
b) The prevention of crime and disorder
1. There will be a full liaison with the relevant responsible authorities including by specifically organised Safety Advisory Group and Event Liaison Team meetings prior to and if and as necessary during the event. The event will be operated and managed in accordance with the Event Management Plan (EMP) including its appendices, this licence and its conditions and statutory and regulatory requirements. 2. No licensable activities to take place without an EMP being submitted and approved by responsible authorities, specifically those authorities such as licensing authority, police, fire, environmental protection and agencies that comment in regards to public safety/health. 3. The Premises Licence Holder shall produce an Event Management Plan (EMP) and shall submitted it to the Licensing Authority and the Safety Advisory Group not less than three (3) months prior to the proposed Event. If any changes are

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made after this time, notification to be sent to the responsible authorities in writing (this can be by email). The EMP will include:

3.1 Names, addresses and telephone numbers of persons/organisations responsible for:

- o Overall event safety control
- o Production
- o Medical and first aid provision
- o Site management and the structural integrity of all temporary structures
- o Crowd management, steward and security
- o Fire safety and control
- o Configuration and control of sound systems
- o Management of any on-site car parking
- o Management of concessions and franchises
- o Provision and maintenance of water supplies
- o Welfare and provision of information
- o Lost & found persons and property
- o Provision and maintenance of sanitary facilities
- o Reception collection and removal of litter and other waste

3.2 The proposed audience capacity including guests.

3.3 Plans to agreed scales detailing exits, entrances, temporary bars, marquees and all facilities to be provided.

3.4 Details of proposals for entertainments, together with information regarding any special effects.

3.5 Details of proposals for concessionary activities including food franchises, bars, restaurants and non-food retail sales.

3.6 An Alcohol Management Plan which will include details of:

- o The Designated Premises Supervisor (DPS)
- o Personal licence holders (PLH)
- o Control of the sale of alcohol
- o Proof of age policy (including Challenge 25)
- o Promotion of responsible drinking
- o Appropriate signage
- o SIA Security and PLH provisions on each bar
- o Refusals and incident log book on each bar
- o Provision of free drinking water
- o No glass policy
- o Bar staff training relating to the sale & serving of alcohol

3.7. A Safety Policy and Risk Assessment for the event.

3.8. A detailed drug policy which includes:

- o Entrance refusal policy for possession
- o Ejection policy for possession
- o Search numbers for persons and all personal property
- o Holding of drugs once removed from persons
- o Amnesty bins
- o Agreed threshold of when Police will be contacted
- o Legal highs and nitrous oxide

3.9. Details of arrangements for co-ordinating and controlling event safety on site.

3.10 A site safety plan including site safety rules, requirements for construction and breakdown of site, structural safety calculations, drawings of temporary structures and safety barriers, details of electrical installations and lighting arrangements.

3.11 Incident contingency and emergency plans (including a Major Incident Plan).

3.12 A Crowd Management Plan, including plans for access, egress, dispersal and evacuation as well as control of patron numbers.

3.13 A Stewarding and Security Plan which will include details of:

- o Register of all stewards and security staff employed during and after the event containing full names, dates of birth, home

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address and Security Industry Authority (SIA) registration details

- o How stewards and security staff will be identifiable e.g. tabards etc
- o The final numbers of SIA Licensed Security Staff and trained Stewards
- o Log book for all Security and Stewarding staff to sign in and out of the Event
- o Refusals policy for drunk and/or disorderly or under the influence of controlled substances
- o Stewarding areas outside the licensed / event area
- o Overnight provision
- o Search and seizure policy set out for alcohol, drugs and weapons.

3.14 A medical ambulance and first aid plan.

3.15 A Fire Safety plan.

3.16 A Transport Plan including a Traffic Management Plan.

3.17 A Sound Assessment with details and proposals for monitoring and controlling sound emission and a draft Noise Management Plan.

3.18 Details for the provision of cleaning and maintenance of sanitary accommodation, washing facilities and drinking water.

3.19 Details for the reception collection, litter and disposals of other waste.

3.20 Details of welfare arrangements facilities and provisions for information on site.

3.21 Details of the arrangements and facilities for disabled persons.

4. The licence holder will abide by the Event management Plan (including all of its appendices- together called 'the EMP') for this event.

5. The licence holder will meet with the emergency services (Police, Fire, and Ambulance) at agreed intervals in advance of the event to provide information on the event and to discuss safety issues. These meetings will be minuted and circulated to all attendees.

6. All supplies of alcohol will be from the structures shown on the site plan and in accordance with the Alcohol Management Plan of the EMP in particular.

7. All log books will be made available upon request to authorised officers from the Licensing Authority, Trading Standards and Sussex Police. These include refusals, incident and SIA sign in logs.

8. Authorised officers of the Licensing Authority, the Fire Authority, the Ambulance Service and Sussex Police shall have free access to all parts of the Licensed Premises for the purpose of inspection during licensable activity and at all other reasonable times.

9. Admission to the Licensed Premises will be by ticket only unless otherwise approved by the Licensing Authority. Ticket printing manifests and sales figures will be available upon request to the Licensing Authority.

c) Public safety

10. The premises licence holder through its appointed Safety Officer will liaise closely with the Environmental Health and Licensing Section of the Licensing Authority and Emergency Services.

11. 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.

12. No drinks to be served in glass bottles or vessels.

13. SIA licensed security personnel will be deployed as provided by the EMP.

14. Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residencies and businesses.

15. At events within tents, marquees or other temporary structures;

- a) No patrons will be admitted if in possession of alcohol unless by prior agreement with the Police and
- b) The licence holder will have an agreed search and seizure policy for alcohol, drugs and weapons.

16. All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Sussex Police. All contraband along with seizure records will be handed to Sussex Police at the end of the event.

17. A dedicated area in the site, adjacent to the First Aid section, will be provided for welfare provision to treat and ensure the safety of any vulnerable patrons in the premises.

18. Adequate medical provision will be made available in line with calculations from the "Purple Guide" and following a risk assessment carried out by the medical provider.

19. An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and Sussex Police.

d) The prevention of public nuisance

20. Noise pollution will be recognised as a potential problem and noise levels will be monitored and adjusted if necessary.

21. A noise management plan will be submitted to the Environmental Health and Licensing team.

22. Event organisers to remove all litter after the event with a security deposit held by the Events Team to ensure that this happens.

23. Waste management teams, alongside event staff and volunteers will be engaged to ensure the event site is cleaned and returned to its previous condition.

24. Potential attendees will be reminded of the residential location via digital media in advance of the event and clear signage throughout the event site will be used to remind and inform attendees of the proximity of residential areas.

25. Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised, by way of a letter drop, of any use of the premises, no less than 2 weeks before any event. A contact number will be provided in this letter drop for residents to be able to contact the noise management staff to ensure any complaints can be dealt with in a timely fashion.

26. Sufficient sanitary facilities will be made available within the premises to prevent public urination (as per the Event Management Plan).

27. A draft Noise Management Plan will be submitted to Brighton and Hove City Council's Environmental Protection Team for comment not less than 6 weeks prior to the commencement of the event.

28. Following discussion with the Environmental Protection team, a finalised agreed version of the NMP shall be submitted to the Licensing Authority and all Responsible Authorities not less than 3 weeks prior to the event.

29. The finalised agreed version of the NMP shall form part of the application and will become attached to the premises licence as operating schedule conditions. The event organisers must ensure that the finalised NMP is fully implemented.

e) The protection of children from harm

30. A full multi-agency approach (including the Police and Health Service) will be adopted for the planning and operation of all events. Advice will be sought from the Child Protection Unit where appropriate.

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31. The event will be advertised as an over 18's event only on the Saturday and Sunday and a 14 + Event on the Friday and Bank Holiday Monday and a challenge 25 age verification policy shall be adopted by security personnel checking age of those seeking to enter on the Saturday and Sunday. Persons aged 18 years and over attending the 14+ event days shall be identified by means of a non-transferable wristband issued upon production of valid photographic identification.

32. A Challenge 25 policy will be operated in all bar areas.

33. The site will be 18+ only on the Saturday and Sunday and 14 + on the Friday and Bank Holiday Monday. Vigorous ID checks will be carried out both at the entry points and at the point of sale for any age restricted products.

34. All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licensing Authority, Trading Standards and Sussex Police.

35. The premises will adopt a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended without a need to amend the actual licence.

36. A dedicated medical team with DBS clearance and sufficient facilities for predicted welfare needs will be onsite during all operational hours.

Amendment to above proposed condition 3 agreed with Police Licensing -

Prevention of crime and disorder:

- 3. The Premises Licence Holder shall produce an Event Management Plan (EMP) and shall submitted it to the Licensing Authority and the Safety Advisory Group not less than **(5)** months prior to the proposed Event. If any changes are made after this time, notification to be sent to the responsible authorities in writing (this can be by email). The EMP will include: **(the rest of the condition in the application to carry on)....**

Additional Agreed Condition with Police Licensing

Protection of children from harm:

- 14+ events, anyone under the age of 18 will be accompanied by a responsible adult.

Additional Agreed Condition with Licensing Authority

- SIA-registered security staff shall be deployed at the junction of Henley Road and Whitehawk Road during the dispersal period following the event, in numbers appropriate to the risk assessment, for the purpose of supervising patrons leaving the premises and minimising public nuisance and disorder.

