

Introduction

The council's statement of licensing policy strongly encourages applicants to make early contact with the appropriate responsible authorities to discuss proposed conditions in advance of the submission of their application to the council. To assist applicants with this the council's safety advisory group has produced this guidance note.

This is a generic resource which can be utilised by applicants, responsible authorities, persons making representations and committee members alike.

The council will never attach any set of conditions as a matter of routine and would not expect applicants to do so either.

Any conditions which are applied to a licence must be as a result of conducting a risk assessment or attached by committee following consideration of the merits of each individual application, any representations received, and the specific measures required to promote the licensing objectives.

The detail that the risk assessment, and any plans, need to go into will depend on the nature and size of the event. So, the first step will be to identify the number of paying customers, the number of artists, crew, and traders there will be on site. How long the festival will be going on for and whether people will be staying onsite for the duration, or it will be a day visitor only event.

Once the numbers are known then the provision of facilities can be tailored either to a definite number if the event is established and ticket sales are known and stable or on a ratio if the ticket sales are uncertain.

For the Licence Application the steps that are being taken to promote the Licensing Objectives need to be identified. These will then be made into conditions. The conditions must be clear, unambiguous, and achievable.

Some conditions should focus on provision of services such as security, first aid and toilets for example, these should specify numbers to be provided or the ratio of customer to provision that will be used.

Some conditions should relate to the production of detailed plans a certain time before the event to allow for the emergency and local authority services to plan their cover for the event. Responsible Authorities or members of the SAG may take key points out of documents and request they be conditions on a licence, or they may specify what detail needs to be in a plan. At the very least a Noise Management Plan, a Security Plan will need to be produced anywhere from 8 weeks to nine months before the event. Guidance on the timelines for submission of event documents can be found within the council's public events planning [webpage](#).

Some conditions should relate to records that need to be kept during the event and that can be viewed by the police or council officers. This should include, Refusals registers, incident reports, noise logs, complaint logs

Some conditions should detail the procedures that will be used whilst the event is operating such as Challenge 25, or publishing of a public contact number.

Guidance

Applicants are advised to approach their risk assessment by considering their proposed conditions in two stages,

Steps to promote the licensing objectives.

These are offered conditions determined from your risk assessment as necessary to promote the licensing objectives. They set out the essential matters required to ensure the necessary standards of control in the delivery of a safe and legal event.

We would suggest that you consider the following matters within your risk assessment,

- Alcohol Sales
 - Age Verification / Refusals register / Off Sales (sealed containers) / No Glass
- Child Safeguarding Policy
- Counter Terrorism Risk Assessment
 - Protect UK guidance.
- Crime prevention
 - Incident Log / Drugs Policy / Surrender Bins / Safe Space for Protests
- Crowd management
 - Capacity / CCTV / Ejection Policy / Incident Log
- Equality Impact Assessment
- Fire Safety
 - Fire Safety Risk Assessment submission / capacities / safe storage of flammable materials / minimum separation distances between different types of units (e.g. between catering units, between camping structures, between different events/activities).
- Food Safety
 - Registered traders only / location plan
- Health & Safety
 - Health & Safety Policy submission
- Infectious Disease Control
 - Hand washing facilities
- Lighting
- Limiting the licence to the one event and providing a timescale for the event to take place.
- Logging
 - Activity/Incident Log
- Lost Children and Vulnerable persons policy
- Provision of waste receptacles
- Medical Provision
- Noise Management
- Public Contact Number
- Risk Assessments
- Security provision
 - Numbers / Locations / Duties
- Traffic Management Plan
- Water safety
 - Method of supply / sampling and monitoring procedures
- Welfare Policy
 - Weather / Modern Slavery / Child Sexual Exploitation

It is expected that suitable risk assessments are undertaken and documented to demonstrate the thought process behind the mitigation measures proposed within the conditions and event documentation.

Sample conditions are included in the pool of model conditions below.

Event Management Plan Conditions

These are a set of conditions that require the submission and approval of an event management plan (EMP) within a specified timescale prior to an event taking place and then establish the EMP as the operating schedule for the duration of the event.

The EMP is a comprehensive document that outlines all the essential details involved in organizing an event. It assists with the compliance of any imposed conditions; details control over those matters beyond the imposed conditions and the supervision of any non-licensable activities.

An EMP template and guidance can be downloaded from the public events planning pages of the council's website.

Sample EMP conditions are included in the pool of model conditions below.

Pool of model conditions

All four licensing objectives

Equality Impact Assessment

The licence holder must ensure that an Equality Impact Assessment is undertaken to support good decision making and inclusivity for all staff, visitors, and patrons.

Limiting to one event and providing a timescale

This premises licence is for the event known as (xxxx). The event will take place at (location) (frequency i.e. once a year) over (duration i.e. 3 days and 3 nights) at (dates i.e. the end of July/early August).

The licence holder must ensure that all risk assessments for the premises must include consideration of the risk of a terrorist attack.

The licence holder must ensure that all public facing staff must be clear about what to do if the public report suspicious activity or unusual behaviour to them. All suspicious behaviour by customers or members of the public close to the venue must be noted and be reported promptly so that investigations can be made, and action taken, if appropriate.

Activity/Incident Log

The licence holder must ensure that an incident log is maintained throughout the event, including during the build and break periods. The log must record,

- (i) Any complaints received.
- (ii) Any incidents of disorder.
- (iii) Any faults in the CCTV system.
- (iv) Any visit by a relevant authority or emergency service.
- (v) All crimes reported to the venue.
- (vi) All ejections of patrons.
- (vii) All seizures of weapons and / or drugs.

The date and times of any incident and the name of the member of staff involved.

The prevention of crime and disorder

Security provision

The licence holder must ensure that appropriately accredited door supervisors are used to vet customers and maintain public order. The vetting process must include implementation of the events' proof of age policy.

The licence holder must ensure that a minimum of one appropriately accredited door supervisor shall be permanently stationed at each access/ egress point of the event premises.

The licence holder must ensure that in addition to the door supervisors required by the above condition appropriately accredited door supervisors are provided at the premises to a ratio of staff to patrons determined by an appropriate risk assessment.

The licence holder must ensure that when on duty all security personnel wear some form high visibility clothing (e.g. jacket or waistcoat) that clearly identifies them as security personnel.

Crowd Management / Ejection Policy

Capacity

The licence holder must determine the occupant capacity of the event premises based on documented risk assessment(s).

- (i) The risk assessment(s) must consider all relevant factors including space, audience density, means of access and egress, toilet provision, ground conditions, etc and must be reviewed annually.
- (ii) Where necessary separate occupancy levels must be set for different parts of the event premises.
- (iii) Measures must be put in place and documented to ensure that the capacity is not exceeded at any time.
- (iv) All documentation pertaining to the proposed figure must be kept on the premises and must be available immediately on request to any authorised officer of the Licensing Authority or Police.

CCTV (where proposed)

The licence holder must ensure that a CCTV system is installed at the premises.

- (i) The CCTV system shall be maintained in working condition and record the premises 24 hours every day.
- (ii) Recordings to be retained for a minimum of 28 days and be made available to the Police or officers of the Council upon request and be of evidential quality.
- (iii) The equipment must have a suitable export method i.e. CD/DVD/USB facility so that the Police and officers of the Council can make an evidential copy of the data they require.
- (iv) This data should be in the native file format to ensure that no image quality is lost when making the copy.
- (v) If this format is nonstandard (i.e. manufacturers proprietary), then the licence holder shall within 14 days of being requested supply the replay software to ensure that the video on the CD can be replayed by the Police and officers of the Council on a standard computer.

- (vi) Staff working at the premises will be trained in the use of the equipment and a log will be kept verifying this.
- (vii) Should the CCTV become non-functional this will be reported immediately to the Licensing Authority.

Drug Policy

The licence holder must ensure that appropriate security arrangements are documented and implemented at the premises to discourage the sale and consumption of controlled substances.

Surrender Bins

The licence holder must ensure that all drugs and weapons seized are placed in a locked receptacle set aside for this purpose.

The licence holder must make suitable arrangements with the Police for the collection of any seized items.

Age verification

The Licence holder must ensure that each member of staff authorised to sell alcohol has received adequate training on the law regarding age restricted products and that this has been properly documented and training records kept.

The Licence holder must ensure that each member of staff authorised to sell alcohol is fully aware of their responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

The premises licence holder must ensure that prominent signage is displayed at any point of sale indicating that it is an offence to buy or attempt to buy alcohol for a person who is under 18 and for a person under the age of 18 to buy or attempt to buy alcohol.

Refusal register

The licence holder must ensure that a refusals register is maintained throughout the event. The register must detail all refused sales of age restricted products and must record,

- (i) The date and time of the refused sale.
- (ii) A description of the person refused.
- (iii) Reason the sale was refused (e.g. no ID, fake ID).
- (iv) The name of the member of staff who refused the sale.

Off Sales

The licence holder must ensure that there shall be no supply of alcohol for consumption off the premises except in sealed containers.

Safe Space for protests

The licence holder must ensure that a safe space is maintained for use by those who may wish to demonstrate or protest at the event.

Public Safety

Lost Children and Vulnerable persons policy

The licence holder must ensure that there is a written policy in place stating how the event shall deal with lost children and vulnerable adults.

The premises licence holder must ensure that the premises have a documented Duty of Care policy for managing intoxicated and vulnerable customers and dealing with incidents of harassment at the premises. The policy shall also include provision for persons refused entry to the premises who are also considered vulnerable by staff.

Medical Provision

The licence holder must ensure that first aid facilities commensurate with the type of event and customers expected are provided for the duration of the event.

Counter Terrorism Risk Assessment

The licence holder must ensure that at all times that the premises are open to the public for licensable activities, all staff on-duty at the premises, including all door supervisors, and all on-duty managers must have completed Action Counters Terrorism (ACT) Awareness e-learning training.

No Glass

The licence holder must ensure that all beverages (including alcoholic and non-alcoholic drinks) shall only be dispensed in non-glass containers e.g. polycarbonate, plastic, paper/carboard.

Waste Receptacles

The licence holder must ensure that enough suitable receptacles are in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter, etc. by customers.

Fire Safety Risk Assessment

The licence holder must ensure that a suitable fire safety risk assessment is submitted in writing to the licensing authority at least 8 weeks prior to the commencement of activities on site.

Health and Safety Policy

The licence holder must ensure that clear and concise policies for the provision of health and safety are created and adhered to throughout the event.

Food Safety

The licence holder must ensure that all caterers trading at the event are registered with their home local authority and that they have a caterers' food safety management systems in place, as well as a FHRs of no less than 4.

Water Safety

The licence holder must produce and comply with a suitable water management plan for the event.

Infectious Disease Control

The licence holder must ensure that there is adequate provision for hand washing with the availability of antibacterial soap and hot running water.

Prevention of Public Nuisance

Sound Levels

The licence holder must ensure that after 23:00 hrs noise from the event should be inaudible at the nearest noise sensitive premises.

The licence holder must ensure that sound levels at noise sensitive premises comply with the recommended sound levels set out in the Code of Practice on Environmental Noise Control at Concerts 1995.

Noise Management Plan

The licence holder must ensure that a comprehensive noise management plan that mitigates potential disturbance from noise generated by the event is produced and adhered to throughout the duration of the event.

Lighting

The licence holder must ensure that lighting installed at the event must be sited to minimise its impact on the environs of the site.

Traffic Management Plan

The licence holder must ensure that a comprehensive traffic management plan that mitigates the risks to those attending the site and other highway users is implemented for the duration of the event including build and break periods.

Contact Number

The licence holder must ensure that a direct telephone number for the event shall always be publicly available that the event is live.

Protection of Children From Harm.

Child Safeguarding Policy

When the event is providing services to children/families and staff may come in to contact with children in the course of their working day, the licence holder must prepare and put into force a suitable and sufficient safeguarding policy in line with the expectations of the Dorset Safeguarding Children Partnership.