

# **APPENDIX**

## **E**

## Environmental Health agreed Conditions

### PS1 – Event Management Plan

*The premises licence holder shall submit a draft Event Management Plan to the Council's Environmental Health Officer no later than three (3) calendar months prior to the commencement of the event and a final management plan no later than twenty-eight (28) days prior to the commencement of the event build-up on site.*

### PS2 – Event Management Plan

*The Event Management Plan shall cover the following areas to the complete satisfaction of the Council's Environmental Health Officer:*

- a) a scaled site plan, showing how each part of the licensed area will be used, identification of all structures, access routes and ingress/egress points;*
- b) a table listing all areas and the spaces allocated to each;*
- c) roles and responsibilities of all key personnel responsible for managing the event, including names and contact numbers plus back-up contacts in the event of their non-availability;*
- d) risk assessments for all activities relating to the event;*
- e) full details of security and stewarding arrangements (including public address system) and the use of barriers;*
- f) details of proposed special effects (including fireworks, lasers, dry ice, special lighting effects) and proposed safety arrangements associated with their use;*
- g) layout and facilities in any campsites and management arrangements for camping areas (including policies on camp-fires and barbecues);*
- h) smoking policy in the licensed area;*
- i). medical and first aid provision;*
- j) plan for controlling and managing vehicle movements on the site on event days, during site build -up and site breakdown;*
- k) management arrangements for site access and egress;*
- l) details of electrical installations for the event, including generators. This should include how cable hazards will be avoided and measures*

*to prevent members of the public from interfering with any parts of the electrical installations;*

- m) provision of artificial lighting to all parts of the licensed area, including emergency lighting;*
- n) arrangements for the provision of sanitary accommodation (including toilets, washing facilities and washing-up facilities) plus methods for the disposal of waste water;*
- o) arrangements for the management of sanitary accommodation during the event.*
- p) details of the provision of drinking water in the licensed area during the event.*

### *PS3 – Temporary Demountable Structures*

*The premises license holder shall submit a scaled plan showing the location of all proposed temporary demountable structures within the licensed area no later than twenty-eight (28) days prior to the commencement of the event build-up on site.*

*Details of these structures will include:*

- a. a plan to a suitable scale indicating the location of all such structures;*
- b. a description and type of each structure, for non-standard structures a detailed design statement should accompany the description;*
- c. the person(s) responsible is/are identified and their competency proven for the:
  - i) construction of each structure;*
  - ii) 'sign-off' of each structure, including the format of the certificate (the term sign off refers to written documentation that states that the structure is safe and fit for the proposed purpose and identifies any limitations);*
  - iii) for non-standard structures or designs those responsible for third party accreditation with regard design and sign-off;*
  - iv) for monitoring the structure during the licensed period**
- d. location and availability of the 'sign-off for use' completion certificates;*
- e. monitoring of structures in line with the risk assessment*
- f. details of the limitations placed upon the structure other than wind speed;*
- g. details of limiting wind speeds for each structure, the method of assessing the wind speed during the event and what action is to be taken at relevant speeds;*

### *PS4 – Multi-agency meetings*

*The premises licence holder will ensure that a schedule of multi-agency meetings are held on site before and during the event, and that a full multi-agency debrief is held as soon as possible, but no later than three (3) months after the event taking place each year*

### *PS5 – Safety Officer*

*A competent (suitably experienced and qualified) safety officer be appointed for assisting in the planning, build and during the event.*