

Appendix

B

Hannah Sweetman

From: Sandon Fields Festival
Sent: 21 March 2018 15:09
To: Hannah Sweetman
Cc: DOAK, Sammy 1706
Subject: Re: Sandon Licence Application [OFFICIAL]

Importance: High

Hi Hannah,
I can confirm i agree with these conditions

Thank you

Best Regards

Richard Maskell - Event Director
Sandon Fields Fair

On 21 Mar 2018, at 14:49, Hannah Sweetman <Hannah.Sweetman@north-herts.gov.uk> wrote:

Hi Richard,

Please could you confirm via email no later than midnight tonight that you agree to these conditions from the police.

Thanks,

Regards,
Hannah Sweetman
Licensing Officer

From: DOAK, Sammy 1706
Sent: 21 March 2018 09:12
To: Hannah Sweetman; Molly Shiells
Subject: Sandon Licence Application [OFFICIAL]

Dear all , having reviewed this application and discussed it in depth with the applicant.

I can confirm that as a result of the attached proposed licencing conditions agreed between the applicant and Hertfordshire Police. There are no objections to the granting of this licence by Hertfordshire Constabulary with the agreed conditions as part of the licence.

I would like it noted that conditions 3 and 5 (C) place the onus and responsibility on the applicant having a suitable Event Management Plan (EMP) and Traffic Management Plan (TMP) in place 28 days prior to this event taking place. At present these are evolving documents and need to be agreed as fit for purpose by Hertfordshire County Council (Highways) and Herts Police before the event can take place.

In terms of the TMP Police have met the applicant and his traffic management provider to discuss the proposed traffic management arrangements for this event. On the assumption a revised TMP includes suggested changes, Herts Police anticipate the traffic management arrangements will be

appropriate and enable HCC to consent to the installation of necessary TM on their network allowing condition 5 (C) to be met.

Can I ask that the Licencing Authority contact the applicant and have him confirm in writing that he does in fact agree to the proposed conditions.

Regards

PS 1706 Sammy Doak

Community Safety Unit

North Herts/Stevenage

Ext 7636

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<Sandon Fields Proposed Licence Conditions 2018 Event final version.docx><premises-application (2).doc>

Conditions Proposed By Hertfordshire Constabulary

1. The Premises License is limited to one event per calendar year, consisting of a maximum of two consecutive days which is held over a weekend in June
2. The Premises Licence Holder shall notify the responsible authorities of the exact dates of the event no less than 6 months prior to the start of the event.
3. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The final EMP must be supplied to all responsible authorities **28 days** before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
4. The event management plan shall contain a summary document covering an overview in the following areas -
 - a. Event overview
 - b. Audience profile
 - c. General site overview plan
 - d. Summary description of all areas including temporary structures
 - e. General site safety policy
 - f. Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - g. Event control - overview of functioning
 - h. Event Capacities including for temporary structures
 - i. Event timings
 - j. Insurance
 - k. Local Community Considerations
 - l. Build and breakdown plan
 - m. References to appendices detailed below
5. The EMP shall contain Appendices detailing fully the following areas –
 - a. **A scaled site plan** which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
 - b. **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site

- c. **Traffic management plan** covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event both on foot and in vehicles. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used to reduce impact on local traffic not attending the event. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points. The final Traffic management plan must be supplied to all responsible authorities **28 days** before the event takes place. The traffic management plan must be agreed as acceptable by Hertfordshire County Council (Highways) and Herts Police before the event can take place.
- d. Security and Safety –
- i. **Security operations and deployment plan** covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log
 - ii. Full details of **CCTV provisions** and management including map detailing camera locations. All recordings to be stored for a minimum of 21 days. Footage to be supplied to police on request and without delay.
 - iii. **Entry policy and procedure** including publicised conditions of entry, prohibited items, search policy on entry, entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description, alcohol over the set limit of either 4 cans per person or 50cl of spirits (decanted into a plastic bottle) per person or 75cl of wine (decanted into a plastic bottle) per person.
 - iv. **Drugs policy including psychoactive substances.** Zero tolerance policy to be adopted in relation to any quantity of drugs, any items found to result in ejection or refusal of entry. Surrender bins to be provided at all entrances and must be clearly marked. Possession of a small quantity results in confiscation, incident documentation to be supplied to the police at the conclusion of the festival. Possession of larger quantities results in confiscation, person being detained and police being immediately informed. All confiscated drugs are to be stored securely and safely, sealed and documented accordingly.
 - v. **Weapons policy** - Zero tolerance policy to be adopted in relation to any weapons found that are made, used or adapted to cause

injury, any such items found to result in ejection or refusal of entry. Such items are to include knives where the blade is more than 3 inches in length (excluding un-lockable pocket knives).

- vi. **Eviction policy and procedure**, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process and onward travel from the festival of the evicted person.
 - vii. **A crowd management plan** including Capacities and Evacuation times from each area of the site and structure on the site to allow for safe and quick evacuation in the event of an emergency
 - viii. **Emergency protocols and Major Incident Plan** covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.
 - ix. **Extreme weather procedure and action plan** covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
 - x. **Fire safety plan** – in line with conditions set by Herts Fire and Rescue
- e. **Bar management and Alcohol policy** including staff management structure and responsibilities, bar staff briefings for the event. The use of challenge 25 protocol, refusals registers and incident logs.
 - f. **Medical provisions plan** covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
 - g. A **Safeguarding policy and plan** to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure
 - h. A **communication strategy** covering local community engagement, transport options, complaints, arrival and dispersal from site
6. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
 7. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of

responsible authorities should they request access or ask to view the documents.

8. The premises License holder shall have procedures in place to;
 - a. Manage the occupancy levels within site areas and temporary structures to enable a safe and quick evacuation in the event of an emergency
 - b. Allow the swift access for emergency vehicles onto the site
9. The maximum capacity for the total area of the event at any one time is 2999 people; this includes all staff on site. No more than 2000 day tickets to be sold for either event day.
 - Entry numbers onto the site will be monitored and recorded at all times through the use of attendance clickers
 - Entry numbers to be supplied immediately on request by any police officer
 - Entry onto the site will not be allowed between 2300 hours and 0600 hours.
 - All stage areas to have identified maximum capacities and a robust system in place during the event to monitor these capacities as the event progresses.
10. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
11. Under 18's must be accompanied by an adult 21 years old or over in order to gain entry. No more the three under 18's per one adult.
12. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
 - a. Terms and Conditions of entry, to include searching on entry and list of prohibited items as detailed above under entry policy and procedure.
 - b. Under 18's will need to be accompanied by an adult
 - c. Challenge 25 Policy
 - d. Alcohol limit - set limit of either 4 cans per person or 50cl of spirits (decanted into a plastic bottle) per person or 75cl of wine (decanted into a plastic bottle) per person.
 - e. No glass vessels or bottles allowed on site.
 - f. Disabled access and facilities information.
 - g. Medical facilities.
13. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their

role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.

14. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
15. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable, other than those working covertly.
16. The Premises Licence Holder shall ensure that all Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty, other than those working covertly.
17. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
18. The Designated Premises Supervisor must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The Designated Premises Supervisor must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time.
19. Each bar will be clearly identifiable by number or name. Only 100% polycarbonate to be used by the public on site, no glass to be permitted in areas open to the public. Each bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's).
20. The premises license holder will notify Hertfordshire Constabulary of all the artists performing at the event 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
21. The license holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event 28 days before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff.
22. The license holder will notify Hertfordshire Constabulary of all SIA registered staff to be employed at the event 14 days before the event takes place.
23. Accurate and up to date details of ticket sales to be supplied immediately on request from any of the responsible authorities to allow for event planning.

24. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event
25. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
26. There will security (Heras fencing) along the boundary of the immediate neighbour to the east (parallel to the artists and staff car parks) as shown on site map by the applicant and at least 5 metres of fenced off 'buffer zone' from the neighbours to the west where the "Family / Kids Zone" is situated. Site map of fencing to be made available to all interested parties on request
27. Camping areas will not encroach or directly border any residential or commercial properties.
28. Site perimeter fence to be checked and maintained throughout period of event to ensure no access can be gained unlawfully. Records of these checks to be kept and made available to responsible authorities on request.

Sign in

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	MAIN PUBLIC GATE:		SIA / SECURITY POSTS
	SECURITY GATE:		FIRE MARSHALL / TOWER
	TOWER LIGHT		TOILETS / WATER POINTS
	TRACK MATT		VEHICLE TRAFFIC
	VEHICLE TRAFFIC		PUBLIC / WALKWAY
	PUBLIC / WALKWAY		BLUE LINE / EMERGENCY ROUTE
	BLUE LINE / EMERGENCY ROUTE		EMERGENCY ROUTE
	EMERGENCY ROUTE		PEDESTRIAN BARRIER WALKWAY
	PEDESTRIAN BARRIER WALKWAY		RED & WHITE BARRIER TAPE
	RED & WHITE BARRIER TAPE		METAL GROUND STAKES
	METAL GROUND STAKES		HERAS SECURITY FENCING
	HERAS SECURITY FENCING		MARSHALL / STEWARD
	MARSHALL / STEWARD		BAG / SECURITY SEARCH POINT
	BAG / SECURITY SEARCH POINT		Public Right Of Way
	Public Right Of Way		



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