

# Appendix

C

## **Draft EP licence conditions 15.03.18- Sandon Fields Festival**

1. The premises licence holder shall appoint a suitably qualified and experienced noise consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants to produce and fully implement a noise management plan for the event. The Licensing Authority and Council's Noise Control Officer shall be advised of the name and contact details of this person/company no later than three (3) months prior to the commencement of the event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Noise Control Officer.

2. (a) A noise management plan shall be submitted to and approved in writing by the Council's Noise Control Officer no later than six (6) weeks prior to the commencement of the event. The plan shall include, but not be limited to, the following unless otherwise agreed in writing by the Council's Noise Control Officer:

- (i) details of all music sources and other significant noise sources within the licensed area including a site plan of their location and orientation;
- (ii) a background noise survey, if requested by the Council's Noise Control Officer;
- (iii) comprehensive sound level predictions at noise sensitive locations based on the type of event proposed within the licensed area;
- (iv) a scheme designed to minimise the impact of noise from the event to noise sensitive premises;
- (v) specification of appropriate noise criteria that shall be achieved during the event;
- (vi) details of the how noise levels will be monitored, communicated and managed at the event and by whom, including on-site and off-site noise monitoring schedules and locations and the procedure for reducing noise levels if the noise criteria are exceeded;
- (vii) details of proposed sound tests, rehearsals and noise propagation tests, the dates and timings of which are to be agreed in writing by the Council's Noise Control Officer;
- (viii) details of a dedicated 24 hour telephone complaint line and the procedure for dealing with noise complaints received about the event;
- (ix) a scheme designed to notify occupiers of nearby noise sensitive premises, including information on the nature, date and timings of the event (including sound testing) and the dedicated telephone complaint line number.

Only in exceptional circumstances will the premises licence holder request a reduction in the timescale for compliance with this condition and it shall only be granted if the Council's Noise Control Officer confirms the revised timescale in writing.

(b) Where the requirements of condition 2(a) have been met, if there are any subsequent proposed changes to the event which may impact on noise following the approval of the noise management plan, the premises licence holder shall ensure their noise consultant liaises with the Council's Noise Control Officer to ascertain if any additional measures, noise predictions or noise criteria are required. If the Council's Noise Control Officer or the premises licence holder's noise consultant determines that additional measures are required they will form part of the revised noise management plan.

(c) In addition, no changes to the noise management plan will be permitted in the period commencing seven (7) days prior to the commencement of the event.

(d) If the noise management plan is not approved in writing by the Council's Noise Control Officer, their requirements will form part of the noise management plan.

3. The premises licence holder shall ensure the Licensing Authority and the Council's Noise Control Officer shall have access to the results of any noise monitoring at all times.

4. The premises licence holder shall ensure that a post event report is provided to the Licensing Authority and the Council's Noise Control Officer no later than thirty-one (31) days after the event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Noise Control Officer. The report shall include the results of all noise monitoring carried out during the event indicating whether or not compliance to all the noise criteria was achieved, details of all noise complaints received and any remedial action taken to minimise noise disturbance off site.

5. A waste management plan designed to minimise the impact of litter associated with the event must be submitted to and approved by the Council's Environmental Protection Team no later than six (6) weeks prior to the commencement of the event. The premises licence holder shall ensure that the measures agreed in the plan are fully implemented.

# **Appendix**

## **D**

**Conditions agreed with Environmental health**

**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.*

# Appendix

## E

## Hannah Sweetman

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**From:** Hannah Sweetman  
**Sent:** 23 March 2018 14:46  
**To:** Steven Cobb  
**Subject:** FW: Sandon fields event (th and 10th June 2018)  
**Attachments:** image001.jpg; ATT00001.htm; image002.jpg; ATT00002.htm; FP organised events conditions.pdf; ATT00003.htm

**From:** Sandon Fields Festival  
**Sent:** 20 March 2018 13:20  
**To:** Liam Jackson  
**Cc:** Licensing; Hannah Sweetman  
**Subject:** Re: Sandon fields event (th and 10th June 2018)

Hi Liam,

I can confirm, that i agree with your conditions and it was great to meet you on Friday on the site.

Thanks for your guidance and help

Best Regards

Richard Maskell - Event Director  
Sandon Fields Fair

On 20 Mar 2018, at 12:06, Liam Jackson wrote:

Good morning,

With regard to the above event, our conditions on top of the standard list that is attached are:-

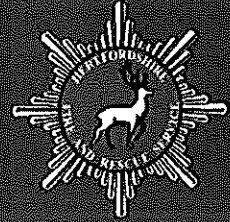
- That they are keeping the additional blue route open we discussed on the gridded out section to the left of the main drive way upto the event field, and that the route from the entrance all the way to the event field is permanently manned and capable of being kept clear to allow access for our appliances.
- We also need to confirm that promised groundworks and alterations are in place, and that we can get to the event field. This needs to be in place 4 weeks before the event.
- Track matting needs to be in place for access to the car park area.

**WC Liam Jackson**  
**Fire Safety Inspector**  
**Hertfordshire Fire and Rescue Service**  
Mundells  
MU103  
Welwyn Garden City  
Hertfordshire  
AL7 1FT



# Hertfordshire Fire and Rescue Service

# ORGANISED EVENTS



## Relevant Conditions for a Premises Licence and details to be accounted for within an Event Management Plan

Conditions suggested by Fire Authority, in their role as a responsible authority, deemed appropriate for the promotion of the public safety licensing objective relating to the Licensing Act 2003

**1.** The premises licence holder will notify the Fire Authority of the dates of each year's event no later than (insert number) calendar months prior to the commencement of the event.

**2.** The premises licence holder will provide draft copies of the Event Management Plan and Risk Assessments to the Fire Authority no later than (insert number) calendar months prior to the commencement of each year's event.

**3.** The premises licence holder will provide a final copy of the Event Management Plan to the Fire Authority no later than six (6) weeks prior to the commencement of the event build-up on site of each year's event.

The final Event Management Plan will form part of the premises licence operating schedule conditions for each year's event.

**4.** The premises licence holder will ensure that the Event Management Plan covers the following areas to the complete satisfaction of Fire Authority

**4.1** A scaled electronic site plan showing how each part of the area will be used, identification of all structures, access routes and ingress/egress points;

**4.2** Capacities and evacuation plans for all areas of the event;

**4.3** Roles and responsibilities of all key personnel responsible for managing the event, including names, contact telephone numbers and back-up contact details in the event of non-availability;

**4.4** Risk assessments for all activities relating to public safety, including fire;

**4.5** Full details of security and stewarding arrangements.

**4.6** Details of any proposed special effects and the proposed safety arrangements associated with their use;

**4.7** Details for managing all traffic and vehicle movements on site, including within parking areas, during the event build-up phase, during the event and during the site breakdown phase;

**4.8** Management arrangements for site access and egress, including specific arrangements for emergency services;

**4.9** Details of any camping and provided sleeping accommodation, in respect of event attendees, staff and volunteers;

**4.10** Details of power supplies, including all generators; Provision of artificial lighting, including emergency escape lighting;

**4.11** Provision of adequate fire-fighting cover, including facilities, personnel and water supplies;

**4.12** Technical details for all proposed temporary demountable structures;

**4.13** Details of all proposed safety barriers and fencing to be erected on site, including the positioning;

**4.14** Relevant independent certification or manufacturers' details to demonstrate that any fabric, or other material, used in the construction of, or in conjunction with, tents, marquees and similar structures, roof coverings, weather protection covers, curtains, drapes, backdrops, scrims and other materials used in, or upon, structures shall be rendered flame resistant to the current applicable British Standard;

**4.15** Identification of competent persons, including proof of competence, in relation to the construction of structures and the continual monitoring of them during the event;

**4.16** Details of the proposed maximum occupancy of each area, the method of controlling numbers therein;

**4.17** An event running order should be made available including times for when artists appear on stage and expected time of completion of set;

**4.18** Details of a suitable communication network;

**4.19** Means for giving warning of an emergency, including the initiating and effecting of any evacuation, including from structures;

**4.20** Provision of adequate emergency exit routes and emergency exits, both within structures and externally, and suitable provision of emergency signage;

**4.21** The profiles of the performers and the anticipated attendees;

**4.22** Contingencies for degraded systems.

**4.23** Contingencies in respect of points 4.1 to 4.22 inclusive above regarding the effects of adverse weather conditions including, but not limited to, wind, rain and heat.

**5.** In the event that the premises licence holder requires the attendance of a representative from the Fire Authority within the Emergency Liaison Team, other than in the event of an emergency response, the cost of the attendee will be paid by the premises licence holder.

**6.** If the premises licence holder, due to exceptional or unforeseen circumstances, wishes to make any amendment to the final Event Management Plan (that being the version that forms part of the premises licence operating schedule conditions) that would impact upon any public safety issue covered by conditions 1 to 5 inclusive above, he may only do so with written consent from the Fire Authority.

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For further assistance contact:

Joint Protective Services –

Fire Protection, Mundells – MU 103, Welwyn Garden City, Hertfordshire, AL7 1FT

Email – [administration.cfs@hertfordshire.gov.uk](mailto:administration.cfs@hertfordshire.gov.uk)

Telephone – 01707 292310



**Hertfordshire Fire and Rescue Service**

Working to protect. Acting to save - [www.hertfordshire.gov.uk/fire](http://www.hertfordshire.gov.uk/fire)