

APPENDIX C

Conditions for Licence- Great Lines Heritage Park

This document will form the licensing objectives section of the Licence Application as there is only a 2000 word limit.

Introduction 1.

The Applicant is committed to participate in a regime of partnership working with the Responsible Authorities to plan for events. The Applicant will:-

- Hold event planning group meetings with the Responsible Authorities and other relevant authorities.
- Hold additional meetings with Kent Police (the Police) and the event security contractors.
- Hold additional ad hoc meetings with other Responsible Authorities and other relevant authorities.
- Attend scheduled Medway Council Safety Advisory Group (SAG) meetings to update the Group on the event planning process.

General- 4 licensing objectives

2. This Premises Licence is limited to authorise Licensable Activity for up to 4 days on 1 event weekend each year.
3. The Premises Licence Holder shall provide to SAG at least 3 months prior notice in writing of event days for that year (or such shorter period notice as agreed with the SAG) together with an outline of the programme of proposed events.
4. Local residents and business' will be given at least 3 month's notice of any upcoming events. The method(s) of communication and the areas identified as being local shall be agreed with the SAG.
5. The Premises Licence Holder shall work in partnership with SAG to ensure events are planned to take place safely and successfully.
6. The Premises Licence Holder shall ensure a member of the management team or persons from the management team attend SAG Meetings to update participants upon progress throughout the planning process.
7. The Premises Licence Holder shall appoint a member of the management team to prepare and implement the plans included in the Event Safety Management Plan (ESMP).
8. The ESMP shall contain but not be limited to the following:-
 - Drugs policy;
 - Alcohol policy;
 - CCTV plan;
 - Command, control and communication plan;
 - Counter Terrorism plan;
 - Covid 19 Plan;
 - Crime prevention/ reduction plan;
 - Crowd management plan;
 - Fire safety management plan;
 - Food safety management plan;
 - Health and safety risk assessments;

- Lighting Plan;
- Major incident plan;
- Medical and welfare plan;
- Noise management plan;
- Production schedule;
- Sanitary facilities plan;
- Security and stewarding operational plan;
- Access and Egress Plan;
- Site plan (gridded with clear RV points for speedy access);
- Under 18-year olds and vulnerable persons Policy;
- Ticket and entry policy;
- Trader information and management plan;
- Transport and Traffic management plan;
- Venues plan;
- Waste and Litter plan;
- Water safety plan;
- Schedule of key dates;
- Adverse weather plan.

9. The first draft of the ESMP shall be presented to SAG for consideration and discussion no later than 3 months prior to the first event day.

10. The final draft ESMP shall be presented to SAG for approval no later than 28 days before the first Event Date.

11. Any necessary amendments to the ESMP following the approval of the final draft shall be approved by the licensing authority.

12. A debrief meeting will be undertaken with the SAG when required by the SAG.

13. Upon request authorised Enforcement officers of the Responsible Authorities on duty in that capacity of the Licencing Authority, Environmental Health Team, the Police and the Fire Service must be provided with security passes for full and free access at all times to each and every part of the licensed area.

14. The Premises Licence Holder shall hold at least one consultation meeting for local residents, local businesses and stakeholders, a minimum of 3 months prior to each event. An email address published on the event website will be available to enable local residents, local businesses and stakeholders to request information about the event.

Prevention of Crime & Disorder

15. A Crowd Management Plan and an Access and Egress Plan shall be drawn up in agreement with the SAG. These plans shall be implemented whilst licensable activities are taking place and until 30 minutes after the premises close.

16. A Crime Prevention/Reduction plan for the event will be prepared by the Premises Licence Holder and submitted as part of the planning process. It will focus upon reducing criminal activity within the event footprint and working in partnership with the Police.

17. The numbers and deployment of on site and off site Security personnel (SIA) and Stewards shall be agreed by the SAG prior to the event and included in the final ESMP.

18. Representatives from all security companies shall attend event liaison team meetings.

19. A Drugs Policy and a Search Policy shall be drawn up in agreement with the SAG. This shall be implemented whilst the premises are open for licensable activities.
20. Prior notification that the event organisers operate a strictly no drugs policy shall be provided to ticket holders, including details of the bag policy for that event (as agreed with the SAG). The drugs policy will not be made available to members of the public to uphold the security of the site.
21. A record of all persons detained in the Enhanced Search Tent, any quantities of drugs found on their person, their name, address and date of birth (as much as can reasonably be obtained) is to be kept and sent to the Police licensing officers upon request.
22. Notices shall be displayed at all entrances to the event site declaring that individuals found to be in possession of illegal drugs and or prohibited items shall be removed from the event.
23. The Premises Licence Holder shall have the right to refuse entry to any unauthorised/disorderly person or any person not complying with the conditions of entry.
24. Anyone who appears to be drunk or intoxicated shall not be allowed entry to the event site.
25. A designated member of staff shall be responsible for the emptying and packaging of amnesty bins in the presence of the Police officers, this person shall identify themselves to the Police at event control at the start and conclusion of the event.
26. A steelshield fence shall be erected around the perimeter of the event as shown on the site plan and constantly monitored by security staff during the event.
27. An Alcohol Management Policy shall be drawn up in agreement with the SAG. This shall be implemented whilst the premises are open for licensable activities.
28. Whilst the premises are authorised to sell alcohol, there shall be a personal licence holder on duty at all times, at each bar or location where the sale of alcohol takes place.
29. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.
30. All such training is to be fully documented and signed by not only the employee but the person delivering the training. Training records shall be kept at the premises and made available upon request to either Police Officers or an authorised officer of the Licensing Authority.
31. A Challenge 25 proof of age scheme shall be operated at each bar on the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
32. Signage advertising the aforementioned proof of age scheme shall be prominently displayed at each bar with a particular emphasis on the alcohol display area and service area.
33. Each bar shall have a record detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who

refused the sale. The record shall be available for inspection at the bar by the Police or an authorised officer of the Licensing Authority at all times whilst the site is operational.

34. No alcoholic drinks shall be permitted to leave the perimeter of the site. Off sales for the purpose of this licence shall be contained within the licensed site.

35. Customers shall not be permitted to bring alcohol on site or take alcohol from the site at the end of the event and may only consume alcohol which has been purchased from the premises.

Public Safety

36. Unless otherwise agreed with the Licencing Authority, the total number of people to be accommodated for the purposes of this licence at the event site at any one time shall not be more than 24,999 (this figure includes ticket holders and guests but excludes all security staff, contractors, performers and employees).

37. The ticket manifest must be sent or shown to the Police and Licencing Authority upon request.

38. The occupancy levels of the marquee/tented structures within the licensed site will be continually monitored and will not exceed the capacities specified in the final ESMP agreed through the SAG process.

39. The event will have clear conditions of entry as follows – “No glass bottles, no alcohol shall be brought onto site, no illegal drugs or prohibited highs, no weapons of any kind, or anti-social behaviour will be tolerated, and the organisers reserve the right to refuse admission.”

40. The Licence Holder will operate an Event Liaison Team on site. This will consist of key people within the event including first aid, the Police, security, event managers, Licencing Authority and health and safety representatives. This team will meet at regular intervals during the event to review the event and make any agreed changes needed.

41. There shall be a central control point on site within the licensed premises at which the Premises Licence Holder or their nominated representative shall be available. A radio and a working telephone for contacting the emergency services shall be installed. The number shall be made known to all members of SAG. The central control point shall be manned at all times by a person capable of communicating with the emergency services.

42. Free potable water shall be freely available from standpipes across the event site and clearly signposted throughout. Empty plastic bottles shall be permitted into the site for drinking water.

43. The Licence Holder shall provide a welfare/chill out space on the site and a under 18 years old and Vulnerable Persons' Policy will be in place for those who may need assistance.

44. The COVID-19 Plan shall include a specific risk assessment and shall be a dynamic document which will be updated on the basis of guidance and advice received from Government and Responsible Authorities, in particular the Licencing Authority, NHS, medical providers, health and safety authorities, the Police and welfare providers. Best practice to mitigate and minimise the impact of the epidemic will be adopted throughout the build, live event and derig.

45. The Premises Licence Holder shall engage an event safety officer to oversee the build, live event and derig. His duties will include but not be limited to the following:

- Assessment of contractors and their safety documentation prior to their arrival on site;
- The undertaking of site and task specific risk assessments;
- Sign off Policy for temporary installations by contractors;
- Checks relating to integrity of temporary structures by independent structural engineers;
- Installation of appropriate front of stage barriers;
- Adequate provision of medical facilities on site as documented in the Medical and Welfare Plan;
- Appropriate provision for people with specific needs including accessible viewing platforms and sanitary provision;
- Provision of a crowd management plan including arrangements for safe ingress, circulation, egress and dispersal of audience members;
- Assessment of occupancy levels of marquees and tented structures within the licence site throughout the event to ensure agreed capacities are not exceeded;

46. No glass drinks containers or serve-ware shall be allowed within the main arena.

47. A Food Safety Plan shall be drawn up in agreement with the SAG. The Food Safety Officer should be responsible for adherence to food hygiene standards.

48. The Fire Safety Management Plan shall contain a fire risk assessment and show the appropriate provision of firefighting equipment throughout the site.

49. The Premises Licence Holder shall carry out a risk assessment to determine the medical provision for the Event. Details of the medical provision shall be contained in the Medical and Welfare Plan.

50. A Signage Plan shall be drawn up in agreement with the SAG it should show designated access routes and trackway roads around the site perimeter, appropriately illuminated signage above exits and clear demarcation of specific hazards through highlighting and signage.

51. A Sanitary Plan shall be drawn up in accordance with the Purple Guide to ensure there are sufficient toilets and other sanitary provisions on the site. This plan will also provide details for the cleansing of these facilities.

52. The Lighting Plan shall include measures for the safe installation and operation of generators and temporary power supplies.

53. Details of the CCTV system shall be part of the ESMP and agreed with the SAG before any event takes place.

Prevention of Public Nuisance

54. . A suitably qualified and experienced acoustic consultant will be appointed by the Premises Licence Holder and will prepare a noise management plan (NMP) as part of the ESMP to monitor, assess and manage on and off-site noise at the event. The agreed NMP will be implemented by the Premises Licence Holder at each event.

55. The maximum music noise levels shall be fixed by the Premises Licence Holder's acoustic consultant in conjunction with the Council's noise officer.

56. The Premises Licence Holder's acoustic consultant, shall at regular intervals, take noise measurement readings both within the perimeter fence and at the points agreed with the Council's noise officer, outside the perimeter fence to ensure noise levels are complied with at the event. A contact name and the details of the Premises Licence Holder's acoustic consultant on duty on the day of the event shall be provided to the Council's noise officer.

57. The noise sensitive monitoring positions shall be agreed with the Council's noise officer and inserted in the Noise Management Plan each year.

58. The Premises Licence Holder's acoustic consultant shall be in control of noise levels throughout the event and shall operate independently of the DJ and artiste in all music areas within the licensed site. No performance shall cause noise nuisance and the Premises Licence Holder shall act upon any reasonable requests from the Council's noise officer or its own acoustic consultant during the event, including but not limited to the reduction of the sound level.

59. Complaints concerning noise will be investigated by the Premises Licence Holder's appointed acoustic consultant during the event and measurements will be taken to ensure compliance with music noise limits.

60. The details of all complaints received, actions taken, and measurements made in response to complaints of music noise will be recorded and provided to the Licencing Authority as part of the acoustic consultant's post-event report which shall be provided within 1 month following the event.

61. There shall be a close down schedule of licensable activity timings so that close down is phased to ensure closure before the terminal hour of licensable activity.

62. The Premises Licence Holder will work closely with suppliers to minimise disruption to local residents from the event and will ensure that the event production schedule specifies deliveries/collections from the site between 08:00 and 20:00 unless otherwise agreed with SAG.

63. The Premises Licence Holder shall appoint an experienced transport and traffic consultant to develop an appropriate Transport and Traffic Management Plan including but not limited to the modelling of methods of attendance and egress, public transport, queueing, associated staffing deployment, signage, route direction/closures to facilitate the safe egress/ingress around the event whilst ensuring the disruption is kept to a minimum to local traffic and providing advanced warnings of potential disruption. The Transport and Traffic Management Plan shall be agreed with SAG and included in the final ESMP.

64. Key points of the Transport and Traffic Management Plan will be made available to ticket holders and on the Event website.

65. A resident contact information sheet including details of the residents hotline and email address shall be issued by the Premises Licence Holder at least 2 weeks in advance of the first day of the Event.

66. A resident contact telephone line to contact the site management team will be operated during the build, event and derig. The operational hours will be 08.00 – 20.00hrs during build and derig and 08.00 – 00.00 hrs during the live event. In addition, an email address will be available on the event organiser's website.

67. A Waste and Litter Plan shall be provided which will include measures for the clearance of litter both inside the site and in a designated area outside the site. Such plan shall be agreed with SAG and included in the final ESMP.

68. An Access and Egress Plan shall be provided which will contain measures to mitigate nuisance and anti-social behaviour which may be caused by the arrival and departure of the audience. Such plan shall be agreed by SAG and included in the final ESMP.

The protection of Children from harm

69. All relevant security personnel will enforce the age policy by requiring adequate identification (an ID bearing the PASS hologram, photographic driving licence or a passport) where there is any doubt as to the age of the ticket holder.

70. The procedures for safeguarding vulnerable persons and any persons under the age of 18 on event days will be contained in the ESMP.

71. The event will operate a Challenge 25 Policy which will be fully referenced in the ESMP.

72. Age restrictions may apply to each day of an Event which will be agreed in advance with SAG and will be contained in the ESMP.

73. Activities with age restriction will be advertised in pre-event publicity and at point of entry.

74. The Premises Licence Holder shall require all security and stewards to receive appropriate training in relation to violence against women and girls.

Conditions agreed between Environmental Protection and the Applicant

- The Music Noise Level (LAeq,15min) at all noise sensitive receptors other than Medway Maritime Hospital shall not exceed 75dBA/90dBC.
- The Music Noise Level (LAeq,15min) at Medway Maritime Hospital shall not exceed 60dBA/75dBC.
- A full list of all sound system equipment to be used for each stage shall be submitted to the Environmental Protection Team no later than 1 month before the commencement of the start an event.