

APPENDIX A

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e)

- All planning for the event will be in line with recommendations laid out in the online "Purple Guide" and HSG154 Managing Crowds Safely and will be planned in strong consultation with local authorities and licencing staff via regular ELT meetings starting no less than 4 months before the proposed start date of any activities on the site.
- The number of events featuring live or recorded music will be limited to 1 events per calendar year.
- The final site layout shall be as agreed with the event health and safety advisor and Security consultant and all statutory authorities (which includes but is not limited to members of the council events department, licensing, highways, parking, and blue light services)
- There shall be at least one personal license holder in the bar present whilst the bar is in operation. Furthermore, whenever the premises are open to the public the designated premises supervisor shall be present within the licensed premises
- Plastic glasses or cans will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic glass.
- The boundaries of the licensed premises will be clearly fenced and marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed.
- No event shall take place until an Event Management Plan has been submitted to and approved by all other relevant statutory bodies.
- The Event Management Plan shall address the following matters as a minimum:
 - Site Security
 - Event Timetable
 - Major incident plan including emergency evacuation plan
 - Event control structure; site management and key responsibilities
 - Communications strategy and management including radio provision
 - Stewarding and crowd safety/audience management including details of steward training
 - Fire safety
 - Medical/first aid provision
 - On site welfare information including lost children
 - Traffic Management
 - Noise management and limitation
 - Food hygiene and food safety
 - Sanitation/toilet facilities
 - Electrical installations
 - Amusements, attractions and promotional displays
 - Disabled people
 - Water provision
 - Special effects
 - Waste management/litter strategy
 - Detailed site layout plan

- Details of all structures to be used including stages, barriers together with drawings and calculations
- Public information and public address systems
- Set up, clean up, de-rigging arrangements
- No event shall take place until the following safety certificates have been provided to, and approved by, the health and safety advisor:
 - Certification for all temporary structures on site, including stages, marquees, lighting towers and other structures
 - Electrical safety certificates for all supplies on site, including mains supply and any portable or other generator
 - Safety certification for any fairground ride on site
 - Safety certification for any scaffolding or rigging
- All core event staff and personnel will be issued with a radio and will be in contact with event control.
- All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.
- All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards.

b) The prevention of crime and disorder

- The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event.
- Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.
- Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises where it is safe to do so or admitted to onsite welfare facilities until they are deemed safe to be ejected. Where anti-social behaviour is observed in connection with alcohol or drugs the patron will be ejected when safe to do so.
- Refusal log books will be completed for any refusal of the sale of alcohol. There will be one book at every bar and will be made available upon request to officers from the Licensing Authority, Trading Standards and Sussex Police.

c) Public safety

- The license holder shall ensure that a health and safety risk assessment is submitted to the Brighton and Hove Licensing Authority at least two months prior to the holding of any event.
- Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residences and businesses.
- All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Sussex Police. All contraband along with seizure records will be handed to Sussex Police at the end of the event.
- Sufficient welfare provision will be made within the site to treat and ensure the safety of any vulnerable patrons in the premises

- Adequate medical provision will be made available in line with calculations from the "Purple Guide" and following a risk assessment carried out by the medical provider.
- An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and Sussex Police.
- Waste Management teams, alongside event staff and volunteers will be engaged to ensure the event site is cleaned and returned to its previous condition.

d) The prevention of public nuisance

- Potential attendees will be reminded of the residential location via digital media in advance of the event and clear signage through-out the event site will be used to remind and inform attendees of the proximity of residential areas.
- Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised of any use of the premises no less than one month before any event and a contact number to management staff issued to ensure any complaint can be dealt with in a timely fashion.
- Sufficient sanitary facilities will be made available within the premises to prevent public urination.

e) The protection of children from harm

- The site will be 18+ only. Vigorous ID checks will be carried out both at the entry points and at the point of sale for any age restricted products
- All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licencing Authority including Trading Standards and Sussex Police.
- The premises will adopt a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended or revised with the prior agreement of Sussex Police and the Licensing Authority without the need to amend the actual license.
- A dedicated medical team with DBS clearance and sufficient facilities for predicted welfare needs will be onsite during all operational hours

