

**SUPPLEMENTARY 1
APPLICANT'S DRAFT CONDITIONS**

LICENSING SUB-COMMITTEE

Tuesday, 16 February 2021

**Agenda Item 3. Application for a 10-year Time-Limited Premises
Licence - Springmerch LTD, Weare Music Festival,
Central Park, Dagenham (Pages 1 - 8)**

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DRAFT CONDITIONS.

General

1. This Premises Licence is limited to authorise Licensable Activity on two days in each calendar year throughout the duration of the Premises Licence, namely 2020 – 2029 inclusive. From 11.00hrs to 22.30hrs each day.
2. In 2021 and each year thereafter the Premises Licence Holder shall provide at least 6 months prior notice in writing of event days for that year to the Licencing Authority and the Police.
3. In each year of the Premises Licence the following conditions shall apply
4. The Premises Licence Holder will work in partnership with the Licencing Authority and other Responsible Authorities to ensure the events are planned to take place safely and successfully,
5. The Premises Licence Holder will ensure a competent person or team attend the London Borough of Barking and Dagenham Safety advisory Group (SAG) meetings to update participants on progress throughout the event planning process.
6. The Premises Licence Holder shall appoint suitably competent persons who shall prepare and implement the plans included in the Event Safety Management Plan (ESMP).
7. The EMP shall be made up of the following documentation as a minimum:
 - COVID 19 Action Plan;
 - Drugs policy;
 - Alcohol policy;
 - CCTV plan;
 - Command, control and communication 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 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.
8. The final version of the EMP will be published 30 days before the event and subject to the approval by the Licencing Authority as advised by the SAG and the Responsible Authorities. Should changes to the EMP be required after this date they will be considered for approval by the Ann Marie Peña, Head of Culture, Policy & Participation.
9. The contents of the final EMP as endorsed pursuant to condition 8 shall be fully complied with.

10. A debrief meeting will be undertaken with the SAG within 3 months of the event.
11. Upon request authorised Enforcement officers of the Responsible Authorities on duty in that capacity of Licensing Authority, Environmental Health Team, Metropolitan Police Service and the London Fire Brigade must be provided with security passes for full and free access at all times to each and every part of the licensed area.
12. The event shall be an over-18 only event.
13. The Premises Licence Holder shall hold at least one consultation meeting for local residents, local businesses and stakeholders prior to the event. An email address published on the Festival website will be available to enable local residents, local businesses and stakeholders to request information about the event.

Prevention of Crime and Disorder

14. A crime 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 Metropolitan Police (Police).
15. The Premises Licence Holder shall implement a monitored and recorded CCTV system which includes agreed key locations in order that active monitoring can be scrutinised throughout the live event days.
16. 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 EMP.
17. A searching protocol will be determined by the Police and security manager at least four weeks prior to the commencement of the event which shall be included in the final EMP.
18. Persons, equipment and vehicles shall be searched on entry at the perimeter of the event as shown on the site plan, including staff, contractors, artists and VIPs in accordance with the searching protocol agreed with the Police and included in the final EMP. The Premises Licence Holder shall deploy passive drug detection dogs at designated entry points in consultation with the Police.
19. 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 Police licensing officers upon request.

20. 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.
21. 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.
22. A designated member of staff shall be responsible for the emptying and packaging of amnesty bins in the presence of Police officers, this person shall identify themselves to Police at event control at the start and conclusion of the event.
23. A steel shield fence will be erected around the perimeter of the event as shown on the site plan and constantly monitored by security staff.
24. The DPS shall be a member of the applicant's Management Team.
25. All bar staff shall have relevant training for their bar duties and for the sale of alcohol and shall not be permitted to sell alcohol until completion of training.
26. The Premises Licence Holder will operate a 'Challenge 25' policy at all bars.
27. All sales of alcohol and drinks shall be provided in polycarbonate or similar non glass drinking vessels. All glass bottled drinks shall be decanted at point of sale.
28. Representatives from all security companies shall attend event liaison team meetings.
29. A complaints book or electronic record will be held on the premises to record details of any complaints received through the dedicated line and the action taken. The information is to include, where disclosed, the complainants name, location, date and time and subsequent remedial action taken. This record must be made available to police and enforcement officers on request.

Public Safety

30. 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 23,500 (this figure includes ticket holders, guests and all security staff, catering concession staff, performers and employees)
31. The tickets manifest must be sent or shown to the Police and Licencing Authority upon request.

32. 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 EMP agreed through the SAG process.
33. 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.”
34. The licence holder will operate an Event Liaison Team on site. This will consist of key people within the event including first aid, 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.
35. 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 designated search area for drinking water from standpipes.
36. The licence holder will provide a welfare/chill out space on the site and a vulnerable persons’ policy will be in place for those who may need assistance.
37. The COVID-19 Action Plan shall be a dynamic document which will be updated daily 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, 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. A dedicated COVID-19 Safety Officer shall have specific responsibility for implementing the Action Plan.
38. 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;

- Protection of audience and staff from noise;
- Installation of appropriate front of stage barriers;
- Adherence to food hygiene standards;
- Safe installation and operation of generators and temporary power supplies;
- Designated access routes and trackway roads around the site perimeter;
- Appropriately illuminated signage above exits;
- Clear demarcation of specific hazards through highlighting and signage;
- Adequate provision of medical facilities on site as documented in the Medical and Welfare Plan;
- Appropriate provision of firefighting equipment throughout the site in accordance with Fire Safety Management 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;

39. Notices shall be displayed in relevant areas across the site and upon the website of the festival advertising penultimate train times from Dagenham East station and Barking station.

Prevention of Public Nuisance

40. A suitably qualified and experienced acoustic consultant will be appointed by the Premises Licence Holder and will prepare a noise management plan as part of the event safety management plan to monitor assess and managed on and off-site noise at the event in accordance with it.
41. Complaints concerning noise will be investigated by the licensee's appointed acoustic consultant during the event and measurements will be taken to ensure compliance with limit values.

42. The noise sensitive monitoring positions shall be agreed with LBBD and inserted in the Noise Management Plan each year.
43. 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.
44. Programming and placement of sound sources will be undertaken with consideration for residents in the vicinity of the event. Sound systems will be selected for ability to create focused sound within minimum bleed.
45. There shall be an Egress and close down schedule on licensable activity timings being phased to ensure closure before 22.30hrs.
46. The Premises Licence Holder will work closely with technical suppliers to minimise disruption to local residents from the festival and will ensure that the event production schedule specifies deliveries/collections from the site between 08:00 and 20:00 where possible.
47. 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, a shuttle bus service, 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.
48. Key points of the Traffic and Transport Plan will be made available to ticket holders and on the Festival website.
49. The Event production schedule will wherever possible schedule site deliveries/collections within normal working hours to minimise any potential disruption caused by contractors' traffic.
50. 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 Festival website to contact the site.
51. A Waste and Litter Plan will be provided which will include measures for the clearance of litter both inside the site and in a designated area outside the site which is agreed with SAG.

52. 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 EMP.

Protection of Children from Harm

53. The age limit for this event is 18 and over.
54. All relevant security personnel will enforce this 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.
55. The event conditions of entry and the procedures for safeguarding any persons under the age of 18 who are refused entry will be contained as part of the EMP.
56. The event will operate a Challenge 25 Policy which will be fully referenced in the EMP.

COVID

57. Should Covid19 directives issued by Government or the London Borough of Barking and Dagenham Direct that an event or part of an event authorised by this Premises Licence should not take place then the Premises Licence Holder shall cancel the event or part of the event as directed.