

LICENSING ACT 2003
SCHEDULE 12: PART A

Premises Licence

Swale Borough Council being the Licensing Authority under the above Act,
HEREBY GRANT a **Premises Licence** as detailed in this licence.

Premises Licence Number	-SWALE-189-
-------------------------	-------------

Premises Details

Premises Name and Address

Telephone Number

Where the Licence is time limited the dates the Licence is valid

Licensable Activities

Licensable Activities authorised by the Licence

Performance of Plays - Indoor & or Outdoor
Exhibition of Films - Indoor & or Outdoor
Performance of Live Music - Indoor & or Outdoor
Playing of Recorded Music - Indoor & or Outdoor
Performance of Dance - Indoor & or Outdoor

Anything similar to Live Music, Recorded Music, Performance of Dance - Indoor & or Outdoor.

Provision of Facilities for Making Music - Indoor & or Outdoor
Provision of Facilities for Dancing - Indoor & or Outdoor

Provision of Entertainment Facilities Similiar to Making Music or Dancing - Indoor & or Outdoor.

Late Night Refreshment - Indoor & or Outdoor
Sale of Alcohol by Retail - On & or Off the Premises

Authorised Hours for Licensable Activities

The times the licence authorises the carrying out of licensable activities

Hours for the Performance of Plays

Monday	from 00:00hrs until 00:00hrs
Tuesday	from 00:00hrs until 00:00hrs
Wednesday	from 00:00hrs until 00:00hrs
Thursday	from 00:00hrs until 00:00hrs
Friday	from 00:00hrs until 00:00hrs
Saturday	from 00:00hrs until 00:00hrs

Sunday from 00:00hrs until 00:00hrs

Hours for the Exhibition of Films

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Performance of Live Music

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Playing of Recorded Music

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Performance of Dance

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for anything similar to Live Music, Recorded Music or Performance of Dance

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Provision of Facilities for Making Music

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Provision of Facilities for Dancing

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Provision of Entertainment Facilities Similar to Dancing or Making Music

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Provision of Late Night Refreshment

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Hours for the Sale by Retail of Alcohol

Monday from 00:00hrs until 00:00hrs
Tuesday from 00:00hrs until 00:00hrs
Wednesday from 00:00hrs until 00:00hrs
Thursday from 00:00hrs until 00:00hrs
Friday from 00:00hrs until 00:00hrs
Saturday from 00:00hrs until 00:00hrs
Sunday from 00:00hrs until 00:00hrs

Opening Hours

Hours the Premises is Open to the Public

Monday	from 00:00hrs until 00:00hrs
Tuesday	from 00:00hrs until 00:00hrs
Wednesday	from 00:00hrs until 00:00hrs
Thursday	from 00:00hrs until 00:00hrs
Friday	from 00:00hrs until 00:00hrs
Saturday	from 00:00hrs until 00:00hrs
Sunday	from 00:00hrs until 00:00hrs

Alcohol

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Sale of Alcohol by Retail - On & or Off the Premises

Premises Licence Holder

Name, (registered) address of holder of premises licence

Name:
Address:
Telephone Number:

Additional Details

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Name:
Address:
Telephone Number:

Designated Premises Supervisor

Personal licence number and issuing authority of the personal licence, held by the named designated premises supervisor:

Licence No:
Issued by: Swale Borough Council
East Street
Sittingbourne
Kent ME10 3HT
Tel: 01795 417634

This Premises Licence is granted on DATE and shall continue to be in force until DATE. On behalf of the Senior Solicitor

Annex 1

Mandatory Conditions

Supply of Alcohol

To be applied where a premises licence authorises the supply of alcohol	
1	No supply of alcohol may be made under the premises licence:- <ol style="list-style-type: none">at a time when there is no designated premises supervisor in respect of the premises licence, orat a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended

Film Exhibitions

To be applied only where a premises licence or club premises certificate authorises the exhibitions of films	
1	The admission of children to any exhibition of any film must be restricted in accordance with section 20 of Part 3 of the Licensing Act 2003.

Door Supervisors

To be applied where a Premises Licence or club premises certificate includes a condition that any person must be at the premises to carry out a security activity. [Except premises with a premises licence authorising only plays or films or premises used exclusively by a club].	
1	Each individual present at the licensed premises to carry out a security activity must be licensed by the Security Industry Authority.

Annex 2 & Annex 3

Conditions Consistent with the Operating Schedule and Conditions as Agreed at the Sub-Committee Hearing on DATE.

TABLE OF CONTENTS

1. DEFINITIONS	6
2. PLANNING AND ORGANISATION	8
2.1 Pre Event Documentation	8
2.2 Certification	9
2.3 Insurance	10
2.4 Audit of Ticket Sales	10
2.5 Access for Inspection	10
2.6 Premises Licence Holder's Responsibilities	10
2.7 Plays	10
2.8 Films	10
2.9 Live Music	10
2.10 Recorded Music	10
2.11 Performances of Dance	11
2.12 Anything of a similar description to 2.9, 2.10, 2.11	11
2.13 Provision of facilities for making music	11
2.14 Provision of facilities for dancing	11
2.15 Provision of facilities for entertainment of a Similar description to that in 2.13 and 2.14	11
2.16 Late night refreshment	12
2.17 Supply of Alcohol	12
2.18 Hours premises open to the public	12
3. MANAGEMENT	
3.1 General	12
4. CROWD SAFETY AND VENUE STANDARDS	
4.1 Audience Size	14
4.2 Security and Stewarding	14
4.3 Security and Stewarding Personnel	15
4.4 Conduct of Stewards & Security Personnel	15
4.5 Competency of Stewards & Security Personnel	15
4.6 Security Personnel and Stewards' Training	16
4.7 Security Personnel & Stewards' Welfare	16
4.8 Traffic Marshals	16
4.9 Campsite Control Personnel	17
4.10 Policing Arrangements	17
4.11 Communication	18
4.12 Facilities for People with Disabilities	18
4.13 Barriers	18
4.14 Crowd Management	18
4.15 Camping Area	19

4.16	Electrical Systems	19
4.17	Noise Control	20
4.18	Offsite Noise	21
4.19	Other Nuisance	23
5.	FIRE SAFETY AND EMERGENCY PROCEDURES	23
5.1	Means of Escape	23
5.2	Fire Provision	25
5.3	Portable Fire Fighting Equipment	25
5.4	Means for giving warning in case of fire	25
5.5	Communications on Site	25
5.6	Access around Site	25
5.7	Fire Fighting Facilities	26
5.8	Fire Safety Advice	26
5.9	Liquefied Petroleum Gases	26
6	General Fire Safety	26
7.	VENUE FACILITIES	29
7.1	Traffic and Transport	29
7.2	Medical and First Aid Facilities	30
7.3	Medical Waste	30
7.4	Administration	30
7.5	Public Health	30
7.6	Major Incident	31
7.7	Communications	31
7.8	Health and Safety	31
7.9	Supply of Drinking/Potable Water	32
7.10	Sanitary Accommodation	33
7.11	Catering	35
7.12	Special Risks	36
7.13	Laser Equipment	36
7.14	Waste Management	36
7.15	Clinical Waste	37
8.	GENERAL PROVISIONS	37

1. DEFINITIONS

In these conditions,

- 1.1 "The Licensing Authority" means the Swale Borough Council represented by the Head of Legal Services or their authorised representatives;
- 1.2 "The Chief Constable" means the Chief Constable of the Kent Police;
- 1.3 "Conditions" means the terms, conditions or restrictions imposed by the Licensing Authority when granting the Premises Licence.
- 1.4 "licensed area" and "the site" include the Arena, the campsites, the traders areas, roadways and all other land within the area shown delineated in blue on the Site plan attached to these Conditions.
- 1.5 "the musical entertainment" means the regulated entertainment taking place within the Arena during the permitted hours for amplified and organised music set out in paragraph 1.7 below.
- 1.6 "the event" means the **NAME OF EVENT** event to be held on the site on **DATES OF THE EVENT**.
- 1.7 "Risk Area" means those parts of the event site where site personnel would be required to call the Kent Fire Safety and Rescue Service on every occasion a fire was discovered, the location of such areas to be determined by the Premises Licence Holder in consultation with the Fire Service and submitted to the Licensing Authority, in writing, no later than 28 days prior to commencement of the event.

2. PLANNING AND ORGANISATION

2.1 Pre Event Documentation

2.1.1 Site Plan

A finalised detailed plan of the layout of the site shall be submitted to the Licensing Authority no later than 7 days prior to commencement of the event, with the area within which amplified and organised music is to be played clearly delineated in red. The location of all structures and facilities including roadways and event areas shall be clearly indicated and entry and exit points of all structures and areas shown. The Fire Points, Medical and First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced, and to a scale of not less than 1:3000.

2.2 Certification

2.2.1 The following documents, where applicable, must be submitted to the Licensing Authority for their approval not later than 21 days prior to commencement of the event.

- a. Stage drawings, test figures; loadings and wind tests
- b. Mixer tower, test figures; loadings and wind tests
- c. Delay tower, test figures; loadings and wind tests
- d. Platforms for people with difficulties, test figures; loadings and wind tests

- e. Video screen, test figures; loadings and wind tests
 - f. Fire retardancy test certificates (marquees)
 - g. Site security arrangements including test figures for perimeter fencing
 - h. Access and egress details for pedestrians and vehicles
 - i. Details of fire towers
- 2.2.2 A Certificate, which must be completed by an appropriately qualified and experienced person or persons, declaring that all electrical installations at the site are installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers' "Regulations for Electrical Installations" (the IEE Wiring Regulations) which now also form British Standard 7671 "The Requirements for Wiring Installations", must be submitted to the Licensing Authority for their approval not later than noon immediately prior to the event.
- 2.2.3 The Premises Licence Holder shall commission an independent Structural Engineer approved by the Licensing Authority to examine all temporary structures on the site and all drawings thereof submitted to them by the Licensee, for which the examination is to have been concluded and a written report detailing their safety and suitability to be submitted to the Licensing Authority not later than noon on the first day of the event.
- 2.2.4 The Premises Licence Holder shall comply with the reasonable requests of the Licensing Authority with regard to any and all deficiencies in the certificates and documents referred to above, and to ensure that the standards certified are maintained during the event.
- 2.2.5 The Premises Licence Holder must ensure that all certifications provided to the Licensing Authority are completed by appropriately qualified, competent and experienced persons.

2.3 Insurance

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 effective period of the Insurance shall be from 7 days prior to the commencement of the event until and including 7 days after the conclusion of the event. 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 comment of the event.

2.4 Audit of Ticket Sales

The Premises Licence Holder shall notify the Licensing Authority at regular intervals of tickets sold for the event. The Premises Licence Holder shall make available such information as is necessary to enable the Licensing Authority's Auditor to carry out an audit of the tickets sold.

2.5 Access for Inspection

All parts of the licensed area shall be available for inspection during the occupancy of the Premises Licence Holder by any officer of Kent and Medway Police, Kent Fire Safety, Kent Ambulance, Environmental Officer and/or the Licensing Authority duly authorised for the purpose.

2.6 Premises Licence Holder's Responsibilities

The Premises Licence Holder or nominated assistant shall be in charge of and be in attendance at the licensed area during the event, except where such control is exercised by authorised officers of the Emergency Services, and he shall not engage in any duties which will prevent him from exercising general supervision of the event.

2.7 Plays

The permitted hours for the performance of a play will be

Monday -	00:00 hours to 00:00 hours
Tuesday -	00:00 hours to 00:00 hours
Wednesday -	00:00 hours to 00:00 hours
Thursday -	00:00 hours to 00:00 hours
Friday -	00:00 hours to 00:00 hours
Saturday -	00:00 hours to 00:00 hours
Sunday -	00:00 hours to 00:00 hours

2.8 Films

The permitted hours for the exhibition of amplified films will be

Monday -	00:00 hours to 00:00 hours
Tuesday -	00:00 hours to 00:00 hours
Wednesday -	00:00 hours to 00:00 hours
Thursday -	00:00 hours to 00:00 hours
Friday -	00:00 hours to 00:00 hours
Saturday -	00:00 hours to 00:00 hours
Sunday -	00:00 hours to 00:00 hours

2.9 Live Music

The permitted hours of amplified live music shall be:-

Monday -	00:00 hours to 00:00 hours
Tuesday -	00:00 hours to 00:00 hours
Wednesday -	00:00 hours to 00:00 hours
Thursday -	00:00 hours to 00:00 hours
Friday -	00:00 hours to 00:00 hours
Saturday -	00:00 hours to 00:00 hours
Sunday -	00:00 hours to 00:00 hours

2.10 Recorded Music

The permitted hours of amplified recorded music will be

Monday -	00:00 hours to 00:00 hours
Tuesday -	00:00 hours to 00:00 hours

Wednesday - 00:00 hours to 00:00 hours
Thursday - 00:00 hours to 00:00 hours
Friday - 00:00 hours to 00:00 hours
Saturday - 00:00 hours to 00:00 hours
Sunday - 00:00 hours to 00:00 hours

2.11 Performances of Dance

The permitted hours for dance performances will be

Monday - 00:00 hours to 00:00 hours
Tuesday - 00:00 hours to 00:00 hours
Wednesday - 00:00 hours to 00:00 hours
Thursday - 00:00 hours to 00:00 hours
Friday - 00:00 hours to 00:00 hours
Saturday - 00:00 hours to 00:00 hours
Sunday - 00:00 hours to 00:00 hours

2.12 Anything of a similar description to 2.9, 2.10, 2.11

The permitted hours for entertainment of a similar nature to that in 2.9, 2.10 and 2.11 will be

Monday - 00:00 hours to 00:00 hours
Tuesday - 00:00 hours to 00:00 hours
Wednesday - 00:00 hours to 00:00 hours
Thursday - 00:00 hours to 00:00 hours
Friday - 00:00 hours to 00:00 hours
Saturday - 00:00 hours to 00:00 hours
Sunday - 00:00 hours to 00:00 hours

2.13 Provision of facilities for making music

The permitted hours for the provision of facilities for making music - the recording of live music and live broadcasting will be

Monday - 00:00 hours to 00:00 hours
Tuesday - 00:00 hours to 00:00 hours
Wednesday - 00:00 hours to 00:00 hours
Thursday - 00:00 hours to 00:00 hours
Friday - 00:00 hours to 00:00 hours
Saturday - 00:00 hours to 00:00 hours
Sunday - 00:00 hours to 00:00 hours

2.14 Provision of facilities for dancing

The permitted hours for the provision of facilities for dancing will be

Monday - 00:00 hours to 00:00 hours
Tuesday - 00:00 hours to 00:00 hours
Wednesday - 00:00 hours to 00:00 hours
Thursday - 00:00 hours to 00:00 hours
Friday - 00:00 hours to 00:00 hours

Saturday - 00:00 hours to 00:00 hours
Sunday - 00:00 hours to 00:00 hours

2.15 Provision of facilities for entertainment of a similar description to that in 2.13 and 2.14

The permitted hours for the provision of facilities for entertainment of a similar description to that in 2.13 and 2.14 will be

Monday - 00:00 hours to 00:00 hours
Tuesday - 00:00 hours to 00:00 hours
Wednesday - 00:00 hours to 00:00 hours
Thursday - 00:00 hours to 00:00 hours
Friday - 00:00 hours to 00:00 hours
Saturday - 00:00 hours to 00:00 hours
Sunday - 00:00 hours to 00:00 hours

2.16 Late night refreshment

The permitted hours for the sale of late night refreshment will be

Monday - 00:00 hours to 00:00 hours
Tuesday - 00:00 hours to 00:00 hours
Wednesday - 2300 hours to 00:00 hours
Thursday - 2300 hours to 00:00 hours
Friday - 2300 hours to 00:00 hours
Saturday - 2300 hours to 00:00 hours
Sunday - 2300 hours to 00:00 hours

2.17 Supply of alcohol

The permitted hours for the sale of alcohol via an onsales and offsales will be

Monday - 00:00 hours to 00:00 hours
Tuesday - 00:00 hours to 00:00 hours
Wednesday - 2300 hours to 00:00 hours
Thursday - 00:00 hours to 00:00 hours
Friday - 00:00 hours to 00:00 hours
Saturday - 00:00 hours to 00:00 hours
Sunday - 00:00 hours to 00:00 hours

2.18 Hours premises open to the public

The permitted hours for the premises to be open to ticket holders will be from 1400 hours Wednesday to 1200 hours Monday.

3 MANAGEMENT

3.1 General

3.1.1 The Premises Licence Holder shall prepare an Event Management Plan for each year's event, setting out how the event will be managed and the precautions which have been taken to cater for all reasonably foreseeable

contingencies, and which will demonstrate the procedures, roles and specific responsibilities of his management team, security and associated personnel. The finalised version of such a plan must be submitted to and approved by the Licensing Authority not later than 7 days prior to commencement of the event.

- 3.1.2 The Premises Licence Holder shall prepare an Emergency Contingency Plan in consultation with authorised representatives of Thames Valley Police, Royal Berkshire Fire and Rescue, and Royal Berkshire Ambulance, and submit it to the Licensing Authority for their approval not later than 28 days prior to commencement of the event.
- 3.1.3 The Premises Licence Holder shall make provision in all the Fire Towers and at other specified points for direct radio communication with stewarding and other personnel to allow for the relaying of Emergency announcements to the remainder of the licensed area, via handheld megaphones.
- 3.1.4 The Premises Licence Holder shall provide a Closed Circuit Television (CCTV) system which shows the main entrances/exits to the arena, pit and front of stage area at the Main Stage and Stage 2 for the duration of the Musical Entertainment.
- 3.1.5 Monitoring, recording and control equipment shall be provided and located in the Circuit Security Control. The CCTV facility shall be monitored throughout the period of the musical entertainment by a competent and responsible member of the event/security management appointed by the Premises Licence Holder. A link shall be provided for viewing of all CCTV cameras to the Post Office Social Club, Control Room.
- 3.1.6 Live animals shall not be permitted in the Arena.
- 3.1.7 The sale of bottles of drink or any item in a glass container shall not be permitted in the Arena and the Premises Licence Holder shall take such steps as reasonably possible to prevent persons bringing bottles or any glass containers into the Arena.
- 3.1.8 The Premises Licence Holder shall make arrangements for a senior member of his security personnel to be on duty in the Main Stage pit area or in the CCTV cabin to monitor the pit and front of stage areas at the main stage at all times during the musical entertainment.
- 3.1.9 The Premises Licence Holder shall provide on site facilities for Licensing Authority staff involved in monitoring the event. Such facilities shall include a portacabin and the exclusive use of one telephone and external line, and be in place not later than 3 days prior to commencement of the event. In addition seven radio communicators, linking in to the Production Office and giving access to the Event Management Team, shall also be provided.

3.1.10 The premises licence holder shall provide a designated Major Incident Liaison Centre for use by the Licensee's Senior Management, and authorised officers of the Licensing Authority, Thames Valley Police, Royal Berkshire Fire and Rescue, Royal Berkshire Ambulance Service and First Aid Organisations, and others such as stewards and security personnel as may be necessary. Provision shall be made in or near to this location for announcements to be made to the whole of the arena via the Mail PA system.

3.1.11 The Premises Licence Holder shall abide by the General Licensing Conditions as per the Cinemas Act 1985, in respect of any film shown within the festival licensed area.

3.1.12 The Premises Licence Holder shall take effective action to ensure that combustible material does not accumulate at any point on site.

3.1.13 Each licensed area where licensable activities take place shall be detailed in the event management plan showing the operating schedule and times of opening.

3.1.14 All public address systems shall be under the control of the premises licence holder or his nominated representative so that broadcast messages can override the musical entertainment and can be delivered clearly and audibly to all parts of the site.

4. CROWD SAFETY AND VENUE STANDARDS

4.1 Audience Size

4.1.1 No more than 75000 ticket holders and 4999 guests shall at any one time be within or on the site during Friday, Saturday & Sunday.

4.1.2 The maximum occupancy at any one time of any of the enclosed structures (marquees etc) on site provided by the Premises Licence Holder for public use shall not exceed the number prescribed by the relevant guidance.

4.1.3 Early Arrivals

4.1.3.1 The Premises Licence Holder shall discourage early arrival by festival ticket holders to the festival site.

4.1.3.2 The number of early arrival ticket holders shall be limited to 7,500 and adequate staff should be put in place to receive them. The decision to allow ticket holders entrance to the licensed premises would be after consultation with Reading Borough Council and Thames Valley Police.

4.2 Security & Stewarding

4.2.1 Where individuals are required on the premises to carry out licensable security activities they must be licensed by the Security Industry Authority under the Private Security Industry Act 2001.

- 4.2.2 The Premises Licence Holder shall submit a security placement schedule detailing numbers, full names, age, duties, and work locations of all stewards & security personnel to the licensing authority for approval 28 days prior to commencement of the event. Details of SIA trained personnel will be included in the placement schedule.
- 4.2.3 The Premises Licence Holder must provide sufficient individuals licensed by the Security Industry Authority from 2359 hours Sunday evening until the licensed premises is clear of ticket holders to deter vandalism and nuisance.

4.3 Security & Stewarding Personnel

- 4.3.1 The Premises Licence Holder shall make all reasonable efforts to ensure that the security & stewarding arrangements as specified to the Licensing Authority are effective during the event.
- 4.3.2 There shall be an established chain of command for all stewards & security personnel who shall report directly upwards to their supervisor(s), who in turn will report directly to the Security Co-ordinator. (See 4.8)
- 4.3.3 The Premises Licence Holder must ensure that stewards & security personnel receive a written statement of their duties, a checklist (if appropriate), and a plan showing key features. The Premises Licence Holder must ensure so far as reasonable that stewards & security personnel are fully briefed before the event, particularly about communicating with supervisors and others in the event of a major incident.

4.4 Conduct of Stewards & Security Personnel

- 4.4.1 The Premises Licence Holder must ensure that all stewards & security personnel are fit to carry out their allocated duties, aged 18 years or over, and while on duty they should concentrate only on their duties and not on the entertainment. The Premises Licence Holder must ensure that stewards & security personnel understand that they should:-
 - not leave their place without permission;
 - not consume or be under the influence of alcohol or other drugs; and
 - remain calm and be courteous towards all members of the audience.

- 4.4.2 All stewards & security personnel shall wear distinctive clothing, such as tabards and be individually identifiable by means of a number which is clearly visible.

4.5 Competency of Stewards & Security Personnel

- 4.5.1 The Premises Licence Holder must ensure that stewards & security personnel fully understand and adhere to their duties, including:

- understanding their general responsibilities towards the health and safety of all categories of audience (including those with special needs and children), other stewards, security personnel, event workers and themselves;
- carrying out pre-event safety checks;
- being familiar with the layout of the site and able to assist the audience by giving information about the available facilities including first aid, toilet, water, welfare and facilities for people with special needs, etc;
- staffing entrances, exits and other strategic points;
- controlling or directing the audience who are entering or leaving the event, to help achieve an even flow of people into and from the various parts of the site;
- recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- assisting in the safe operation of the event by keeping gangways and exists clear at all times and preventing standing on seats and furniture;
- investigating any disturbances or incidents
- assist in ensuring that combustible refuse does not accumulate (see also 3.1.11)
- responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary immediate action;
- being familiar with the arrangements for evacuating the audience, including coded messages and undertaking specific duties in an emergency;
- communicating with the incident control centre in the event of an emergency.

4.6 Security Personnel & Stewards' Training

- 4.6.1 The Premises Licence Holder must ensure that all stewards & security personnel are effectively trained so that they can carry out their duties effectively. The level of training will depend on the duty to be performed.
- 4.6.2 The Premises Licence Holder shall ensure that all stewards & security personnel are to be trained in fire safety matters; emergency evacuation and dealing with incidents such as bomb threats. Those working in the pit area must be trained so that they are able to lift distressed people out of the audience safely and without risk to themselves.
- 4.6.3 The Premises Licence Holder shall provide written confirmation that all stewards & security personnel have received the appropriate level of training for the duties they have been assigned 7 days prior to the commencement of the event.

4.7 Security Personnel & Stewards' Welfare

- 4.7.1 The Premises Licence Holder shall ensure that stewards & security personnel are not stationed for long periods near to loud speakers and make sure they are provided with ear protection in accordance with the Noise at Work Regulations 1989 and are trained how to use them. As

stewards & security personnel will need adequate rest breaks the Premises Licence Holder must ensure that arrangements are in place for them to have rest periods at reasonable intervals. (See 4.5)

4.8 Traffic Marshals

- 4.8.1 The Premises Licence Holder shall submit a schedule detailing numbers, duties and work locations of all traffic marshals to the licensing authority for approval at least 28 days prior to commencement of the event. The Premises Licence Holder shall ensure that the arrangements are effective during the event.

4.9 Campsite Control Personnel

- 4.9.1 The Premises Licence Holder shall ensure that adequate arrangements as set out in points 4.3 to 4.7 inclusive above and as outlined in the schedule approved by Reading Borough Council are provided. The Premises Licence Holder must submit an appropriate schedule at least 28 days prior to the event outlining the dates and times effective during the event.
- 4.9.2 The level of security cover on Sunday night must be higher than that during the previous days to prevent any malicious damage that may occur on the final night of the event.
- 4.9.3 The Premises Licence Holder will implement the procedures for dealing with campsite noise as agreed by the licensing authority.

4.10 Policing Arrangements

- 4.10.1 By no later than two months before licensable activities are held each year, agreement must be reached between the premises licence holder and Thames Valley Police about the police resources, facilities and special police services to be provided.
- 4.10.2 Annually in January formal discussions between the Licensing Authority, Festival Organisers and Thames Valley Police must take place to agree the level of police services required at the event, the Premises Licence Holder shall provide Thames Valley Police with:-
- a) On the Monday prior to commencement of the event inclusive up until noon two days after the event, an area of land providing sufficient space to accommodate a double decker mobile office, four portacabins and parking for four personnel carriers. The area should be self contained with fencing and covering.
 - b) On Monday prior to commencement of the event inclusive up until noon two days after the event a supply of electricity either via mains supply or by generator to access power to mobile offices and flood lighting.
 - c) On Monday prior to commencement of the event inclusive up until noon two days after the event the use of male and female toilets

with washing facilities provided on a main drainage system with plumbed water. A separate water tap is required to be supplied and fitted.

4.11 Communication

- 4.11.1 The Licensee's arrangements for on site radio communications shall be notified to the Licensing Authority not later than 28 days prior to commencement of the event.
- 4.11.2 The power supply to the arena public address system shall be such as to ensure continuous operation of that system in the event of the failure of any of its constituent parts.
- 4.11.3 In a major incident all public address systems shall be made available to the emergency services.
- 4.11.4 The Premises Licence Holder shall have in place, contingency arrangements in the event of the radio communication failing. Details shall be notified to the Licensing Authority not later than 28 days prior to commencement of the event.

4.12 Facilities for People with Disabilities

- 4.12.1 The Premises Licence Holder shall make suitable arrangements to enable people with disabilities to attend the event. Particular attention should be given to means of access and egress and to the means of escape/evacuation in an emergency as well as to the viewing facilities for such people.

4.13 Barriers

- 4.13.1 Barrier arrangements shall be provided, particularly at the front of the stages where the musical entertainment takes place, to prevent access by the public to the pit area, stage or back stage, and shall be constructed so as to minimise the risk of harm to the public as necessary. Details of such arrangements shall be submitted to the Licensing Authority, in writing, not later than 28 days prior to commencement of the event for their approval.
- 4.13.2 Barrier arrangements shall be provided to lighting towers, front of House Towers and similar structures within the Arena, which shall be constructed so as to minimise the risk of harm to the public. Details of such arrangements shall be submitted to the Licensing Authority, in writing, not later than 28 days prior to commencement of the event for their approval.

4.14 Crowd Management

- 4.14.1 The Premises Licence Holder will ensure that a minimum of one 'spotter' is stationed at the Main Stage throughout each of the performances. The 'spotter' will be a senior member of the security team or at very busy times the Premises Licence Holder or nominated deputy.

- 4.14.2 The ‘spotter’s’ responsibility will be to monitor the movement of the crowd particularly watching for any sways, surges or unusual crowd behaviour. In the event that any of these occur within the crowd the ‘spotter’ will need to make immediate contact with the Premises Licence Holder. The Premises Licence Holder will then need to decide on the most appropriate course of action.
- 4.14.3 When a band is performing that is known to have a lively crowd the Premises Licence Holder will ensure that there are 2 ‘spotters’ stationed at the Main Stage.
- 4.14.4 The Premises Licence Holder will also ensure that during a performance on any of the other stages for any band known to attract a large crowd a ‘spotter’ will be stationed there to monitor the crowd.
- 4.14.5 The Premises Licence Holder will use a suitable crowd barrier in front of the security pit.
- 4.14.6 The Premises Licence Holder will put up adequate and sufficient signage to discourage crowd surfing to the satisfaction of the licensing authority.
- 4.14.7 The Premises Licence Holder will publish a message on the festival website discouraging the practice of crowd surfing.
- 4.14.8 The Premises Licence Holder will implement a policy of ejecting dangerous crowd surfers from the festival. Security will enforce the ejection of such individuals.

4.15 Camping Area

- 4.15.1 In order to facilitate efficient refuse collection and provide ease of access for emergency vehicles, each campsite area shall be interspersed by access roads in accordance with details supplied to, and agreed by, the Licensing Authority. Each access road shall be no less than 2.5m wide.
- 4.15.2 The land provided for camping must be sufficient to accommodate all weekend ticket holders at a ratio of two persons per tent, with an overall average of 430 tents per hectare. The Premises Licence Holder shall take reasonable steps to ensure that tents are evenly dispersed across the campsites.

4.16 Electrical Systems

- 4.16.1 All electrical equipment shall be installed, so far as is reasonably practicable, so that it cannot be interfered with by the public or unauthorised employees and certified as per paragraph 2.2.2.
- 4.16.2 All equipment which may be exposed to inclement weather or moisture shall be constructed and protected so as to prevent malfunction as a result of such exposure.

4.16.3 Any electrical equipment used in association with hand held devices, eg microphones, shall be protected by a miniature circuit breaker and also a residual current device (RCD) having a 30 mA tripping current and installed on a distribution board (not a plug-in type). The normal emergency lighting circuits should not be affected by the operation of an RCD.

4.16.4 All exits, walkways, vehicle routes and areas containing shower facilities or toilets on the site, and the main entrance to the arena shall be adequately illuminated during the hours of darkness. The illumination shall be maintained at a level which will enable the public and staff to see their way easily and safely.

4.16.5 The Premises Licence Holder shall provide a Primary Lighting System for the purposes detailed in paragraph 3.8.4, and in addition shall provide a Secondary Lighting System capable of illuminating at least all entrances, exits and fire points.

4.16.6 The Primary and Secondary Lighting Systems must be totally independent of each other.

4.17 Noise Control

4.17.1 In order to minimise the risk of hearing damage to members of the audience, the Premises Licence Holder shall ensure that:-

- a. The MNL (Music Noise Level) limit set at the console shall in any case not exceed 98dB LAeq (15 min) and the maximum sound pressure level at any point in the audience shall not exceed 140dB.
- b. The Premises Licence Holder shall provide electronic sound limiters on the output amplifiers which can be pre-set to a given level, which level shall be determined from time to time by an authorised officer of the Licensing Authority.
- c. No member of the audience shall be allowed within 3 metres of any loudspeaker.

4.17.2 The Mean Fiddler Sound Management Consultant shall be on site for the duration of the festival and must be available to control all music sound levels.

4.17.3 The installation of public address systems shall be completed no later than noon on the day prior to commencement of the event in order to allow for sound testing and any necessary adjustments. Times of testing will be agreed with the Sound Management Consultant and Environmental Health Officers and will be notified to the Licensing Authority.

4.17.4 The Premises Licence Holder shall comply with the requirements of the Licensing Authority with regard to the installation and operation of all public address systems. This shall include the setting of noise output levels and the provision of noise measuring equipment.

4.17.5 Noise control for the event shall be based on the following principles:-

- a. location and orientation of the main stage and sound system shall be towards the farmland to the west of the site;
- b. the Premises Licence Holder shall employ such technology and techniques in connection with sound systems so as to ensure the even distribution of sound in the Arena, at the minimum intensity for the enjoyment of the audience.
- c. the quality of sound shall be maintained to avert any need to compensate for any loss of clarity with increased volume;

4.17.6 The Premises Licence Holder's sound amplification systems shall not be used after the permitted hours of musical entertainment on any night of the event for the relaying of music or for any other purpose except for emergency announcements relating to public order and safety. The Premises Licence Holder shall make all reasonable endeavours to ensure that no noise nuisance is caused by other sound amplification systems during the event.

4.17.7 All systems of sound amplification and reproduction through the public address system shall remain under the control of the Premises Licence Holder, except where that control has been assumed by an authorised officer of the Licensing Authority or the emergency services in accordance with the Emergency Contingency Plan.

4.17.8 The Premises Licence Holder shall provide means of communication to enable contact to be made between fixed external noise monitoring points and the central control console(s) on site.

4.18 Off Site Noise

4.18.1 The Premises Licence Holder shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the sound control limits prior to the commencement of regulated entertainment and that instructions from the noise control consultant/chief sound engineer regarding noise levels shall be implemented.

4.18.2 The Premises Licence Holder shall ensure that noise levels from all of the activities taking place during the event are controlled to ensure compliance with the conditions relating to noise control.

4.18.3 Means of radio, telephone or any other agreed form of communication shall be provided to enable contact to be made between officers of the Local Authority and any person in control of the noise source(s) on the licensed premises.

4.18.4 During operating hours, the Premises Licence Holder or nominated assistant shall be available to receive and respond to nuisance-related complaints. A contact number shall be readily available for that purpose.

- 4.18.5 All reasonable steps shall be taken by the Premises Licence Holder to prevent noise from fireworks and other explosives (e.g. gas cylinders). The Premises Licence Holder shall implement a policy to ensure the confiscation of fireworks and for ejecting persons behaving dangerously or causing a disturbance relating to the use of fireworks or explosion of gas cylinders.
- 4.18.6 Clearly legible and suitable notices shall be displayed at either side of the ferry crossing requesting customers to respect the needs of local residents and to leave the premises and area quietly. After 23:00 staff shall be available to ensure that customers disperse quietly.
- 4.18.7 Between the hours of 12 midnight and 10:00am the Music Noise Level (MNL) measured 1m from the façade of the nearest noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise) as a 15 minute L_{Aeq} shall not exceed the L90 background level by more than 6dB(A) over a 15 minute period.
- 4.18.8 Between the hours of 12 noon and 12 midnight the control limits set at the mixer position shall be adequate to ensure that the Music Noise Level (MNL) measured 1m from the façade of the nearest noise sensitive premises (being premises where the occupants are likely to suffer nuisance from excessive noise)
- shall not exceed 65dB(A) over a 15 minute period and
 - the maximum noise level (Lmax) shall not exceed 75dB
- 4.18.9 Between the hours of 10.00am and 12.00 noon the duration of operation of the main house PA system on each stage shall not exceed 15 minutes per stage. During this period the noise limits expressed in 4.18.8 above shall apply.
- 4.18.10 The Premises Licence Holder or noise control consultant/chief sound engineer will make available to the Local Authority data relating to the noise levels being produced from the stages, if so required.
- 4.18.11 The Premises Licence Holder shall put in place an effective procedure for minimising disturbance to residents arising from noise emanating from the campsites.
- 4.18.12 The Premises Licence Holder will implement the procedures for dealing with campsite noise as agreed with the Licensing Authority.
- 4.18.13 The Premises Licence Holder shall ensure that a hotline is provided for residents to log complaints and leaflets advising local residents of the detail of the hotline shall be distributed.

4.19 Other Nuisance

- 4.19.1 The Premises Licence Holder shall ensure that the lighting installed on the stages, arena area and the campsites, as shown on the site plan, are

designed and orientated in such a manner as not to cause nuisance to the surrounding residents.

- 4.19.2 All wood sold on site will be “clean” wood (i.e. low smoke).
 - 4.19.3 Camp fires fuelled by unsuitable materials including plastics, green wood, waxed or polystyrene plates, cups shall be discouraged through an educational campaign and the premises licence holder shall implement a policy to ensure that such fires, if found by fire stewards or persons patrolling the licensed premises (campsite patrol), shall be extinguished.
 - 4.19.4 In very dry weather the premises licence holder will make available water supplies to dampen and suppress dust to prevent dust emissions from the licensed premises affecting local air quality, subject to agreement with the local water authority.
- 5. FIRE SAFETY AND EMERGENCY PROCEDURES**
- 5.1 Means of Escape**
- 5.1.1 The Premises Licence Holder shall provide a copy of the detailed plan of the site which shall identify means of escape. A final version of this site plan shall be provided to the Licensing Authority no later than 7 days prior to the start of the festival.
 - 5.1.2 The emergency exit gates in the arena shall be outward opening and all such gates when opened shall provide a clear unobstructed opening of a minimum of 3.75 metres.
 - 5.1.3 As a result of the licensed maximum capacity of 75000 tickets holders at any one time and on any one day and considering a maximum evacuation period of 15 minutes, the number of emergency exit gates shall be not less than twelve, and be evenly distributed throughout the arena.
 - 5.1.4 During the permitted hours for public musical entertainment all exit gates in the arena through which persons may have to pass in the event of an emergency shall be capable of being opened without a key by persons making their way from the arena to a place of safety.
 - 5.1.5 There shall be a gap of at least 6 metres between any structures, tents or marquees provided by the Licensee, his employees or agents; details of any alternative fire resistance measures shall be submitted, in writing, no later than 28 days prior to commencement of the event to the Licensing Authority for their approval.
 - 5.1.6 The Premises Licence Holder shall ensure that in tented structures and/or marquees provided by him, his employees or agents, and to which the public have access, exits which consist of wall flaps or similar material are only used where fewer than 50 persons are to be accommodated. In such circumstances the exits should be boldly indicated at the edges and so arranged as to be opened easily and immediately from the inside.

Whenever 50 or more persons are to be accommodated in a tented structure and where it had flap doors, those flap doors shall be fixed permanently open, unless the structure has open sides.

- 5.1.8 Within the Licensed area guy ropes, tent pegs and stakes shall not be allowed to obstruct a route to a place of safety. Except in the campsite where they flank such a route, they shall be shielded to form a passageway, or marked and illuminated so they can be seen clearly at all times.
- 5.1.9 The Premises Licence Holder shall ensure that in all marquees and structures provided by him, his employees or agents, and to which the public have access that all exits and fire exit doors, openings, and gates are identified by the appropriate signs in white lettering on a green background. The signs must be positioned immediately above the relevant door, opening or gate unless the headroom or area location prohibits such a fixing in which case the notice should be fixed as high as possible to the door or gate. All exit notices and directional notices indicating routes of escape shall be illuminated by both the Primary and Secondary lighting systems. Details of the dimensions, style and location of the signs shall be submitted to the Licensing Authority, in writing, for their approval not later than 28 days prior to commencement of the event.
- 5.1.10 Special arrangements shall be made so as to enable all disabled or handicapped persons present to leave the arena safely in the event of fire.
- 5.1.11 The Premises Licence Holder shall provide, during the hours of darkness, all parts of any structure to which the public have access and all external exit ways, and areas connected with such structures not already covered by condition 5.1.9 with Primary and Secondary Lighting capable of providing sufficient illumination of these parts for the public to leave safely. Emergency or Secondary lighting complying with BS 5266 will be deemed to satisfy this requirement.
- 5.1.12 In the event of ANY OF the primary or the secondary lighting systems failing, the Premises Licence Holder shall take immediate action to have the system reinstated and immediately inform the Licensing Authority.

5.2 Fire Provision

- 5.2.1 The Premises Licence Holder shall appoint a Fire Safety Officer and provide an on-site fire appliance and crew. The details and identity of same shall be submitted to the Licensing Authority for their approval not later than 28 days prior to commencement of the event.
- 5.2.2 Fire equipment signs shall be provided for the following listed below. The signs shall consist of white symbols and lettering on a red background and conform with BS 5499.
 - FIRE POINT, FIRE EXTINGUISHERS, FIRE HOSE REEL, FIRE ALARM

5.2.3 The Premises Licence Holder shall provide fire fighting equipment at locations throughout the licensed area, according to a schedule submitted to the Licensing Authority for their approval not later than 28 days prior to commencement of the event. The equipment must be properly maintained, identified and signposted and kept ready for immediate use.

5.3 Portable Fire Fighting Equipment

5.3.1 Portable fire fighting equipment is to be provided in accordance with the recommendations set out in Chapter 3 of the Event Safety Guide (HSG 195), 2nd Edition 1999.

5.4 Means for giving warning in case of fire

5.4.1 The Premises Licence Holder shall provide, in writing, no later than 28 days prior to commencement of the event details of a means of raising the alarm in the event of fire on site, for approval by the Licensing Authority.

5.4.2 Clearly written and conspicuous notices should be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice should include the following:

“On discovering a fire:

1. Evacuate the Surrounding Area.
2. Raise the Alarm by contacting a steward
3. Do not go close to the fire
4. Await steward’s instructions

5.5 Communications on Site

5.5.1 The Premises Licence Holder must provide for the on site fire crew.

- a land telephone line available for the reporting of fires to the Fire Service (999 calls)
- Radio communication between Kent Fire Safety & Rescue Service and on site fire team via the Kent Fire Safety radio
- a dedicated radio channel for on site fire team

5.6 Access around site

- the on-site fire team are to be located at SITE TO BE AGREED entrance.

5.7 Fire fighting facilities

- adequate resources must be provided for on site fire team. The level of provision must be approved by the Kent Fire Safety & Rescue Service.
- information must be provided on the event website regarding the dangers of LPG.

5.8 Fire Safety Advice - Information to festival goers

- 5.8.1 Fire safety information must be provided on the Festival website along with other “have a safe festival” information.
- 5.8.2 “Have a safe festival” information must be provided with festival tickets

5.9 Liquified Petroleum Gases (LPG)

- 5.9.1 LPG used for heating, cooking or lighting shall be of a fixed type installation stored outside any stall or vehicle and only cylinders using pressure relief valves shall be used. These should be positively secured in an upright position. All LPG installations shall comply fully with the requirements of the Health and Safety at Work etc. Act 1974 and all related Regulations and Code of Practice, in particular the Highly Flammable Gases and the Liquid Petroleum Gases Regulations 1972: SI 1972/917.
- 5.9.2 All LPG Cylinders not in use must be stored in the open air away from any fixed or temporary source of ignition and a suitable temporary hazard sign shall be placed at these locations.
- 5.9.3 The Premises Licence Holder shall submit to the Licensing Authority, in writing, not later than 28 days prior to commencement of the event full details of the method of supply and storage of LPG for traders, caterers etc.

6 Fire Safety - General

- 6.1 Sand or other materials approved by the Licensing Authority shall be used to combat waterlogged sites.
- 6.2 The Premises Licence Holder shall carry out the control, collection and removal of refuse to reduce on-site fire hazards. This frequency will be proportional to the amount of refuse generated in each area and subject to regular monitoring. He shall not permit combustible matter to be stored below the stages.
- 6.3 Petroleum based flammable liquids shall be used and/or stored in accordance with THE PETROLEUM SPIRIT (MOTOR VEHICLE & CARRIAGE) REGULATIONS 1929.
- 6.4 Any curtains, hangings and draperies including scenery and backcloths where required, shall be non-flammable to the satisfaction of the Licensing Authority. Curtains, hangings and draperies other than small window curtains will normally be required to be of non-combustible, inherently non-flammable or durably flame-proofed fabric.
- 6.5 Effective guards to prevent contact with curtains, drapes and other combustible materials shall be fitted to all lamps, lanterns, lighting appliances and other apparatus in close proximity to the stages, which are liable to become heated.

- 6.6 In any marquee or similar structure provided by the Licensee, his employees or agents to which the public have access the material and any decorative lining shall be durably flame-proofed to BS 3120, and any rigid linings shall be of the classification of class 1 for surface spread of flame when tested in accordance with BS 476: Part 7: 1971.
- 6.7 The Premises Licence Holder shall ensure that all tents pitched on the camp site shall be visible to and from a Fire Point and that all persons on the camp site have ready access to effective fire fighting equipment.
- 6.8 The Premises Licence Holder shall ensure that all Fire Points are clearly marked by a sign which conforms to the Health and Safety (Safety Signs and Signals) Regulations 1996, and which are clearly illuminated during the hours of darkness.
- 6.9 The Premises Licence Holder shall provide an adequate number of Fire Points in those parts of the licensed area set aside for camping and car parking and the details of their location shall be submitted to the Licensing Authority, in writing, not later than 28 days prior to commencement of the event.
- 6.10 The Premises Licence Holder shall ensure that all Fire Points on Campsites consist of Towers. These Fire Towers are to be staffed 24 hours a day during the event. The personnel staffing these towers will act as Fire Spotters and be adequately trained for this duty.
- 6.11 The Premises Licence Holder shall provide personnel staffing fire towers with means of raising the alarm in the event of fire. Details of the said means must be submitted to the Licensing Authority for their approval not later than 28 days prior to commencement of the event.
- 6.12 The Premises Licence Holder shall ensure that motor vehicles are parked in an area separate from any campsites. Both campsites and parking areas shall be isolated by effective firebreaks, with adequate separation to be provided between camper vans and tents.
- 6.13 The Premises Licence Holder shall ensure that the On Site Fire Crew are in radio contact with the staff at all Fire Points and Security Control and Campsite Control, and are able to respond and access all parts of the site for the duration of the event.
- 6.14 The Premises Licence Holder shall ensure that clearly visible Fire Prevention and Fire Drill signs are sited in prominent positions throughout the licensed area.
- 6.15 All toilet blocks provided must be stewarded in order to reduce the possibility of malicious damage occurring.

- 6.16 The premises licence holder shall submit plans to a scale of 1:100 for all tents, marquees and temporary structures to which the public have access to the Fire Authority showing the location, Means of Escape, Means of warning in case of fire, emergency lighting and fire exit signage and maximum occupancy capabilities for each structure. All such structures shall conform to 'The Guide to Fire Precautions in Existing Places of Entertainment and Like Premises', Health and Safety Guidance and other relevant guidance.
- 6.17 The premises licence holder must submit the plans for all structures that the public have access to a minimum of 28 days in advance of the event. The premises licence holder must also submit plans for the VIP structures a minimum of 14 days in advance of the event.
- 6.18 All tents, marquees and temporary structures which, are enclosed, shall have clearly displayed at the entrance on the external face of the structure the maximum permitted occupancy capacity.
- 6.19 The premises licence holder must submit arrangements to the satisfaction of the Fire Authority on how such maximum occupancy capacities will be correctly managed.
- 6.20 The premises licence holder must submit arrangements for the management of regulated entertainment, in so much, that in the event of fire within any temporary structure a suitable and sufficient means of raising the alarm in case of fire is achievable with the use of cut out devices to immediately stop any music/sound being played.
- 6.21 The premises licence holder must ensure that no inherently flammable materials e.g. straw or hay bales are used in marquees tents or other temporary structures, without being fire retardant. Details of such retardancy/certification must be available for inspection by the Fire Authority.
- 6.22 The premises licence holder must provide a 3.75m wide access track from the public highway to allow emergency vehicles to come within 50 metres of the furthest point of any tent, marquee or temporary structure. The track must be capable of withstanding the weight of a 12.5 ton fire appliance in all weather conditions. The track is to be without dips or ridges which could impede emergency vehicles.
- 6.23 The use of any pyrotechnics, explosive devices, flammable substances or smoke producing devices is not permitted without the prior consent of the Fire Authority. Full details of any special effects to be used must be submitted for approval prior to the commencement of the event.
- 6.24 All Liquid Petroleum Gases (LPG) cylinders utilised for commercial cooking, heating within the licensed area, should be in accordance with DSEAR 2002 and LPGA Cop Number 7. The premises licence holder shall submit to the Fire Authority, in writing, full details of the method of

supply, storage and fire prevention prior to the commencement of the event.

- 6.25 The premises licence holder shall ensure that no oxy-acetylene be used within the licensed area during the event while members of the public are present. If oxy-acetylene is required to be used during these periods, then prior consent must be obtained from the Fire Authority. The premises licence holder shall produce a written risk assessment and method statement to the satisfaction of the Fire Authority prior to any use of oxy-acetylene.
- 6.26 The premises licence holder shall make suitable arrangements to ensure all non-commercial i.e. festival goers cooking facilities, are monitored by stewards and any deemed to be out of control to be extinguished.
- 6.27 The premises licence holder shall provide details, in writing to the Fire Authority, policies and procedures to enforce these requirements.
- 6.28 All necessary information shall be provided not less than 28 days prior to the commencement of the event, in writing, to the Fire Authority.
- 6.29 The Premises Licence Holder will ensure that all grassed areas used for the event will be fully and constantly assessed prior to and during the build for grass length. Grass will be cut as and when necessary in order to address the risk of fire. Any cuttings will be removed from site immediately and disposed of appropriately.

7. VENUE FACILITIES

7.1 Traffic and Transport

- 7.1.1 Signs indicating the access points and their respective designations shall be provided and displayed prominently at those access points.
- 7.1.2 Traffic routes and restrictions through the campsite and Cow Lane shall be maintained at all times by the Premises Licence Holder, to facilitate good access for Police, Fire and Ambulance vehicles and also the Premises Licence Holder's vehicles used in connection with maintenance requirements.
- 7.1.3 All access points and gates shall be openable to a width of not less than 3.75 metres. These points may be restricted by removable barriers to facilitate control, but must have adequately trained and competent staff in attendance at all times to ensure quick removal for the access of all emergency vehicles.
- 7.1.4 Adequate overflow car parking shall be provided and shall be available during the event.

7.2 Medical and First Aid Facilities

- 7.2.1 The Premises Licence Holder shall ensure that the level of the Medical and First Aid Provision shall be no less than that defined within Chapter 20 of the Event Safety Guide (Guide to Health, Safety and Welfare at Pop Concerts and Similar Events) (Event Safety Guide HSG 195 2nd Edition 1999). The final arrangements for the provision of medical and first aid facilities must be submitted to the Licensing Authority, in writing, no later than 28 days prior to commencement of the event.

7.3 Medical Waste

- 7.3.1 Arrangements must be made for the collection and disposal of medical waste and approved by the Licensing Authority, in writing, no later than 28 days prior to commencement of the event. An adequate number of Sharps boxes and yellow clinical waste sacks must be available within the first aid posts at all times. (See 7.15)

7.4 Administration

- 7.4.1 A written record of all persons treated must be maintained to a format approved by the Royal Berkshire Ambulance NHS Trust. Such records must be available at all times to the Licensing Authority and Officers of the Royal Berkshire Ambulance NHS Trust.
- 7.4.2 The Premises Licence Holder must ensure that incidents are reported to the licensing authority in accordance with RIDDOR.
- 7.4.3 The Premises Licence Holder must ensure that suitable and sufficient liaison and communication arrangements should be established with the onsite medical provider to ensure the requisite information is supplied to the premises licence holder; to aid such compliance in respect of RIDDOR reporting.
- 7.4.4 The Premises Licence Holder shall appoint an appropriately qualified and experienced person to act as the overall co-ordinator of the medical services. He/she, or their similarly qualified deputy, must be available at all times and the identity of the medical co-ordinator notified to the Police Commander, the Royal Berkshire Ambulance NHS Trust and the Licensing Authority no later than 7 days prior to commencement of the event.
- 7.4.5 A dedicated Duty Officer from Royal Berkshire Ambulance NHS Trust will be in place for the festival in the Reading area. Medical Control will have a direct link with this office who will attend meetings as requested. In the event of a Major Incident, this officer will become the Ambulance Silver Commander.

7.5 Public Health

- 7.5.1 The Premises Licence Holder shall make provisions for the recording of and immediate notification to Reading Borough Council of any instance of infectious disease or suspected case(s) of food poisoning.

7.6 Major Incident

- 7.6.1 In the event of a major incident being declared, the Royal Berkshire Ambulance NHS Trust will assume command of all medical personnel on site who will be required to comply with the instructions of the Ambulance Incident Officer or any officers nominated by him/her.

7.7 Communications

- 7.7.1 The Premises Licence Holder shall provide a radio communications system for communications between all medical personnel, vehicles and the medical co-ordinator.
- 7.7.2 The Premises Licence Holder shall, in consultation with the Royal Berkshire Ambulance NHS Trust and the medical services co-ordinator, provide a procedure for communications in addition to the 999 system, and submit the same to the Licensing Authority, in writing, for their approval not later than 28 days prior to commencement of the event.

7.8 Health and Safety

- 7.8.1 The Premises Licence Holder shall carry out all functions relating to the build up, during and the breakdown of the event, the site and all equipment in accordance with the Health and Safety at Work etc. Act 1974 and Regulations made thereunder.
- 7.8.2 The Premises Licence Holder shall afford the Licensing Authority all assistance for the necessary inspections relating to Health and Safety both prior and during the event.
- 7.8.3 All documentation required by the Health and Safety at Work etc. Act and Regulations made thereunder, relating to contractors, employees etc. shall be available for perusal by the Licensing Authority at all times during the event and shall be kept in a designated office on the site.
- 7.8.4 The Premises Licence Holder shall supply, in writing, the names, addresses and telephone numbers of all traders and businesses that will be present at the event, not later than 28 days prior to commencement of the event. The Premises Licence Holder shall obtain from these traders and businesses written statements of their arrangements for ensuring the health and safety at work of their employees and the health and safety of all other persons who may be affected by their undertaking. The health and safety policy statement shall be accompanied by an assessment of the risks to the health and safety of his/her employees and members of the public.

7.9 Supply of Drinking/Potable Water

- 7.9.1 Main Arena

The Premises Licence Holder shall provide free potable drinking water point to the following standards:

- a) 1 Drinking water point for every 3000 persons present in the main Arena.
- b) A minimum of 4 drinking water points evenly spaced in the pit area of the main stage.
- c) A minimum of 2 drinking water points at each of the other stages.
- d) The Premises Licence Holder shall provide an adequate supply of soft cups at the drinking water points in the stage area, and shall replenish the supply regularly so as to ensure that it is never exhausted.
- e) A drinking water supply shall be provided at all first aid points.
- f) Details of the locations of the drinking points shall be submitted to the Licensing Authority for their approval not later than 28 days prior to commencement of the event.

7.9.2 All water points shall have:

- o unobstructed access
- o be clearly marked
- o have self closing taps
- o be clearly lit at night
- o a hardstanding area or soakaway to prevent the soil becoming muddy

7.9.3 Campsite Areas

Potable drinking water points, and drainage facilities must be provided and maintained in accordance with a schedule approved by Reading Borough Council. The Premises Licence Holder must submit an appropriate schedule to Reading Borough Council for approval at least 28 days prior to commencement of the event. Water browsers may be provided as an alternative with the consent of the Licensing Authority. The Premises Licence Holder shall provide one drinking water point for every 500 tents in the campsite area.

7.9.3 Catering Areas

The Premises Licence Holder shall provide drinking water points with a constant supply of potable water to each main Arena catering area and to the camp site catering area to levels relating to the number of catering units situated in that area, details of which to be submitted to the Licensing Authority for their approval no later than 28 days prior to commencement of the event.

7.9.4 Pit Area

All receptacles utilised for the holding of drinking water in the pit area and adjacent to other stages shall be maintained in a sanitary condition. Suitable and sufficient regular cleaning should be carried out to maintain the required sanitary condition.

7.9.4 General

- a) Except where approved by the Licensing Authority, all drinking water shall be taken from the mains water supply. The Premises Licence Holder shall provide the Licensing Authority with the results of tests carried out on the mains water supply on the licensed area not later than 7 days prior to commencement of the event.
- b) The Premises Licence Holder shall properly mark and maintain all drinking water points.

7.10 Sanitary Accommodation

7.10.1 Main Arena/Camping Areas

- a) The Premises Licence Holder shall provide sanitary accommodation for use by persons attending the event and sanitary conveniences which shall be distributed over the site so as to provide reasonable accessibility. The sanitary accommodation shall be connected to the mains water supply and to the main foul drainage system except where, with the approval of the Licensing Authority, alternative methods are employed.
- b) The Premises Licence Holder shall ensure that every sanitary appliance is inspected in accordance with a schedule approved by Reading Borough Council to ensure:
 - o cleanliness
 - o adequate supply of toilet paper
 - o adequate hand wash facilities
 - o waste paper bins emptied regularly, checked and signed off.
- c) Chemical Closets, where provided, shall be regularly and properly maintained and adequate provision shall be made for their emptying and cleaning, more often if necessary, taking into account periods of peak demand. Cleaning must occur in accordance with a schedule approved by Reading Borough Council.

7.10.2 The Premises Licence Holder shall provide a minimum of 30 showering units in, or reasonably accessible to, all camping areas and a minimum of 15 showering units in the non-public areas.

7.10.3 Catering Staff/Outside Caterers

- a) The Premises Licence Holder shall provide separate sanitary accommodation for use by Caterers and Catering staff. These shall be reasonably accessible but not immediately adjacent to any catering unit or area.
- b) The Sanitary Accommodation for caterers and staff shall be connected to the mains water supply and to the main foul drainage

system except where this is not possible due to the layout of the site.

7.10.4 Handwash facilities

The Premises Licence Holder shall provide:

- a) Handwash facilities to the sanitary accommodation in the ratio of 1 to every 5 sanitary conveniences. (WC's and Urinals).
- b) Handwash facilities with a supply of water and handwash facilities
- c) If paper towel/roller towel units are provided as hand drying facilities, they shall be of commercial proportion to maximise towel provision. All such units must be subject to regular monitoring to ensure adequate replenishment of towel supplies.
- d) Handwash facilities in the sanitary conveniences supplied for Catering staff with a constant supply of hot and cold water, liquid soap discharged from an easy to use dispenser and disposable hand drying facilities. Adequate waste paper bins shall be provided.

7.10.5 Disabled Persons

The Premises Licence Holder shall provide a minimum of 2 unisex WC units, sited conveniently in both the Main Arena and Camping Area and designed to comply with the provisions of the Current British Standard Code of Practice BS 5810:1979 and Part M of the Building Regulations.

7.10.6 General

All sanitary accommodation shall be:

- a) Erected and available for inspections by the Licensing Authority at least 3 days prior to commencement of the event.
- b) Provided with adequate artificial lighting.
- c) Provided with suitable means of escape. Any steps/ramps shall be securely fixed and provided with satisfactory handrails.
- d) Clearly marked for the sex for which they are intended.
- e) Provided at all times with adequate supplies of handwash
- f) Provided with a hygienic method for the disposal of sanitary towels.
- g) The Premises Licence Holder shall make arrangements for the collection and disposal of used hand towels, used sanitary towels and other refuse from the sanitary accommodation at least four times day.

7.10.7 A plan detailing number, location, cleaning, inspection frequencies of toilets and sewage disposal methods for all sanitary facilities should be

provided in writing for approval by the Licensing Authority at least 28 days prior to commencement of the event.

7.10.8 The Premises Licence Holder will ensure that all arena toilets will be monitored and cleaned constantly between the hours of 11am and 24.00hrs, with static crews on show days. The campsite toilets will be cleaned between the hours of 06.00 and 21.00hrs and will be monitored on a two hourly basis 24 hrs a day from when the campsites open until they close.

7.11 Catering

7.11.1 All catering operations shall be subject to the Food Safety Act 1990 and Regulations made thereunder.

7.11.2 The Premises Licence Holder shall afford the Licensing Authority all assistance in the inspection of food premises and shall consult them in all matters relating to the Catering Operation at the event.

7.11.3 The Premises Licence Holder shall supply details of the Catering Operation including full names and addresses of all caterers expected on the Site to the Licensing Authority not later than 28 days prior to commencement of the event.

7.11.4 The Premises Licence Holder shall prevent from trading at the event and remove from the site without compensation, any catering operator who, in the opinion of the Environmental Health Officer has shown consistent disregard for the Food Safety legislation.

7.12 Special Risks

7.12.1 No pyrotechnics, explosive devices, smoke producing devices or flammable substances shall be used at any performance without the prior written approval of the Licensing Authority.

7.12.2 Full details of any such special effects shall be submitted to the Licensing Authority, in writing, for their approval not later than 7 days prior to commencement of the event.

7.12.3 Details of all artists and performers booked to attend the festival to perform, together with a short synopsis of their act, including any potentially dangerous, offensive or disorder inciting behaviour must be supplied to the Licensing Authority by not later than 28 days prior to commencement of the event.

7.13 Laser Equipment

7.13.1 Any laser equipment shall be constructed and used in accordance with BS 4803 “Guide to Protection of personnel against hazards from laser radiation.”

7.13.2 The Premises Licence Holder shall provide full details of any laser display/laser type game to be submitted to the Licensing Authority, in writing, for their approval not later than 7 days prior to commencement of the event.

7.14 Waste Management

7.14.1 The Premises Licence Holder shall make arrangements for the collection and disposal of refuse from all parts of the site and submit details thereof to the Licensing Authority for their approval not later than 42 days prior to commencement of the event.

7.14.2 At the end of each day's performance, the main arenas shall be cleared of all accumulated refuse and litter prior to public attendance the next day.

7.14.3 The frequency of collection within each zone shall be proportional to the amount of refuse generated and subject to regular monitoring. Where particular areas within a zone are identified as generating large amounts of refuse, more frequent collections shall be arranged and, where necessary, additional collection operatives shall be drafted into collection teams.

7.14.4 Each food stall shall be provided with a suitable covered refuse receptacle. The frequency of collection from each receptacle shall be based upon the amount of refuse generated and regular monitoring. Where particular stalls are found to generate large amounts of refuse, more frequent shall be arranged.

7.14.5 Where skips are proposed for food waste (excluding cardboard, and/or paper packaging), such receptacles must be closed so as to minimise odour nuisance and the attraction of animal or insect pests.

7.14.6 The Premises Licence Holder shall ensure that all practicable measures are taken to control the disposal of litter to prevent nuisance throughout the site and area surrounding the site (within 500m).

7.15 Clinical Waste

7.15.1 The Premises Licence Holder shall ensure that operatives responsible for picking up/collection of refuse are trained and made aware of the hazards of syringes and needles and to be provided with suitable personal protective equipment (gloves), (safety shoes), and sharps bins.

7.15.2 The Premises Licence Holder shall ensure that such 'special waste' (medical waste) must be contained in receptacles provided by and disposed of by a licensed contractor. (See also 7.3)

8. General Provisions

8.1 The festival shall not commence until all approvals which are required to be granted by the Licensing Authority have been agreed, provided that the

failure of the Licensing Authority to consider granting any approval shall not delay the commencement of the festival.

- 8.2 The Premises Licence Holder shall comply with the terms and conditions of the Operating Schedule version 3 dated 21st April 2006 as submitted with the application, whether or not expressed as a duty or a power, subject to these conditions and subject to paragraph 2.7.3.3. being amended to read as follows:-
- Small campfires will be allowed but any campfires that are causing damage or danger, or are blocking any emergency access routes, will be put out by security stewards or the onsite Fire Safety Team. Security and stewarding personnel will be briefed on this policy. Bonfires shall not be allowed or permitted in any area under licensed premises. The Licensee shall work with Friends of the Earth or a similar environmental organisation to produce an educational campaign about the dangers and pollution caused by burning unsuitable materials and to advise ticket holders on suitable methods for disposing of litter and gas canisters. All wood sold onsite will be 'clean' wood.
- 8.3 This Licence is only valid during the August Bank Holiday weekend each year.
- 8.4 Any alterations or amendments to this licence, its terms, conditions or restrictions shall not be effective except with the approval of the Licensing Authority.
- 8.5 Where any question arises as to the interpretation of any standard or regulatory provision imposed by these conditions, the interpretation of the Licensing Authority shall be final. This does not affect the right of the Premises Licence Holder to appeal against the imposition of all or any conditions.

Annex 4

Plans

This Premises Licence is granted as per the attached plans, original submitted with the licensing application dated **DATE** and additional/ amended plan dated **DATE**. The following Plan reference numbers are the approved plans: