

**OPERATING SCHEDULE**

1. Licensable activities shall be permitted to take place under this licence on no more than 4 consecutive days in 2022. The days on which these activities are to take place shall be notified to Melton Borough Council (“the Council’s Licensing Authority”) and Leicestershire Police (“the Police”) at least 60 days prior to any proposed event.
2. Any events taking place at the premises shall accord with The Event Safety Guide – A Guide to Health, Safety and Welfare at Music and Similar Events (so far as applicable).
3. No more than 14,999 persons shall be permitted on the premises (excluding staff/security).
4. Admission to the licensed premises will be by ticket only unless otherwise approved by the Council’s Licensing Authority, and the premises licence holder shall use all appropriate media such as website, social media and email to communicate appropriate information and conditions to ticket holders in advance of any event.
5. Ticket printing manifests and sales figures will be provided on request to the Council’s Licensing Authority.
6. The ticketed capacity will not exceed the maximum capacity permitted by the premises licence.
7. Appropriate arrangements by way of barriers, gate systems, security or other provision will be made, in agreement with the responsible authorities, to prevent unauthorised access to the licensed premises and manage entry to the licensed premises.
8. SIA registered door supervisors shall be employed at a ratio of at least 1:100 persons throughout any event taking place under this premises licence.
9. A log of those door staff employed shall be maintained at the premises and shall include:
  - (i) the number of door staff on duty;
  - (ii) the identity of each member of door staff and their SIA number;
  - (iii) the times the door staff are on duty.
10. The premises licence holder shall submit a Security and Stewarding plan to the Police at least 60 days prior to any proposed event, with the plan to be finalised in conjunction with the Police at least 14 days prior to any proposed event.
11. The premises licence holder shall submit a Traffic Management Plan to the Police at least 60 days prior to any proposed event, with the plan to be finalised in conjunction with the Police at least 14 days prior to any proposed event.
12. The premises licence holder shall submit an Event Management Plan (EMP) to the Council’s Licensing Authority for full and detailed consultation through a multi-agency forum at least 60 days prior to any event, with the plan to be finalised in conjunction with the responsible authorities at least 14 days prior to any proposed event. This will include:
  - (i) Contact details of the persons/organisations responsible for:
    - i. Overall event safety control;
    - ii. Medical and first aid provision;
    - iii. Site management and structural integrity of temporary structures;
    - iv. Crowd management, stewarding and security;
    - v. Fire safety;
    - vi. Configuration and control of sound systems;
    - vii. Management of car parking;
    - viii. Management of concessions;
    - ix. Provision and maintenance of water supplies;
    - x. Welfare and provision of information;

- xi. Reception, collection and removal of litter and other waste on and off site;
- (ii) Detailed proposals/timings of entertainment, together with information regarding any special effects;
- (iii) Details of concessionary activities including food, bars and retail sales;
- (iv) Details of types and locations of signage;
- (v) A site safety plan including site safety rules, requirements for construction an breakdowns of site, structural safety calculations, drawings of temporary structures and safety barriers, details of electrical installations and lighting arrangements;
- (vi) Incident contingency and emergency plans (including a major incident plan);
- (vii) Details for the provision of cleaning and maintenance of sanitary accommodation, washing facilities and drinking water;
- (viii) Details for the collection and disposal of litter and other waste;
- (ix) Details of welfare arrangements and facilities and provision of information on site.

The EMP will specify the dates by which any obligations within it must be complied with.

13. Staff will be trained in the requirements of the Licensing Act 2003 in relation to the licensing objectives, and the laws relating to under age sales and the sale of alcohol to intoxicated persons.
14. A refusals log will be maintained at each point of sale, recording the time of the refusal, the member of staff refusing and the reason for such refusal. This log will be made available on request to officers from the Licensing Authority or the Police.
15. A search policy shall be implemented and adhered to during the course of any event.
16. The premises will operate a zero tolerance policy in respect of drugs. Any person found using drugs will be removed from the premises. Any person found to be dealing drugs will be detained (when it is safe and reasonable to do so) and the police informed immediately. Any drugs seized will be securely stored and handed over to police following any event.

## **B) Public Safety**

1. Appropriate and sufficient first aid and medical equipment and staff shall be available and employed at the premises throughout the course of any event.
2. The premises shall maintain a comprehensive incident log(s) throughout the course of any event. The log book will be completed for an incident of crime and disorder that takes place within the licensed premises. The log will be made available on request to officers from the Licensing Authority or the Police.
3. The premises licence holder shall maintain public liability insurance.
4. Entrances and exits to the licensed premises, including temporary structures within the licensed premises, will be kept clear at all times and will be adequately illuminated during periods of darkness. If required by the Licensing Authority, a lighting check will be carried out in consultation with the appropriate responsible authorities prior to the premises being opened to the public.
5. Adequate lighting levels will be maintained within any temporary structure and emergency lighting to the satisfaction of the appropriate responsible authority shall be provided in such temporary structures.
6. No special effects including lasers, strobe lights, stage pyro, smoke, vapour or fireworks shall be used without the prior approval of the Council's Licensing Authority and the Fire & Rescue Service.

7. The premises licence holder shall ensure that adequate sanitary provisions and hand washing and drying facilities are provided for the number of people expected to attend any event, and be proportional to the general audience split and profile. Toilets shall be kept in good order and repair and serviced throughout the event to ensure that they are kept safe, clean and hygienic.
8. Drinks (both alcoholic and non-alcoholic) shall not be sold or served in glass containers at any time.
9. The venue and all equipment, furnishings, fittings and the like shall be constructed, provided and maintained so as to be in a thoroughly safe condition for entertainment purposes.
10. Suitable records shall be kept by the premises licence holder or his agent regarding fire safety precautions, electrical installations and the construction of the built environment.
11. Authorised officers of the Licensing Authority, the Fire and Rescue Service, the Ambulance Service and the Police shall have free access to all parts of the licensed premises for the purpose of inspection at all reasonable times.
12. The premises licence holder shall ensure that the premises licence and all conditions attached thereto are retained at the licensed premises and are available for inspection at all reasonable times by authorised officers of the Licensing Authority, the Fire and Rescue Service, the Ambulance Service and the Police.
13. All electrical installations and equipment will comply with the general requirements of the Electricity at Work Regulations 1989 and with the general provisions of the Event Safety Guide or any replacement guidance. The premises licence holder will employ competent persons to assess the electrical requirements at the event and the compatibility of the electrical supply with the equipment used and take all reasonable measures to ensure so far as is reasonably practicable the safety of all persons at the event.
14. All generators on the premises shall be diesel driven.
15. Suitable and sufficient firefighting provision will be produced and maintained on the licensed premises for the duration of each event to the satisfaction of the Fire and Rescue Service.
16. The fire retardant characteristics of all tents, drapes and scenery used in or on any temporary structures will be to the satisfaction of the Fire and Rescue Service.
17. The siting of all vehicles, generators, tents, marquees etc. shall be to the satisfaction of the Fire and Rescue Service.
18. Concessions with cooking facilities shall be positioned to the satisfaction of the Fire and Rescue Service.

### **C) The Prevention of Public Nuisance**

1. The premises licence holder shall appoint a suitably qualified and experienced acoustic consultant in relation to any event. The consultant shall advise on acoustic arrangements and sound levels prior to any event and shall be present and contactable by the Council's Environmental Health Department throughout any event.
2. The premises licence holder shall submit a Noise Management Plan to the Council's Environmental Health Department at least 60 days prior to any event, with the plan to be finalised in conjunction with them at least 14 days prior to any event. This will include:

- (i) A site layout plan detailing stage locations, speaker orientations, car parking locations and the locations of the nearest noise sensitive areas;
  - (ii) A stage program including the time each act is performing and the type of music being performed;
  - (iii) Details of the consultation measures that will take place or have taken place with potentially affected occupants of noise sensitive premises;
  - (iv) A sound assessment with details and proposals for monitoring of sound during any event and controlling/amending levels if required.
3. Correspondence shall be distributed at least 2 weeks prior to any event taking place to local residents and businesses within at least 0.5 miles of the site to advise on the details of the upcoming event, including at minimum the date, name and type of event; dates and times of sound checks; times of amplified music performances throughout the event; contact name and number of a person who shall be available at all times to respond to any concerns or complaints; dates and times of any firework displays (if applicable).
4. The premises and its exterior shall be cleared of litter at regular intervals throughout any event, and fully and promptly following any event.
5. Notices will be positioned at the public exits to any event requesting customers to leave in a quiet and orderly manner.

#### **D) The Protection of Children From Harm**

1. No entry shall be permitted to persons under 18 years of age.
2. A Challenge 25 Policy shall be implemented in full at the entrance to any event carried out under this licence, with full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of identification shall be photographic driving licences, passports, HM forces cards, or a form of identification with the "PASS" hologram. Any person who cannot produce full and appropriate identification when requested to do so shall not be permitted entry to the premises.
3. Those purchasing tickets to the event shall be advised in advance of the event to bring appropriate identification with them.
4. A Challenge 25 Policy shall further be implemented in full in respect of all sales of alcohol.
5. All staff who are to sell alcohol will be trained, and such training will include the Challenge 25 Policy and its operation.
6. Notices must be displayed in prominent positions at each point of sale indicating that the Challenge 25 Policy is in force and advising what forms of ID are acceptable.