

LICENSING TEAM

EAST LINDSEY DISTRICT COUNCIL

Licensing Act 2003

Applying for a Premises Licence for a Large Music Event

Introduction & the Licensing Act 2003

The Licensing Team at East Lindsey District Council co-ordinates and administers the process of licensing events and issuing licences, authorisations and permits.

If a promoter, business or organisation wishes to hold a major music event (or other similar event), they will need to apply for a premises licence.

If you are organising or planning a major event it is always a good idea to contact the Licensing Team and the Safety Advisory Group to discuss the activities that will be carried out, so we can ascertain if a licence will be required. We will also be able to give you an idea of how much the licence application will cost; in particular, you should note that there are additional licensing costs for exceptionally large events.

You should make contact early in your planning stage in order to avoid abortive work. Ideally you should initially contact us at least 12 to 6 months before a licence is required. Please email your licensing enquiry to:

licensing@e-lindsey.gov.uk

Organisers need to be sure that any event is well planned in order to keep people safe as well as minimising disruption to local residents and businesses before, during and after the event.

Organisers also need to contact the Council's Planning Services to check if any planning restrictions apply to the proposed site or if planning permission is required. The Planning Service can be contacted by email at:

Dev.Control@e-lindsey.gov.uk

Before completing the premises licence application form, please read our leaflet Licensing Act 2003: Applying for a Premises Licence. This gives you important and detailed information about how the Licensing Act works. The leaflet can be found in the licensing area of the Council's website:

www.e-lindsey.gov.uk/licensing

This particular guidance leaflet (that you are currently reading) gives basic details of what should be included in the Operating Schedule of your premises licence application for a large-scale music event (or other similar event). It also recommends what should be in your Event Management Plan. We strongly recommend you read this guidance leaflet before submitting your premises licence application.

For full and detailed information concerning the setting up of an event you are strongly advised to read The Online Purple Guide. The guide can be found on Purple Guide webpage:

www.thepurpleguide.co.uk

What Do I Need a Premises Licence For?

You need to obtain a premises licence (for a large-scale event) for the following activities:

- To sell or supply alcohol.
- To provide regulated entertainment.
- To sell late night refreshment (hot food or drink between 11.00pm and 5.00am).

What is regulated entertainment?

The following kinds of entertainment are regulated entertainment:

1. Plays.
2. Film exhibitions.
3. Indoor sporting events.
4. Boxing or wrestling exhibitions.
5. Live music (karaoke included).
6. Recorded music.
7. Dancing by performers.
8. Any entertainment similar to that described in 5, 6 or 7 above.

In certain circumstances regulated entertainment is exempt from licensing – see the GOV.UK website here:

www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act

What About One-Off Smaller Events and Special Occasions?

If you are holding a licensable activity that falls into both the following categories:

- Less than 500 people attending
- Lasting for not more than 96 hours

You can hold your event by submitting a Temporary Event Notice (TEN) to the Licensing Team. This notice allows you to hold a licensable activity on premises that are not currently licensed, or to hold activities an existing licence does not permit.

If your event/activity falls outside these restrictions, you will require a full premises licence.

It may also be possible for you to mix and match your authorisations under the 2003 Act in order to suit your particular circumstances. For example, you could obtain a full premises licence in order to authorise regulated entertainment at your event and then use a TEN in order to provide a beer tent on the site.

The cost of a TEN is £21.00. Only the Police and the Council's Environmental Health Team may object to a TEN. Furthermore, for a TEN to be legal it must normally be served on the Police, the Environmental Health Team and Licensing Team at least 10 working days before the event. However, the Licensing Team recommend that at least 20 working days should be given.

Further information on TENs is available in the licensing area on the Council's website.

Advice and Information on Completing Your Licence Application

We must draw your attention to the time limits, detailed later in this guidance leaflet, for submitting premises licence applications. We would advise you contact us at least 12 to 6 months in advance of the event if you would like guidance in applying for a premises licence.

As the event organiser you would need to tell us exactly what activities are planned and the times they will take place.

The Licensing Team strongly recommend that event organisers also contact the Responsible Authorities in advance of drafting a premises licence application. The Responsible Authorities (e.g the Police, Fire Service and the Council's Environmental Health Team) are normally in a position to offer expert and specific advice and practical experience of dealing with events. This approach can both minimise the potential for Responsible Authority representations (objections) against your proposals and help ensure that your event runs smoothly and safely.

Some event organisers also actively advise and consult local residents and the Parish or Town Council directly on their proposed event - although this is not a statutory requirement, we would encourage you to talk to the Parish or Town Council.

Contact details for the Responsible Authorities can be found in the licensing area of the Council's website and in our guidance booklet - Licensing Act 2003: Applying for a Premises Licence.

Licensing Objectives

You must bear the four licensing objectives in mind when completing your premises licence application. They are:

- Prevention of crime and disorder;
- Public safety;
- Prevention of public nuisance;
- The protection of children from harm.

Event organisers will need to develop an Event Management Plan and provide full details in the licence application on how they will promote the above licensing objectives.

Notice Required

You should ideally submit a complete premises licence application at least 6 months before the event. If you do not, we may not be able to deal with your application in time. The absolute minimum timeframe to complete an application in legal terms is

two full calendar months from the date of application. Any application submitted after this time may not be determined by the proposed date of your event.

As part of the licence application process copies of the application will be forwarded to the Responsible Authorities (e.g. Lincolnshire Police, Lincolnshire Fire & Rescue, etc.).

The Responsible Authorities have 28 days to get in touch with the event organiser and discuss conditions that should be applied to the licence. The Responsible Authorities will let the Licensing Team know if any conditions have been agreed and which (if any) are still unresolved. These comments are known as representations and will be taken into account if a Licensing Sub-Committee (consisting of Councillors) meets to consider the licence application.

The organiser must place an advert in a newspaper that is circulated widely in the local area of the event. They must also place signs along the highway abutting the boundary of the site and/or fix them to the outside of a building if the event is being held indoors. This is so local residents and businesses are made aware of the licence application and are given the opportunity to comment.

Local people must send their own relevant comments (representations) to this Authority within 28 days.

Further information, regarding notices, can be found in our guidance booklet - Licensing Act 2003: Applying for a Premises Licence.

Incomplete Licence Applications

If your application is incomplete, it will be rejected; unless of course the errors are minor and can be easily amended. The time limit for processing will not start until you have supplied a correctly completed application, application fee, and all the other documentation required.

Procedural Information

The premises licence application form contains a notes page and you should read these notes carefully prior to completing the form.

A premise under the 2003 Act can be any place including part of a street, field, market square, temporary structure as well as a building (or part of a building).

The statutory requirements for applying for a premises licence for a music event are no different to an application for a permanent licence for a public house, bar or entertainment venue. You will need to provide:

- a scaled plan of the premises,
- advertise the application in a local newspaper and on the premises,
- serve a copy of the full application to all Responsible Authorities, and;
- pay the statutory fee applicable to your licence application.

Remember, if you are seeking a licence for Council owned land (such as the Skegness Foreshore) then you will need to ensure that you serve a copy of your application on the Health and Safety Executive as well as all the other Responsible Authorities under the 2003 Act. The contact details for the Health and Safety Executive (HSE) are available by contacting the Licensing Team.

It is helpful to persons with an interest in your application if you give an indication, within your operating schedule, of the maximum number of persons (including staff and performers) you anticipate will attend your event at any one time.

Normally your premises licence will be time limited to the day or days of your event. The application form provides a space for you to provide this information. However, an alternative option may be for you to apply for a licence which authorises licensable activities by your organisation for a set number of days each year – the date of the event to be notified in writing to the Licensing Authority, Lincolnshire Police and the East Lindsey Events Safety Advisory Group (ELSAG) prior to the event. This would save the need for you to apply for a licence each year and also give you the opportunity of holding a licence, which is not restricted to a particular date or weekend each year.

Carefully check the licence fee payable with your application. Some premises, (which may include fields, streets, village greens, etc.), will not have their own Non-Domestic Rateable Value (NDRV) and therefore will pay the lowest (Band A) licence fee. However, some premises may be part of a premise that is rated and that particular banding fee will apply to your licence application. This could for example apply to an open space, within the boundaries of a factory, being used for licensable activities.

To check the NDRV for your particular premises you should access the Valuation Office Agency (VOA) website: www.gov.uk/find-business-rates

Additional licence fees will be payable if your event is attended by 5000 or more persons (at any one time).

If your event involves the supply of alcohol, then you will need to name a Designated Premises Supervisor (DPS) in your premises licence application. They must give their written consent to taking up the position of DPS and hold a current and valid personal licence to sell alcohol by the time your event begins. You are only permitted to nominate one DPS per premises licence. The DPS will be responsible for ensuring the event is compliant with the law in relation to the sale of alcohol.

You do not need to appoint a DPS if you are only applying for consent to provide regulated entertainment and/or late night refreshment.

What Happens to your Licence Application?

Any of the Responsible Authorities are entitled to make representations about your licence application. Local residents and businesses may also make representations, providing they are relevant to any of the licensing objectives. If unresolved representations are made, a Licensing Sub-Committee (consisting of three Councillors) will determine your licence application.

The hearing will normally be held within 20 working days of the end of the consultation period. You will be invited to attend the meeting to give evidence, answer questions, and call any witnesses. The Sub-Committee will listen to evidence from both sides before deciding whether to grant the application. They may grant it as requested, grant with conditions (provided these are relevant to the licensing objectives) or refuse your application.

If you are dissatisfied with a decision made by the Sub-Committee, you may appeal within 28 days to the Magistrates Court.

Likewise, anyone that made valid representations and is dissatisfied with the decision can make an appeal to the Magistrates Court within 28 days.

Plan of the Premises

An integral part of your licence application is the plan of the premises, which you must provide by law. The plan(s) will include the location of key health and safety measures such as fire extinguishers, toilet facilities and entry / exit points.

Plans should be drawn to a recognised scale (for example, in the case of open spaces 1:2500). The plan should indicate each area of the premises, which is required to be licensed. This includes all areas, which may be accessed by the public during a licensed event. You do not need to have your plan professionally drawn but it must contain the information set out by Regulation and clearly identify and delineate the area you are seeking to licence. You may wish to specify an Ordnance Survey map reference to help identify the area.

In order to assist the Licensing Team and Responsible Authorities understanding your application you may wish to provide more than one plan. This can be helpful for applications where, for example, a marquee or staging/seating area is erected in a field. You could consider showing the marquee or stage area in a scale of 1:100 with the surrounding area as a site plan at scale 1:2500.

In some cases you may not, at the time of application, know the exact final layout and finer details of your plan. Matters such as seating/staging arrangements may change after you submit the application. You may wish to consider providing in your operating schedule a commitment to provide the relevant authorities with any revised plan a set period (e.g. 28 days) before your event takes place.

For a large scale music event (or similar event) the plan(s) should include all facilities and attractions within the site, including but not limited to:

- Main stage(s).
- Disabled viewing platform.
- Fire safety.
- Temporary structures.
- Barriers.
- Fencing.
- Sanitary / washing and welfare facilities.
- Lighting and electrical work.
- Fuel storage and use.
- Entrances and exits.

The details which must be legally shown on your plan at the time of licence application are shown in the appendices of our guidance leaflet - Licensing Act 2003: Applying for a Premises Licence.

Plans not showing the correct legally required details will result in the licence application being rejected by the Licensing Team.

What Does the Council's Licensing Policy Say in Relation to the Licensing of Large-Scale Music Events?

The Council's Licensing Policy states:

The Licensing Authority strongly recommend that event organisers contact the Responsible Authorities in advance of drafting/submitting a licence application for a large-scale event. The Responsible Authorities (including the Police, Fire Service and Environment Team) are normally in a position to offer expert and specific advice on promotion of the four licensing objectives, and practical experience of dealing with events. This approach can both minimise the potential for Responsible Authority representations (objections) against event proposals and help ensure that an event runs smoothly and safely. Event organisers may also wish to actively advise and consult local residents and the Parish/Town Council directly on their proposed event.

The Licensing Authority will expect organisers of large scale events to work in partnership with the East Lindsey Event Safety Advisory Group (ELESAG). The ELESAG is an advisory group dealing with public events that are planned to take place in the East Lindsey area. The members of the ELESAG comprise Officers from all the emergency services (Police, Fire and Rescue Service, Maritime Coastguard Agency, and the Ambulance NHS Trust). Lincolnshire Emergency Planning, Lincolnshire Highways as well as representatives from the Council's Health and Safety and Regulatory Services will also attend the meetings. The ELESAG's main objectives are:

- To promote high levels of safety and welfare at events by giving advice;*
- To promote good practice in safety and welfare planning for events; and*
- To ensure events cause minimal adverse impact.*

The role of ELESAG is purely advisory and it has no enforcement powers. Should incidents occur during an event, a number of agencies (with representatives on ELESAG) have enforcement powers, which would come into effect.

The Licensing Authority has drafted model licence conditions and guidance in relation to large scale music event. The model conditions are available by contacting the Licensing Team

Prospective applicants for large-scale music events (and other similar events) will be expected to contact the Responsible Authorities and the ELESAG at least one year in advance of the proposed event.

Where a licence applicant has not indicated on the licence application form that more than 4,999 persons will be present at an event at any one time, then any licence issued will include a condition limiting the number of persons to no more than 4,999 persons – unless of course a smaller occupancy figure is identified as part of the licensing process.

East Lindsey Event Safety Advisory Group (ELESAG)

Safety Advisory Groups (SAGs) were recommended as a result of the Hillsborough Stadium Disaster and are now recognised as a fundamental core planning forum for safety planning at large scale events. SAGs are now often set up for major public events such as outdoor concerts.

The role of the SAG is separate from the operational management of the event. It is the event organiser/management team of the event that will be ultimately responsible for the health and safety planning.

Contact details for the ELESAG can be found on the following webpage:

<https://magnavita.org/event-organisation/>

The ELESAG aims to help you run your event to the highest standards and to make it as successful as possible by providing guidance and advice. You are strongly advised to contact the ELESAG at the earliest opportunity in the planning of your event – if you do not make use of the ELESAG's advice and guidance then your premises licence application may be refused by any subsequent licensing hearing.

You can find further guidance and documentation to help you at the Lincolnshire Event Safety Partnership webpage:

<https://www.lincolnshire.gov.uk/emergency-advice/lincolnshire-event-safety-partnership>

For further information on the ELESAG process please see **Appendix A** of this note.

Completing the Premises Licence Application Form

Applicant Details, etc.

The initial part of the premises licence application form concerns the type of applicant you are. Tick the appropriate box and then go to the part of the form relating to the section you have ticked – (e.g. Part A for individual applicants) and complete that part.

Operating Schedule

The operating schedule forms an important part of the licence application. It is the document that outlines what activities are proposed, when these activities will take place, the overall opening hours and how the activities will be managed, particularly in respect of the licensing objectives.

One of the most critical parts of the operating schedule is the section is where the applicant describes the steps intended to promote the four licensing objectives. Careful consideration of what is entered is advised - what is written in this section will be translated into conditions on the licence.

A risk assessment should be done on the proposed activities to identify the risks to the licensing objectives. These risks should then be addressed and an operating schedule should emerge from the risk assessment.

Duration of Licence: You must specify on the premises licence application form the period you require the licence to be in force. The date of the event should not be less than two months from the date your application reaches the Licensing Team.

Description of the Premises - Your description should state:

- If an outdoor space - describe the size and location of the site and the nature of the terrain;
- Which parts of the premises/site will be used for licensable activities;
- Brief descriptions of what other parts of the premises/site are used for, and,
- Include any other information you feel may be relevant to the licensing objectives.

Licensable Activities: You must state what licensable activities you would like to obtain consent for. Tick the appropriate boxes.

Licensed Activities and Opening Times: You must state what licensable activities you intend to provide, and the times you would like to do this. Times must be given in the 24-hour clock.

Seasonal Variations and Non-Standard Timings: For the purposes of an event, you can ignore these boxes on the application form.

Indoors or Outdoors: If licensed activities will take place in a building or similar structure, please tick "Indoors". If activities are to take place in the open air, or with a roof cover and no side wall covers, please tick "Outdoors". If you would like licensable activities to take place both inside and outside, you would tick both boxes.

Further Details: You should give further information about the event here, such as:

Plays – Brief description of play.

Film Exhibitions - You may describe the type of films you intend to show - (e.g. art films, mixed films for all age ranges and so on).

Indoor Sporting Events – Describe the type of sports you intend to provide.

Boxing and Wrestling Entertainments – The category of fights you wish to provide, whether they will be professional or amateur and so on.

Performance of Live Music – how many musicians do you intend to have performing, what type of music will they play, and will the music be amplified or unamplified? Will you be providing karaoke?

Playing of Recorded Music – What sort of recorded music? Will it be a DJ or a sound system? What is the power output of any sound system to be used?

Performance of Dance – What type of dancing? Will there be a stage or will it be roaming dancers?

Entertainment of a Similar Description – Describe the type of entertainment of similar description (if any).

Late Night Refreshment – Say what you intend to do (e.g. selling food for takeaway purposes only, selling food for consumption on the premises, the type of food you sell etc).

Activities That May Give Rise to Concern in Respect of Children - This could include nudity or semi-nudity (such as exotic dancers) or films for restricted age groups.

Hours Premises Are Open to the Public - This area is for you to say what time the event site will be open, both prior to and after providing licensable activities.

Steps You Intend to Take to Promote the Four Licensing Objectives

This is a very important part of the premises licence application form. You must use this area to demonstrate that you can run your event in accordance with the four licensing objectives and the Council's Statement of Licensing Policy.

You need to satisfy the Responsible Authorities and any other interested parties (e.g. local residents), that you can run the event responsibly and in accordance with the licensing objectives. If these people do not feel the steps you propose are adequate, they may object to the premises licence being granted.

It is in everybody's interests to reduce the likelihood of people objecting to your application. You must think very carefully about how you are going to address the four licensing objectives.

Some examples of things you may wish to consider are given below.

General – All Four Licensing Objectives

- Providing registered door supervisors or stewards;
- All stewards and security staff to wear coloured tabards or bibs;
- Having two-way radios for staff to use;
- Producing a transport strategy (Traffic Management Plan) for the event to enable people to leave the area quickly and safely;
- Having an Event Control Centre manned by competent staff who are in contact with stewards and other relevant staff, etc;
- Providing suitable signage for facilities on the site such as toilets, exits, First Aid, lost children, etc;
- Having an admission policy and stating what it is;
- Agreeing a Statement of Intent* for the event with Lincolnshire Police;
- Having a Personal Licence Holder on site at all times whilst the premises licence is being used for the sale of alcohol;
- Staff training on licensing issues.

*A Statement of Intent can be used for making sure all parties in a circumstance completely understand the terms of a proposed agreement. It is a document stating a person's intentions in a matter.

The Prevention of Crime and Disorder

- Drugs policy;
- Providing adequate lighting;
- Age restrictions;
- Search policy;
- Amnesty bins;
- Bottle bans.

Public Safety

- Provision of emergency lighting;
- Production of an Event Management Plan (EMP);
- Production of event risk assessments;
- Providing suitable certification for non-flammability of tent and marquee fabric;
- Providing loading calculations for stages and temporary structures;
- Not storing LPG near naked flame(s);
- Only storing the minimum amount of fuel required for diesel fuelled generators on the site;
- Not allowing vehicles to move round the site when the event has started;
- Providing emergency rendezvous points for the emergency services;
- Producing a Major Incident Plan for the event;
- Ensuring all structures are built by a competent person and are suitable both in design and construction for the job they are intended to do;
- Providing guarding to generators, other plant and equipment, and electrical and heat sources such as barbecues;
- Burying or suspending electrical cables from a suitable height so not to cause a trip hazard;
- Providing suitable barriers to areas such as the front of stage, etc;
- Providing suitable fire fighting equipment;
- First Aid provision;
- Seating arrangements;
- Road closures (if appropriate) with the consent of Lincolnshire County Council (as the Highways Authority);
- Controls in relation to the use of special effects;
- Number of attendants/stewards.

The Prevention of Public Nuisance

- Carrying out sound checks with the Council's Environmental Health (Noise) Team and not exceeding levels they have specified;
- Carrying out noise patrols of the local area;
- Keeping the music to a reasonable level;
- Litter clearance;
- Provision of suitable toilet facilities;
- Considerate loading/unloading arrangements;
- Controlling noxious odours from cooking, etc;
- Not using external areas after a certain time;
- Restricting hours that amplified music can take place;
- Keeping doors and windows of any buildings on site closed (except for normal access and egress) while the premises licence is being used (where applicable);
- Prevention of light pollution;
- Notices asking patrons / customers to leave the area / event quietly and to respect the needs of local residents.

The Protection of Children from Harm

- Restricting access to adult entertainment, (e.g. exotic dancing, age restricted films, etc);
- Provision of children's areas;
- DBS checks of staff involved in looking after young people;
- Proof of age cards;
- Use of a Challenge 21 or Challenge 25 Proof of Age Policy;

- A limit on the hours during which children can be present;
- Requirement to be accompanied by an adult;
- Requirement for attendants to be present when children's activities are taking place.

Whatever you put in this section will become a condition of your licence. Therefore, you should not volunteer to do anything that you are not able or prepared to do if the licence is granted.

Non-compliance with a licence condition will be an offence for which you could be prosecuted. The maximum penalty for non-compliance with a licence condition is an unlimited fine and/or six months imprisonment.

Model Pool of Licence Conditions

This Authority has drafted model (sample) licence conditions in relation to large-scale music events. The model conditions can be obtained by contacting the Licensing Team. The conditions are designed to aid applicants in the drafting of their operating schedules. The model pool is not a definitive list of sample conditions and it may be that other conditions are required for individual events.

The Council's Licensing Policy states the following in relation to the model pool:

Model Pool of Licence Conditions

The Licensing Authority does not propose to implement standard licence conditions across the board. It may draw upon the model pool of conditions issued by the DCMS (or Home Office) in the annexes of the guidance issued under Section 182 of the Act, as well as developing its own pool of conditions, and attach conditions as appropriate given the circumstances of each individual case.

Conditions not included in the model pool may be specifically tailored by the Licensing Authority and attached to licences as appropriate. The imposition of conditions will be determined upon the individual merits of the application. It is recommended to those drawing up operating schedules that they refer to these pools of conditions and include as control measures in their applications any, which their risk assessments show to be necessary.

Event Management Plan (EMP)

The ELESAG will ask to see your Event Management Plan (EMP). Your EMP should consist as a minimum of the following information:

Event Safety Policy / Plan

This is a document outlining everybody's health and safety responsibilities throughout the event, from the build to the break down. It should include a flow diagram showing who has management responsibility for the event, who reports to whom, and what areas the key players at the event are responsible for.

Event Plan

This document should show the location of the stages, barriers, front-of-house, entry and exit points, emergency routes, first aid areas, toilets, merchandising stalls, etc.

Contractors and Sub-Contractors

You should obtain copies of all contractors' health and safety policies and details of any hazards and risks associated with their work. You should also obtain documents and calculations in respect of stages, seating or other temporary demountable structures.

Risk Assessment

You should produce a risk assessment for the event. This identifies hazards that could cause harm and a means of controlling them.

A hazard is anything that has the potential to cause harm to people. It could be a dangerous item or substance, a condition, a situation or an activity.

A risk is the likelihood that the harm from a hazard is realised and the extent of it. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

There are five steps you need to be taken to produce the risk assessment:

- a) Identify the hazards associated with activities contributing to the event, where the activities are carried out and how the activities are carried out.
- b) Identify those people who may be harmed and how.
- c) Identify existing precautions (e.g. venue design, operational procedures and existing safe systems of work).
- d) Evaluate the risks.
- e) Decide what further actions may be required (e.g. improvement in venue design, safe systems of work, etc).

Contractors should carry out a risk assessment to cover the erection and design of any temporary demountable* structures. It may be necessary to carry out a further risk assessment to consider the hazards the structure may create by being at the event.

A safety method statement should be drawn up for the erection and dismantling of any structure. The method statement should be specific to the particular structure in question.

* **N.B.** Demountable = able to be dismantled or removed from its setting and readily reassembled or repositioned.

Exits and Entrances

You should show the size, location and type of all exits on the plan within the Event Plan. Exits from the site must be clearly visible, directly and indirectly by signage. They must be kept free from obstructions on either side. Exit gates should operate efficiently and effectively.

Where practicable separate exits should be provided for pedestrians and vehicles. Wheelchair and disabled access and exit will also need to be considered.

Marquees and Large Tents

You should supply certificates for all marquee and large tent fabrics and membranes to show they comply with the relevant fire and safety standards. All supporting poles, frames, guys, stakes, anchors, fastenings, etc., should be tested by the supplier and maintained in a safe condition. The structure should be erected by a competent person and should not readily collapse when exposed to fire.

If you are using a gazebo - please ensure that this is fit for purpose (not a domestic gazebo), is erected as per the manufacturer's instructions and secured/weighted down to ensure it does not collapse/blow away and injure those inside/around it.

Fire Fighting Equipment (FFE)

You should provide details of all FFE to be provided, including the number, type and location of fire extinguishers, hose reels, fire blankets and fire points.

Curtains and Drapes

All curtains and drapes should comply with the appropriate fire and safety standards.

Communication

You should supply radios (in an appropriate ratio) to stewards and door supervisors. The Event Plan should include a copy of the confirmation given to you by the radio company to show that you have booked the radios.

If your event is particularly complex you may need to design a communications protocol and structure and include a copy of it within the Event Plan.

Audience Profile

The Event Plan should include the anticipated audience profile for the event. Matters you may need to consider include:

- the character of the artists or groups (e.g. blues, folk, pop, dance, heavy metal, etc.);
- the audience profile (e.g. male/female split, age of audience, heavy consumption of alcohol or likelihood of drug consumption, physical behaviour, etc.);
- likely crowd activities (e.g. crowd surfing, slam dancing, moshing, and stage diving) and how you will react to such activities.

Timetable

You should provide a timetable of activities associated with the event, from site preparation through to clearing of the site - this should be a thorough timetable of all activities.

Admission Policy

Details of how admission to the event will be controlled (e.g. cash sales, ticket only sales, reserved or unreserved seat sales or advance ticket only). You should include

details of contingency plans for what will happen if the event start is delayed for any reason. You should also provide details of how you will control readmissions.

Stewards

Stewards' functions include ensuring security at entrances and exits, carrying out fire patrols, and controlling vehicle parking and marshalling traffic. Stewards must be located at key points (e.g., barriers, pit areas, gangways, entrances and exits, and mixer desks and delay towers). You should carry out a comprehensive survey of which parts of the venue will require stewarding.

All stewards should wear distinctive clothing such as tabards and be identifiable by a name or number. It helps if stewards have some local knowledge so they can direct persons who are lost. They must also have a good grasp of English to enable them to communicate effectively with members of the public and emergency services if necessary.

Proposed numbers and locations of all stewards should be detailed in the Event Plan. A simple event (most community events) will require considerably less stewards than a large-scale outdoor music event.

Steward Training

Stewards should be trained so they can carry out their duties effectively. You should provide details of the training you intend to provide to your stewards.

All stewards need to be trained in fire safety, emergency evacuation and dealing with other event related incidents. For those working in the pit area (such as that normally provided at a large music event), ensure they are trained in lifting distressed people out of the audience safely and without risk to themselves.

You must ensure that stewards have an appropriate command of English (and any other language that will be spoken by the majority of attendees). They should also be armed with sufficient local knowledge to answer questions (e.g. location of nearest station, bus stops, etc).

Traffic Management.

You should draw up a traffic management plan for the event. Traffic management includes the following:

- temporary traffic signs;
- road closures;
- temporary traffic regulations for banned turns, lane closures, parking restrictions, etc;
- traffic marshalling;
- departure and arrival of coaches and buses;
- vehicle parking and management;
- vehicular access to the site;
- public transport co-ordination;
- emergency access.

It will be essential that both Lincolnshire County Council (as the Highways Authority) and ELESAG have sight of your Traffic Management Plan prior to the event.

Structures (e.g. Stage)

You should hold the following documentation for all structures you intend to use during the event:

- A statement as to what the structure is designed to do;
- Construction drawings

Full calculations, design loads and any relevant test results should be obtained. This should include a list of items or connections that require particular checking each time the structure is erected. For outdoor structures, you will also require details of the methods of transferring all horizontal forces, e.g. wind (without which the structure will not be stable).

Barriers

You should record details of the number and type of barriers you will use with at the event. You should also provide details of what each barrier will be used for.

Electrical Installations and Lighting

The electrical installation must comply with the requirements of the Electricity at Work Regulations.

All parts of an outdoor venue should be provided with suitable levels of artificial light if the venue will be used after sunset. You should also provide an emergency lighting system as determined by the risk assessment and fire-risk assessment. These assessments should cover all possible hazards such as pits, holes, trenches, ditches, etc.

Emergency lighting must be of the maintained type (continuously lit) and in accordance with the relevant regulations.

Details of the electrical and lighting system must be recorded as should the location of generators. Copies of the British Standard compliance certificates for any emergency lighting installation must also be maintained.

Food, Drink and Water

Your Event Plan should include a detailed layout of all catering operations. You should also show the location of all free drinking water points. Food stallholders must receive an information pack telling them to bring suitable fire fighting equipment for the risk to the event and barriers for generators, etc.

Lincolnshire Fire & Rescue and the Council's Environmental Health Team may ask to see a copy of this information pack in advance of the event.

Food Safety is a crucial area for any music festival as having a poor standard of food hygiene can lead to complaints or sick customers.

Merchandising

The location of all merchandising stalls and stands should be shown on your site plan. You should ensure stallholders are provided with relevant safety information and that you see proof of public and products liability insurance.

Amusements, Attractions and Promotional Displays

If you intend to provide amusement activities at your event, you should obtain the required safety information on the activity from the operator. This should ensure the operation of the amusement does not:

- compromise safety in relation to the overall risk assessment for the event;
- block emergency exit routes;
- cause audience congestion problems

You should record full details of any funfair or other amusements to be provided at the event.

Sanitary Facilities

You should record details of the number and type of toilets and wash hand basins you will have at the event. This should include a copy of the booking confirmation from the supplier. You should provide sufficient toilets (with hand washing facilities) for persons attending the event who have special needs.

Waste/Litter Management

You should record details of the waste disposal arrangements for the event. Waste receptacles should be positioned around the perimeter of the fence or site and within the site. You should state what type of receptacle should be used. The collection company must be an authorised waste carrier.

Noise and Vibration

The Licensing Authority will expect management of environmental noise at music events to be pro-active and implemented to a good standard.

You should carry out an assessment of sound and vibration levels at the event. Advice can be obtained from the Council's Environmental Health (Noise) Team. This assessment should include the following:

- the likely sound levels in the audience area;
- if the marking of ear protection zones is necessary, the location of such areas;
- the arrangements for monitoring and control of sound levels during the event;
- likely sound levels outside the venue;
- the positioning, array, type and specification of the loudspeakers making up the sound system. (see paragraph below);
- the possibility of sound and vibration energy being transmitted through the staging, ground and structure, particularly bass and sub-bass sound and vibration energy.

The design, composition, array and position of the sound system used can have very significant benefits in aiding the control and management of noise levels. This is both

in terms of the music noise and vibration levels at the venue and outside in the nearby community.

You should record what sound systems you will be using at the event and what their power output in kW is. Their location should be marked on the site plan. You must record who will be in charge of sound levels during the event and who the Council's Environmental Health Team can contact to arrange a sound test should they wish to carry one out.

You should consider providing an Emergency Noise Contact Number for the period of the event.

Firework Displays

Information on firework displays can be found in the HSE webpage entitled Organising Firework Displays:

www.hse.gov.uk/explosives/fireworks/using

You should record full details of any proposed display within your Event Plan and ensure you include this in your risk assessment.

Pyrotechnics

A risk assessment to cover the use of any pyrotechnics should be prepared by a competent person. The insurance cover of the pyrotechnics company or the individual pyrotechnician should also be examined. You should record within the Event Plan details of any proposed pyrotechnics to be used.

People with Special Needs

You should consider suitable arrangements to ensure that people with special needs are able to attend your event. It is also recommended that an access strategy be prepared which includes the technical issues as well as factors that will encourage and attract persons with special needs to your event. Consider provision for people with mobility problems (including wheelchair users), difficulty in walking, and impaired vision or hearing.

You should give consideration to appropriate parking facilities, ramps, viewing platforms, toilet accommodation, access to concessions, signage, evacuation, stewarding and publicity of facilities.

First Aid

You should detail the first aid and medical provision at your event (e.g. what equipment/facilities will be in place, who will administer first aid and what are their qualifications?).

The Online Purple Guide sets out the recommended level of first aiders at an event.

The guide provides a template to help establish your requirements based on:

- size of audience;
- nature and type of event and entertainment;

- location and type of venue – outdoor, indoor, seated, overnight camping, etc.
- potential for misuse of alcohol or drugs;
- seasonal weather factors.

As part of the ELESAG, the East Midlands Ambulance Service (EMAS) may comment on the level of first aid provision you have planned.

You should maintain a copy of your confirmed booking for First Aid at the event.

Information and Welfare

You should show the location of all Information Points, Lost Property Points, Meeting Points, drinking water supply points and other services on your site plan.

Lost Children

If children are to attend your event then you must outline your procedure for dealing with lost children. This should identify the arrangements for the safe care of lost children until they are reunited with a parent /guardian.

You should obtain a Disclosure & Barring Service (DBS) check for all staff working supervised or unsupervised, with either young children or vulnerable adults.

You should provide a staffed lost children's point throughout your event.

Ensure a risk assessment is carried out of any play equipment or fairground rides that are used and they are suitable for the size and age of the users. This equipment must be safe and children need to be closely supervised when using the equipment.

Also consider how you will need to support vulnerable people, including people with physical impairments or learning difficulties. Consider how they can safely access and leave the event, especially in an emergency situation.

Challenge 21 or 25 Proof of Age Policy

Detail the procedures you will have in place to prevent the sale and use of alcohol to underage people. For example, the Challenge 25 Proof of Age Policy and suitable training for staff.

A useful overview of the legal requirements for alcohol licensing is available on the GOV.UK webpage:

www.gov.uk/guidance/alcohol-licensing

Under the Licensing Act 2003, it is mandatory for all licensed premises in England and Wales to adopt an age verification policy in relation to the sale or supply of alcohol.

In accordance with the Home Office licensing guidance, this policy must as a minimum require individuals who appear to the responsible person to be under the age of 18 to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and either a holographic mark or ultraviolet feature.

The premises licence holder must also ensure that staff, especially those involved in the sale of alcohol, are made aware of the existence and content of the applicable age verification policy.

Challenge 25 is a policy whereby anyone buying alcohol who appears to be below the age of 25, seven years above the age required to buy alcohol in the UK, can be asked to provide an acceptable form of ID.

Major Incident Plan

A major incident is one that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the Local Authority. You should prepare a major incident plan for the event, which covers the following areas:

- identification of key decision makers working within the event;
- stopping the event (if required to do so);
- identification of emergency routes and access for the emergency services;
- people with special needs;
- identification of holding areas for performers, workers and the audience;
- details of script coded messages to alert and stand down stewards;
- alerting procedures;
- public warning mechanisms;
- evacuation and containment measures and procedures;
- details of the script of PA announcements to the audience;
- identification of rendezvous points for emergency services;
- identification of ambulance loading points and triage areas;
- an outline of the roles of those involved including contact list and methods to alert them;
- details of emergency equipment location and availability.

You should provide a copy of your major incident plan to ELESAG.

PRS Music Licence

You will probably need a PRS Music Licence for your event in order to cover music copyright:

<https://pplprs.co.uk/business/live-music-festivals-concert-venues/>

Further Information

For full and detailed information concerning the setting up of an event you are strongly advised to read The Online Purple Guide. The guide can be found on Purple Guide webpage:

www.thepurpleguide.co.uk

The information and guidance contained in this leaflet is provided for information purposes only. However, in attempting to simplify the law, certain requirements have been omitted. Full details of what you must do are in the legislation itself. Every reasonable effort is made to make the information and commentary accurate and up to date, but East Lindsey District Council assumes no responsibility for its accuracy

and correctness, or for any consequences of relying on it. Laws can and do change. This information was accurate when produced but may have changed since. We must advise that only the Courts can give an authoritative opinion on statute law.

The information and commentary does not, and is not intended to, amount to legal advice to any person on a specific case or matter. You are strongly advised to obtain specific personal advice from a solicitor or licensing consultant about your case or matter and not to rely entirely on the information or comments in this leaflet.

Leaflet Last Revised by the Licensing Team January 2023

East Lindsey Events Safety Advisory Group (ELESAG)

What is a Safety Advisory Group (SAG)?

A SAG is an advisory group, made up of professionals who meet to hear event plans and offer advice to organisers on their plans.

Who sits on the SAG?

Representatives of Lincolnshire Police, East Midlands Ambulance Service (EMAS), Lincolnshire Fire & Rescue, Lincolnshire Emergency Planning Unit, East Lindsey District Council (Health & Safety, Licensing Team, etc), Lincolnshire County Council Highways, and any other relevant persons.

How often do they meet?

The East Lindsey Events SAG meets on a regular basis throughout the year.

Why are events invited to attend the SAG?

Events of a significant scale or potential for risk (such as an Air Show) have their own, stand alone SAGs. The East Lindsey Events SAG meets to review the plans and advise on smaller events, with events ranging in size and scale from a marathon or half marathon, county shows, to community galas, outdoor concerts and carnivals.

The group mainly focuses on 'outdoor' events, which don't take place in dedicated premises and venues – however, they may invite an event along which takes place in a venue which does not routinely cater for that kind of event.

What do I need to bring to the SAG meeting?

You should bring all of the plans you have got to date, including site plans, any risk assessments, what you are planning to do, a schedule of (proposed) timings and any other information you feel may be important or are asked to bring to the group.

What questions will the Group ask?

The first thing the group will enquire about is around the licences needed to stage your event (under the Licensing Act 2003) and the permissions you have from the landowners/premises.

The next questions will be to establish the funding you have planned/in place for your event as from experience this will ultimately be the factor that dictates the scale of your event.

The group will also ask you to talk about your event (where, when, what, who is organising, etc) and may follow this up with questions.

It is likely that you will be asked about any experience or training that you have had in relation to staging an event like yours.

They will ask you what insurance you have for your event (scope, value, etc).

They will also ask you what road closures you are expecting / have applied to Lincolnshire County Council Highways Department for.

They will also ask for any risk assessments and Event Safety Plans which you have completed so far (they will expect you to bring completed versions to a later meeting unless you are only attending one SAG before your event takes place).

Help – where can I go for help and advice?

You can find further guidance and documentation to help you at the Lincolnshire Event Safety Partnership webpage:

<https://www.lincolnshire.gov.uk/emergency-advice/lincolnshire-event-safety-partnership>

For full and detailed information concerning the setting up of an event you are strongly advised to read The Online Purple Guide. The guide can be found on Purple Guide webpage:

www.thepurpleguide.co.uk