

Crawley Borough Council

Minutes of Licensing Sub Committee

Tuesday 26 October 2010 to Thursday 28 October 2010

Present:

Councillors B McCrow (Chair), V S Cumper and P K Lamb
Councillors B K Blake and M G Jones (*Observing*)

Officers Present:

Tony Baldock	Group Manager for Food, Licensing and Occupational Health
Mike Lyons	Licensing Officer
Mez Matthews	Democratic Services Officer (<i>Observing</i>)
Chris Pedlow	Democratic Services Officer
Sharon Rana	Legal Clerk
Angela Tanner	Head of Planning and Environmental Services

Also in Attendance:

Applicant	Tony Witton (<i>Sussex Rocks</i>)
Responsible Authorities	P.C. Tony Day Jean Irving Inspector Rob Lovell (<i>Sussex Police</i>)
	Simon Cole Phil Harris Paul Willis Simon Butcher (<i>Student – Observing</i>) (<i>Environmental Health – Health and Safety</i>)
	Brian Cox (<i>Environmental Health – Noise Pollution Team</i>)
	Dave Nelson (West Sussex County Council – Emergency Management) - (<i>Observing</i>)

(The meeting commenced on Tuesday 26 October 2010 at 10.02am)

1. Appointment of Chair

RESOLVED

That Councillor B McCrow be appointed Chair for the meeting.

2. Members' Disclosure of Interests and Lobbying Declarations

The following disclosures of interests were made by Members:-

Member	Minute Number	Subject	Nature of Disclosure
Councillor V S Cumper	Minutes 3 – 13	Application for a Premises Licence by Mr Tony Witton for a proposed Event at Southgate Playing field called 'Sussex Rocks' on Friday 6 May – Saturday 7 May 2011.	Personal and Non Prejudicial Interest – Councillor Cumper had previously served on a non Council committee with the Applicant, in respect of a completed unrelated matter.

Councillor Cumper asked that it be recorded that she had inadvertently been lobbied by attending a presentation on the proposed Sussex Rocks festival prior to the licensing application being submitted. It was noted that she attended this event on the advice of the Head of Planning and Environmental Services as a West Green Councillor.

3. Application for a Premises Licence by Mr Tony Witton for a proposed Event at Southgate Playing field called 'Sussex Rocks' on Friday 6 May – Saturday 7 May 2011

The Committee considered an application for Premises Licence by Mr Tony Witton for a proposed event at Southgate Playing field called 'Sussex Rocks' on Friday 6 May – Saturday 7 May 2011.

The Legal Clerk informed all parties that the Sub Committee Members had requested a briefing meeting with the Legal Clerk prior to the commencement of the Sub Committee, to confirm the procedure that would be followed during the meeting. It was confirmed that the Sub Committee had not asked for clarification of any aspect of the application or on the representations received from any party.

The Legal Clerk then asked all parties present, if they wished to request either an adjournment or the opportunity to cross examine the opposite party. All parties confirmed that they did not require an adjournment. Jean Irving from Sussex Police requested the opportunity to cross examine, should it be necessary, which the Sub Committee agreed to.

Report PES/09 of the Council's Head of Planning and Environmental Services was presented by Mike Lyons, a Licensing Officer for Crawley Borough Council.

The Application

The Licensing Officer guided the Sub Committee through the report PES/09, informing that on 07 September 2010 Mr Tony Witton, submitted an application for the grant of a premises licence in respect of premises at Southgate Playing Fields. The application was for the supply of alcohol and regulated entertainment during a two day live music festival at the premises in accordance with the operating schedule to the application. A copy of the application was set out in Appendix A and copy of a site plan was Appendix B to the report. It was noted within the information provided by the Applicant it detailed how it was proposed to promote the four licensing objectives which included an Event Management Plan, Appendix C

The proposed period of the licence was from Friday 6 May to and including Saturday 7 May 2011, with 'Hours Open to the Public' of 13.00 – 23.45, regulated entertainment 13.00 -23.00 and the supply of alcohol from 15.00 – 22.00 on both of the days of the festival.

Members were informed that following the consultation period, the Licensing Authority had received six responses from 'Responsible Authorities.' Both Building Control and the Planning Authority said that they did not have any objections to the application. Sussex Police, the Chief Fire Officer, Environmental Health – Noise Pollution team and Environment Health – Health and Safety team, all individually submitted relevant representations based on the grounds that the application did not promote one or more of the four licensing objectives. A copy of each of the representations was attached as Appendix D, E, F and G to the report, respectively.

The Licensing Officer then passed to the Sub Committee and all parties present some further information, which contained a number of letters from the Applicant to each of the Responsible Authorities, respective, confirming that he would accept their proposed conditions. Following the receipt of those letters two of the Responsible Authorities Chief Fire Officer and the Environmental Health – Noise Pollution team, had withdrawn their representation/ objections to the proposals. Copies of those letters were included in the information passed around. Both Sussex Police and Environment Health – Health and Safety team had confirmed, to the Licensing Officer, their intentions to continue with their representations in respect of the 'Sussex Rocks' applications.

The Licensing Authority also received four separate representations, which were submitted by potential interested parties. However three of the representations received were deemed not to be a "relevant representation" for the purposes of the Act. A letter has been sent to that effect to the maker of the representation. The fourth representation was from a local resident, and based on the "prevention of crime and disorder" and the "public nuisance" licensing objectives and a copy of that representation was attached to this report at Appendix H.

Members were then guided through the remainder of the report, which set out aspects that the Sub Committee should take into consideration when dealing with the application, including the use of Section 182 and details of the hearing process. The Licensing Officer then proceeded to inform the Sub Committee of the options available to them in respect of the application, noting that any decision must be based upon the promotion of the four licensing objectives. The options were to either:

1. Grant the application subject to:
 - i) conditions which were consistent with the operating schedule modified to such an extent as the Authority considered necessary for the promotion of the licensing objectives
 - ii) any relevant mandatory conditions or,
2. Exclude from the scope of the licence any of the licensable activities to which the application related, or
3. To refuse to specify a person in the licence as the premises supervisor or,
4. Reject the application, giving reasons for doing so.

The Licensing Officer was then asked for a point of clarification by Jean Irving of Sussex Police, as to whom the proposed Designated Premises Supervisor (DPS) was, as within the application DPS's name appeared to have been blanked out. It was confirmed as Jessica Neame, which the Police said that they did not object to.

The Applicant

The applicant Mr Witton addressed the Sub Committee, providing them with a brief history of his, and his team's experience of over 10 years of running similar events/festivals. He then guided Members through his proposals, emphasising the Event Safety Management and Contingency Plans (ESM), included as Enclosure C in the report, which had been produced in association with RANA risk management and Steve Proctor, a former director of the Isle of White festival. It was inferred that the ESM was an on going document and would be continuously updated and revised accordingly. He highlighted that one of the key aims of ESM was to ensure that the four licensing objectives were adhered too. Mr Witton commented that he had been in discussions with all the Responsible Authorities and he had accepted all of their proposed conditions, as previously mentioned by the Licensing Officer.

Mr Witton in discussing the event commented that the targeted demographic was between the ages of 25 to 65, and he was aiming at A-list artists to perform. He was however unable to confirm exactly the artists until he received the premises licence, as final negotiations could not commence until the premises licence was in place. It was noted that Sussex Rocks would be applying a challenge 25 policy and there would be no alcohol promotions run during the two day event. He commented that in terms of security/ SIA support, he was working with a Brighton based security firm to supply the required trained personnel. The said security firm would be enabled by the operator to work directly with Sussex Police to ensure that any concerns raised would be tackled immediately prior to and throughout the festival.

He emphasised to the Members that one of the aims of Sussex Rocks was to boost the economy of the Borough and there was a commitment to use local suppliers and businesses to provide services for the event, such as potentially Hepworth Brewery for the beer. Other partners involved/ supportive of the event included: the Gatwick Diamond, Metrobus and the Town Centre Partnership.

The Sub Committee asked a number of questions which Mr Witton answered, which included:

- That the final band's set was scheduled to finish at 2230, but the application was for 2245 to allow for an overrun/ additional encores, should it be necessary.

- That once the doors had opened the audience would be able to wait in the southern unused field, until the opening of the main field, which would help to ensure a more controlled access to the main stage site.
- In terms of a Park and Ride Service, APC car parking based at Gatwick would be willing to support a Park and Ride service for the event and he was in discussion with Metrobus over the logistics of having additional bus routes in place.
- Local residents would be offered a pair of free tickets to negate any inconvenience caused.
- The fencing around the site would be a specialised ** fencing designed specifically for such events.
- In terms of rubbish, it was the aim to use recyclable material for glasses, plates etc, so that any rubbish produced during the event could be recycled.

Responsible Authorities – Sussex Police

Jean Irving on behalf of Sussex Police (SP), addressed the Sub Committee, and informed them that SP had proposed 39 conditions to be added to the Sussex Rocks Licence if it was to be granted. However, the SP would now like to remove two of those conditions, (6) g and (21), as it was felt that the Health and Safety Team's proposed conditions had dealt with those issues in a more stringent manner.

Jean Irving confirmed that SP had been in positive discussions with the Applicant over their concerns, and as a result Mr Witton had agreed to accept all of SP's proposed conditions. SP had not withdrawn their rep, as there was one issue that both parties could not agree and that was the need for SP to be provided with the names of the performances / bands playing at the festival. Dependant on the types of artists, Members noted, it would affect greatly on the level and type of Policing required for the event. SP understood the applicant's concern that without having the licence it was difficult to book performers therefore SP would be happy, if the Sub Committee set a deadline of 31 December 2010, for them to receive a complete list of bands playing at the proposed event.

In conclusion Jean Irving commented with the installation of their conditions on to the licence and the guarantee of receiving the festival line-up by the end of the calendar year, SP was happy with event taking place. She emphasised the need for SP's conditions (1) and (35) which requires the Police's payments being paid promptly prior to the event, to be included because of the cost of the additional staffing levels required to Police the event safely. The Sub Committee questioned as to whether that type of condition, had been stated as precedent for events such as Sussex Rocks, which Jean Irving confirmed that they had been across the country.

Responsible Authorities – Environmental Health (Health and Safety Team)

Mr Simon Cole addressed the Sub Committee, informing them that he had been in discussions with the Applicant over the Environmental Health's Health and Safety Team's (EH-HST) proposed set of conditions. He was pleased that Mr Witton had agreed to accept EH-HST's conditions, but he had not withdrawn his representation, purely for a procedural reason. That related to two of Sussex Police's proposed conditions (6) g and (21), as Mr Cole commented that both those issues had been dealt with in a more stringent manner through his set of conditions. However since Sussex Police had just removed those two proposals, Mr Cole confirmed he had nothing further to say, further to his written representation, apart from requesting and urging Members that they add EH-HST's conditions to the proposed licence.

Interested Party – Local Resident

The Legal Clerk informed the Sub Committee that a Local Resident, who as an interested party had put an objection in against the application, had confirmed that she would not be attending the meeting. She requested that her representation be read out and considered by the Members. The Chair confirmed that they would consider her representation in the same light as they would any representations.

The Legal Clerk then proceeded to read out the interested party's representation, as found at Appendix H to the report (Encl p.113-116). The Sub Committee also received a typed up copy of the representation.

Closing Comments

The Sub Committee informed those present that following hearing all parties' representations on the application that they were minded to adjournment for a short period to see some legal advice on how to proceed with the remainder of the hearing.

RESOLVED

That the hearing be adjourned for 15 minutes to allow the Sub Committee time to consider how to proceed further with the hearing.

4. Application for a Premises Licence by Mr Tony Witton for a proposed Event at Southgate Playing field called 'Sussex Rocks' on Friday 6 May – Saturday 7 May 2011

The Chair declared the meeting re-open for consideration of business in public session. She informed the hearing that the Sub Committee would be about to enter closed session to consider their decision, and that due to the size of the application before them they were then expected a long deliberation and it was unlikely to be concluded that day. With that in mind the Chair commented should those present not want to wait for their decision and leave, could they confirm they would be happy to be contacted for clarification purposes should the Sub Committee require it, and that no other party objected to this process occurring.

All parties present indicated that they would not like to wait for the decision and would be willing to be contacted for clarification on their representation if required and that they had no objections that the other parties be contacted in a similar scenario.

RESOLVED

In accordance with Regulation 14(2) of the Licensing Act 2003 (Hearings) Regulations 2005, the public be excluded from the following part of the hearing. The Sub Committee considered that the public interest in taking such action outweighed the public interest in the hearing taking place in public.

5. Re-admission of the Public

The Chair declared the meeting re-open for consideration of business in public session and announced the Sub Committee's had decided to adjourn the hearing until the following day.

RESOLVED

That the hearing be adjourned until 10.00am on Wednesday 27 October 2010

6. Close of the Day's Business

With the business of the Sub Committee adjourned, the Chair declared the meeting closed at 3.42pm.

7. Re-commencement of the Application for a Premises Licence by Mr Tony Witton for a proposed Event at Southgate Playing field called 'Sussex Rocks' on Friday 6 May – Saturday 7 May 2011

(The meeting re-commenced on Tuesday 26 October 2010 at 10.02am)

The Chair declared the meeting re-open for consideration of business in public session.

RESOLVED

In accordance with Regulation 14(2) of the Licensing Act 2003 (Hearings) Regulations 2005, the public be excluded from the following part of the hearing. The Sub Committee considered that the public interest in taking such action outweighed the public interest in the hearing taking place in public.

8. Re-admission of the Public

The Chair declared the meeting re-open for consideration of business in public session and announced the Sub Committee's had decided to adjourn the hearing until the following day.

RESOLVED

That the hearing be adjourned until 10.00am on Thursday 27 October 2010.

9. Close of the Day's Business

With the business of the Sub Committee adjourned, the Chair declared the meeting closed at 3.58pm.

10. Re-commencement of the Application for a Premises Licence by Mr Tony Witton for a proposed Event at Southgate Playing field called 'Sussex Rocks' on Friday 6 May – Saturday 7 May 2011

(The meeting re-commenced on Thursday 28 October 2010 at 10.03am)

The Chair declared the meeting re-open for consideration of business in public session.

RESOLVED

In accordance with Regulation 14(2) of the Licensing Act 2003 (Hearings) Regulations 2005, the public be excluded from the following part of the hearing. The Sub Committee considered that the public interest in taking such action outweighed the public interest in the hearing taking place in public.

11. The Application for a Premises Licence by Mr Tony Witton for a proposed Event at Southgate Playing field called 'Sussex Rocks' on Friday 6 May – Saturday 7 May 2011 admission of the Public

The Sub Committee gave consideration to oral submissions heard by the representative from Sussex Police, the Health and Safety Team and the applicant, Mr Tony Witton. The Sub Committee also considered the written relevant representation submitted by a local resident interested party when making their decision. The Sub Committee noted that West Sussex Fire and Rescue Service and the Noise Team had formally withdrawn their relevant representations.

Further, the Sub Committee considered all material before it and took into account the guidance issued by the Secretary of State under the Licensing Act 2003 and the Council's own Licensing Policy for Liquor, Late Night Refreshment and Regulated Entertainment Licences 2008-2011.

The Sub Committee acknowledged that the applicant had worked closely with the relevant responsible authorities to actively address and overcome their original concerns and had accepted several proposed conditions, so that the application now before the Sub Committee was an amended one which incorporated such conditions so that they formed an integral part of the operating schedule.

RESOLVED

That the Licensing Sub Committee having carefully considered all of the material before it had decided to grant the application for a premises licence, subject to 61 conditions consistent with the operating schedule which had been modified to such extent that the Licensing Authority considers necessary for the promotion of the licensing objectives. A schedule of the modified conditions is attached to this decision as Annex A.

The Sub Committee first considered the conditions proposed by Sussex Police and modified the conditions to the extent that it was necessary to promote all four of the licensing objectives. The modifications can generally be summarised as follows:

- Tickets for the event should be pre-sold only and that tickets would not be sold or given away during the weekend of the festival. The Sub Committee felt that this

was necessary to promote the public safety, prevention of public nuisance, and crime and disorder licensing objectives.

- Both stewards and SIA staff would be trained in their duties prior to allowing members of the public onto the site to ensure they had a full understanding of the festival infrastructure. The Sub Committee felt that this requirement ought to apply to SIA staff as well as stewards and that this was necessary to promote the public safety licensing objective.
- Searches carried out by SIA staff would be at a ratio of at least 1 in 20 rather than it being definitively 1 in 20 as this was necessary to promote the public safety, prevention of public nuisance and crime and disorder licensing objectives.
- In relation to the Traffic Management Plan, the plan must include the avoidance of any road closure unless it was agreed with Sussex Police and a requirement that West Sussex County Council been notified as well. The Sub Committee felt that this was necessary to promote the prevention of public nuisance licensing objective.
- A stewarding plan to include specific provision of patrolling measures, to be taken regarding the premises was to include the skate park to promote the public safety licensing objective.
- Where a person was found to be in possession of an illicit drug and either refused entry or required to leave the site they should be confiscated of their ticket, any other documentation used to gain entry to the site and that would include wristbands, as that was necessary to promote all four of the licensing objectives.

The conditions had further been modified so that where it previously read the term “Head of Emergency Management” it be substituted with the term “officer responsible for Emergency Management” because the Sub Committee were unsure whether this title existed and wanted to ensure that the condition was, in fact, enforceable.

The Sub Committee were minded to remove original conditions 6(g) and 21 from the original conditions proposed by Sussex Police and replace those with the more stringent conditions proposed by the Health and Safety Team as that was considered necessary to promote the public safety licensing objective.

The Sub Committee heard submissions from Sussex Police about the imposition of a proposed condition regarding a finalised list of artist, acts and performers and that was vital to secure a proper policing plan. The Sub Committee decided that such a condition was necessary to police the event appropriately therefore promoting the crime and disorder objective and that condition could be found at number 40 in Annex A.

The Sub Committee further considered the proposed conditions from West Sussex Fire and Rescue Service and decided that those were mostly necessary to promote the licensing objectives. The conditions were modified to the extent that the Emergency Action Plan was to include a partial evacuation plan for all areas within the event site. Those conditions could be found at 41 and 42 of Annex A.

The proposed conditions put forward by the Noise Team were considered by the Sub Committee and agreed they were necessary for the promotion of the prevention of public nuisance and public safety licensing objective. Those conditions can be found at 43 to 45 of Annex A.

The Sub Committee went on to consider the conditions proposed by the Health and Safety Division and modified the conditions so that they had the following effect:

- That the location of the accident book had been notified to all contractors and sub-contractors in addition to all employees;

- That written evidence regarding the fitness and working order of LPG or other mobile gas appliances should be provided to the Licensing Authority at least 28 days prior to the event.
- That any person in control of a vehicle, including traders, be briefed regarding vehicular movement while ticket holders are on the licensed site and that movement shall be undertaken with extreme caution and at set times.

Those were considered necessary to promote all four of the licensing objectives. These conditions can be found from 46 to 61 of Annex A.

The Sub Committee was minded to omit certain aspects of the proposed conditions such as, the event organiser was to require all food traders to be conversant with the relevant food safety legislation and they had with them relevant food safety documentation and equipment necessary for them to trade an outdoor event, as it was considered that existing health and safety procedure, guidance and/or any other relevant legislation already provided adequate protection. The Sub Committee also omitted certain aspects of the proposed conditions where it was considered they did not fall within the remit of the Licensing Act 2003.

Finally, the Sub Committee carefully considered the written representation of the interested party, a local resident, and came to the conclusion that the modified conditions that had been set out in Annex A appropriately addresses the concerns set out in the interested party's letter to the extent that it is necessary to promote the licensing objectives.

In coming to the decision the Sub Committee also considered and attached weight to:

- The submissions made regarding the Designated Premises Supervisor (DPS) specified in the application being, Jessica Neame, a person who was acceptable to Sussex Police. Therefore the application was granted with Ms Neame being the named DPS.
- The assurances given by the applicant regarding the measures to be taken with regard to parking, the provision of public transport, the clearance of litter both during and after the event, the dealing with anti-social behaviour during the event along with the queuing systems that would be in place to avoid undue delay. The Sub Committee placed trust in the applicant that such measures would indeed be implemented.

12. Re-admission of the Public

The Chair declared the meeting re-open for consideration of business in public session and asked that the Legal Clerk announced the Sub Committee's decision with regard to the licence application (as set out under above).

It was also confirmed that during their closed session that the Sub Committee had sought 8 clarifications from various parties on details contained within their representations.

13. Closure of Meeting

With the business of the Sub Committee concluded, the Chair declared the meeting closed at 11.47am on Thursday 28 November 2010.

Annex A

CONDITIONS TO SUSSEX ROCKS

- (1) A first draft build schedule will be submitted to the relevant authorities no later than 13th December, 2010. A final build schedule shall be submitted to the Responsible Authorities for approval by 8th March, 2011 and shall be approved by the 28th March, 2011. No licensable activities otherwise authorised by this licence shall take place unless the event build takes place in accordance with the approved build schedule.
- (2) Admission to the event shall be by pre-sold ticket entry only. No tickets shall be sold on-site and no tickets shall be sold or given away during the weekend of the festival. Tickets will be printed professionally and shall incorporate adequate means to verify authenticity.
- (3) Disabled persons shall be advised to contact the Event Organiser in advance of the event and are sent a confirmation letter along with relevant vehicle passes. The Event Organiser shall be aware of the expected number of disabled visitors to the event
- (4) Accurate total of attendance figures, with a separate count for disabled visitors, are to be made available to the Licensing Authority or any other responsible representatives, upon request, throughout the festival.
- (5) At each entrance and exit on the licensed site, all those entering or leaving should be recorded to maintain an accurate attendance figure at any given time. Sussex Rocks organisers agree to resource extra security personnel with hand held clickers to maintain a count at all entrance and exit points.
- (6) Wristbands will be issued to all attendees and all ticket stubs will be kept for auditing purposes. All wristbands issued will be made of durable material. Wristbands issued to adults will be of a different colour from those issued to under 18's. Disabled persons should collect a separate colour of wristband upon entry.
- (7) An Event Management Plan and an Event Safety Management Plan shall be submitted for approval by all Responsible Authorities and the Licensing Authority by 1st April 2011. The requirements of the approved Event Management Plan and the Event Safety Management Plan shall be fully implemented during the event and the event shall be run in accordance with the approved Plans. No changes to the Plans shall be made without the written consent of Sussex Police and the officer responsible for emergency management at Crawley Borough Council. The Plans shall deal with the following issues:
 - a). Event Profile and overview.
 - b). Event Management Structure, chain of command, event management responsibilities (including overall responsibility for Health and Safety matters).
 - c). Arena operation, facilities and attractions including main stages, arena operational method, sterile areas, ingress conditions including weapons and drug search and crowd control.
 - d). Public and worker safety including security and crowd management in all parts of the site. Both these aspects shall be documented in specific plans that will only be varied by agreement with Sussex Police, the Licensing Authority and the Environmental Health Department of Crawley Borough Council through the planning meetings pre event.
 - e). Major Incident Plan, including emergency vehicle routes, evacuation procedures and places of safety.

- f). Site information including, but not limited to, fire safety, temporary structures, barriers, fencing, sanitary and welfare facilities, lighting and electrical work, fuel storage and use.
 - g). Traffic Management Plan (including Public Rights of Way management).
 - h). Medical Services
 - i). Cleaning Schedule
 - j). Stewarding Plan (making specific provision for patrolling measures to be taken in respect of the premises, including the skate park)
 - k). Site plans, which will be distributed to the responsible authorities and any service provider involved in the event. The final site plan will be submitted no later than 28 days prior to the first date of the event and site plans will be made available during the event at Control.
 - l). Suggested dates for site inspections by the Licensing Authority and Responsible Authorities.
- (8) A scheme showing the disposition and content of signage to be displayed at entrances and exits shall be submitted no later than 28 days prior to the first date of the event and shall be implemented in full before the site opens to the public. Conditions of entry to be displayed at all entrances to the event. Signage shall include at least words to the following effect:
- a). Right of Admission Reserved
 - b). Anti-social behaviour will not be tolerated either on or off-site and you will be ejected without refund.
 - c). All persons under the age of 18 must be accompanied by a parent or guardian over the age of 18.
 - d). You may be searched as a condition of entry and may be arrested if found in possession of illegal substances.
 - e). Guidance on appropriate behaviour in the residential localities and settlements in the proximity of the site and drawing attention to the possibility that action will be taken against those exhibiting anti-social behaviour.
- (9) The Licence Holder will ensure authorised officers of Crawley Borough Council, West Sussex County Council, Sussex Police, West Sussex Fire and Rescue Service, South East Coast Ambulance Service, and any other responsible authorities who are in the course of their duties, shall have free access to all parts of the licensed site at all reasonable times for the purposes of supervision and enforcing the observance of the licensing objectives under the Licensing Act 2003 and other relevant legislation.
- (10) A Major Incident Plan to include Event Specific Risk Assessments to be provided to Sussex Police, the officer responsible for emergency management at West Sussex County Council, West Sussex Fire and Rescue Service and Crawley Borough Council Environmental Health Department no later than 28 days prior to the first date of the event.
- (11) An Event Safety Officer to be identified no later than 42 days prior to the first date of the event in order to provide a specific point of contact in relation to all matters pertaining to safety before, during and after the event. (This person must have the authorisation and ability to act unhindered on any issues relating to safety).
- (12) Stewards will be easily distinguishable from members of the public and other SIA staff or police personnel and shall wear reflective clothing clearly marked "STEWARD".
- (13) All stewards will have received a written statement of their duties and a site plan which will be signed for.

- (14) All stewards and SIA staff will be trained in their duties prior to allowing members of the public onto the site to ensure they have a full understanding of the festival infrastructure and procedures.
- (15) SIA staff shall wear high visibility clothing whilst working at this event which clearly differentiates between them members of the public, stewards or police officers.
- (16) SIA staff will be given clear instruction that no alcohol will be brought onto the site. SIA staff will ensure that no alcohol will be brought onto the site.
- (17) All SIA staff are to be given clear instruction with particular regard to preventing underage consumption of alcohol.
- (18) A list of all security personnel to be employed on and off site shall be provided to Sussex Police no later than 1600 hours on Tuesday 26th April 2011, such list to include the following details: name, address, date of birth and employment/immigration status of each person listed.
- (19) Searches will be carried out by SIA staff at a ratio of at least 1 in 20.
- (20) The numbers of stewards and SIA staff shall be set out in the Security and Stewarding Operations Plan. This will be finalised by Wednesday 6th April, 2011, and no changes shall be made to the final plan without the prior written consent of Sussex Police. The numbers of stewards/ SIA staff employed throughout the duration of the event shall be in accordance with the plan.
- (21) Provision to be made for emergency lighting to be insitu within any enclosed structure before the site is open to the public and throughout the duration of the event for immediate use should an incident occur.
- (22) Arrangements will be in place to re-instate lighting units that have failed to maintain a consistent level of lighting.
- (23) Both normal lighting circuits and emergency lighting circuits will be protected from acts of vandalism.
- (24) The Licence Holder will ensure compliance with all aspects of the Event Safety Guide.
- (25) A Traffic Management Plan, covering both internal site lay-out and the external road network, shall be submitted to Sussex Police, West Sussex County Council Highways Department and Crawley Borough Council by no later than 45 days prior to the first date of the event. The plan shall be approved no later than 28 days prior to the first date of the event and once approved, shall be fully implemented by 09.00 hours on the first day of the event and operated throughout the duration of the event.
- (26) Any variation to the Traffic Management Plan can only be made by agreement with Sussex Police and the officer responsible for emergency management at West Sussex County Council and any alterations will be brought to the attention Crawley Borough Council, including any alterations to the plan relating to movement of traffic within the site. Alterations to the plan relating to movement of traffic within the site can only be agreed or varied by Sussex Police and so far as is reasonably practicable shall be brought to the attention Crawley Borough Council. The Traffic Management Plan must include:
 - a). The avoidance of any road closure unless agreed with Sussex Police and notification sent to West Sussex County Council.

- b). A contingency for free unhindered passage of blue lights services.
 - c). The incorporation of an emergency access route onto the site against the flow of traffic, at all times.
 - d). A sign schedule, to include details of additional signs around the road network.
 - e). Spectator traffic routes.
 - f). An entry and exit plan.
 - g). A vehicle parking and management plan.
 - h). Drop off and pick up points.
 - i). Public transport management.
 - j). Park and Ride proposals.
 - k). Safe disabled access.
 - l). Safe pedestrian access, including the surrounding local road networks.
 - m). Traffic Marshall/ Steward plan and training.
 - n). Arrangements for maintaining access to private premises in the locality.
 - o). Deliveries, including loading and unloading on site.
 - p). For the avoidance of doubt, "road" does not include a public right of way.
- (27) The event child protection policy shall be submitted to West Sussex County Council Child Protection Team for approval by 1st April 2011 and shall be approved by 8th April 2011. The Child Protection Policy shall be fully implemented at all times during the event and not altered without the written agreement of West Sussex County Council Child Protection Team.
- (28) The "Lost Children's Point" will be operational and staffed throughout the event by CRB checked staff, approved by West Sussex Child Protection Team.
- (29) The "Challenge 25" proof of age scheme will be adopted at every alcohol outlet on site. Any person thought to be under 25 years of age attempting to purchase alcohol will be asked to provide one of the following forms of identification: passport, photo card driving licence or PASS ID card. Appropriate posters will be displayed in all bar areas to prevent persons under the age of 18 from attempting to buy alcohol. All staff will be trained in age-restricted sales, including proxy sales, prior to the admission of the public to the site.
- (30) All staff shall be fully trained in their responsibilities under the Licensing Act 2003 prior to making any sales of alcohol.
- (31) All drinking vessels provided at the premises shall be polycarbonate.
- (32) Each separate area serving alcohol shall have a personal licence holder present at all times alcohol is being served and/or sold.
- (33) Persons found to be in possession of any illicit drug prior to entry to the site will be reported to the police, refused entry to the site and have their ticket and any other documentation, including wristbands, used to gain entry to the site confiscated.
- (34) Persons found to be in possession of any illicit drug after entry to the site will be reported to the police. They will be required to leave the site. Their ticket and any other documentation, including wristbands, used to gain entry to the site will be confiscated.
- (35) The Licence Holder shall pay Sussex Police for policing at the event. The invoice from Sussex Police for the same shall be submitted to the Licence Holder no earlier than March 21st and no later than March 25th 2011, and shall be paid by the Licence Holder as cleared funds within 14 days of receipt of the same. No licensable activities

otherwise authorised by this licence shall take place until such payment has been made by the licence holder.

- (36) The northern fence line of the proposed Arena site in Southgate Playing fields is to be fenced with at least 6' high HERRAS style fencing and this fencing to be fully boarded to prevent persons outside the Arena from viewing the event.
 - (37) Full crowd management systems will be in operation for both Crawley and Three Bridges Railway Stations. These systems will include crowd management barrier systems, stewards and SIA staff. A licensed crowd management company will be appointed and the full cost of these services will be charged to the Event Organisers.
 - (38) The Organisers will liaise on a regular basis with all Responsible Authorities and British Transport Police, Southern Railways and any other relevant train operators regarding numbers of tickets sold for the event and a breakdown of attendees by post-coded areas to be made available to all parties. In addition persons purchasing tickets to be canvassed on likely means of transport to the event, for example by foot, private vehicle, train, etc.
 - (39) The cost of British Transport Police for the policing of Crawley and Three Bridges Railway Stations will be fully met by the event organisers. British Transport Police will provide a detailed breakdown of the costs incurred to the event organisers by the 25th March 2011 and this will require payment in full by the 8th April 2011.
 - (40) The Premises License Holder to provide to Sussex Police no later than 31 December 2010 a finalised list of the names of the Artists, Acts, and Performances due to participate in the event. Sussex Police reserve the right to amend the policing plan and security plans once they are in receipt of the finalised list.
 - (41) The Event Organiser to provide the Fire Authority and to reach agreement with them, at least two weeks prior to the event, regarding:
 - a). Full details of the location and type of emergency lighting.
 - b). Full details of the location and size of the emergency exit signage.
 - c). Full details of road closures and Fire Service access in the event of an emergency.
 - d). Detailed information to the procedure that will be carried out prior the event being open to the public with regards safety checks.
 - e). Full details of the firefighting provision.
 - f). Details of the assurance that the nominated stewards for initial firefighting have received the correct training.
 - g). Procedure for false alarms to the Fire Service during the event
 - h). Details with regard to the emergency action plan:
 - (i) Fire Rendezvous Point to be designated as the entrance to the Southgate Playing Field on A2004 (Southgate Avenue). The entrance via the Ringwood Close entrance is not acceptable.
 - (ii) Partial evacuation to include a plan for all areas especially accounting for the following three scenarios;
 - Fire in the stage area.
 - Fire in one of the concessionaries.
 - Fire involving compressed gas.
- Evacuation plan to give details of the estimated evacuation time with the available exits.

- i). Full details with regards the plan for a Chemical, Biological, Radiological or Nuclear (CBRN) attack.
 - j). Copy of the risk assessment in relation to pyrotechnics to be supplied if they are to be used.
- (42). Fire Authority to be provided with access to all fire risk assessments associated with the event before the two week stipulation period stated above.
- (43) A Noise Management Plan shall be drawn up and agreed with the Licensing Authority no later than 2 months prior to the event.
- (44) The plan shall identify how noise arising from the event, including its build and dismantling, shall be effectively controlled so as to minimise the risk of public nuisance.
- (45) The noise management plan shall incorporate the following noise and compliance criteria.

a) Noise Criteria

The Maximum Noise Levels (MNL), set out below, shall not be exceeded at any Noise Sensitive Location throughout the duration of the Regulated Entertainment at Sussex Rocks.

- i) **Friday**
For the recorded music and support acts between the hours of **13.00 to 19:30 - MNL 65 dB (LAeq_{15minutes})**.
For the main acts between the hours of **19:30 to 23:00 - MNL 75 dB (LAeq_{15minutes})**.
- ii) **Saturday**
For the recorded music and support acts between the hours of **13.00 to 19:30 - MNL 65 dB (LAeq_{15minutes})**.
For the main acts between the hours of **19:30 to 23:00 - MNL 75 dB (LAeq_{15minutes})**.
- iii) **Prior to the Event**
All sound check or sound propagation shall only be carried out between the hours of 08.00 and 18.00.
MNL 75 dB (LAeq_{15minutes}).

b) Compliance Criteria

Acoustic Consultant duties

- i) The Event Organiser shall appoint a suitably qualified acoustic consultant. The qualifications and experience of any acoustic consultant (including their team) shall be included in the Noise Management Plan.
- ii) The acoustic consultant shall prepare the Noise Management Plan on behalf of the Premises Licence Holder. This shall contain the methodology which shall be employed to control sound on site to comply with the Noise Criteria and the premises licence.
- iii) The acoustic consultant shall provide details of the duties to be performed and methodologies of the control of noise to be used.
- iv) Contact details for acoustic consultants.

- v) The acoustic consultant shall meet with representatives of Licensing Authority, as required, to discuss and refine the noise control measures to be used at the event.
 - vi) All area co-ordinators, stage managers, sound system contractors, sub-contractors and any other persons who are in control of areas of the site covered by the premises licence shall be briefed that the acoustic consultant has the full authority of the Premises License Holder.
 - vii) The acoustic consultant shall provide acoustic control during the whole event. Noise levels shall be monitored at the front of house position of the main stage at all times of regulated entertainment and shall monitor noise levels and set up noise monitoring stations at off site positions as agreed with Licensing Authority.
 - viii) In the event of any noise complaints being received, the acoustic consultant or his team shall visit the site of the complaint or other representative point and monitor noise levels. The results of any such visit shall be reported to Licensing Authority. If the complaint arises from a noise level that relates to a breach of the premises licence, the acoustic consultant and his team shall reduce onsite noise levels to comply with the premises licence.
 - ix) If required to do so by the premises licence holder or a member of the Event Organiser's safety team, the acoustic consultant shall arrange for noise measurements to be taken as deemed to be required by Noise at Work Regulations.
 - x) A telephone line shall be provided for local residents to call if they consider that they are being disturbed by noise from the festival. All complaints shall be logged and passed on to the acoustic consultant's team and Licensing Authority.
- c) Sound Checks and Sound Propagation Tests
- i) The acoustic consultant shall carry out a sound propagation test before the start of the event. Licensing Authority shall be informed of the time and date in advance of the tests so that they can attend to witness it if required. Details of the expected time and duration of both the sound checks and sound propagation tests shall be contained within the Noise Management Plan.
 - ii) Noise levels at the front of house mixer position are to be measured and conveyed to Licensing Authority after both the sound checks and sound propagation tests have taken place.
 - iii) The acoustic consultant shall provide a written debrief to the premises licence holder covering the event and this will be provided to Licensing Authority within 7 working days (after the event). This report will contain information on the number of complaints received by the Event Organiser relating to nuisance issues and respective action taken and noise levels both on and offsite for the duration of the event. Noise levels shall include LAeq, LAm_{ax} and 1/3 octave spectra for 1, 5, 15 minutes periods, from both the front of house monitoring location and the off-site monitoring locations, in a format to be agreed, with acoustic consultant.
- d) Noise from other onsite activities
- i) During the site build before the event and the dismantling after the event no noise from the site (including deliveries) shall be audible at any noise sensitive premises except between the hours of 08:00 to

18:00 Monday to Saturday with no noise on Sunday or Bank Holiday Monday. Any exemption to these hours must have permission to be granted in advance by Licensing Authority.

- ii) Only acoustically treated generators shall be permitted onsite with prior permission from Licensing Authority.
- iii) No market stalls shall have amplified sound without prior permission from Licensing Authority.

(46) INTERNAL CHECKLISTS AND INSPECTIONS

- a). Regular and ongoing inspections of structural and, health and safety issues, emergency exits, ingress and egress, emergency lighting, fire warning systems, emergency access lanes, ramps, stair and ramp guards where appropriate, trip hazards, décor, lights, sound systems, curtains, drapes, furnishings, fabrics, floor surfaces, sanitary facilities, drinking water, stage safety, fire points, traders and general housekeeping shall be carried out by the event safety co-ordinator, fire safety team or other key personnel. All inspections shall be documented on checklists and available to an authorised office of a Responsible Authority or the Licensing Authority upon request.
- b). Work onsite shall be monitored and managed by the event organiser, event safety coordinator as well as other key personnel listed in the risk assessments. Safety inspections shall take place regularly and shall be recorded. All relevant users shall be briefed via the site rules to conduct visual checks prior to using equipment. The event organiser shall conduct an internal safety audit and review of the event and an external audit and review in conjunction with the Licensing Authority and the findings shall be recorded. All equipment with which the public may have contact shall be maintained, stored and operated in a safe manner. Appropriate maintenance and test records shall be kept and shall be available for inspection by to an authorised office of a Responsible Authority or the Licensing Authority upon request.

(47) ELECTRICS

- a). A temporary electrical system shall be set up on site using generators and wiring systems. All work shall be carried out by competent and experienced electrical contractors and sub-contractors. It shall be a condition of the contract with contractors and sub-contractors that all portable electrical equipment brought on site shall have a valid Portable Appliance Test. Relevant staff, contractors and sub-contractors shall be briefed to perform routine visual checks for any problems with wiring, plugs etc.
- b). A completion certificate, completed by an appropriately qualified and experienced person, 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' shall be provided to the Licensing Authority prior to the event and a copy shall be kept on site.
- c). A competent person as defined by the Electricity at Work regulations 1989 shall be on site at all times that the event site is occupied.

(48) LIGHTING

- a). All access/exit routes leading to and from the licensed site, stairways if used, sanitary facilities and first aid points shall be illuminated by the provision of suitable lighting. Emergency lighting shall be provided to the licensed site and escape routes with a secondary power supply.
- b). Emergency lighting shall be provided at all exits and other key areas and shall have a separate power supply to the primary lighting supply. Lighting shall be provided in all marquees and tents that ticket holders have access to.

(49) SANITARY FACILITIES

- a). The Event Management Plan shall detail sanitary appliances and include the following information:
 - Location, numbers and types of sanitary facilities provided
 - Methods and frequency of emptying, cleaning and monitoring of the sanitation facilities throughout the event
 - Nominated personnel to be responsible for monitoring throughout the event.
- b). The event organiser shall ensure the sanitary facilities shall be placed in suitable locations around the licensed site for the provision of sanitary facilities for the ticket holders and staff throughout the festival. The numbers of units shall be at least those specified in the Event Management Plan.
- c). The Premises Licence Holder shall nominate a dedicated person who shall check that all sanitary facilities on site are serviced and maintained to a high standard. The frequency of maintenance and monitoring shall take account of peaks and troughs in demand for the facilities throughout the event. Monitoring shall include checks of adequacy of numbers of sanitary facilities, checks on cleaning and sanitization of the units and checks for leaks, damage, flooding and blockages. Any problems identified shall be addressed as soon as reasonably practical and a record kept and made available to the Licensing Authority upon request.
- d). Before each of the events, the sanitary facilities shall be inspected and cleaned to ensure that it is fit for purpose

(50) STRUCTURES

- a). A competent person or structural engineer shall inspect all temporary structures and certify them safe. The certification shall be available for inspection by the Licensing Authority at all times during the event.
- b). Design and load calculations of all structures shall be available for inspection by the Licensing Authority at all times. Plans of all relevant structures shall also be made available to the Licensing and the Fire Authorities. All structures shall be inspected by the event safety coordinator prior to the opening of the licensed site.
- c). Daily assessments of wind loads shall be taken during the time stage(s) are being erected, are in position and are being taken down and appropriate action shall be taken to take account of any excess winds. A record of checks shall be kept and made available to the Licensing Authority upon request.

- d). Any stairways and ramps used at the event shall comply with HSG 195 the Event Safety Guide. The event safety coordinator and his team shall check them.

Handrails shall be provided for stairways and shall be considered for other areas. All reasonable efforts shall be made to ensure that all ramps shall be slip resistant.
- e). Marquees that the public have entry into shall have an appropriate layout, capacity shall be set and fire exits shall be provided, and this shall be agreed with the Fire Authority. Details shall be inspected by the event safety co-ordinator and held in safety control and the installed structures shall be checked by the event safety co-ordinator and / or his team.
- f). The Event Organiser may use a variety of barriers but they shall be built in accordance with the current British Standards and safety guideline. All contractors and sub-contractors must provide the event organiser with their company health and safety information and produce their own risk assessments and provide a copy of their appropriate insurance policies. Technical details shall be inspected by the event safety co-ordinator the installed structures shall be checked by the event safety co-ordinator.
- g). Heavy duty crush barriers shall be used to protect front of house towers, speaker stacks, marquee poles and in front of the stage. Crowd channelling barriers shall be used in areas such as the entrances to separate the crowd into lanes for an orderly ingress. Technical details shall be inspected by the event safety co-ordinator the installed structures shall be checked by the event safety coordinator prior to event opening to the public.
- h). Front of Stage Barriers shall be erected at the stage front and shall be of a specification at least equal to the current industry standard. This type of barrier should reduce the amount of crowd sway, which is the main cause of falling. Front of stage barriers shall be built in accordance with HSG 195 the Event Safety Guide. The shape of front of stage barriers shall be designed to facilitate crowd safety. Technical details shall be inspected by the event safety co-ordinator and be kept on site and the installed structures shall be checked by the event safety coordinator prior to the admission of the public on both days of the event.

(51) ACCIDENT AND INCIDENT REPORTING

- a). The location of the accident book shall be notified to all staff, contractors and sub-contractors. All accidents and near miss-incidents must be reported and it shall be a condition of contract with all contractors, sub-contractors and staff that they must report any accidents and near miss incidents immediately. The event organiser and event safety coordinator shall be notified and appropriate preventative action shall be taken. All near misses and accidents shall be recorded in the accident book and any serious incidents or dangerous occurrences shall be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Any RIDDOR reportable accidents involving ticket holders shall also be reported directly to the Incident Contact Centre.
- b). In the event of a serious incident or dangerous occurrence, materials and equipment shall be left undisturbed, providing they do not create a hazard. The event organiser in conjunction with the event safety coordinator and the

Licensing Authority's authorised officers shall be contacted immediately and an investigation shall be started.

(52) PYROTECHNICS AND SPECIAL EFFECTS

- a). Fire safety details of all special effects to be used shall be provided to the Licensing Authority and Fire Authority prior to the start of the event for approval if required. There shall be a strict signing off procedure for artists wanting pyrotechnic displays which shall involve a template of the stage plot and front of house position so that they can indicate on it the positions of the pyrotechnics and provide an accompanying list of the devices to be used. A similar procedure for any offstage displays shall be used if applicable.
- b). No authorised exhibition, demonstration or display of fire, laser equipment, fireworks or pyrotechnics shall be given in the licensed site without the prior consent of the Licensing Authority.
- c). The event safety coordinator shall be in direct liaison with the Fire Authority and the pyrotechnic contractor and shall carry out an additional check once any pyrotechnics are installed to check compliance with agreed positions and the list of devices to be used. The event organiser shall ensure that the pyrotechnic contractor employ their own safety officer to liaise with the event safety co-ordinator, Fire Authority and the Licensing Authority. In addition the event organiser shall reiterate to the artists' management the unacceptability of deviating from the agreed plans. Full compliance shall be shown to HSG 195 the Event Safety Guide, any other relevant guidance and legislation.
- d). If authorised heated fogs, cryogenic fogs, mechanical fogs, strobe lights, scenic projectors, lasers and/ or ultra violet lights are used the event organiser shall ensure that they are operated by a competent person and full compliance shall be shown to the Event Safety Guide and other relevant guidance and legislation.
- e). Notices shall be displayed to advise ticket holders about the usage of any special effects. Risk Assessments covering these special effects shall be made available to the Fire Authority and Licensing Authority on request.

(53) FOOD SAFETY

- a). As far as is possible, traders shall be positioned well away from the stage(s) and exits from the licensed site. Any traders that are not positioned to the satisfaction of the Licensing Authority in consultation with the fire authority shall be relocated.
- b). The event organiser shall no later than 28 days prior to the festival provide the Licensing Authority with a full list of all traders (including crew, artist and guest catering), detailing their names, addresses, type of operation and proposed locations within the licensed site. The event organiser shall ensure that no other traders are admitted to the licensed site. All trader vehicles admitted to the site shall be adequately checked.

(54) LPG SAFETY

Any food business or other business attending the event and using LPG or other mobile gas appliances must provide recent written evidence from a Registered Gas Safety engineer that the appliance is in good working order and fit for purpose. This

written evidence must be provided to the Licensing Authority at least 28 days prior to the event. Failure to provide evidence of the safety of the gas equipment will result in the gas equipment being excluded from the event.

(55) FACILITIES FOR DISABLED TICKET HOLDERS

- a). The event organiser shall arrange for special provisions for disabled persons, including access and egress routes and (where appropriate) viewing areas.
- b). There shall be trained members of staff to implement the major incident plan and associated arrangements with regards to disabled ticket holders.

(56) SMOKING

Smoking shall not be permitted on site in enclosed public or working areas, confined spaces or near fuel sources. Notices shall be provided to enforce this issue.

(57) VEHICLE AND PLANT SAFETY

- a). Vehicular movement while ticket holders are on the licensed site shall be limited to essential journeys and shall be controlled in the interests of safety of the ticket holders and staff. An onsite traffic plan shall be available in the Event Management Plan that is provided to the Licensing Authority.
- b). This document shall focus on vehicle and pedestrian movements on site. Its aim shall be to reduce and / or manage potential areas of conflict between vehicles and pedestrians. The need for large vehicles to manoeuvre and reverse around any areas where ticket holders are present shall be eliminated wherever possible. Where not possible, appropriate safety rules shall be in place and shall be implemented and contractors and sub-contractors shall be advised accordingly. When moving vehicles Banks-men or chaperones shall be used in areas where contact with pedestrians is unavoidable. They shall be adequately trained and provided with personal protective equipment.
- c). Any person in control of a vehicle including traders shall be briefed to the effect that vehicle movement within the licensed site shall be undertaken with extreme caution and at set times

(58) DRINKING WATER

Free drinking water will be reasonably available at all times during the event.

(59) BAR-B-Q's

The event organiser shall not permit any bar-b-q or any form of open fire anywhere on the site unless agreed by the Licensing and Fire Authorities

(60) FUNFAIR AND OTHER ATTRACTIONS

- a). The event organiser shall use all reasonable efforts to ensure that any side-show, ride or other alternative attraction being provided in relation to the event site is safe. Details of such attractions shall be provided to the Licensing and Fire Authorities no less than 28 days prior to the start of the event and shall contain the operator's risk assessments, method statements, engineer's inspection reports, Amusement Device Inspection Procedures Scheme

Certificates and insurance details. The location of such attractions shall be identified on the site plan.

- b). No exhibition, demonstration or performance of hypnotism or fortune telling shall be given by any person in the licensed site

(61) DOGS

During the event, the event organiser shall not allow dogs onto the site other than Guide Dogs and other assistance dogs.