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**Electromagnetic Field 2018**  
**Proposed Premises License Conditions**  
04/02/2018

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## **1 General**

### **1.1 Capacity**

The total capacity of the licensed site will not exceed 2500 persons.

### **1.2 Event Management Plan**

The first draft of the Event Management Plan (EMP) will be produced at least 60 days (or such lesser period as agreed with the Safety Advisory Group) prior to the first day of the event and will be submitted to the Licensing Authority and all the Responsible Authorities along with detailed site plans that comply with the requirements of the Licensing Act 2003.

The EMP must be provided to the satisfaction of the Safety Advisory Group. The EMP will be a working document providing details on how the event is to be safely and efficiently conducted, informed by the Event Risk Assessment and Licensing Objectives.

The final EMP will be submitted to the Licensing Authority and all the Responsible Authorities 14 days prior to the start of the Event. This must meet with the agreement of all the Responsible Authorities. No change shall take place to this document without the consent of the Licensing Authority.

The event must take place in accordance with the Final EMP produced for the event following approval by the Licensing Authority.

The EMP will include an event risk assessment and provide specific details on the following areas where applicable:

- Health and Safety Responsibilities
- Venue and Site Design
- Fire Safety
- Major Incident Planning (Emergency planning)
- Communication
- Crowd Management (including steward and security numbers and their roles)
- Transport
- Management Structures
- Barriers
- Electrical Installations and Lighting
- Food and Alcohol
- Water
- Merchandising and Special Licensing
- Amusements
- Attractions and Promotional displays
- Sanitary Facilities
- Waste Management
- Sound: Noise and Vibration
- Special Effects, Fireworks and Pyrotechnics
- Camping
- Facilities for People with disabilities
- Medical, Ambulance and First Aid Management
- Information and Welfare
- Children (including Lost Children Policy)
- Performers
- TV and Media

Depending on prevailing conditions, the area may be moved to an adjacent area if deemed necessary to meet the licensing objectives. The layout will remain the same but the EMP will be amended to take account of the change.

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The Designated Premises Supervisor (DPS) or a nominated deputy (in writing) must be on the licensed premises and available to the Responsible Authorities and the Licensing Authority at all times when Licensable Activities are taking place.

Details of DPS or his deputy who is on duty when licensable activities are undertaken shall be recorded, on this premises, at the time. These records shall be made available to the Licensing Authority or a Responsible Authority on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information post event must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.

The name and contact details of the DPS's deputy(s) will be provided to the Safety Advisory Group in writing no later than 7 days prior to the event.

## **2 Prevention of Crime and Disorder**

All staff engaged in the sale of alcohol shall be trained on the legal responsibilities of alcohol sales prior to undertaking any sale of alcohol on the premises.

## **3 Public Safety**

### **3.1 Event Safety Coordinator**

The Premises Licence Holder will appoint an Event Safety Co-ordinator who will be able to authorise and supervise safety measures.

The Event Safety Co-ordinator will be responsible for:

- Monitoring of contractors
- Liaison with contractors
- Checking of method statements and risk assessments
- Preparation and monitoring of site rules
- Safety inspections and audits
- Collection and checking of completion certificates
- Communication of safety information to contractors and employees
- Monitoring and coordinating safety performance
- Coordinating safety in response to a Major Incident
- Liaison with nominated officers from Herefordshire Council

Temporary electrical wiring and distribution systems shall be signed off in accordance with BS7909:2011 by a competent person prior to any licensable activity taking place at the premises. The sign off certificates shall be kept on the licensed premises during the event and shall be produced for inspection on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003).

The Premises Licence Holder will ensure that all temporary structures have been inspected and signed off as being safe prior to the commencement of their use. A copy of each safety sign off certificate shall be kept on the licensed premises during the event and shall be produced for inspection on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003). In this condition the term 'temporary structure' means any structure which could cause injury to someone if it collapsed.

### **3.2 Capacity limits**

The maximum permitted numbers in each enclosed structure where regulated entertainment activities are to be provided will be submitted and agreed by the Responsible Authorities prior to the commencement of the event.

The premises licence holder must submit arrangements to the satisfaction of the Responsible Authorities on how such maximum occupancy capacities will be managed.

All enclosed structures that the public have entry to will have designated entry/exit points. The numbers of these entry/exit points will be determined by the occupancy capacity and will be listed in the Tent Exit

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Calculation document submitted in the EMP. In this licence “enclosed structures” are classed as a structure whether tented or not, which has less than 25% of its sides open to the atmosphere (excluding entrances and exits) and which are accessible to the public when regulated entertainment is provided.

### **3.3 Lanterns**

Paper lanterns will not be sold on site and will be listed within the ticketing terms and conditions as items that may not be brought to the venue.

### **3.4 Sanitary Facilities**

A Sanitation Management Strategy will be provided to the satisfaction of Herefordshire Council's Environmental and Trading Standards Service at least 60 days prior to commencement of each Event. Once agreed, the strategy will be implemented throughout the Festival.

### **3.5 Water**

A Water Management Strategy for the provision of drinking water will be provided to the satisfaction of Herefordshire Council's Environmental and Trading Standards Service at least 60 days prior to commencement of each Event. Once agreed, the strategy will be followed throughout the Event. No significant changes will be made without consultation with Herefordshire Council.

## **4 Prevention of Public Nuisance**

A Noise Management strategy as approved by Herefordshire Council must be provided at least 60 days before the commencement of each Event. The Premises Licence Holder must comply with the Noise Management Strategy.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.