



LICENSING COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
TUESDAY, 16TH AUGUST, 2011 AT 10.00 AM

MEMBERSHIP

Councillors

S Armitage - Cross Gates and Whinmoor;
K Bruce - Rothwell;
R Downes - Otley and Yeadon;
J Dunn - Ardsley and Robin Hood;
R D Feldman - Alwoodley;
B Gettings - Morley North;
T Hanley - Bramley and Stanningley;
G Hussain - Roundhay;
G Hyde - Killingbeck and Seacroft;
A Khan - Burmantofts and Richmond Hill;
P Latty - Guiseley and Rawdon;
B Selby - Killingbeck and Seacroft;
C Townsley - Horsforth;
D Wilson - Rothwell;
G Wilkinson - Wetherby;

Agenda compiled by:
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Governance Services
Civic Hall
LEEDS LS1 1UR

Helen Gray
247 4355

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES</p> <p>To approve the minutes of the last meeting held on 26th July 2011 as a correct record</p> <p>(copy attached)</p>	1 - 4
7	Wetherby;		<p>LEEDS FESTIVAL 2011 - EVENT MANAGEMENT PLAN</p> <p>To consider the report of the Head of Licensing and Registration advising Members of the progress of the multi agency meetings and the Event Management Plan in respect of the Leeds Festival 2011, due to be held within the grounds of Bramham Park, Wetherby, during the August Bank Holiday weekend</p> <p>(report attached)</p>	5 - 24
8			<p>WORK PROGRAMME</p> <p>To note the contents of the Licensing Work Programme for the remainder of the 2011/12 Municipal Year</p> <p>(schedule attached)</p>	25 - 28

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			DATE OF NEXT MEETING To note the date and time of the next meeting as Tuesday 13 th September 2011 at 10.00 am	

Agenda Item 6

Licensing Committee

Tuesday, 26th July, 2011

PRESENT: Councillor S Armitage in the Chair

Councillors K Bruce, R Downes,
R D Feldman, B Gettings, G Hussain,
G Hyde, A Khan, P Latty, C Townsley,
D Wilson and G Wilkinson

12 Declarations of Interest

There were no declarations of interest

13 Apologies for Absence

Apologies for absence were received from Councillors Dunn, Hanley and Selby. It was noted that Councillor Downes would join the meeting later

14 Minutes

RESOLVED – That the minutes of the last meeting held 28th June 2011 be agreed as a correct record

15 Introduction of Formal Constitution for Hackney Carriage Trade Forum Meetings

The Head of Licensing and Registration submitted a report on proposals to introduce a formal Constitution for the Hackney Carriage Trade Forum meetings. Adoption of the Constitution would require an amendment to the existing terms of reference for the Licensing sub committees to include provision to hear any appeals as a result of decisions made after evaluations of applications to sit on the new Forum.

The report included a copy of the Constitution and outlined the consultation undertaken with the both the Hackney Carriage (HC) and the Private Hire (PH) trades, and the public.

(Councillor Downes joined the meeting at this point)

The Head of Licensing and Registration addressed the comments submitted by the JTC and read out the contents of a late response from a member of Citycabs, addressing each point in turn.

The Committee noted the Constitution would ensure that all organisations which applied to join the Forum would be treated in equable way. All applicants would be required to fulfil the same criteria for recognition through submission of documentation to show their own constitutions; details of membership, how officers were appointed and how frequently, and importantly how the organisation sought views from and disseminated information to their Members. It was noted that the Constitution also set the

process by which individual HC drivers who may not be members of a recognised organisation could submit a representation to the new Forum.

Members also noted the intention to introduce a formal Constitution for the PH trade forum in due course

RESOLVED –

- a) That the contents of the report, the draft Constitution and the comments of Members be noted
- b) To note that the current Hackney Carriage Trade Forum will be dissolved on 31 December 2011 and that the new Forum will be established with effect from 1 January 2012
- c) To amend the existing terms of reference for the Licensing sub committees to include provision to hear any appeals as a result of decisions made after the evaluation of applications to sit on the new Forum using the Constitution

16 Sex Establishment Statement of Licensing Policy - Consultation Report and Policy

The Head of Licensing and Registration submitted a report on the development of the Statement of Licensing Policy for Sex Establishments. The Council had adopted the provisions of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 in January 2011 and now proposed to use those powers. This would add the regulation of sexual entertainment venues (such as lap dancing clubs) to sex shops and sex cinemas as they were all venues falling into the category of “sex establishment” under the Act and proposed Policy.

A copy of the draft policy and the results of the public consultation undertaken between April – July 2011 were included within the report. The Principal Project Officer outlined the work undertaken by the Sexual Entertainment Venue Working Group (SEV WG) – established by the former Licensing and Regulatory Panel - throughout the development of the draft policy and the liaison which had taken place with interested parties and the relevant trades.

The Committee noted the SEV WG had closely considered the themes of gender/equality; locality/numbers; advertising and the welfare of the workers during the development of the Policy. Members briefly discussed issues relating to:

- Private booths and supervision of the performances
- Vehicles being used as a means to encourage patrons to attend the venues
- Noted the arrangements in place for existing establishments to apply for new Licences under the proposed new licensing regime

Members welcomed the draft policy as an opportunity to raise standards and awareness and to protect those employed within the trade. The Committee thanked all of the officers; particularly the Principal Project Officer, who had been involved in the development of the Policy.

RESOLVED – That the report of the SEV WG and the draft Statement of Licensing of Policy for Sex Establishments be endorsed by the Licensing Committee and be referred to Executive Board for approval.

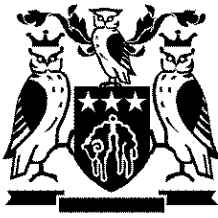
17 Work Programme

RESOLVED – That the contents of the Work Programme be noted

18 Date of Next Meeting

RESOLVED – To note the date and time of the next meeting as Tuesday 16th August 2011 at 10.00 am

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Originator: S Holder

Tel: 2474720

Report of the Head of Licensing and Registration

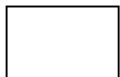
Report to the Licensing Committee

Date: 16 AUGUST 2011

**Subject: LEEDS FESTIVAL 2011
EVENT MANAGEMENT PLAN 2011**

Electoral Wards Affected:

Wetherby



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

EXECUTIVE SUMMARY

The Leeds Festival will take place at Bramham Park from Friday 26 August to Sunday 28 August 2011. The event is licensed under the Licensing Act 2003, subject to certain conditions.

1.0 Purpose of this Report

- 1.1 This report advises Members of the progress of the multi agency meetings and the Event Management Plan for the festival in 2011.
- 1.2 The Licensing Committee is required to consider this report and take such steps it considers necessary as detailed in paragraph 6.3 of this report.

2.0 BACKGROUND INFORMATION

- 2.1 The Premises Licence for the Leeds Festival was considered and approved by the Members of the Licensing Committee on the 28 April 2006.
- 2.2 The Licence is held for Bramham Park and allows the Festival to take place every August Bank Holiday weekend.
- 2.3 Members resolved to grant the application as requested and accepted the applicants offer to include the following additional three conditions:

- 1) There shall be an Event Management Plan which incorporates the operating schedule submitted to the Licensing Authority at least 6 months prior to the Festival each year.

2) The Event Management Plan and any revisions to the Event Management Plan must be approved by the Licensing Authority prior to the Festival.

3) The Premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year.

2.4 In addition, the Committee reserved the right to determine how the final amended annual Event Management Plan for the Festival should be agreed with the facility for the final plan to be agreed by the Committee or officers under delegated authority.

2.5 Following a number of variations to the Premises Licence the current Premises Licence permits the activities as detailed in **Appendix 1**

3.0 MAIN ISSUES

3.1 The draft Event Management Plan for the 2011 Festival was received by the Licensing Authority and Responsible Authorities on 15 February 2011. As in previous years a copy of the Summary of Changes emerging from the 2010 event were circulated to Members of the Licensing Committee and Ward Members of the constituencies surrounding the event site. A copy of the summary of changes is attached at **Appendix 2** for Member's information.

3.2 To ensure the widest circulation of information the Leeds Festival management have held meetings with the Parish/Town Councils in the areas surrounding the site and maintained regular contact with the same.

3.3 The first multi agency meeting was held on the 28 February 2011 and have continued on a regular basis.

3.4 The most recent multi agency meeting was held on the 14 June 2011 where all agencies confirmed that they were satisfied with progress to date and the contents of the Event Management Plan.

4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

4.1 There are no implications for Council policy and governance in respect of determining this application.

5.0 LEGAL AND RESOURCES IMPLICATIONS

5.1 There are no legal or resource implications.

6.0 OPTIONS AVAILABLE TO MEMBERS

6.1 Members of the Licensing Committee must make decisions with a view to promoting the Licensing objectives which are:

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

6.2 Whilst there should be no major amendments to the Event Management Plan there is still scope for minor changes in accordance with the relevant authority approval. It would therefore not be appropriate for Members to approve the Event Management Plan today as in its final form.

6.3 Members may therefore consider it more appropriate, as in previous years to:

- 1) Give delegated authority to the Head of Licensing and Registration to approve the Event Management Plan prior to the start of the event.
- 2) Give delegated authority to the Head of Licensing and Registration to approve any minor amendments to the Event Management Plan prior to the start of the event.

6.4 Should the Event Management Plan be subject to amendment without the relevant authority consent, or be of a nature which officers consider may impact on the licensing objectives then the Event Management Plan will be brought back before the Licensing Committee prior to the event taking place.

7.0 RECOMMENDATIONS

7.1 That Members consider the Event Management Plan and take such steps set out in paragraph 6.3.

BACKGROUND PAPERS

Guidance issued under section 182 of the Licensing Act 2003
Leeds City Council Licensing Policy
The Leeds Festival Event Management Plan

Premises Licence

Premises Licence Number:

PREM/02193/005

Initial licence issued from:

24th April 2006

Part A

Schedule 12 Licensing Act 2003

Current licence effective from:

6th June 2011

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Leeds Festival
Bramham Park
Thorner Road
Wothersome
Wetherby
Leeds
LS23 6ND

Telephone number 0207 009 3000

Licensable activities authorised by the licence

Sale by retail of alcohol
Provision of late night refreshment
Performance of a play
Exhibition of a film
Performance of live music
Performance of recorded Music
Performance of dance
Entertainment similar to live music, recorded music or dance
Provision of facilities for making music
Provision of facilities for dancing
Provision of facilities for anything similar to making music or dancing

Licence Issued under the authority of Leeds City Council

Mrs Bridget Massey
Licensing Officer
Entertainment Licensing
Licensing and Registration

Licence produced on 22/07/2011

Times the licence authorises the carrying out of licensable activities

<i>Sale by retail of alcohol</i> Every Day	00:01 - 00:00
<i>Provision of late night refreshment</i> Wednesday to Sunday	23:00 - 05:00
<i>Performance of a play</i> Thursday Friday to Sunday	19:00 - 03:00 12:00 - 03:00
<i>Exhibition of a film</i> Thursday Friday to Sunday	19:00 - 03:00 12:00 - 06:00
<i>Performance of live music</i> Thursday Friday to Sunday	19:00 - 03:00 12:00 - 06:00
<i>Performance of recorded Music</i> Thursday Friday to Sunday	19:00 - 03:00 12:00 - 06:00
<i>Performance of dance</i> Thursday Friday to Sunday	19:00 - 03:00 12:00 - 03:00
<i>Entertainment similar to live music, recorded music or dance</i> Thursday Friday to Sunday	19:00 - 03:00 12:00 - 06:00
<i>Provision of facilities for making music</i> Thursday Friday, Saturday & Sunday	19:00 - 03:00 12:00 - 06:00
<i>Provision of facilities for dancing</i> Thursday Friday to Sunday	19:00 - 03:00 12:00 - 06:00
<i>Provision of facilities for anything similar to making music or dancing</i> Thursday Friday, Saturday & Sunday	19:00 - 03:00 12:00 - 06:00

The opening hours of the premises

Everyday	00:01 - 00:00
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Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is sold for consumption both on and off the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Mr Melvin Benn
Festival Republic Ltd
35 Bow Street
London
WC2E 7AU

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number 02948536

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

Anne-Maria O'Sullivan
115 Sudbourne Road
London
SW2 5AF

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence Number: PERS2980

Licensing Authority: London Borough Of Lambeth

Annex 1 – Mandatory conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
 - a. unauthorised access or occupation (e.g. through door supervision), or
 - b. outbreaks of disorder, or
 - c. damage
2. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made
 - a. By the British Board of Film Classification (BBFC,) Where the film has been classified by the Board, or
 - b. By the Licensing Authority where no classification certificate has been granted by the BBFC, or,
 - c. where the licensing authority has notified the licence holder that section 20 (3) (b) (74 (3) (b) for clubs) of the Licensing Act 2003 applies to the film.
5. The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -

- a. games or activities which require or encourage, or are designed to require or encourage, individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
- d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -

- i. the outcome of a race, competition or other event or process, or
 - ii. the likelihood of anything occurring or not occurring;
 - e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
8. The responsible person shall ensure that -
- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i. beer or cider. 1/2 pint;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass:125 ml; and
 - b. customers are made aware of the availability of these measures
9. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

Embedded restrictions attached to the licence by virtue of grandfather rights.

Annex 2 – Conditions consistent with the Operating Schedule

Additional details in respect of Licensable Activities authorised by this licence

10. Sale by retail of alcohol

Non Standard Timings:

Non Standard Timings and Seasonal Variations

The times and dates of licensable activities will be submitted and agreed within the Multi Agency forum at least 6 months prior to the festival or such lesser period as agreed from time to time within the multi agency forum.

The premises licence is for the on and off sales of alcohol to ticket holders for 24 hours on the dates which will be agreed within the multi agency forum.

This year the hours will be from 17:00hrs on Wednesday 24th August to 03:00 hrs on Monday 29th August 2011

The licence also provides for the supply of alcohol to staff 24 hours on the dates which will be submitted and agreed with the multi agency forum at least 6 months prior to the festival each year or such lesser period as agreed from time to time with the multi agency forum.

This year the hours will be from 17:00hrs Monday 22nd August to 23:00hrs on Tuesday 30th August 2011

The application for an extension of existing hours from 03:00hrs to 06:00hrs Saturday, Sunday and Monday submitted in March 2008 applies to the following campsites only:

Brown/Green campsite DJ
Orange campsite DJ
Yellow Bubble campsite DJ
Blue Valley campsite DJ
Red campsite DJ
Piccadilly campsite DJ
Silent Disco

The location and names of these campsites may be determined from a site plan submitted each year.

11. **Provision of late night refreshment**

Location where activity will take place:

This activity will take place both indoors and outdoors.

12. **Performance of a play**

Location where activity will take place:

This activity will take place both indoors and outdoors.

13. **Exhibition of a film**

Location where activity will take place:

This activity will take place both indoors and outdoors.

14. **Performance of live music**

Location where activity will take place:

This activity will take place both indoors and outdoors.

15. **Performance of recorded Music**

Location where activity will take place:

This activity will take place both indoors and outdoors.

16. **Performance of dance**

Location where activity will take place:

This activity will take place both indoors and outdoors.

17. **Entertainment similar to live music, recorded music or dance**

Location where activity will take place:

This activity will take place both indoors and outdoors.

18. **Provision of facilities for making music**

Location where activity will take place:

This activity will take place both indoors and outdoors.

Non Standard Timings:

19. **Provision of facilities for dancing**

Location where activity will take place:

This activity will take place both indoors and outdoors.

20. **Provision of facilities for anything similar to making music or dancing**

Location where activity will take place:

This activity will take place both indoors and outdoors.

Non Standard Timings:

21. **Concerns in respect of children**

None defined

Conditions consistent with the operating schedule relating to the licensing objectives

General – All four licensing objectives

- 22. The Premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year.
- 23. There shall be an Event Management Plan which incorporates the Operating Schedule submitted to the Licensing Authority at least six months prior to the festival each year.
- 24. The Event Management Plan and any revisions to the Event Management Plan must be approved by the Licensing Authority prior to the Festival

The prevention of crime and disorder

Public safety

- 25. The maximum permitted capacity at the event is 85,000 ticket holders and 4999 guests (89999 persons in total) The proposed capacity for each event will form part of the Event Management Plan notified to the Licensing Authority and the Multi Agency partners under the conditions of this Licence.

The prevention of public nuisance

The protection of children from harm

Annex 3 – Conditions attached after a hearing by the licensing authority

General – all four licensing objectives

The prevention of crime and disorder

Public safety

The prevention of public nuisance

The protection of children from harm

Annex 4 - Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council Licensing Authority.

Please be advised that the dates and hours of licensable activity for Leeds Festival 2011 are as follows:

Hours open to the public

08.00 Wednesday 24th August to 17.00 Monday 29th August (public advertised times are 14.00 Wednesday and 12.00 Monday)

Late night refreshment

23.00 Wednesday 24th August to 05.00 Monday 29th August inclusive

Alcohol sales to ticket holders

17.00 – 03.00 Wednesday 24th August

11.00 – 03.00 Thursday 25th to Sunday 28th August inclusive

Alcohol sales to staff

24 hours from 17.00 Monday 22nd August to 23.00 Tuesday 30th August inclusive

Regulated entertainment

Thursday 25th August 19.00 – 03.00

Friday 26th August 12.00 – 06.00

Saturday 27th August 12.00 – 06.00

Sunday 28th August 12.00 – 06.00

Throughout where it says eg 11.00 to 03.00 Sunday, the 03.00 refers to Monday morning. These are the same timings as in 2010 other than the opening and closing times of the site which have been changed following the approval of the variation application.

A summary of the changes from the 2010 Event Management Plan to this version are included below.

I will look forward to discussing any issues arising from these documents at the first Multi Agency meeting on the 28th February.

Kind regards

Harmony

Summary of changes Leeds Festival 2011 EMP v1 from v2 2010 submitted 10th August 2010

Event Management Plan v1

- Variation application submitted 14th December 2010 for an increase in capacity referred to as forming part of Section 1
- Tenses changed throughout
- Dates changed throughout
- Telephone numbers to be confirmed
- Designated Premises Supervisor confirmed as Ian Donaldson following approval of change of DPS application
- Table Top exercise confirmed for the 19th August 2011

- It is our intention that the advertised opening time of the campsite to people who have purchased Early Bird tickets will be 14.00 hours on Wednesday 24th August 2011. It is our intention to allow very early arrivals into the campsites from 08.00 Wednesday 24th August 2011 in order to ensure that they have access to the welfare facilities onsite
- Capacity for 2011 confirmed at 75,000 (70,000 ticket holders and 5000 guests) following approval of our variation application submitted 14th December 2010
- New appendix Water Safety Plan at Appendix 51b referenced
- Premises Licence Holder / deputy, Security Co-ordinator, Medical Co-ordinator and Fire Co-ordinator on duty for additional hours from 08.00 Wednesday 24th August to 17.00 Monday 29th August 2011
- Gerry Broadbent ex Chief Supt of West Yorkshire Police confirmed as Security Co-ordinator
- West Yorkshire Police will have 2 portacabins for prisoner handling based in Security Control
- The size of the Silent Disco Tent will increase to 45m x 60m
- A and J Big Top Hire confirmed as additional big top supplier
- Drawings and calculations for the revised barrier configuration are still in development

Appendix 1 Health and Safety Policy

- No changes

Appendix 2 Health and Safety Event Contract

- No changes

Appendix 2A Health and Safety Questionnaire

- No changes

Appendix 2B Health and Safety Terms and Conditions

- No changes

Appendix 3 Site Rules

- No changes

Appendix 4 Staff List

- Zone Managers to be confirmed
- Purple zone manager day and 2 x night added
- Orange funfair zone manager day and night added
- Campervan zone manager added to also cover campervan gate
- No longer any zone manager deputy on nights in White as zone is very small
- Nova Scotia zone manager to now additionally cover Yellow Gate operation

Appendix 4A Operational Management

- No changes

Appendix 4B Management Chart

- No changes

Appendix 5 Site Map

- New campsite zone – Orange funfair zone
- New campsite zone – Purple zone
- New campsite zone – Boutique and campervan zone
- New location of the arena entrance slightly further into the football field

Appendix 5A Emergency route map

- Revised to reflect current layout

Appendix 15 Tent Exit Calculations

- Full list of public marquees added
- Revised with new size of Silent Disco tent

Appendix 16 Biography of Fire Safety Team

- No changes

Appendix 16B Biography of Event Safety Co-ordinator

- No changes

Appendix 17 Major Incident Plan

- No changes

Appendices Major Incident Plan 17A – Appendix 17D

- No changes

Appendix 17E Major Incident Plan Nominated Evacuation Marshals

- Revisions to security and manager positions who will act as evacuation marshals / managers

Appendix 17E.2 and 17 E.3 Major Incident Plan Nominated Evacuation Marshals and Evacuation aide memoirs

- No changes

Appendix 18 Show Stop Procedure

- Reference to “FR Silver” has been changed to Premises Licence Holder’s assistant in order to ensure continuity of terms with other documents

Appendix 19 Cancellation Contingency Plan

- No changes

Appendix 19A Crowd Management Procedures

- At the Main Stage side of the cut through at Foxtrot Gate, the topography will either be levelled to create less of a lip that might attract festival goers to remain there due to the good sight lines or security will be deployed there in order to move people on
- The width of the cut through at Foxtrot Gate which was widened in 2010 will either be maintained or increased
- We are exploring widening the secondary barrier at both the Main Stage and Radio 1 stage on either side and incorporating staffed gates which will allow the audience to pass through the barrier on egress or other options to ensure that egress is not compromised. The additional width of barrier will mean that if required, the pit area in front of the Main Stage and Radio 1 stage can be closed to further ticket holders if the pressure there warrants it. This therefore gives us more control over the primary pit at the Main Stage and Radio 1 stage. This configuration is still in development and further details are therefore still to follow
- Staff entering the arena to work will be encouraged to use Echo or Golf Gate rather than Foxtrot Gate in order to further help the flow in the area of Foxtrot Gate
- The arena entrance will move out further into the football field to allow more circulation space between the Radio 1 Stage and the arena entrance which will improve crowd flow on egress in this location
- Pre 2300hrs the Silent Disco Manager will ensure that any queue for the Silent Disco is not impeding emergency egress via India Gate
- Monitoring of the egress in 2011 will pay particular attention to any changes in egress pattern as a result of the new layout and location of the arena entrance

Appendix 19B Crowd Management Plan

- This appendix is pending as we are still developing the design of the revised barriers. This will be supplied to the Multi Agency forum as soon as it is available

Appendix 22 Security Report

- Confirmation of the times of the onsite Multi Agency meetings as:
 - 5pm Thursday 25th August
 - 5pm Friday 26th August
 - 12.15am Saturday 27th August
 - 5pm Saturday 27th August

5pm Sunday 28th August

- CCTV operators company to be confirmed
- Nitrous Oxide, megaphones, air horns and spray cans added to the list of items not allowed onsite
- Confiscated items are to be disposed of in skips at the campsite gates. There is no facility for festival goers to pick up their confiscated items after the festival any more following a poor take up of this in previous years
- Particular attention will be paid to confiscating smoke bombs, flares and gas canisters
- Fire controller to be based in Security Control at all times rather than just strategic times only
- We will increase the deployment of security staff to the Brown campsites
- We will provide 2 portacabins for an evidential recovery officer and for prisoner handling for West Yorkshire Police

Appendix 25 Security Procedures

- Property taken from festival attendees at gate searches e.g. alcohol for sale etc. must be put into the skip at that gate rather than to the confiscations staff member as in previous years

Appendix 31 Ticket Control

- Capacity of tickets for sale changed to 70,000 (and 5000 guests)

Appendix 32 Arena Entrance Diagram

- No changes

Appendix 33 Security Placement Schedule

- 28% increase in overall security and stewarding shifts since version 1 2010 and 7% increase since version 2 2010
- Additional security deployed into Brown
- Security and stewarding levels revised in Orange to reflect new zones of Orange, Orange Funfair and Purple
- Campervan field now separate zone and staffed accordingly
- Additional staffing for Black Fen Gate to enable it to open throughout
- Additional security added for wider arena entrance
- Additional security added for Silent Disco
- Additional security added at all disabled platforms
- Additional security added at Ross Roads for crowd management
- Additional security added onto internal production and trader routes
- Additional security added at North Lodge Gate
- Additional security added at campsite gates for Monday day shift post festival
- Additional security added into the load in and load out

Appendix 34 CCTV Map

- Revised to show new location of Rakes Gate camera
- Revised with positions on background of 2011 site map

Appendix 35 Failure of CCTV

- No changes

Appendix 37 Traffic Management Plan

- The hard signing and coning plan will be available in April 2011. The final version from 2010 still currently stands
- Ticket holders wishing to arrive on Wednesday 24th August will be sold Early Arrival Permits. There will be 20,000 of these permits for sale. This is the same number as in 2010. We have not increased the number of early bird permits pro rata to the capacity increase as we would like a second year of Wednesday working well before loading more vehicles onto the Wednesday traffic plan
- The traffic levels for the 2011 event are anticipated to be around 1500 higher than those of 2010 due to the increase in capacity

Total weekend cars predicted	14000
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Average day cars per day Friday, Saturday and Sunday	850
Total drop off movements one way in	6500

- Based on the arrival patterns of 2010 the predicted number of cars including drop offs arriving on the Thursday between 05.00 and 16.00 even with 5000 additional tickets sold would be just over 7500 in 2011. Both the 2009 modelling and our previous experience of the additional capacity of the A64 travelling westbound on the Thursday demonstrate that the traffic plan is predicted to comfortably accommodate the potential increase in capacity
- Staff will click the numbers of cars in at each gate in order that we have live information about the arrival pattern and rate of arrival throughout the ingress period
- The bus route from Leeds city centre to the site is confirmed via Jct 44 and Spen Common Lane (we are no longer using Toulston Lane following complaint from Bramham Parish Council during the festival in 2010)
- The bus route from the festival site to Leeds city centre is to use A1 (M) at Jct 45 throughout so as not to use A58 and add to drop off / pick up traffic
- Geldards have negotiated for pick up points both sides of the road at Sovereign Street thus doubling their queuing capacity there
- Based on the scheduling from 2010 with a pro rata increase in terms of the additional capacity the maximum number of coaches at any one time in the coach park is likely to be around 43 during one hour on the Thursday at 13.00 – 14.00 hours and 64 in one hour on the Monday at 07.00 hours and there is capacity for more than this number of vehicles
- The taxi leaflet will be produced in consultation with Thorney Parish Council
- We are hopeful that once again the Highways Agency may allow us to borrow their temporary CCTV cameras. If this is the case, they will be monitored at Traffic Control and situated in the locations identified in Appendix 37G. The request for them and the approval process will be started earlier in 2011
- A site visit to view both the locations of the temporary CCTV and temporary VMS will be organised between the Traffic Co-ordinator, Leeds City Council Highways and the relevant Highways Agency contractors
- Traffic Control may be installed in 2011 inside a portacabin in the car park at Spen Common Lane subject to all the relevant permissions rather than inside the building in order to minimise disruption to their normal operation
- In 2010 an additional traffic officer from West Yorkshire Police was added at the last minute to cover the traffic lights at Bowcliffe Bridge. This position is not thought necessary in 2011
- The Offsite and Onsite Traffic Co-ordinators or a designated nominee will be present and contactable at all times on the 24th August from 07.00 until 18.00 29th August 2011
- We are hoping to form the Multi Agency tout response vehicle again and if we are able to then we would anticipate it starting slightly earlier in 2011 at 10.00 Wednesday 24th August 2011
- Diversion routes from the M62 and M1 to the south of the site are subject to change depending on the geographical breakdown of ticket sales once available
- For egress a left turn out of Brown Gate is not encouraged because this loads the Bramham Interchange roundabout although this may be used at the time depending on the conditions and flow out of Brown Gate. Temporary VMS will be installed in this location for the main egress in order that we can change the flows there to minimise the disruption on the public highway
- There will be a manager at Brown Gate for the egress to make sure that the flow out of site and onto the public highway at this key junction is managed effectively
- Additional lighting will be installed at the junction of Tenter Hill and West Woods Road on Sunday at 20.00 for the egress
- Traffic Control will be operational for the egress from 20.00 Sunday 28th August to 17.00 Monday 29th August 2011

Appendix 37A Traffic Management Plan Press Releases

- No changes

Appendix 37C Traffic Management Gate Map

- No changes

Appendix 37D Traffic Management Plan Signage and Coning Plan

- Appendix 37D1 – 37D17 with the full traffic signing and coning schedule not included as to be supplied in April 2011
- The changes for 2011 are few but two key improvements are listed here for information:
 - The temporary signage at Jct 29 Lofthouse needs to be revised in order to better match the hard signage at the same point
 - Signage will be added at Jct 45 of the M1 to ensure that the routes are clear at this point

Appendix 37E Traffic Management Plan VMS schedule

- No changes
- This schedule is subject to change as the Highways Agency are adding in times when no messages are displayed during switchover in order to reduce the potential for confusion as the Thursday plan for the one way system on the A64 comes into play and then is decommissioned

Appendix 37E.1 Traffic Management Plan Temporary VMS schedule

- This document now also includes the positions of the temporary VMS locations for egress

Appendix 37E.2 and E.2A Traffic Management Plan Temporary VMS location maps

- New plan of the temporary VMS locations for egress including legends

Appendix 37F Traffic Management Plan Route Map

- No changes

Appendix 37G Traffic Management Plan Offsite CCTV

- Revised to reflect final 2010 locations of:
 - Paradise Way to the north of Balfour Beatty maintenance depot
 - West Woods Road by footpath
 - Tenter Hill / West Woods Road junction
 - Red Gate 2
 - A64 / Potterton Lane junction behind bollards
 - Wattle Syke roundabout

Appendix 37H Traffic Management Plan Shuttle Bus Timetables

- No changes

Appendix 37I Traffic Management Plan Management Structure

- No changes

Appendix 38 Onsite Traffic Management Plan

- A number of pre determined holding areas around the site will be designed for the medics to use where they can be based on standby in order to reduce the number of ambulance movements across the site. Many medical responses will be on foot

Appendix 51 Water Map

- Revised to reflect 2011 site layout

Appendix 51A Water Safety Plan

- Following samples taken by Leeds City Council in 2010 which demonstrated high levels of iron in the mains water supply, in the w/c 17th August, an additional sample will be taken for iron and submitted to a laboratory such as AL Control in Bradford or the Severn Trent Lab in Wakefield
- Tap swaps will be taken as a matter of course throughout the sampling regime and records kept in the Hunts Water Safety Log. In previous years this has not been the case. This will enable us to see whether any sample failures are down to tap contamination immediately
- Sampling points that are fit for purpose and can be sterilized will be installed at each bladder tank location in order that each separate supply can be tested

- All Hunts employees will be trained in sampling, however it is anticipated that the designated sampler will be the main person carrying out all sampling across the site as well as taking responsibility for recording and logging in the Hunts Water Safety Log
- The Licensing Office will conduct spot checks to ensure that security remain in position at the water tanks
- All of the details of the superchlorination including detailed information on the chlorine readings will be included in the Hunts Water Safety Log
- Chlorination treatment will be recorded in the Hunts Water Safety Log in as much detail as possible including records of the dosing machinery
- In previous years there has not been a chlorinator prior to the bladder tanks. In 2011 there will be a chlorinator both prior and after the bladder tanks in order to offer additional control over the bladder tanks themselves
- Hunts Water will be contracted to repair any leaks within the shortest possible time frame. A record of any leaks found and remedial action taking including timings will be included in the Hunts Water Safety log
- Additional checks and sampling procedures such as visual and chemical checks will be discussed with Liam Cooper at Leeds City Council and further expanded in the next version of this document
- There will be a dedicated sampler and logger provided by Hunts Water who will be responsible for all sampling, logging, the maintenance of the Hunts Water Safety Log and the manning of the Hunts Office. The Hunts Office will be available 24 hour per day during the festival
- All logs completed by Hunts will be kept onsite in their office available for inspection by Leeds City Council

Appendix 56 Essential Information for Traders

- Campsite vehicle movement now stops at 07.00 Wednesday with reference to the earlier campsite opening time
- Campsite opening times changed to 08.00 Wednesday to 17.00 Monday 2011
- Large catapults and oversized lighters added to the list of banned items under trading regulations

Appendix 61 Procedures in the event of a polyjohn overturning

- No changes

Appendix 73 Noise Management Plan

- Fixed monitoring position for Barwick in Elmet confirmed as Fox and Grapes public house, A64 York Road
- Propagation test on the Thursday to now include late night noise sources
- The likely order of testing will be Barwick in Elmet, Thomer, Bramham
- The sound sources will be turned off while consultants are travelling from one village to another
- A concerted effort will be made in 2011 to reduce the impact of the Piccadilly Party by exploring curbing the vertical propagation of the system and looking at a higher flown system
- David Leversedge will have a meeting with all of the DJs that will be performing at the Piccadilly Party in order to ensure that they are clear as to their responsibilities in terms of minimising the risk of noise nuisance offsite
- There will be a member of RPS based at Piccadilly Party during the high risk hours

Appendix 76 Noise Letters Bramham Park

- Updated copies included for 2011

Appendix 77 Campsite Strategy

- We will again build organised bonfires in Yellow Bubble, Purple (new zone, formerly in Orange) and Red camping
- Orange zone from 2010 will be split into three this year in terms of zones creating Purple zone, Orange zone and Orange Funfair zone. These additional zones will not have additional campsite DJ's – there will be one campsite DJ covering these three zones. There will be an

additional fire tower in the Purple zone. Each of these zones will have a zone manager and full deployment of staff under them replicating the procedures in the other zones

- The campervan area and boutique campsite will be separated out of the Brown zone deployment and will have its own manager and staffing
- The levels of security in the Brown zone will be increased
- In 2009 for the first time, all non SIA security positions in the campsites were removed and SIA security numbers were increased. In 2010 the numbers of personnel on night shift in the key zones was tripled compared to 2009. This upgrade and overall increase in numbers will be retained in 2011
- We are aiming that the majority of staff in the campsites on night shift should have access to a fire backpack each

Appendix 77A Campsite Strategy Organised Bonfire Deployment

- Revised with new security positions confirmed

Appendix 77B Campsite Strategy Organised Bonfire Plan

- No changes

Appendix 80 Medical Management Plan

- No changes

Appendix 87 Barrier Drawing

- This appendix is pending as we are still developing the design of the revised barrier. This will be supplied to the Multi Agency forum as soon as it is available.

Appendix 88 DPS Contract

- The DPS contract has been overhauled in the light of the mandatory conditions and includes a new Appendix Premises Age Verification Policy sign template

Appendix 88B Change of DPS Application

- Not included as no application being made

Appendix 89 Performers

- No changes

Appendix 90 TV and Media

- No changes

Appendix 91 Zone Manager Chart

- Revised to reflect additional deployment into the zones
- Revised to reflect new zones

Appendix 92 Fire Risk Assessment and associated appendices

- Occupant capacity of the arena revised to 75,000
- On Sunday late afternoon in particular the litter pickers will work hard to clear the arena of litter including bins
- An arena fire team will be deployed to deal with any fires that are started in the arena using fire backpacks or other equipment if required. Festival goers starting fires in the arena will be liable for eviction
- Fire Control will be located within the Security Control Tent
- The fire extinguisher allocation has additional equipment at the fire tower in purple and additional fire backpacks throughout the zones
- The level of fire fighting personnel in 2011 will be:
 - 2 fire fighters from 08.00 Wednesday 24th August 2011
 - 7 fire fighters and controller on days and 9 fire fighters and controller on nights from 08.00 Thursday 25th August until 17.00 Monday 29th August
 - Additional 2 fire fighters prior to 12.00 and additional 3 fire fighters from 12.00 – 17.00 on Monday 29th August

- Additional statements added to the fire safety campaign about how smoke bombs and flares are not allowed onsite and using them leaves you liable to eviction

Appendix 93 Noise Risk Assessment

- No changes

Appendix 94 Risk Assessment

- With the increase in capacity the focus on intelligence about which acts will be busiest and the co-ordination of the programming will be significant and there will be a proactive response
- The revised location of the Main Stage has improved the extent of the gradient of the loading ramp
- Disabled viewing platforms will be constructed at all key stages and they will have ramps with non slip surfaces added to them and kickboards around the edge of the platform
- Security staff on the disabled viewing platforms at the Main Stage will be issued with radios in order that they can inform disabled patrons whether there is space on the other platform if their platform becomes busy
- Screens are installed at the Main Stage, Radio 1, Dance and Alternative stages

Appendix 95 List of all appendices

- New appendix

LICENSING COMMITTEE WORK PROGRAMME 2011/12- LAST UPDATED 28 July 2011 (hg)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Items Currently Unscheduled			
Leeds PCT	Update on Alcohol Strategy and Health Matters		B
WYTSS	Test purchasing and other measures tackling under age sales		B
Regular Renewal of CRBs for Licence Holders	Review, timetable to be agreed having regard to necessary public consultation	Des Broster	
TPHL Policy Review – ongoing review of the policies/conditions	Timetable for the reviews was agreed Feb 11, the policies/conditions will return to the Committee at the conclusion of the necessary consultation period (to include driver licences nationality & immigration status checks)	Des Broster (Sept 2011 – Jan 2012)	DP
NVQ/VRQs for drivers	Review ongoing arising from the Working Group	Des Broster	DP
SEVs	w/c 11 June 2012 applications to be considered		
Casino	w/c 25 June 2012 training followed by Casino Stage 1 application process		

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 17 May 2011 - cancelled			
Meeting date: June 2011 – HELD. Casino application pack/Annual Gov arrangements/procedure Rules/appeals			
Meeting date: 26 July 2011 – HELD SEVS policy/HC Trade Forum constitution			
Meeting date: 16 August 2011			
Leeds Festival	Update prior to the Festival during August Bank Holiday	S Holder	B

LICENSING COMMITTEE WORK PROGRAMME 2011/12- LAST UPDATED 28 July 2011 (hg)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 13 September 2011			
City Centre Quarterly Update	Discussion on city centre premises, licensing and policing	WYP	B
City Centre Night Time economy	Discussion on the night time strategy & economy	Clare McCall	B
Meeting date: 18 October 2011			
Planning & Licensing		Chris Sanderson & Sue Holden	B
Police Reform Bill	Update on the progress of the Police Reform Bill	Sue Holden	B
Meeting date: November 2011			
Meeting date: December 2011			
Meeting date: January 2012			
City Centre Quarterly Update	Discussion on city centre premises, licensing and policing	WYP	B

LICENSING COMMITTEE WORK PROGRAMME 2011/12- LAST UPDATED 28 July 2011 (hg)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: February 2012			
Meeting date: March 2012			
Meeting date: April 2012			
City Centre Quarterly Update	Discussion on city centre premises, licensing and policing	WYP	B
Meeting date: May 2012			

Key:

RP – Review of existing policy

PM – Performance management

SC – Statutory consultation

DP – Development of new policy

B – Briefings

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