

Operating Schedule – Mint Festival

- The premises licence will be limited to one event per year **to take place on a Saturday.**

-For Year 1 the capacity of any event will be limited to up to 14,999.

-For Year 2 and onwards the capacity of any event will be limited to up to 19,999.

The event and licensable activities will be limited to one day per year. For the hours set out below:

Plays, Films, Live music, Performances of dance, Anything of a similar description: 10:00 - 23:00:

Recorded Music: 10:00 - 23:45 (23:00 – 23:45) in one arena only at reduced levels to meet the agreed condition with EHO)

Sale of alcohol: 10:00 -23:45

Late Night Refreshment 23:00 - 00:00 (Midnight)

Hours Open – 10:00 – 01:00 the following morning to allow for dispersal.

There will be no camping.

~~The provision for Camping has been incorporated into this application and will take place from Yr2 (2021) onwards, on the condition that if camping is to take place at the event the SAG are informed at least 120 days prior to the event.~~

-Attendees will not be allowed to bring their own alcohol on site.

-The applicant will ensure that a reputable security provider with experience of staffing events of this nature will be used with clear policies and procedures in place to firstly deter, then defuse or combat any crime or disorder.

- Appropriate crowd management, search and refusal/ejection policies will be in place from the start of the admissions procedure to prevent under 18's gaining access to the site and also smuggling in of drugs, weapons and other prohibited articles, a list of which can be found in the Event Management Plan ("EMP").

-The Licence will be used for licensable activities on the occasions as specified.

-The nature of the event/audience profile will not be changed without the consent of the Responsible Authority.

-The licensed site will be open to the public during the hours specified.

-The public will not be admitted to the licensed site until such time that the Licence Holder/nominated person is satisfied that the site is safe and suitable for its intended use.

-Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of any Event.

-The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities.

-An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise

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and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.

-Event Safety Coordinator will ensure that periodic wind speed measurements are taken throughout the event. The results of these measurements are to be recorded and made available to the Licensing Authority.

-Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities.

-The Plans should contain the following items (not exhaustive):

a)All boundary fencing (defining the arena, backstage areas, etc)

b)All vehicle access routes, including routes for emergency vehicles

c)The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);

d)All structures (type / use identified)

e)Fire Points

f)First Aid Points

g)Toilet Blocks

h)Water Points

i)Welfare provisions, lost & found etc.

j)CCTV locations

k)Security Control

l)Production office etc.

-Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick up points, etc external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.

-There will be no changes to the plans without the consent of the Responsible Authorities.

- Public Liability and Third Party Insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.

-A means to allow the Licensing Authority information as is necessary to enable an audit of ticket sales shall be provided.

-Where the sale of alcohol is a licensed activity, all alcohol sales must be made under the authorisation of a Designated Premises Supervisor (DPS) who is a Personal Licence Holder.

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-A supervisor's register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Licence Holder / nominated person for a period of 6 months after the event.

-The 'Check 25' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age.

-Additional concerns regarding increased risk to pedestrians on nearby rural roads accessing and leaving the site, particularly during the hours of darkness will be alleviated by the provisions of shuttle buses and other measures.

-The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.

-A suitable CCTV system will be installed, maintained and be operated on the site at all times when the public are on the site.

-The Event Management Plan will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information.

-Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.

-Sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (Purple Book), or to any other standards / numbers as agreed with the Responsible Authorities.

-The Event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.

-The Security & Stewarding Plan will not be changed without the agreement of the Responsible Authorities.

-Security & Steward Personnel Register:

A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgement by each individual.

-The register will be maintained at the licensed site and be produced for inspection by any authorised officer of the Responsible Authorities.

-The Licence holder will retain the register for a period of 6 months following the event.

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-A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities.

-A Search Policy will be contained within the Event Management Plan.

Notices will be displayed at the entrances of the site which state:

a)A search will be conducted as a condition of entry to the site;

b)Incidents of crime and disorder will be reported to the police;

c)Entry to the site will be refused to any person who appears to be drunk, acting in a threatening manner or is violent.

d)Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.

-Any such instances will be recorded in the Incident Report Register.

-Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the West Yorkshire Police.

-A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.

-Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register.

-The register will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.

-The Licence holder will retain the register for a period of 6 months following the event.

-Notices will be prominently displayed at entrance/s to the site which informs customers that glass containers and cans may not be taken into the site.

-Sealed skips will be used for the deposit of glass containers.

-The Licence Holder shall ensure that the capacity of the site is controlled and does not exceed the figure as agreed with the Responsible Authorities.

The Event Management Plan will include policies and procedures on:

a)Entry to the site (including monitoring of any capacity limit)

b)Crowd control and management once the public are in the site (i.e. front stage pressure)

c)Capacity control within any structure/marquee

d)Egress from the Site a policy to ensure the gradual dispersal of customers from the site

e)Emergency Evacuation of the site

-All relevant staff shall be trained on these measures, and all other matters relating to the safety of the public.

-All access and egress routes, sanitary accommodation, drinking water, first aid points, campsites, car parks and security control units shall be adequately and conspicuously

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signposted at all times. All access and egress gates are to be provided with relevant gate numbers identifiable from both inside and outside the arena and correspond with the site plan.

-Emergency exit gates shall be appropriately identified.

-A fully navigable route for vehicle use avoiding conflict with pedestrian traffic will be provided to all areas for the licensed site.

-Vehicular movement while the public are on the Licensed Site will be limited to those which are essential and will be controlled to ensure safety of the public. The use of 'golf type' buggies on the Licensed Site and back stage will be limited to essential use and will be controlled to ensure safety of public and staff.

-Where vehicles conflict with pedestrians leaving the arena (i.e. vehicles travelling from the back stage area) there shall be an agreed vehicle curfew commencing from when pedestrians start leaving the arena until the arena has been cleared.

-During the event of an evacuation of the site there shall be no vehicle movement until the Licence holder is satisfied that all pedestrians have vacated the area.

-Concessions shall be briefed to the effect that vehicle movement within the licensed site is strictly prohibited.

-Any person in charge of a vehicle shall be suitably qualified/trained.

-Emergency vehicle access routes to the arena(s) and all parts of the Licensed Site shall be provided to the satisfaction of the Responsible Authorities.

-Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.

-The licensee has a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer. Please refer to Fire Safety Risk Assessments (open air events & venues booklet) ISBN 139781851128235.

-Lighting will be provided in all key areas of the site to which the public have access inside the site, including emergency and general access/exit routes, passages, corridors and stair cases, toilets, first aid points, car parks, designates pick up points, bus terminals and any campsites.

-Enclosed structures, i.e. marquees, will be provided with exit sign boxes lit by both primary and emergency lighting.

-An electrical emergency lighting system will be installed and maintained. The source of supply for this lighting will be separate from that for the general lighting.

-The emergency lighting will illuminate all exit signs, gate number and exit routes from the site.

-The general and all emergency lighting systems will be tested prior to the admission of the public. Records of such tests will be maintained on site for inspection by any authorised officer.

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-A full safety check of the licensed site, including the availability of exit gates and routes for pedestrians and emergency vehicles, will be carried out prior to the admission of the public.

-Periodic safety checks will be carried out whilst the public are on the site.

-Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.

-The Licence holder will ensure that such records are maintained for a period of 6 months after the event.

-All electrical installations are to be certified by an electrician as approved to current British Standards as detailed in the HSE Event Safety Guide. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 or to any revised standards.

-Electrical installations will be inspected prior to the start of the event by a suitably qualified person.

-Temporary electrical wiring and distributions will be inspected by a suitably qualified person before they are put into use.

-Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.

-The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.

-All staging, ramps, stairs, front of house barriers and other structures erected on the Licensed Site in connection with the event will comply with the provisions of the HSE Event Safety Guide, and the relevant safety regulations appertaining to the structure.

-The Event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions / loadings, history of use and details of the suppliers / installation arrangements.

-The locations of all temporary structures will be identified on the site plan.

-All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturers instructions.

-No additional temporary structures will be allowed on the site other than those for which the details have previously been submitted to and approved by the Responsible Authorities.

-Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site.

-Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.

-Regular safety inspections of temporary structures shall be undertaken. A written record of

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these inspections will be kept.

-The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.

-Regular safety checks of guarding to fires and open flames will be undertaken.

-All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.

-28 days prior to the event Environmental Health Services shall be provided with a full list of food concession units detailing their names, addresses, type of operation and proposed locations within the licensed site. The licensee or sole franchise holder shall ensure that no other food concessionaires other than those already notified are admitted to the licensed site.

-At the request of an Environmental Health Officer, any food operation not complying with the food hygiene and Health and Safety at Work legislation shall be closed down.

-The provision of and location of all refreshment / concessionaire facilities shall be positioned well away from the stage and not obstruct access to any exit from the Licensed Site.

-All concession units shall remain stationary whilst the public are on the site and shall remain stationary for a minimum of 30 minutes once the public have left the site.

-Concessions will be made aware that the movement of any vehicles, including golf buggies, on the licensed site whilst the public are present is strictly prohibited. Any concessions ignoring this requirement will be rejected from the site.

-No catering vehicles approved to be on the site shall be parked down a slope unless the vehicles have been adequately checked.

-The preparation and serving of hot food and drink will be positioned to prevent the risk of scald and burns to the public.

-Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards / numbers as agreed with the Responsible Authorities.

-The Event Management Plan will contain a Medical Plan, which will include details of the medical provider, a breakdown of the numbers, qualifications and experience of medical personnel.

-The Medical Plan will also have particular reference to the quantity and quality of the first aid points, including the size, location, signage, electricity, lighting, flooring, water supply and access by emergency vehicles.

-First aid points will be identified on the site plan.

-If paramedics are to be deployed their registration numbers must be provided to the appropriate Ambulance Authority at least 28 days prior to the start of the event.

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-Public access to any part of the licensed site will be subject to confirmation that the Medical Provider and adequate first aid cover is in place.

-The Medical Co-ordinator shall be provided with details of the intended programme of acts and activities and shall ensure that any alterations to the programme are notified immediately.

-A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. All relevant staff will be appropriately trained in such procedures.

-The Event Management Plan will contain a written health and safety policy covering all aspects of the safe use of strobes lasers, smoke machines or any other special effects.

-The use of strobes and similar effects shall be displayed on event advertising media (including electronic publicity) and displayed on the event tickets and upon entry to the site.

-Details of all Lasers to be used during the event must be provided to the Leeds City Council Health and Safety team no later than 28 days prior to the event.

-Special provisions for disabled persons, namely access and egress. Car parking, sanitation facilities and viewing areas where appropriate shall be provided. Such facilities will be identified on the site plan.

-The Event Management Plan shall contain a procedure for the safe evacuation of disabled persons. Staff will be trained in the procedure and a record kept of such training.

-The Event shall be carried out in such a way to comply at all times with the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council ISBN Z 900103515).

-The Event Management Plan shall contain a Noise Management Strategy.

-The Strategy shall identify how noise arising from the holding of the event will be effectively controlled so as to prevent public nuisance and show full compliance with licence conditions and with the Code of Practice on Environmental Noise Control at concerts (published by the Noise Control Council ISBN 2900103515). This strategy shall include proposals for dealing with noise from:

- a) Regulated Entertainment
- b) Concessions including funfair rides
- c) How any overrun will be prevented or controlled

Once agreed the contents of the strategy shall be followed throughout the event.

-A noise propagation test shall be undertaken and completed in the morning prior to the start of the music event, or the day before the event.

-Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment will be fixed as a result of testing. The sound system will be configured and operated in a similar manner as intended for the event. The sound source used for the test will be similar in character to the music likely to be produced for any major music event.

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-An independent noise consultant to assess the positioning of sound sources pre-event and to monitor noise throughout the event must be present. Any testing of sound equipment will not take place before 10:00hrs and will last for a maximum of 2 hours on any one day.

-The noise consultant will be available throughout the duration of the event and will have complete authority to ensure licence compliance without interference from the Premises Licence Holder or any other party on behalf of the event and will have an on site team to monitor noise throughout the event. The noise consultant will maintain a noise log which will be available at all times for inspection by an authorised officer.

-Waste collection, plant and machinery, deliveries and other activities that might generate noise will be located as far as possible from residential properties and other noise-sensitive properties.

-No nuisance will be caused by noise or vibration emanating from the site from external plant or equipment.

-All lighting on the site shall be of a suitable intensity and positioning. All lighting on or at the site will be operated in a manner which will not cause a nuisance to nearby properties.

-The site will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.

-The site will have an adequate supply of litter bins. Notices requiring customers to use the litter bins will be displayed prominently at the site. Litter bins will be emptied regularly.

-All materials used to promote or market the event are to be displayed lawfully. The Licensee will take measures to encourage agents, employees or any party acting on her/his behalf to display promotional materials lawfully.(E.g. By way of contractual agreement.)

The Event Management Plan will contain a Litter & Waste Management Strategy. The Strategy will identify:

- a)Location and number of containers
- b)Emptying and replacement schedule
- c)Steps to remove litter throughout the event
- d)Standby procedures to address any identified refuse accumulations e.g. overflowing receptacles
- e)After event cleaning schedule
- f)Steps to prevent litter from being dropped offsite

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g)Steps to remove litter along roads, entrances and exits adjacent to the site Arrangements for waste produced by traders

Methods proposed to evidence that the above steps have been taken.

-All reasonable steps will be taken to ensure that activities promoting or publicising the event do not cause littering. Measures to remove such litter as and when it occurs shall be put in place.

-Sufficient sanitary accommodation units, washing facilities and hand wash/sanitation units and drinking water facilities will be placed in suitable locations around the licensed site in accordance with guidance laid out in the current HSE Event Safety Guide.

The Event Management Plan will include a water and sanitation management strategy. This shall contain the following

- a)Location, numbers and types of drinking water points
- b)Sources of water supply
- c)Methods of sterilisation of taps and erected systems prior to use
- d)Methods and frequency of ongoing cleaning and sanitising
- e)Monitoring of water points throughout the event
- f)Drainage of water point areas
- g)Water quality sampling regime before and during the event
- h)Methods proposed to evidence that the above steps have been taken
- i)Location, numbers and types of sanitary accommodation
- j) Disabled facilities
- k)Male/Female split
- l)Washing facilities provided
- m)Methods and frequency of emptying, cleaning and monitoring of the sanitation facilities throughout the event
- n) Methods and frequency of refilling and monitoring of hand sanitation units
- o) Drainage of sanitation areas
- p) Methods proposed to evidence that the above steps have been taken.

Once agreed, the contents of the strategy will be followed throughout the event

-The locations of such facilities will be identified on the site plan.

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-Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for visitors throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water.

-All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.

-The drinking water point areas will be monitored on a regular basis throughout the event. Monitoring will include checks on adequacy of drinking water supply, checks on cleaning and sanitisation of the points, checks for leaks, damage, flooding and blockages. Any problems will be addressed straight away.

-Records of all such checks will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.

-The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.

-Sanitary accommodation units will be regularly emptied throughout the event by a competent Licensed Contractor. To ensure public safety during the emptying of sanitary units, emptying procedures will conform to site safety rules as outlined in any Risk Assessments and site safety plans.

-A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:

- a)Traffic Routes
- b)Traffic Regulation orders
- c)Traffic Signage
- d)Car Parks
- e)Management of vehicle gates
- f)Traffic Spotters
- g)Tow Away Facilities
- h)Advanced information in the media
- i)Use of Public Transport / Coaches
- j)Pedestrian Access Facilities

-The plans of the licensed site shall identify routes for emergency vehicles around the licensed site and location of car parks. This plan should be supplemented with area maps identifying traffic routes to the site, access & egress points to car parks and the identified access/egress routes for emergency vehicles (unless this information may be contained on the same site plan).

-All vehicular access points into the Licensed Site shall be provided to a standard appropriate for the nature and volume of traffic shall be laid out and constructed to the satisfaction of the Responsible Authorities.

-Designated areas will be used for car parking. Such areas will be adequately stewarded and signed.

~~Where camping is to be provided, the Event Management Plan will contain a Camp Site Plan. This should include detailed information of all facilities to be provided in the camp sites subject to the numbers of people camping, including (but not exhaustive):~~

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- a)Monitoring and control of tents/camper vans;
- b)Security/Fire Patrols (including contingency plans for calling the Fire Authority);
- c)Sanitary and washing facilities
- d)Drinking Water
- e)Medical provisions
- f)Catering
- g)Lighting
- h)Signage
- i)CCTV
- j)Policy on cooking / campfires

The layout of the campsites with all access and egress points and location of watch towers, fire patrols, etc will be included on the site plan.

Grass will be cut if necessary, and all cut grass should be removed from areas used for sleeping accommodation.

The public will not be admitted to the campsites until such time that the Licence Holder is satisfied that the campsites are safe and suitable for the intended use and all provisions are in place and operative.

Campsites shall have clearly defined emergency vehicle access lanes.

The lanes should be designed to allow emergency vehicles access and egress from a camping area without the vehicle having to turn back on itself.

Camping must be controlled to ensure that tents do not encroach onto the vehicle lanes.

All tents and sleeping accommodation shall be controlled and monitored to ensure that tents etc are adequately spaced having regard to public safety.

The camp site shall be monitored to ensure that no overcrowding occurs.

An on site privately organised fire team with off road capability to provide fire cover at all times that the site is open for members of the public shall be provided subject to discussions with fire authority.

Prior to the admission of the public on the camp site, all systems used for giving warning in the event of fire, and evacuation procedures, shall be tested.

Records of such tests will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.

The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.

Fire points shall be clearly signed and visible.

Cooking facilities shall be monitored by stewards, any that are out of control shall be extinguished.

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- This is an 18 plus event so no children will be allowed on site.
- Rigorous identification, search and check 25 procedure will be in place to prevent juveniles entering the site.
- Any juveniles not with an adult that do attend and are in possession of tickets will be refunded and safeguarded until either a parent or other responsible adult comes to collect them. If this is impracticable they will be provided with adequate shuttle or other transport to remove them from the area to a home address or other place of safety.
- The Premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year.
- The licence holder will co-ordinate meetings of the Safety Advisory Group throughout the planning process.
- The licence holder will meet with Ward Members, Representatives of Parish Councils and community representatives throughout the planning process, as required.
- The Premises Licence Holder shall provide through the Safety Advisory Group an Event Management Plan and all event documentation in accordance with the submission timescales set by the Safety Advisory Group.
- The Event Management Plan and any revisions to the Event Management Plan must be approved by the Safety Advisory Group.