

## Premises Licence

### Part A Schedule 12 Licensing Act 2003

#### Part 1 – Premises Details

##### Postal address of premises, or if none, ordnance survey map reference or description

Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

##### Licensable activities authorised by this 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,

##### Times the licence authorises the carrying out of licensable activities

###### *Sale by retail of alcohol*

Saturday	10:00 - 23:45
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###### *Provision of late night refreshment*

Saturday	23:00 - 00:00
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Location of activity:	Both indoors and outdoors
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###### *Performance of a play*

Saturday	10:00 - 23:00
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Location of activity:	Both indoors and outdoors
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###### *Exhibition of a film*

Saturday	10:00 - 23:00
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Location of activity:	Both indoors and outdoors
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###### *Performance of live music*

Saturday	10:00 - 23:00
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Location of activity:	Both indoors and outdoors
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###### *Performance of recorded music*

Saturday	10:00 - 23:45
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Location of activity:	Both indoors and outdoors
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Further details:	23:00 to 23:45 hours - in one arena only at reduced levels to meet the agreed condition with EHO.
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*Performance of dance*

Saturday 10:00 - 23:00

Location of activity: Both indoors and outdoors

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

Saturday 10:00 - 23:00

Location of activity: Both indoors and outdoors

**Opening hours of the premises**

Saturday 10:00 - 01:00

Alcohol is sold for consumption on and off the premises

**Part 2**

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

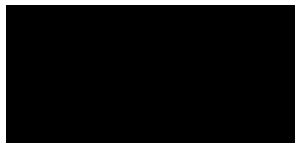
Mint Festival Limited  
51 Selby Road  
Leeds  
LS9 0EW

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

Registered business number: 08080606

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

Bruce Robert Lerman



**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: [REDACTED]

Licensing authority: [REDACTED]

Licence issued under the authority of Leeds City Council



Mr Martyn Musson  
Licensing Officer  
Entertainment Licensing  
Elections, Licensing and Registration

## 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 must 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 -

- a. games or other 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 in a manner which carries a significant risk of undermining a licensing objective;
- 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 in a manner which carries a significant risk of undermining a licensing objective;
- d. 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 glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

- e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 6. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 7. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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 either -

- a. a holographic mark, or
- b. an ultraviolet feature.
- 8. The responsible person must 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: ½ pint;
    - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - iii. still wine in a glass: 125 ml;
  - b. these measures are displayed in a menu; price list or other printed material which is available to customers on the premises; and
  - c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- 9. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula  $P = D + (D \times V)$  where -
  - i. P is the permitted price,
  - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
  - i. the holder of the premises licence,
  - ii. the designated premises supervisor (if any) in respect of such a licence, or
  - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;

- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 – Conditions consistent with the operating schedule**

### **General – All four licensing objectives**

- 10. The premises licence will be limited to one event per year to take place on a Saturday.
- 11. For Year 1 the capacity of any event will be limited to up to 14,999.
- 12. For Year 2 and onwards the capacity of any event will be limited to up to 19,999.
- 13. There will be no camping.
- 14. Attendees will not be allowed to bring their own alcohol on site.
- 15. 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.
- 16. 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").
- 17. The Licence will be used for licensable activities on the occasions as specified.
- 18. The nature of the event/audience profile will not be changed without the consent of the Responsible Authority.
- 19. The licensed site will be open to the public during the hours specified.
- 20. 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.
- 21. 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.
- 22. 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

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

23. 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.
24. 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.
25. 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.
26. 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.
27. There will be no changes to the plans without the consent of the Responsible Authorities.
28. 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.
29. 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
30. 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).
31. 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.

32. Designated areas will be used for car parking. Such areas will be adequately stewarded and signed.
33. The Premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year.
34. The licence holder will co-ordinate meetings of the Safety Advisory Group throughout the planning process.
35. 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.
36. The Event Management Plan and any revisions to the Event Management Plan must be approved by the Safety Advisory Group.

### **The prevention of crime and disorder**

37. 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 the licence conditions and Event.
38. 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. Any person nominated will be recorded in the supervisors register.
39. A means to allow the Licensing Authority or responsible authority information as is necessary to enable an audit of ticket sales shall be provided.
40. A suitable closed circuit Television (CCTV) system will be in operation at the premises at all times when it is being used for the provision of licensable activities and/or when members of the public are permitted to be on the premises. The CCTV system will record images to cover all areas of the premises to which the public have access (save for toilets), including any external areas of the premises such as car parks and beer gardens. The CCTV system will be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. At least one member of staff will be on duty at the premises who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.
41. 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 immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises Licence Holder nominated person for a period of 12 months after the event.
42. The premises licence holder and/or designated premises supervisor will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises. The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident. The Incident Report Register will be retained by the premises licence holder for a period of twelve months and produced for inspection immediately on the request of an authorised officer.

43. The age verification policy adopted by the premises, in respect of the sale or supply of alcohol will be Challenge 25, which means that those seeking to purchase alcohol at the premises who appear to be under the age of 25 will be required to provide acceptable evidence (as approved by West Yorkshire Police) that they are 18 years of age (or older) before any alcohol is sold or supplied to them.
44. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.
45. Patrons are not permitted to remove open bottles or glasses from the premises.
46. A written drugs policy will be provided and maintained which will include a zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.
47. 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. This register will be produced for immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises Licence Holder nominated person for a period of 12 months after the event.
48. SIA Registered door staff will be employed and used where queues are likely to form to manage the queues.
49. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
50. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
51. Notices will be prominently displayed at the entrances of the premises which state:
  - a) A search will be conducted as a condition of entry to premises;
  - b) Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
  - c) Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
  - d) Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
  - e) Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.
52. All drinks that are to be consumed on the premises will be served in plastic (or similar) containers.
53. The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.
54. A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.
55. 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.

56. The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.
57. 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.
58. Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.
59. Sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (Purple Guide), or to any other standards / numbers as agreed with the Responsible Authorities.
60. 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.
61. The Security & Stewarding Plan will not be changed without the agreement of the Responsible Authorities.
62. A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities.
63. A Search Policy will be contained within the Event Management Plan.
64. 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; and
  - 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.

65. Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the West Yorkshire Police.
66. 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.
67. Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register.
68. 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.
69. Sealed skips will be used for the deposit of glass containers.

## **Public Safety**

70. 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.
71. 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
72. All relevant staff shall be trained on these measures, and all other matters relating to the safety of the public.
  73. All access and egress routes, sanitary accommodation, drinking water, first aid points, campsites, car parks and security control units shall be adequately and conspicuously 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.
  74. Emergency exit gates shall be appropriately identified.
  75. A fully navigable route for vehicle use avoiding conflict with pedestrian traffic will be provided to all areas for the licensed site.
  76. 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.
  77. 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.
  78. 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.
  79. Concessions shall be briefed to the effect that vehicle movement within the licensed site is strictly prohibited.
  80. Any person in charge of a vehicle shall be suitably qualified/trained.
  81. 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.
  82. Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.
  83. 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.
  84. 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.
  85. Enclosed structures, i.e. marquees, will be provided with exit sign boxes lit by both primary and emergency lighting.
  86. 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.
  87. The emergency lighting will illuminate all exit signs, gate number and exit routes from the site.
  88. 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.

89. 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.
90. Periodic safety checks will be carried out whilst the public are on the site.
91. Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.
92. The Licence holder will ensure that such records are maintained for a period of 6 months after the event.
93. 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.
94. Electrical installations will be inspected prior to the start of the event by a suitably qualified person.
95. Temporary electrical wiring and distributions will be inspected by a suitably qualified person before they are put into use.
96. 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.
97. The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.
98. 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.
99. 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.
100. The locations of all temporary structures will be identified on the site plan.
101. All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturers instructions.
102. 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.
103. Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site.
104. Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.
105. Regular safety inspections of temporary structures shall be undertaken. A written record of these inspections will be kept.
106. The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.
107. Regular safety checks of guarding to fires and open flames will be undertaken.

108. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
109. 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.
110. 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.
111. 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.
112. 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.
113. 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.
114. No catering vehicles approved to be on the site shall be parked down a slope unless the vehicles have been adequately checked.
115. The preparation and serving of hot food and drink will be positioned to prevent the risk of scald and burns to the public.
116. 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.
117. 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.
118. 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.
119. First aid points will be identified on the site plan.
120. 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.
121. 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.
122. 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.
123. 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.
124. 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,
125. 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.

126. 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.
127. 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.
128. 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.
129. 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.
130. 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.

131. The locations of such facilities will be identified on the site plan.
132. 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.
133. All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.
134. 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.
135. Records of all such checks will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.
136. The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.
137. 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.

### **The prevention of public nuisance**

138. 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) Fireworks and other pyrotechnics
- d) How any overrun will be prevented or controlled

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

139. Noise from the licensed site will be inaudible inside the nearest noise sensitive properties after 2300hrs with windows open in a manner for typical ventilation.
140. 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 onsite 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.
141. The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.
142. 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.
143. 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.
144. 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.
145. 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.
146. 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.
147. 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.

148. 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/her behalf to display promotional materials lawfully.(E.g. By way of contractual agreement.)
149. 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
  - 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.

150. 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.

### **Protection of children from harm**

151. No persons under the age of 18 years will be allowed on site.
152. Rigorous identification, search and check 25 procedure will be in place to prevent juveniles entering the site.
153. 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.

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

None

### **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.