

Revised operating schedule and conditions

Through discussions with Michael Richardson (Senior Environmental Enforcement Officer, Epping Forest District Council) and Sgt Edward Matthews (Events & Operational Planning, Local Policing Command Hertfordshire Constabulary) we have agreed to adjust the hours within the application. Therefore, the hours now sought by this application are as follows:

A - Plays

Standard days and timings

Sat 11:00 – 22:00

Sun 11:00 – 22:00

Non-standard timings

In 2021 only, performances will cease at 21:30 on Sun

B - Films

Standard days and timings

Sat 11:00 – 22:00

Sun 11:00 – 22:00

Non-standard timings

In 2021 only, exhibitions will cease at 21:30 on Sun

C – Indoor sporting events

N/A

D – Boxing or wrestling entertainments

N/A

E – Live music

Standard days and timings

Sat 11:00 – 22:00

Sun 11:00 – 22:00

Non-standard timings

In 2021 only, entertainment will cease at 21:30 on Sun

F – Recorded music

Standard days and timings

Sat 11:00 – 22:00

Sun 11:00 – 22:00

Non-standard timings

In 2021 only, entertainment will cease at 21:30 on Sun

G – Performances of dance

Standard days and timings

Sat 11:00 – 22:00

Sun 11:00 – 22:00

Non-standard timings

In 2021 only, performances will cease at 21:30 on Sun

H - Anything of a similar description to that falling within (E), (F) or (G)

Standard days and timings

Sat 11:00 – 22:00

Sun 11:00 – 22:00

Non-standard timings

In 2021 only, entertainment will cease at 21:30 on Sun

I – Late night refreshment

N/A

J – Supply of alcohol

Standard days and timings

Sat 11:00 – 22:00

Sun 11:00 – 22:00

Non-standard timings

In 2021 only, sales will cease at 21:30 on Sun

K – Adult entertainment

N/A

L – Hours the premises are open to the public

Standard days and timings

Sat 11:00 – 23:00

Sun 11:00 – 23:00

We have also agreed and offered amended and additional conditions in order to attend to the concerns raised in the officers' representations. For clarity, the additions and amendments are highlighted in bold text.

a) General – all four licensing objectives (b, c, d and e)

New Condition –

“This Licence will permit 1 event per year to take place between the second week of July and the second week of September. The exact dates of the event to be agreed with the SAG and Licensing Authority no later than 12 weeks prior to the planned event date”

1. This Licence will permit 1 event per calendar year, taking place for a maximum of 2 days (Sat & Sun only).
2. In year one of the Licence only (2021), regulated entertainment will cease at 22:00 on both days.
3. In year one of the Licence only (2021), Sale of Alcohol will cease at 22:00 on both days.
4. Each and every event would be presented individually to the Safety Advisory Group (SAG).
5. The genre and style of musical performances for all events will be provided to the SAG and Police as part of the planning process for each event.

6. A Challenge 25 Policy will be in operation at all bars. Clear signage will be in place informing customers of this policy. The Designated Premises Supervisor (DPS) will ensure that all staff are briefed on the acceptable forms of ID.
7. Events will be categorised as either '18+ Only' or 'Family Friendly'
8. Events categorised 'Family Friendly' will feature a comprehensive Child Welfare Policy which will be detailed in the Event Safety Management Plan.
9. Maximum capacities for events will be agreed with Police and SAG during the planning process.
10. In year one of the Licence only (2021), the maximum capacity of the event will not exceed 15,000 persons on-site.
11. The final site plan layout will be agreed with the SAG a minimum of 28 days prior to the event.
12. The event organisers shall have a means of counting in the people entering the event site to ensure that they are able to provide on request, the number of people on site at any point in time to authorised officers.
13. Locked amnesty bins shall be provided for the disposal of alcohol and other waste.
14. An event and site-specific Event Safety Management Plan (ESMP) will be developed and shared with the Licensing Authority and SAG.
15. The ESMP will include details on subjects such as: Risk Assessments, Site Plan, Fire Risk Assessment, Security Management Plan, Drugs Policy, Alcohol Management Plan, Traffic Management Plan, Medical Management Plan, Adverse Weather Plan, Crisis Communication Plan, Noise Management Plan, Ingress/Egress Plan, Sanitation Plan, Child Welfare/Vulnerable Persons Policy. This document (and appendices) will be 'living' documents which will be reviewed and revised in the planning phases of the events.

b) The prevention of crime and disorder

16. A reputable and experienced SIA-accredited security and stewarding company will be appointed to ensure public safety and to prevent crime and disorder.
17. The ESMP Security Management Plan will outline the number, position and roles of the Security and Stewarding staff working at the event. **This will include not just the Premises itself, but also 'The Last Mile / Zone Ex' leading to and from transport hubs and taxi/private hire pick up/drop off locations.**
 - 17a. **The Security Management Plan will be shared and agreed with both Essex and Hertfordshire Police no later than 28 days prior to the event.**
18. All attendees to the event will be subject to search. Full details of the search will be agreed with Police and SAG and will be outlined in the ESMP.
19. Searches will be carried out by SIA Registered staff of the same sex.
20. The Drugs Policy will include New Psychoactive Substances (NPS) and No2/NOS/Nitrous Oxide as well as Controlled Substances. No2 will not be permitted on site and any found on entry will be confiscated.
21. Anyone found with an offensive weapon on entry will be refused admittance and the Police informed immediately.

22. Each bar on site shall have a dedicated bar manager or supervisor and team who shall be conversant with the requirements and responsibilities for the sale of alcohol.
23. All drinks shall be sold in either opened cans, PET containers or decanted into polycarbonate vessels. No glass will be permitted into the public festival arena. Glass bottles will be retained behind bars for disposal.

c) Public safety

24. The event site will fully accord with both HSE guidance and also Fire Safety measures – an event and site-specific Risk Assessment and Fire Risk Assessment will be undertaken and implemented.
25. The Premises Licence Holder (PLH) shall carry out a suitable and sufficient risk assessment as well as use the Health and Safety Executive (HSE) "purple guide" (HSG195) on outdoor events to determine the level of first aid provision for the event, such that there is no undue demand on National Health Service resources.
 - 25a. A suitably qualified and experienced event medical company will be contracted to provide first aid staff and equipment (in line with the risk assessment) for the event. The event medical company will also produce a Medical Management Plan which will be shared with the SAG (including East of England Ambulance Service) no later than 28 days prior to the event.
26. All EMERGENCY EXITS, TOILETS AND FIRST AID POSTS shall be clearly indicated by means of signage, such that it is visible to attendees.
27. The appropriate type and number of firefighting equipment shall be provided throughout the site. Locations and numbers will be specified in the ESMP.
28. A queuing system will be designed and implemented at the main entrance to minimise waiting time whilst maintaining crowd safety
29. A Traffic and Transport Management Plan will be submitted to relevant authorities (including both Essex and Hertfordshire Police). The traffic management plan will include: (a) details of the traffic management measures to be implemented (b) the location and specification of barriers (c) details of the staffing schedule and (d) details of any permits and temporary traffic orders.
 - 29a. The Traffic and Transport Management Plan and the Ingress/Egress Plan will also consider the various modes of transport that attendees to the event will utilise to access the event site and will detail measures taken to minimise disruption at the nearest main transport hub (Waltham Cross station) by means of staffing/security, event timings, communication, signage, messaging, barriers and the like.
 - 29b. Both the Traffic and Transport Management and Ingress/Egress Plans will be agreed with the SAG (including both Essex and Hertfordshire Police) no later than 56 days prior to the event.

d) The prevention of public nuisance

30. A qualified and suitably experienced Noise Management Consultancy will be appointed at least 12 weeks before the proposed event, to produce a Noise Management Plan (NMP) and provide representatives on site during the live

hours of the event. **The Noise Management Consultant shall liaise between all parties, including the DPS, Promoter, Sound System Supplier, Sound Engineer and Licensing Authority on all matters relating to noise control prior to, and during the event.**

31. The NMP will be developed by the Noise Management Consultant in consultation with **the Local Authority's Environmental Enforcement Team.**
32. The NMP will detail the agreed dB Music Noise Levels (MNL) at specified off-site receptor locations. **The agreed MNL will then form part of the licence for the event that year.**
 - 32a. **The NMP shall be finalised and agreed in writing with the Local Authority at least 28 days before the proposed event.**
33. Local residents will receive prior notification of the event including details of the event timings. The distribution radius for the notification letter will be agreed with the Local Authority. This is to include local businesses that may be affected by attendees to the event during ingress and egress
34. A noise "hot line" number **shall be included within the notification letter, and publicised on the event's internet/social media platforms. The number shall also be provided to the Local Authority, Lea Valley Parks Authority and the White-Water Rafting Centre 14 days before the event, should they received complaints. This telephone number will allow residents to contact an event representative should they need to make a complaint during the event.**
 - 34a. **The hotline shall be staffed at all times by the DPS or representative, and shall also be the point of contact for the noise patrols and be responsible for maintaining the level of music and other amplified sound at an appropriate level.**
35. The PLH shall have in place an arrangement (contract) with a reputable Waste Management Company to manage the event site and externally affected areas for the duration of the event and a post event clean up.

e) The protection of children from harm

'18+ Events':

36. The event will be a ticketed, 18+ music festival.
37. No person under the age of 18 will be permitted to enter the event site.
38. A Challenge 25 policy will be in force at all festival bars.
39. A Child Welfare and Vulnerable Person procedure will be in place and will be detailed in the ESMP. This will outline action to be taken in the event that under 18's attempt to gain entry to the event or are discovered within the event perimeter.

'Family Friendly Events':

40. Children are to be supervised by an adult at all times. Parents/Carers will be responsible for their children.
41. Any child under the age of 16 must be accompanied by an adult (over the age of 21).
42. Each adult will be allowed to be responsible for a maximum of 4 children.
43. Wristbands will be provided on entry to all children to allow parents/carers to write their phone number on the inside of the wristband.

44. A dedicated Lost Children point will be set up and manned by Disclosure and Barring Service (DBS) checked staff.
45. A Challenge 25 policy will be in force at all festival bars.
46. A Child Welfare and Vulnerable Person procedure will be in place and will be detailed in the ESMP.