

Proposed Licence Conditions

Event:	Wild Fields Festival 2024
Doc No:	WFF-PLC-2024 Rev 1

Revision	Date	Details	By	Approved
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Proposed Licence Conditions Wild Fields Festival

1. General

- a. The maximum licensed capacity of the premises including staff, contractors, artists, and performers shall be 9,999 persons at any one time.

- b. The licence shall apply only for one weekend of each calendar year. In 2024, the applicable dates shall be Wednesday, August 14th to Sunday August 18th.

- c. For 2024, the maximum premises capacity including staff, contractors, artists and performers shall be 9,999.

- d. At least 6 Weeks prior to the event, the Premises Licence holder will produce a draft Event Management & Operation Plan (EMOP) and appendices containing detail appropriate to the Event.

- e. This will include;
 - i. A detailed Site Plan
 - ii. Crowd Management Plan
 - iii. Alcohol management plan
 - iv. Details surrounding ingress and egress management arrangements
 - v. Sound Management Plan
 - vi. Security Operation Plan
 - vii. Event Safety Plan (including evacuation details)
 - viii. Event risk assessment
 - ix. Safeguarding of Children & Vulnerable Persons Policy
 - x. Transport and Traffic Management arrangements
 - xi. Medical Management Plan
 - xii. Extreme Weather Contingency Plan
 - xiii. Details surrounding Waste & Sustainability arrangements
 - xiv. Agency Contact Details
 - xv. Details surrounding Signage and Lighting provisions

- f. The final site plans submitted shall be a full site plan including all the facilities at the event. The activity site and bars shall be numbered for the avoidance of doubt.

- g. Any minor changes to the location of amenities within the site, can be varied under a minor variation. This excludes increasing the licensable area, increasing the number of bars or points of sale for alcohol, increasing the number of stages and anything else of a material change which should be amended through the full variation process.

- h. Control and management of the capacity shall be agreed in advance with SAG.

- i. The Applicant shall ensure that all promoters, contractors and other personnel involved with the event are made aware of any condition contained within the licence and attached conditions that will affect their involvement in the event.

- j. The contact details of all key contacts of the organiser's management team shall be provided to all responsible authorities at least two weeks before the event. There must be a clear framework of information flow procedure to enable the right people to receive the correct information.

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k. The event will be delivered by Wild Fields Events Ltd

l. The premises will be formed of parts of the Raynham Estate, East Raynham, Norfolk, NR21 7EP.

m. The premises is entirely grassed, and not usually open to the public, save for one public footpath, and one highway, both of which we seek to close for the duration of the event.

n. The premises perimeter will be secured with a heras fence perimeter. This fenced perimeter will remain in place during the event, with access and egress to the premises being by means of a number of manned gates in that perimeter.

2. Alcohol Management

a. The organisers, in conjunction with Norfolk Police and the appointed security and stewarding contractor will put in place such plans as necessary to control the ingress and egress of the large volume of persons attending the event. This will include a highly visible security and stewarding team.

b. They will further develop and implement a plan to prevent and respond to antisocial behaviour caused by visitors to the event and undertake to commit the required resources to implement it.

c. The bars 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 and shall be given written designation of their responsibilities.

d. The dedicated bar manager or supervisor for the bars shall directly brief, instruct, monitor and support their staff in ensuring the requirements of the Licensing Act 2003 are adhered to at all times.

e. All drinking vessels in which drinks are served shall be of plastic type to above breakage specifications. No glass bottles shall remain within reach of patrons (eg spirits, wine and champagne).

f. Alcohol sales will be approved by the Designated Premises Supervisor. A letter of authorisation will be supplied and retained at each bar.

g. The Designated Premises Supervisor shall close bars serving alcohol in the event of any serious breach of the licensing objectives or if so requested by an authorised licensing officer.

h. There shall be no drinks promotions, i.e. two for the price of one.

i. Members of the public will be prevented from removing all open vessels of alcohol from the premises by stewards at the event exit points. Bins will be placed at these locations to allow the disposal of any open containers.

j. The organisers are committed to the responsible and legal sale of alcohol and do not tolerate provision of alcohol to children.

k. The contracted bar operator is required to make an undertaking to enforce the Challenge 25 policy for all sales of alcohol, requiring approved photographic ID. The security and event team will maintain vigilance for instances whereby alcohol is purchased by adults for supply to children and this criminal activity will be considered grounds for ejection.

l. The promoters will facilitate and support licensing inspections if appropriate.

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m. The Dedicated bar Manager or Supervisor shall ensure that nobody under the age of 18 is employed to sell alcohol.

3. Safeguarding of Children & Vulnerable Persons Policy

a. The organisers will implement a Safeguarding of Children And Vulnerable Persons Policy which will include provisions if a child or vulnerable person is found or reported missing. This will include liaison at the planning stages with the Police to ensure the correct questions are asked at the outset by event staff should details of the missing person need to be escalated to the Police.

b. Any person under the age of 18 years, found within the boundaries of the licensable areas to be in possession of alcohol or deemed to be intoxicated shall be escorted by Security Staff to a "safe waiting area". His or her parents/responsible adult will be contacted to collect such a person and remove him/her from the event.

c. There will be no adult or other unsuitable activity taking place during the event that would be visible to children passing the event.

4. Community

a. The Applicant shall communicate with residents in the immediate area, to notify them of the event, including details of the event timings and community hotline number.

b. The community hotline number will also be on display around the perimeter of the premises during the event.

c. All efforts should be made to prevent or reduce light pollution, especially to residential properties in the vicinity.

d. All site deliveries and collections shall be undertaken with due care, attention and diligently to minimise disturbance to residents and noise sensitive premises within the vicinity.

e. Details of any complaints received through the noise hotline shall be recorded and be made available to responsible authorities if requested. Complaints logged by residents or businesses in respect of noise and other issues shall be addressed within 24 hours and kept on record for at least 12 months following the event.

5. Health & Safety

a. The Applicant, Head of Security and Event Safety Officer shall make themselves fully conversant with the current Health and Safety industry guidance.

b. Provision will be made to allow communication of emergency procedures and issues relating to the health, safety and welfare of the people within the venue. This will be done through signage and by event staff.

c. All temporary structures will be lit internally, and adequate temporary public lighting will be present on the site when necessary.

d. Suitable and sufficient lighting shall be provided to the event site especially as it is getting dark, such that all health and safety information and notice signage can be easily seen and read and at the close of the event, to enable visitors to leave the site safely.

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e. The organiser will carry out an analysis of sanitary provision needs for the event using current industry guidance as a basis for determining that provision required. Suitable and sufficient sanitary provision shall then be provided.

f. All emergency exits, toilets and first aid posts shall be clearly indicated, such that it is visible from all parts of the licensed area.

g. In the unlikely event that the show has to stop, which may be temporary whilst a problem is resolved or the first step in an evacuation of the site either due to crowd related issues, or structural collapse, off site events, extreme weather conditions or the direction of Norfolk Police, Fire Brigade or safety officer, the Applicant shall ensure that all concerned know what their role is in any scenario and that the plans can be affected immediately.

h. In the event of an emergency, stage PA systems will be used to broadcast announcements. In the event of either a PA system or the power supply failing, there will be loud hailers available.

i. The event arenas shall be cleared of all vehicles before the public are allowed on site until 30 minutes after the site is cleared of all event-goers.

j. Should it become absolutely necessary for a vehicle to move or be moved either for emergency or serious public health hazards, the safety officer ensure that the vehicle shall be escorted at all times on to, or off the site and going at speed of not more than 5mph.

k. The Premises Licence holder will produce:

- i. event risk assessment / fire risk assessment
- ii. schedule of temporary structures including wind calculations
- iii. application for section 30 (if structures are applicable)
- iv. questionnaire and inspection schedule for food traders
- v. rules for site contractors.

l. RVPs shall be agreed with the SAG and identified on any site plan(s) before the event. Should these change in any way or form, the facts should be made known to the first aid providers, head of security, safety officer and the plan(s) amended accordingly.

m. All concession caterers must have suitable firefighting equipment, suitable hand washing facilities and sanitary facilities for staff.

n. All bars shall be fitted with fire extinguishers. Employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained.

o. LPG cylinders shall only be used by the concessions and managed on a basis of one cylinder in use per appliance plus one spare. All other cylinders shall be stored in agreed cylinder store at strategic points on site. The Safety Officer shall ensure that the stores are clearly marked on the site plans in the Event Control Room and that they are monitored at all times for correct use. The store shall be clearly signed with "flammable gas" and "no smoking" signs. Suitable and sufficient firefighting equipment shall be sited nearby.

p. All gas installations shall have current Gas Safe compliance certificates, copies of which shall be provided to the Safety Officer and shall be produced on request by authorised officers.

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q. There shall be adequate fire separation between units of approximately 1.5m to prevent fire spread. Routes for fire appliances shall have a road width of not less than 3.7m clear and at gates of not less than 3.1m and clear height of not less than 3.7m. Routes provided for fire appliances should be such that no part of the event where firefighting may be required is greater than 50m from a fire lane or existing suitable thoroughfare. These are to be clearly signed and marked on the final site plan.

r. The appropriate type and number of firefighting equipment shall be provided throughout the site. Locations and numbers will be specified in the Event Management Plan.

s. The Safety Officer will conduct a site inspection prior to opening on the day of the event. Stage/Tents/Temporary Demountable Structures - all built structures shall have a completion Premises Licence A - 9 certificate issued by a competent person from the supplying company and provided to the Safety Officer. All tents shall be supplied with the appropriate fire retardancy certificate.

t. Pit barriers - these shall have ratings of at least 5kN/M2 and shall be used in areas of high crowd density such as front of stage and around structures in close proximity to the stage.

u. All temporary electrical supplies, including all generators, distribution cabling and end connection for the arena shall be installed by specialist contractors in accordance to BS7909, fitted with RDC or RCBO protection where necessary and suitably earthed in accordance with the site plan and power specifications.

v. Any generators or fuel storage vessels shall be sited in a well-ventilated place away from drains, combustible materials, public areas and guarded against unauthorised interference.

w. All portable electrical equipment and temporary installations associated with all work shall be protected by a Residual Current Device (RCD) and suitably earthed.

x. All electrical equipment must be isolated when not in use.

y. All portable electrical equipment brought on site must be subject to the appropriate Portable

z. Appliance Testing (PAT) and records of these kept on site and available for inspection if required by authorised officers.

aa. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works to the safety officer and be available for inspection if required by authorised officers.

bb. The local authority shall be informed of the intended use of pyrotechnics in advance. This shall be in the form of written notification and should contain details of quantity, effect type, drawing or set plans showing the positions of each effect. A demonstration may be requested for any unfamiliar effects or if there are any concerns.

6. Ingress & Egress

a. Public entrance points shall be monitored and ingress and egress shall be controlled regular audit of wristband exchange. Those audits will be available and produced for inspection upon request by any of the responsible authorities.

b. All event activity will make provision for the management of access and egress to the site considering the maximum licensed specified capacity.

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7. Litter & Waste Management

- a. The organisers undertake to provide cleaning services to remove litter and waste, to apply appropriate protocols to control spillage or other contamination and to respect the natural and built environment of the site.
- b. The Applicant shall ensure that sufficient, suitable and adequate purpose-built refuse receptacles are provided to the site for the duration of the event.
- c. The Applicant shall ensure that cleaning teams are deployed where necessary, prior to, during and after the event, both within the event site, the wider park and neighbouring streets and roads as specified in the Waste and Sustainability Management Plan.
- d. The Applicant shall ensure that where necessary during the night, the waste management company deploy cleaning teams to clean the site and ensure that all waste is removed from site either by the next opening time or after breakdown.
- e. A suitable and sufficient risk assessment shall be carried out to determine the adequate level of waste infrastructure to be provided at the event, which may include yard skips, bins RCV waste trucks.
- f. The Applicant shall ensure that waste management operatives litter pick and remove all waste and infrastructures and ensure that all waste equipment is removed from site. All grey wastewater toilet effluent shall be the responsibility of the organiser and arrangement shall be sought to ensure the correct transfer and disposal away from site.

8. Medical Provision

- a. A full medical management plan will be provided by the medical contractor and PLH as part of the EMP. This will be fully risk assessed against the relevant legislation and will include a breakdown of staffing numbers as well as the operational plan for the event site.
- b. All medical provision planning shall take into consideration the likelihood of a major incident and shall delegate powers to the statutory identified body for such major incident, e.g. the Police and Ambulance Service.
- c. The Applicant shall carry out a suitable and sufficient risk assessment, as well as use current industry guidance to determine the level of first aid provision for the event.
- d. It shall be the duty of the Applicant to ensure that all those providing medical care on site are registered with their respective professional bodies and/or organisations and that this registration is current for the duration of their presence at the event site.
- e. A record shall be made and kept of anybody that receives first aid on site. These records shall be retained by the PLH for at least 12 months following the event.

9. Policing, Security, Stewarding & Crowd Management

- a. The Applicant will agree a policing plan with Norfolk Police's events team. The Applicant will have a clear and definitive policy on the use or possession of illegal substances at the event and will cooperate fully with other authorities to implement this.
- b. The Applicant will provide anti-crime and drugs awareness advice to ticket holders. Security will not permit illegal substances into the venue. Any illegal substances found will be confiscated where possible. Security are to look out for signs of illegal substance use or illegal substance dealing. The

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Head of Security shall be informed through the Event Control of any person found to be dealing illegal substances. Police shall be requested to collect such persons from the security office. When a crime or other incident requiring Police attendance is reported to or discovered by a security operative, they shall obtain as much detail as possible with particular importance being placed on identifying, victims, suspects, witnesses and scenes of crime.

c. A reputable and experienced SIA-accredited security and stewarding company will be appointed to ensure public safety and to prevent crime and disorder.

d. A detailed Crowd Management Plan will be drawn up by the appointed stewarding contractor, which will specify numbers of staff and roles, where SIA qualified staff are required and emergency procedures (e.g. evacuation of the site). This plan will integrate with the EMOP for the event and will be produced in conjunction with the Metropolitan Police, the designated security contractor and the event organisers.

e. The organiser will ensure that security and bar staff are trained to recognize and monitor drunkenness and refuse service to customers who have consumed excessive alcohol and trained to handle potential troublemakers and diffuse difficult situations.

g. The organiser will encourage vigilance among staff to supervise customers in all parts of the premises and will employ sufficient staff to manage the number of people waiting to be served in any bar areas.

h. Event security and stewarding will be briefed to be vigilant and identify suspicious behaviour and take appropriate action to assist in the prevention of theft and robbery and the prevention of crime and disorder within the premises.

i. The organiser will use screening on the entry points to the event to exercise the right to refuse entry to any unauthorised or disorderly person. To ensure security and integrity of the site, a level of search as pre-agreed with the responsible authorities prior to the event, shall be instigated. Pedestrian flow rates and queues shall be monitored throughout ingress to establish attendance.

j. Security and stewards will ensure that emergency vehicle access to the site is maintained at all times.

k. Security and stewards will be on duty from the beginning of the site build until the completion of the site breakdown. Numbers will be agreed with members of the SAG.

l. All items of plant and machinery are to be parked in a secure area when not in use with regular patrols by security staff.

10. Sound Management

a. The final sound management plan must be submitted for approval by the SAG a minimum of two weeks prior to the first event date.

b. An agreed noise level will be set prior to the event, with the agreement of SAG and Public Protection, this shall be monitored throughout the duration of the licence and can be amended should this be required by the relevant authorities. The agreed level shall be noted by both the council noise officer and the licensee or his delegated nominee.

c. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a

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Premises Licence A - 10 nuisance to nearby residents. Any complaints shall be remedied within 48 hours and details to be recorded in the incident book including the action taken by the Licence Holder/DPS/manager

d. The noise consultant shall liaise between all parties including PLH, promoter, sound engineers and sound equipment suppliers, Environmental Health and the Licensing Authority on all matters relating to the noise control prior to the event.

e. The organiser will employ the services of a qualified noise consultant. The noise consultant will produce a Sound Management Plan that will detail measures that should be put in place to manage music noise on site and minimise disruption to local residents. The plan will include, but not be limited to, the following information: The music noise limits / the monitoring locations / music noise times and duration / sound checks and rehearsal times and durations, including atypical events / noise control procedures and music noise levels monitoring methodology / complaints monitoring and action / compliance reporting.

f. There shall be unrestricted access to relevant areas for local authority officials for the purpose of sound level measurements, communication with the noise consultant and sound engineers and monitoring licence conditions.

g. Prior to the event, a sound propagation test will take place. The exact times for this will be agreed with Local Authority Officials in advance. The purpose of this test is to set appropriate control limits at the mixer position. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be played at the event.

h. The licensee shall ensure that the promoter, sound equipment suppliers and all individual sound engineers are informed of the sound control limits and that any instructions from the noise consultant regarding noise levels shall be implemented.

i. The noise consultant shall monitor noise levels at mixer desk positions and advise sound engineers to ensure agreed limits are not broken, where possible.

j. The Applicant shall engage with the responsible authorities and local residents to ensure that the operation of the events is undertaken in such a way as to minimise public nuisance.