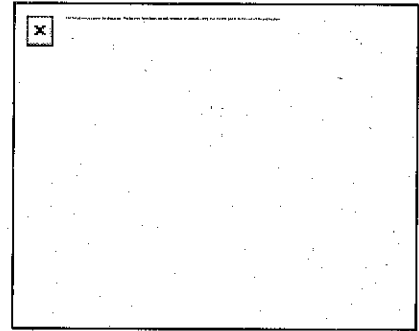


# PREMISES LICENCE

The Licensing Act 2003  
Schedule 12, Part A



Premises Licence Number	18/01954/LAPRE
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## Part 1 - Premises Details

<b>Postal address of premises , or if none, ordnance survey map reference or description, including Post Town &amp; Post Code</b>	
Colebrook Park Colebrook Lakes Land East Of Kingstanding Way Royal Tunbridge Wells Kent. TN2 3UP	
<b>Telephone number</b>	07710 760166

<b>Where the licence is time limited the dates</b>
Not Applicable

<b>Licensable activities authorised by the licence</b>
Plays Films Live music Recorded music Performances of dance Anything of a similar description to the activities of live music, recorded music or the performance of dance Sale or Supply of Alcohol Late Night Refreshment

<b>Times the licence authorises the carrying out of licensable activities</b>	
Plays (Both Indoors and Outdoors)	
Every Day	09:00 - 23:00
Films (Both Indoors and Outdoors)	
Sunday to Wednesday	09:00 - 23:00
Thursday	09:00 - 00:00
Friday - Saturday	09:00 - 02:00
<i>Bank Holiday Sundays 09:00 until 02:00</i>	
<i>No films to be shown outdoors after 23:00</i>	

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Live music (Both Indoors and Outdoors)

Thursday	18:00 - 23:00
Friday	12:00 - 03:00
Saturday - Sunday	10:00 - 03:00

Recorded music (Both Indoors and Outdoors)

Thursday	18:00 - 23:00
Friday	12:00 - 03:00
Saturday - Sunday	10:00 - 03:00

Performances of dance (Both Indoors and Outdoors)

Every Day	11:00 - 23:00
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Anything of a similar description to the activities of live music, recorded music or the performance of dance (Both Indoors and Outdoors)

Every Day	11:00 - 23:00
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Sale or Supply of Alcohol

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 00:00
Friday, Saturday and Sunday	10:00 - 02:30

*In the camp site when in use for Category 1, Category 2 and Category 3 events the terminal hour is 03:00*

*For the avoidance of doubt, there will be no consumption of alcohol outside the site area but alcohol can be purchased in on bar area and consumed elsewhere within the site.*

Late Night Refreshment (Both Indoors and Outdoors)

Sunday to Thursday	23:00 - 02:00
Friday - Saturday	23:00 - 02:30

**The opening hours of the premises**

Every day 00:00 - 00:00

**The non-standard opening hours of the premises**

Not applicable

**Where the licence authorises supplies of alcohol whether these are on and / or off supplies**

Alcohol is supplied for consumption on the premises.

Part 2

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

Mr Iain Nicolas Samuel Love  
17 Franklin Road  
Brighton  
East Sussex: BN2 3AD

Mr Robert Sheridan Bowie  
Honnington Farm  
Vauxhall Lane  
Southborough  
Royal Tunbridge Wells  
Kent. TN4 0XD

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

None given

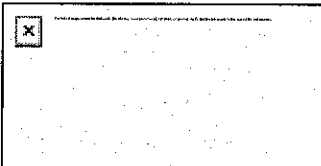
Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mr Iain Nicolas Samuel Love

[REDACTED]  
[REDACTED]  
[REDACTED]

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

Licence Number: 1445/3/2017/03935/LAPER  
Licence Authority: Brighton And Hove City Council



Gary Stevenson  
Head of Environment and Street Scene  
Tunbridge Wells Borough Council

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Licence issued by:  
The Licensing Partnership P.O. Box 182 Sevenoaks Kent TN13 1GP  
Telephone number: 01732 227004

## Annex 1 – Mandatory conditions

### The supply of alcohol

Where a premises licence authorises the supply of alcohol, the licence must include the following conditions:-

No supply of alcohol may be made under the premises licence -

- (a) at a time where 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.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

### Mandatory conditions in force from 28 May 2014

1. 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.
2. For the purposes of the condition set out in paragraph 1-
  - (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" means value added tax charged in accordance with the Value Added Tax Act 1994.
3. 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.

4. (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.

#### Mandatory Conditions in force from 01 October 2014

1. (1) 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.
- (2) 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 glamorise 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).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (1) 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.
- (2) 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.
- (3) 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.

4. 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."

#### Exhibition of films

Where the film classification body is specified in the certificate, unless subsection (3) (b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

Where

- (a) the film classification body is not specified in the certificate, or
- (b) the relevant licensing authority has notified the holder of the certificate that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

In this section -

"children" means person aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

#### Door supervision

Any premises which includes a condition that door supervisors must be at the premises to carry out a security activity, shall ensure that each such person is licensed to conduct such activities by the Security Industry Authority.

#### Annex 2 – Embedded conditions

Not applicable

#### Annex 3 – Conditions consistent with the Operating Schedule

Categories of event:

##### Category One

A Category One event is an event taking place on a Friday, Saturday and/or Sunday where:

- Live music is provided indoors and outdoors until 23:00, and indoors only until 03:00 on the Friday and Saturday, and indoors only until 24:00 on the Sunday; or
- Recorded music is provided indoors and outdoors until 23:00 and indoors only until 03:00 on the Friday and Saturday, and indoors only until 24:00 on the Sunday; or

- The capacity of the event (on any given day) is more than 1500, but less than 4999 not including staff and contractors

#### Category Two

A Category Two event is an event taking place Friday, Saturday and/or Sunday where:

- Live music is provided indoors and outdoors and ceases at 23:00 on the above-mentioned days; or
- Recorded music is provided indoors and outdoors and ceases at 23:00 outdoors on the above-mentioned days and indoors at 01.00 ; or
- The capacity of the event (on any given day) is more than 1500, but less than 4999 not including staff and contractors.

#### Category Three

A Category Three event is any event taking place on any day or consecutive days where:

- The capacity of the event (on any given day) is less than 1500 not including staff and contractors.
- Live music shall not be provided outdoors after 23:00
- Recorded music shall not be provided outdoors after 23:00

#### Conditions in relation to categories of events

- The total number of Cat 1 and Cat 2 events to be held at the Premises the total number must not exceed that permitted in the licence granted to Sound and Light Management Ltd and any events run by Sound and Light Management Ltd will be taken into account in determining how many Cat 1 and Cat 2 events can be run by the Premises Licence Holder
- There shall be no more than one (1) Category One event per annum (January to December)
- There shall be no more than two (2) Category Two events per annum (January to December)
- There shall be at least 28 days between the end of any Category One event and any Category Two event
- There shall be at least 28 days between the end of any Category Two event and a second Category Two event
- The duration of any Category One or Category Two event shall not exceed 3 days (72 hours)
- There shall be no restriction on the number of Category Three events

#### General - all four licensing objectives

1. Stage and Zone Managers will have direct radio contact with medical and emergency services on site
2. All staff will be fully briefed on evacuation procedures
3. Age verification checks are undertaken prior to the issue of adult wristbands on entry to the premises
4. The event organiser, contractor and any staff employed thereof shall comply with the conditions of this licence
5. The Premises Licence Holder or their authorised representative shall prepare and submit to the Licensing Authority, Kent Police, EHO Tunbridge Wells and EHO Tonbridge and Malling and KCC Highways for each Category One or Category Two event, at the site a specific Event Management Plan (EMP). The EMP shall deal with, but not be limited to, the following issues:
  - a) Event profile and overview
  - b) Management structure, chain of command, event management responsibilities, emergency liaison team
  - c) Public and worker safety including security and crowd management within the premises

- d) Major incident plan including emergency vehicle routes, evacuation procedures and places of safety
  - e) Premises information detailing by zone, including but not limited to, fire safety, temporary structures, barriers, fencing, sanitary washing and welfare facilities, lighting and electrical provision, fuel storage and use
  - f) Health and safety policy and specific risk assessments for activities undertaken pre-event, during and post-event
  - g) First aid and medical services plan
  - h) Arrangements for cleansing the premises and the welfare activities to be provided pre-event, during and post event
  - i) Lighting (which shall include a plan detailing suitable and sufficient security, safety and amenity lighting in respect of all events)
  - j) Camping plan
  - k) Signage (including details of signage to be displayed at the entrance and exits of the premises, drinking water points signage and crime prevention measures e.g. location of secure property lockers if provided)
  - l) Traffic management (including a public transport plan and traffic impact assessment)
  - m) Evacuation Plan including forward control facilities
6. The Event Management Plan shall be submitted to the Licensing Authority, EHO Tunbridge Wells and EHO Tonbridge and Malling and Kent Police no later than Calendar 2 months prior to the event in question or such other period as may be agreed between the Premises Licence Holder, Kent Police and the Licensing Authority
7. The Premises Licence Holder shall comply with the provisions of the Event Management Plan at all times during the event to which it relates

#### Notice of Events

8. The Premises Licence Holder shall submit to Kent Police and the Licensing Authority a proposed calendar of events at the premises including any events outside the scope of the Licensing Act 2003. This calendar shall be submitted annually in January detailing the events planned for the following 12 months. Any additions, amendments or alterations to the calendar of events shall be notified to Kent Police, EHO Tunbridge Wells and EHO Tonbridge and Malling and the Licensing Authority in writing (by letter, email or fax) as soon as practicable
9. For all category one and category two events the period of notice to be given shall be three months prior to the proposed event unless prior agreement is obtained in writing from Kent Police
10. The Premises Licence Holder or their authorised representative shall attend Safety Advisory Group (SAG) meetings whenever an event to be held at the premises is on the agenda
11. The Premises Licence Holder shall provide on the request of Kent Police, EHO Tunbridge Wells and EHO Tonbridge and Malling or the Licensing Authority figures for pre-event ticket allocation, such information to be supplied within 24 hours of any such request so far as possible



12. The Premises Licence Holder shall ensure that risk assessments are produced for each Category One and Category Two event, and that these shall be made available to the Licensing Authority, EHO Tunbridge Wells and EHO Tonbridge and Malling and Kent Police no less than 28 days before the event where practicable
13. The Premises Licence Holder shall ensure that external organisers or promoters are issued with an agreement for hire of the Event Site, or part thereof. That agreement shall include the conditions attached to the Premises Licence and, if relevant, those agreed as a result of meetings of the Safety Advisory Group
14. For Category One and Category Two events the DPS or at least one Personal Licence Holder shall be present during the whole time alcohol is sold. Details of the nominated deputies shall be provided to the Licensing Authority and Police at least 30 days prior to the commencement of a Category One or Category Two event
15. When alcohol is sold at a Category One or Category Two event the following conditions will apply to all bars, both for the public and in hospitality areas:
  - a) Unless otherwise agreed with the relevant members of the Safety Advisory Group, bars will be closed at least 30 minutes before the event finish time with the exception of the Camp Site Area.
  - b) Bars will not be permitted to run price promotions, happy hours or other promotions designed to encourage excessive drinking
  - c) Drinks will not be sold or served in glass vessels or containers
16. Upon reasonable request, authorised enforcement officers of the Responsible Authorities: Environmental Health Team, Kent Police and Fire Service, must be provided with security passes for full and free access at all times to each and every part of the licensed area
17. A communication system must be provided to ensure the effective operation of the site under both normal and emergency evacuation conditions. The Premises Licence Holder must provide an adequate incident control centre and a rendezvous point for the Police and other emergency services
18. Adequate drinking water points in suitable locations must be provided and maintained to the satisfaction of the Safety Advisory Group or their authorised representative
19. Adequate sanitary accommodation must be provided and maintained to serve the licensed event to at least the standards contained within the "Guide to Health, Safety and Welfare at Pop Concerts and Similar Events", or as advised by the Environmental Health Team. Suitable arrangements must be made for the collection and disposal of used hand towels, sanitary towels and other refuse from the sanitary accommodation
20. Details of the proposed location, level of provision and means of effective maintenance and servicing of sanitary accommodation must be submitted to the Safety Advisory Group or their authorised representative if requested
21. Details of the proposed location, level of provision and means of effective maintenance and servicing of sanitary accommodation must be submitted to the Safety Advisory Group or their authorised representative if requested

## The prevention of crime and disorder

22. For Category One and Category Two events the Premises Licence Holder will provide a full list of security numbers for each event including team leader details one week prior to the event opening to the public
23. For Category Three events the Premises Licence Holder shall operate events under a risk assessment. SIA door staff shall be employed on a risk assessed basis. Risk assessments for Category Three events shall be available to the police and Licensing Authority upon request
24. The Premises Licence Holder shall ensure that all Security Staff and Stewards receive a written statement of their duties, which may be electronic
25. All Security Staff and Stewards shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication
26. All Security Staff shall wear distinctive clothing to clearly identify them as Security Staff
27. For events identified by Kent Police the Premises Licence Holder will provide suitable receptacles to dispose of alcohol, glass, drugs, needles and weapons on entry to such an event and such provision must be made at all entrances to the event. Placement and number of bins must be agreed with Kent Police prior to any area of the event opening to the public
28. Searching as a condition of entry will be mandatory when directed by Police following consultation with the Premises Licence Holder based on audience profile and police intelligence prior to any event
29. Searching with a fully trained drugs dog will be mandatory when directed by Police following consultation with the Premises Licence Holder based on audience profile and police intelligence prior to any event
30. Plain clothed members of staff are to be engaged during Category One and Two events. Their specific and only task is to watch out for incidents and any form of drug consumption sale or supply. Security staff will be informed of such activity as witnessed and procedures agreed with the police in relation to detention and arrest of suspects to be implemented
31. Ticket conditions shall indicate that searching will be undertaken. Signage shall be displayed at all entrances indicating searches will take place
32. The Premises Licence Holder shall put up a clearly visible notice advising those attending that the Police will be informed if anyone is found in possession of controlled substances or weapons
33. A clear and unequivocal message shall be placed on all advertising and publicity material created by the Premises Licence Holder that the premises operate a zero tolerance policy towards drugs whether it be in relation to possession, dealing or using
34. The Premises Licence Holder shall maintain a register of all drugs found or seized within the premises and notify Kent Police or any such items as soon as practicable. Drugs will be kept within a secure storage facility and will only be removed on collection by a Police Officer or PCSO
35. Crime and disorder prevention advice shall be written in consultation with the Police and any agreed crime prevention advice shall be displayed on signage around the Event Site during Category One and Category Two events and shall also be publicised on the event's website and any agreed appropriate social media sites

36. The Campsites, Car Parks and Event Site shall be patrolled by security and stewards in accordance with the Security and Stewarding Plan during a Category One or Category Two Event
37. No glass containers or bottles shall be allowed inside the Event Site during a Category One or Category Two event, with the exception of approved event traders. Bottle banks shall be located at the entrances to the Event Site to facilitate disposal
38. During Category One or Category Two events all sales of alcohol and other drinks shall be provided in polycarbonate or similar non-glass drinking vessels. All glass bottled drinks shall be decanted at point of sale

#### The prevention of public nuisance

39. A dedicated telephone line shall be set up and staffed by the Premises Licence Holder at all times during any event when reasonably required by the Licensing Authority so that members of the public can contact the Premises Licence Holder with any problems they may have. The Premises Licence Holder is to log all calls which are received and include what action has been taken, the log is to be available for inspection by authorised officers upon request. The number of this telephone line shall be publicised at least two weeks prior to the start of the event to residents likely to be disturbed by the activities at the event
40. The Premises Licence Holder will take all reasonable steps to ensure that amplified music will not cause a nuisance
41. The Premises Licence Holder shall appoint a suitably competent person(s) who shall prepare and implement on and off site Traffic Management Plans (TMP's) which shall be included as part of the EMP. The Off Site Traffic Management Plan shall include detail on:
  - a) Parking provisions
  - b) Road signage and offsite infrastructure
  - c) Internal signage to car parks and campsite
  - d) Road cleaning
  - e) Bus and coach station provision
  - f) Rail and ride provision
  - g) Road closures
  - h) Contingency plans for ground surfaces
  - i) Provision and management of a public drop off and collection point
42. Any queue which forms outside the premises shall be stewarded at all times to ensure that minimal disturbance is caused
43. The Premises Licence Holder shall encourage customers not to congregate outside the premises after the event has finished
44. Promotional literature and tickets will contain information regarding public transport options and shall request persons to leave the area quietly
45. A sufficient number of easily identifiable, readily accessible receptacles for refuse must be provided, including provisions for concessions/outlets. Arrangements must be made for regular collection. Public areas must be kept clear of refuse and other combustible waste prior to, and so far as is reasonably practicable during events
46. Litter bins shall be provided throughout the Campsites, around the Event Site and in the Car Parks and shall be regularly emptied by the litter teams to prevent a build-up of waste

47. After any event any litter remaining will be collected and removed from the site as soon as physically possible, either overnight or starting daybreak the following day if it is considered impractical to collect the litter in darkness

48. The following noise conditions shall apply:

- a) The Premises Licence Holder shall ensure that a noise control consultant shall be appointed, who shall liaise between all parties including the Premises Licence Holder, promoter, sound system supplier, sound engineer and the Environmental Health Team on all matters relating to noise control prior to the event.
- b) For the purposes of monitoring music noise levels during the event and sound check, the noise control consultant shall contact the Environmental Health Team not less than 14 days before the event unless otherwise agreed in writing and agree noise sensitive locations which are to be used to monitor compliance with conditions (d), (e) and (f).
- c) A noise propagation test shall be undertaken in consultation with representative(s) of the Environmental Health Team prior to each Category One and Category Two event in order to set appropriate control limits at the sound 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 produced during the event.
- d) The Music Noise Level (MNL) shall be managed to achieve whichever is the lower of background noise + 15dB or 65dB with MNL and background noise as defined in the Pop Code
- e) In addition, the music noise in the 63Hz and 125Hz octave frequency band shall be managed so as not to exceed 15dB above the numerical value of the corresponding MNL
- f) After 23:00 the MNL shall be managed so as to be as low as reasonably practicable but shall not be less than 40dB and not greater than 45dB
- g) Rehearsal and sound check times shall be limited between the hours of 10:00 and 20:00. Notification of the time(s) and duration of sound checks shall be provided to the Environmental Health Team at least 24 hours beforehand.
- h) The Premises Licence Holder shall ensure that the promoter, system supplier and all individual sound engineers are informed of the sound control limits and that any instructions from the noise control consultant regarding noise levels shall be implemented.
- i) A communications link should be provided to enable condition (g) above to be complied with and any numbers / radios shall be made available to the Environmental Health Team prior to the event starting.
- j) The appointed noise control consultant shall continuously monitor noise levels at the sound mixer position and advise the sound engineer accordingly to ensure that the noise limits are not exceeded. The Environmental Health Team shall have access to the results of the noise monitoring at all times. The Environmental Health Team shall have access and facilities to enable them to carry out their own monitoring.
- k) The speakers must be located to the satisfaction of the Environmental Health Team.

49. The premises licence holder will supply a general noise management plan to the Licensing Authority and EHO Tunbridge Wells and EHO Tonbridge and Malling annually in January alongside the calendar of events. The plan will deal with issues including:
- a) How noise from events will be controlled to prevent public nuisance
  - b) How noise from public address systems and other noise sources will be controlled to prevent public nuisance
  - c) The contact details for any acoustic consultant(s) appointed for any Category One or Category Two events taking place that year. The acoustic consultant(s) should have appropriate qualifications and experience in undertaking noise monitoring. Should the Licensing Authority disagree with the choice of acoustic consultant(s) then the Licensing Authority shall notify the Premises Licence Holder in writing and an alternative acoustic consultant(s) shall be appointed where practicable
  - d) The locations of any noise sensitive premises where noise monitoring is proposed to take place during any Category One or Category Two events
  - e) The equipment to be used by any acoustic consultant(s) appointed for any Category One or Category Two events for noise monitoring
  - f) Details of how communication between the acoustic consultant(s) and mixing desks or noise control operators will be managed
  - g) Details of how communication between the acoustic consultant(s) and the Environmental Health Team will be managed
  - h) A proposed format for a post-event report following any Category One or Category two event
50. Following any Category One or Category Two Event the premises licence holder shall submit to the Licensing Authority a post-event report giving noise monitoring data and details of any complaints received on the complaints hotline during the event. The report will be submitted to the Licensing Authority within 28 days of the event
51. Residential properties and the relevant amenity group(s) in the immediate vicinity of the Event Site will be contacted as soon as reasonably practicable (and in any event no later than 14 days) prior to any Category One or Category Two event advising them of the times of the event and any sound check or rehearsal times and giving them a telephone number to contact in the event that they have any complaints.
52. During the build-up and break down of the events site, any activities that might cause noise to be audible outside the Event Site will be limited to the hours of 08:00 to 20:00 Monday - Friday, and 10:00 and 18:00 Saturday - Sunday
53. Any generators, refrigerators or other machinery running overnight will be silenced, screened or sited so as not to be audible outside the Event Site
54. Unless agreed in writing with the Licensing Authority there shall be no use of fireworks or pyrotechnics at any Category One or Category Two event
55. The Premises Licence Holder shall make arrangements, to the satisfaction of the Licensing Authority, for the cleansing of litter and waste in the vicinity of the Event Site during and after Category One and Category Two events
56. A Noise Dispersal Plan will be prepared in respect of each event held at the premises

## Public safety

57. The Premises Licence Holder shall identify a competent event safety officer for all events and circulate their name to the Licensing Authority and Kent Police in order to provide a specific point of contact in relation to all matters pertaining to safety, before, during and after events. The Event Safety Officer must have the authorisation and an ability to act unhindered on any issues relating to safety
58. Adequate medical and first aid cover and facilities appropriate to the licensed event must be provided
59. Emergency exits and entrances to the event area must be kept clear at all times and must be provided with clearly visible signage
60. Adequate stewarding within the licensed area must be provided at all times during the licensed event
61. Stewards will be easily distinguishable from members of the public and other SIA or Police personnel and shall wear reflective clothing clearly marked "Steward" or other appropriate word signifying their duties
62. For all events all Stewards will be trained in their duties prior to allowing members of the public onto the premises to ensure they have a full understanding of the operation, safety and emergency procedures applicable to the event. All training records will be kept by a responsible person and be available for inspection upon reasonable notice being given
63. No event likely to exceed a capacity of 1500 people shall be held unless there are two operational entrance/exits from the event site onto the adopted road network unless written agreement is obtained from the Safety Advisory Group
64. The Premises Licence Holder will ensure that there are adequate means of control to ensure that only permitted numbers of persons gain access to the event site
65. Details of all marquees, tented structures and temporary structures should be provided including emergency exits and signage, fire warning and firefighting equipment
66. A schedule detailing types and locations of firefighting equipment must be submitted to the Safety Advisory Group or their authorised representative as required
67. For all category one and category two events full structural design details and calculations of all and any structures to be erected within the licensed area, must be submitted to the Licensing Authority 14 days prior to the event unless a shorter time has been agreed in writing. A certificate from a competent person or engineer that a completed structure has been erected in accordance with the structural drawings and design specification must be available for inspection prior to a relevant structure being used during the licensed event
68. The Licensee must maintain a regular fire patrol at all times when the public are present in the licensed area to check for and guard against possible fire hazards. The area underneath the stage to be kept clear of flammable materials
69. All parts of the Event Site intended to be used in the absence of adequate daylight and all essential safety signage shall be suitably illuminated. Details of the locations and level of illumination must be submitted to the Safety Advisory Group

70. Unless otherwise agreed, the Premises Licence Holder must ensure an Egress Management Plan is presented to and agreed by the Safety Advisory Group, or their authorised representative, no later than 28 days prior to the event or as soon as practicable
71. The Premises Licence Holder shall appoint a suitably qualified competent person who shall prepare and implement a Trader Information Management Plan which shall be included as part of the EMP
72. Details of the food and drink outlets shall be provided to the Licensing Authority at least 30 days prior to the event or as soon as practicable, to include:
  - a) Location of each individual outlet on plans provided to the Licensing Authority
  - b) Name of each outlet, trading name, food business operator and contact details, local authority with which the outlet is registered
73. Food and drink outlets shall be monitored and managed to comply with food safety legislation, have in place a food safety management system which shall be available for inspection by the festival management and the Licensing Authority and that each is registered with a local authority
74. Any outlet found to be contravening any conditions of this licence or the EMP shall be prohibited from trading on the Event Site during a Category One or Category Two event and asked to leave the site
75. The Premises Licence Holder shall appoint a suitably qualified competent person who shall prepare and implement a Campsite Management Plan which shall be included as part of the EMP
76. In the event of a serious incident the lights will be turned on and the show shall be stopped
77. During Category One and Two Events a suitable physical barrier shall be put in place to prevent patrons gaining access to the body of water on the Event Site. This barrier shall be maintained at all times the Event Site is open to the public

#### The protection of children from harm

78. There shall be a welfare point (or equivalent area) for the reporting and management of lost children. The welfare point will be staffed by trained (and appropriately certified by the Disclosure and Barring Service) members of staff who will be in radio contact with the head steward and the safety co-ordinator
79. A recognised 'Proof of Age' scheme (Challenge 21 or Challenge 25 as appropriate) shall be implemented to the satisfaction of the Licensing Authority and the Police with signage being displayed in all locations relevant to the sale of alcohol
80. The Designated Premises Supervisor (DPS), or a person on their behalf, shall provide suitable training or instruction to all staff engaged in the sale of alcohol in relation to the prevention of sales to persons under the age of 18 years and to persons who are, or appear intoxicated with alcohol. A written record shall be made of such training and be made available to the Licensing Authority or Police upon request
81. No person under the age of 18 shall be permitted to serve alcohol
82. Soft drinks and free drinking water shall be available on site as an alternative to alcohol.
83. No person under the age of 13 shall be permitted access through the entrances to the main secured site unless they are accompanied by an adult. Persons under the age of 18 shall be supplied with a tamper proof child specific wristband

**Glossary of terms:**

Event Site means any area for the provision of licensable activities in the form of the supply of alcohol, regulated entertainment and late night refreshment

Campsite(s) means any area set aside for the provision of camping

Car Park(s) means any area set aside for the parking of motor vehicles or other modes of transport

EMP means the Event Management Plan

SAG means the Safety Advisory Group

Licensing Authority means Tunbridge Wells Borough Council

Premises Licence Holder means Mr Iain Nicolas Samuel Love and Mr Robert Sheridan Bowie or any subsequent transferees

**Annex 4 – Conditions attached after a hearing by the licensing authority**

Not applicable

**Annex 5 – Plans**

Please see attached