

Premises licence ~~XXXX~~ shall be for the LeeStock Music festival (as may be re-named/re-branded) and for no other purpose. No licensable activities shall take place in the hall, house or the surrounding outbuildings. All licensable activities shall take place in the open air, marquees or other appropriate temporary structures.

The premises licence is to take effect on not more than 2 (two) consecutive days per calendar annum between May and August.

The maximum capacity for the LeeStock Music Festival shall not exceed 3500 (three thousand five hundred) persons. For the avoidance of doubt 3000 shall be paying guests with the additional number (five hundred) reserved for the event management team, staff, crew, contractors, performers, artists and stallholders.

Campers on site for the event shall be limited to not more than 250 (two hundred and fifty) persons.

The premises licence holder shall, for each year of the event, create and implement an Event Management Plan (EMP) to promote the licensing objectives. A final version of the EMP and up to date site plans shall be sent by the premises licence holder to the Licensing Authority and all Responsible Authorities no later than 28 (twenty-eight) days prior to the first day of the event in each calendar year. Any proposed revisions to the EMP shall be agreed in writing with the relevant Responsible Authority before the master EMP is updated – which shall be as soon as reasonably practicable following the revision being agreed. The premises licence, event management plan and risk assessments shall be kept with all other event documentation in the event control for the duration of the festival and this location shall be clearly identified on the site plan.

The premises licence holder shall use sufficient numbers of SIA registered security staff and competent stewards commensurate with the nature and scale of the event. They shall be deployed in such areas and at such levels and times as shall be determined by the premises licence holder's risk assessment. The premises licence holder shall have due regard to any advice given by the Police in this respect.

The following noise and litter controls, to promote the prevention of public nuisance and as agreed between the premises licence holder and Environmental Health Officer, shall apply to premises licence BPL0399:

- (a) The Music Noise Level shall not exceed 65 db(A) ($L_{A_{eq}}$ 15mins) as measured at the nearest boundary of adjacent residential (or other noise sensitive premises) to the licensed premises.
- (b) The Music Noise Level (L_{eq} 15 mins) shall not exceed 70 dB in either the 63 Hz or 125 Hz octave frequency bands as measured at the nearest boundary of adjacent residential (or other noise sensitive premises) to the licensed premises.
- (c) The Music Noise Level at the front of house consoles shall in any case not exceed 107 dB ($L_{A_{eq}}$ 15 mins) and the Maximum Sound Pressure Level (L_{Max}) at any point in an audience shall not exceed 140 dB.

The term 'Music Noise Level' shall be as defined in the "Code of Practice on Environmental Noise Control at Concerts", The Noise Council, 1995.

- (d) The premises licence holder or their nominated representative shall use a noise meter to monitor noise levels at regular intervals whilst amplified music is being played to ensure that the specified noise levels are not being exceeded. The measurements shall be made at the nearest boundary of adjacent residential (or other noise sensitive premises) to the licensed premises. The frequency of such checks shall be agreed in writing with the Licensing Authority at least 3 (three) working days prior to the commencement of each licensable event. All measurements shall be recorded. The records shall be retained for at least 12 (twelve) months and shall be made available for inspection by an authorised officer of the Licensing Authority upon request.

- (e) The premises licence holder or their nominated representative shall make available to the Licensing Authority data relating to the noise levels being produced from the Music Stage, if so required.
- (f) Noise propagation tests (sound checks) shall not be undertaken after 20:00 hours on the day before a licensed event or before 10:00 hours on the day of a licensed event. The noise limits specified above shall be adhered to during any noise or sound checks. Any single test shall not exceed 30 (thirty) minutes in duration and the total duration of tests on any day shall not exceed 60 (sixty) minutes.
- (g) The premises licence holder shall ensure that the promoter, sound system supplier and all sound engineers are informed of the sound control limits prior to the commencement of licensed musical entertainment and that any instructions from either the premises licence holder or the Licensing Authority are implemented.
- (h) The premises licence holder or a nominated representative shall be on site for the duration of the playing of licensed musical entertainment and shall be available to control all music sound levels.
- (i) During operating hours, the premises licence holder or a nominated representative shall be available to receive and respond to nuisance-related complaints. A contact telephone number shall be provided to the Licensing Authority for that purpose prior to the day of any licensed event.
- (j) Clearly legible and suitable notices shall be displayed and maintained at the event exits, requesting customers to respect the needs of local residents and to leave the premises and area quietly. Sufficient numbers of staff shall be available at the main event exits, to ensure that customers disperse quietly.
- (k) The premises licence holder shall put in place reasonable procedures for minimising disturbance to residents arising from noise emanating from campsites. This will include the presence of 24-hour stewarding and security for the duration of the event.
- (l) The Music Noise Level or sound configuration of amplified music shall be turned down or adjusted at the direct request (either in person or over the telephone) of an authorised officer of the Licensing Authority providing that the noise levels exceed the limits specified above.
- (m) The premises licence holder shall ensure that litter picks are carried out immediately following the licensed event to clear all waste/litter from 100 metres either side of the main entrance to the licensed premises.

Adequate on-site parking allocation shall be designated and sufficiently controlled for the duration of the event and also for the build and breakdown phases of the event. An area for taxi/private hire, shuttle bus or community transport provision drop-offs and pick-ups shall be set aside and clearly signed/identified.

Attendees to the event shall not be permitted to bring their own alcohol on to the site, and the premises licence holder shall ensure that this requirement is clearly advertised and notified (including website and ticketing). Suitable and sufficient measures shall be implemented to spot-check attendees and to confiscate and securely store any alcohol or other contraband items found during such searches.

The premises licence holder shall adopt a 'Challenge 25' proof of age scheme. The premises licence holder shall operate a requirement for the production of a passport, driving licence or other bona fide form of identity carrying a photographic image, where the individual requesting the supply of alcohol appears to be under the age of 25.

The structure, responsibilities, names and contact details of the Event Management Team shall be clearly communicated to all persons involved with the running of the event and also to the occupiers of Kentwell Hall.

All staging, marquees or temporary structures used at the licensed site shall have suitable and sufficient risk assessments carried out. Such structures shall be erected, maintained, supervised and demounted by competent and suitably qualified persons. Such persons shall (if requested) be able to demonstrate to responsible authorities that they have the relevant skills, knowledge and experience to safely install and operate these structures.

The premises licence holder shall use staff, contractors and management suitably experienced and competent commensurate with the nature, scale and scope of the activities and attractions of the event.

The premises licence holder shall ensure that whilst on site all contractors and workers shall as far as is reasonably practicable comply with the Health and Safety Executive (HSE) guidance document 'The Event Safety Guide' (HSG195), or any equivalent replacement thereof, and the premises licence holder shall monitor compliance with such guidance prior to, during, and immediately following the event.

No members of the public shall be permitted to enter the licensed site prior to the pre-opening inspections and checks having been completed and signed off as satisfactory by a member of the Event Management Team.

Routes for emergency vehicle access and egress to and from the site shall be maintained as clear and unobstructed and the emergency services clearly briefed on arrangements by the premises licence holder prior to the commencement of the event.

A suitable and sufficient traffic management plan shall be implemented by the premises licence holder. Vehicular access to and from the event site shall be clearly signed and communicated by the premises licence holder and attendees encouraged to use any mass transport solutions available for attending the event.

All security and steward personnel shall be uniformed and easily identifiable, and be in radio communications with the event management and control.

There shall be overnight security and stewarding patrols of the campsite area.

Campers shall not be permitted to make open fires or to use disposable barbeques or gas stoves whilst on the site for the event.

Admission to the event shall be by ticket only with tickets exchanged for a wristband upon entry. No person shall be permitted access to the site for the event whilst they are considered to be under the influence of drugs or excessive alcohol. Entry shall also be refused to persons acting in an inappropriate or disorderly manner or refusing to be searched upon request of authorised security staff. Any person found on the site in possession of, or supplying, drugs or acting in an inappropriate or disorderly manner shall be ejected from the site and refused re-admission. Where necessary the Police will be promptly contacted regarding confiscated items or ejected individuals.

Adequate medical and first aid facilities and provision shall be deployed at the site for the duration of the event, in accordance with (or exceeding) the assessment of provision provided by the HSE publication HSG195 - Event Safety Guide (or any equivalent successor publication).

Adequate toilet, drinking water and sanitary welfare provision shall be deployed at the site for the duration of the event, in accordance with (or exceeding) the assessment of provision provided by the HSE publication HSG195 - Event Safety Guide (or any equivalent successor publication).

A suitable and sufficient evacuation plan and procedure shall be prepared and documented for the event – covering localised, full site and major incident contingencies. In the event of severe weather (for example high winds, torrential rain or serious site flooding) an event cancellation protocol shall be implemented to ensure the safe and controlled management and communication of the cancellation.

Adequate provision shall be made in the form of tractors or 4x4 vehicles to tow stranded vehicles to hard standing.

A clearly signed/identified lost persons/children area shall be operated at the event, with the public announcement facilities used to reunite lost persons/children. Staff and stewards shall be vigilant to the possibility of children becoming separated from accompanying adults and shall be fully briefed on the procedure to follow in such circumstances.

Signage shall be displayed and maintained at the licensed site for the duration of the festival alerting attendees to the facilities, activities and general information.

Adequate provision for waste disposal and litter removal across the site shall be made for the duration of the event. Particular attention shall be given to avoiding the accumulation of combustible materials.

There shall be no adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.