

Appendix B – Conditions consistent with the operating schedule

1. Annually in January, formal discussions between the Licensing Authority, Premises Licence Holder, and South Wales Police must take place to discuss the proposed events for the year. Discussions will include the event profile, number of expected attendees and identify any additional resource levels that may be required.
2. Unless agreed with all the Key Stake Holders of the Safety Advisory Group (SAG) the Premises Licence Holder shall prepare and submit an Event Management Plan (EMP) to the City and County of Swansea (CCS) SAG at least 6 months prior to each event. This must include an overview of the area of the premises to be used, setting out how the event will be managed, the precautions and risk assessments undertaken to cater for all reasonable foreseeable contingencies, and which will demonstrate the procedures, roles and specific responsibilities of the management team, security and associated personnel.
3. The premises licence holder shall ensure that the finalised version of such a plan must be submitted to and approved by SAG no later than 14 days prior to the commencement of the event (or with an agreement with all relevant parties of the SAG).
4. The premises licence holder shall hold/attend regular planning meetings to discuss all aspects of the event(s) with various relevant key stakeholders as part of the SAG.
5. The premises licence holder or their nominated persons shall hold/attend regular on site meetings between relevant key stakeholders(s) during the event(s) as agreed with the SAG.
6. The EMP is a live work in progress document and needs to respond to last minute changes. For example, an increased terror threat, health threat, national event, pandemic etc. The premises licence holder must keep the EMP up to date at times leading up to each event and all changes must be agreed with the SAG.
7. The premises licence holder shall ensure that written procedures and plans (including contingency and counter terrorism planning having regard to the Crowded Places Guidance) will be provided as part of the EMP and will detail the items below following discussion with relevant key stakeholders of the SAG:

- a. Traffic Management Plan
 - b. Policy on Drugs
 - c. Prohibited items
 - d. Search Policy
 - e. Terms and Conditions of Entry
 - f. Means of Communication
 - g. Waste Management Plan
 - h. Crowd Management Plan
 - i. Noise Management Plan
 - j. Health & Safety Policy
 - k. Security Plan
 - l. Medical Plan
 - m. Fire Safety Plan
 - n. Wind Management Plan
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8. The Premises Licence Holder, or nominated representative, shall be responsible for and be present at all times during the event, except where such control becomes the responsibility of authorised officers of the Emergency Services, and shall not engage in any other duties/activities which will prevent the general supervision of the event.

 9. The Premises Licence Holder shall notify the Licensing Authority on a monthly basis from the date of the first sale/issue of tickets and on a weekly basis from one month prior to the event, the total number of tickets processed for the event.

 10. The premises licence holder shall ensure that the Event Promoter will work with CCS, South Wales Police (SWP), approved security contractor, other key emergency service providers and key stakeholders to make suitable arrangements to deter occurrence of crime and disorder.

 11. The premises licence holder shall discuss and agree where applicable and agree with SAG if there is to be an Event Control room on the site with clear command and control structures in place.

 12. Where applicable and as agreed with SAG, the premises licence holder will install a comprehensive recordable CCTV system will be installed. The system must continually record whilst customers are on site providing pictures of an acceptable industry standard. All recordings must be stored for a minimum period of 31 days. Recordings must be correctly timed and date stamped and recordings must be kept in date order. An operational daily log must be maintained, endorsed by a signature, indicating that the system has

been checked and is compliant. Recordings must be made available as is practicably possible upon the request of a Police or Authorised Officer.

13. The premises licence holder shall ensure a personal licence holder is on duty at the premises at all times when the premises are authorised to sell alcohol.
14. The premises licence holder shall ensure that an adequate system of counting and recording persons in and out of the event site to ensure that the customer levels in all areas do not exceed the limit endorsed in the venue risk assessment and EMP. This information must be made available to authorised officers and key stakeholders throughout the event and upon request.
15. The premises licence holder shall ensure that only reputable security companies will be used at each event Numbers of which will be detailed in the EMP.
16. The Premises Licence Holder must ensure that all stewards & security personnel are suitably trained and capable of carrying out their allocated duties, aged 18 years or over, and while on duty they should concentrate only on their duties and not on the entertainment. The Premises Licence Holder must ensure that stewards & security personnel understand their roles and the appropriate way in which to deal with, record and report incidents.
17. The premises licence holder or nominated person shall ensure that security personnel must
 - a. Not leave their place without permission
 - b. Not consume or be under the influence of intoxicants including alcohol or drugs
 - c. Remain calm and courteous towards all members of the audience
18. The premises licence holder or nominated person shall ensure that all stewards & security personnel shall wear distinctive clothing, to ensure they are individually identifiable.
19. The premises licence holder or nominated person shall ensure that a register of stewards and security personnel to be maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by a Police or Authorised Officer.

20. The premises licence holder shall ensure that all staff employed and working on the site are vetted to the required appropriate standard. Records are to be made available for inspection by Police or an authorised officer. All procedures to be outlined in the EMP.
21. Where applicable and as agreed by the SAG, an experienced security coordinator will be appointed by the premises licence holder or nominated person in addition to an experienced event safety coordinator.
22. The premises licence holder shall ensure an incident recording system is maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the staff member involved the nature of the incident and the action/outcome. The system must be kept available for inspection by the Police or Authorised Officers.
23. No glass bottles or glass drinking receptacles will be permitted on to the site unless previously agreed with the SAG in line with the specific EMP provided.
24. Provisions will be put in place by the premises licence holder to ensure that alcohol is not served to under age customers as outlined in the EMP.
25. Where applicable and as agreed with the SAG, The premises licence holder must ensure that customers are not permitted to bring their own alcohol as outlined in the EMP.
26. The premises licence holder must ensure frequent waste collections and disposals take place to prevent the build-up of rubbish and/or combustible material which may present as a hazard.
27. The premises licence holder shall ensure the event running orders and artist provision are discussed in advance with relevant key stakeholders. The list of artists must be provided 31 days prior to the event. Any changes must be discussed and agreed with the key stakeholders including onsite meetings during and on the day of the event(s). Any changes to the list of artists must be sent to the relevant stakeholders as soon as reasonably practicable.
28. The premises licence holder shall ensure that searching is conducted in accordance with the EMP and must take place on entry to ensure public/staff safety.

29. The premises licence holder shall ensure that full details of access and egress to and from the event(s) is provided to the SAG and agreed for inclusion in the EMP
30. Where applicable and as agreed with the SAG the premises licence holder shall ensure that amnesty bins for the confiscation of prohibited items are provided and secured on the premises and disposed of in accordance with the EMP.
31. Where applicable and as agreed with the SAG, the premises licence holder shall ensure that the event will actively target the misuse of drugs. Safety messages must be displayed on the website in advance. Signage must be displayed on the premises stating that a drugs search policy is in operation as a condition of entry.
32. The premises licence holder shall ensure that any further information needed or requested and agreed by the relevant key stakeholder of the SAG will be detailed in the EMP.
33. The premises licence holder shall ensure that any all aspects of public safety are discussed in advance with the relevant key stakeholders. Details of which will be outlined in the EMP.
34. The premises licensing holder shall ensure that a fire risk assessment is carried out by a competent person to current legislation and guidelines including the Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997, 'The Fire Risk Assessment: Open air events and venues 2007' and 'The Event Safety Guide HSG195'.
35. The premises licence holder shall Suitable access and emergency routes are maintained at all times.
36. The premises licence holder shall ensure that during the live event, all vehicles are chaperoned in areas of public use.
37. The premises licence holder shall ensure that any relevant issues relating to fire safety are outlined within the EMP.

38. The premises licence holder shall ensure that an acceptable level of illumination is provided when required to all entrances/exits and escape routes from the event. Checks to agree lighting levels shall take place during low level lighting and prior to the event commencing,
39. The premises licence holder shall ensure that medical facilities are provided to cater for the number of customers on site. First aiders must be present during the build/break/derig period as outlined in the EMP.
40. The premises licence holder shall ensure that welfare facilities are provided and detailed in the EMP.
41. The premises licence holder shall publish a Prohibited items list, it will be discussed and agreed with key relevant stakeholders. Prohibited items will not be allowed in to the event.
42. The premises licence holder shall ensure safety messages are displayed throughout the day on signs and screens where applicable and or directed by relevant Key Stakeholders.
43. The premises licence holder shall ensure that sufficient sanitation is provided in line with current guidance and detailed in the EMP
44. The premises licence holder shall ensure that signage is erected on and around the site to ensure customers can find their way around the site and to available exits.
45. Any pyrotechnics/lasers will be signed off in advance by the relevant key stake holders and stored so as to minimise any risk to the safety of those using the premises.
46. The premises licence holder shall ensure that a vulnerable adult policy is submitted as part of the EMP.
47. The Premises Licence Holder shall provide free potable drinking water in accordance with the mandatory conditions and shall be available throughout the entire event.

48. The premises licence holder shall ensure that a detailed plan of the final layout of the site is submitted to the Licensing Authority no later than 7 days prior to commencement of the event, with the area within which amplified and organised music is to be played clearly delineated in red. The location of all structures and facilities including roadways and event areas shall be clearly indicated and entry and exit points of all structures and areas shown. The Fire Points, Medical and First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced.
49. The premises licence holder shall ensure that the following documentation, where applicable, will be available upon request to the Licensing Authority: Electrical sign off certificates, Structural plans, calculations & sign off certificates.
50. The premises licence holder shall ensure that a Certificate, which must be completed by an appropriately qualified person or persons, declaring that all electrical installations at the site are installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers' "Regulations for Electrical Installations" (the IEE Wiring Regulations) which now also form British Standard 7671 "The Requirements for Wiring Installations", or any future revised or updated versions must be made available upon request to the Licensing Authority.
51. The premises licence holder shall ensure that all temporary structures are built to 'Temporary demountable structures: guidance on procurement, design and use (third edition)'. The Premises Licence Holder shall provide a written report detailing their safety and suitability to the Licensing authority and any relevant key stakeholder upon request. Upon build completion and prior to gates open on each event day, the designated structure suppliers structural manager will provide sign offs stating they have been built to specification.
52. The Premises Licence Holder shall comply with all reasonable requests of the Licensing authority and any relevant key stakeholder with regard to any deficiencies in the certificates and documents referred to in this license and ensure that the standards certified are maintained during the event.
53. The Premises Licence Holder must ensure that all certifications provided to the Licensing authority and any relevant key stakeholders are completed by appropriately qualified and competent persons.

54. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The effective period of the Insurance shall be from 7 days prior to the commencement of the event build until and including 7 days after the conclusion of the event. The Premises Licence Holder shall provide certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, to the Licensing authority and any relevant key stakeholder upon request.
55. The premises licence holder shall ensure that all parts of the licensed area shall be available for inspection during the occupancy by the Premises Licence Holder, by any named officer of SWP, Mid & West Wales Fire & Rescue, Welsh Ambulance Service and Swansea Council Licensing Authority or any relevant key stakeholder duly authorised for the purpose.
56. Where applicable and as agreed by the SAG, the premises licence holder shall provide a designated Emergency Liaison Centre for use by the Premises Licence Holders Senior Management, and authorised officers of the Licensing Authority, officers of SWP, Mid & West Wales Fire & Rescue, Welsh Ambulance Service and any relevant key stakeholder duly authorised for the purpose.
57. The premises licence holder shall ensure that all areas where licensable activities take place will be detailed in the EMP showing the operating schedule and opening times of these areas
58. All public-address systems shall be under the control of the premises licence holder or nominated representative so that broadcast messages can override the musical entertainment and can be delivered clearly and audibly to all parts of the site.
59. The maximum permitted number of 39,999 persons shall be permitted in the licensed area during the event. This number shall include all ticket sales, guests, artists, staff and any persons associated with the safe running of the event.
60. The Premises Licence Holder shall make suitable arrangements to enable people with disabilities to attend the event. Particular attention should be given to means of access and egress, means of escape/evacuation in an emergency and the viewing facilities for such people.

61. The event shall not commence until all required approvals are in place.
62. Any alterations or amendments to this licence, its terms, conditions or restrictions shall not be effective except with the approval of the Licensing Authority.
63. Where any question arises as to the interpretation of any standard or regulatory provision imposed by these conditions, the interpretation of Licensing Authority shall be final. This does not affect the right of the Premises Licence Holder to appeal against the imposition of all or any conditions.
64. The premises licence holder shall ensure that no music will take place after 23:00.
65. Amplified music levels will be set by the Local Authority and must be managed by the premises licence holder.
66. The Music Noise Level (MNL) at agreed surrounding noise sensitive premises shall not exceed an MNL of up to 65 dBA over a 15 minute period.
67. The premises licence holder shall ensure that litter collections and disposal procedures are in place both inside and around the immediate vicinity of the event. The post event clean-up will be planned and discussed in advance with the relevant key stakeholders of the SAG.
68. The premises licence holder shall ensure that adequate advanced warning signage/event access signage is provided at the site to assist with and attempt to minimise and prevent traffic problems in the area.
69. The premises licence holder shall ensure that where possible deliveries/collections from site are undertaken at a reasonable time so as to have minimal impact on local residents.
70. The premises licence holder shall ensure that adequate sanitary provision is in place within the event and at agreed areas externally in the immediate vicinity.

71. The premises licence holder shall ensure that Pyrotechnic displays follow all current legislation and/or guidance.
72. The premises licence holder shall ensure that events are advertised to inform local residents of times and the nature of the each events
73. Where applicable and as agreed by the SAG, the Premises Licence Holder shall ensure that a telephone number is provided for residents to log complaints. Leaflets advising local residents of the detail of the telephone number shall be distributed.
74. The premises licence holder shall ensure that those attending the event are instructed to leave quietly so as not to disturb local residents.
75. The premises licence holder shall ensure that where applicable and as agreed by the SAG, qualified/experienced child welfare staff are in attendance to assist with the provision of lost children/parents as appropriate
76. The premises licence holder shall ensure that where applicable and as agreed by SAG, a lost child policy will be submitted as part of the EMP.
77. The premises shall operate a challenge 25 age policy.
78. The premises shall maintain a register of refusals detailing all refused sales of alcohol.
79. No adult entertainment will be permitted at the premises.
80. The premises licence holder shall ensure that where applicable suitable qualified medical personnel will be available to deal with any child related issues as appropriate.
81. The Premises licence holder shall ensure to keep up to date records available for inspection of staff training in respect of age related sales as outlined in the EMP.