

Appendix C

1. There will be a maximum of 6 days of licensed activity per annum.
2. Unless agreed with all the Key Stake Holders, the Premises Licence Holder shall prepare and submit an Event Management Plan (EMP) to the City and County of Swansea (CCS) Safety Advisory Group (SAG) at least 1 month prior to each event. This must include an overview of the area of the premises to be used, set 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 finalised version of such a plan must be submitted to and approved by SAG no later than 7 days prior to the commencement of the event (or an alternative timescale subject to agreement with all relevant parties).
4. Regular planning meetings to be held to discuss all aspects of the event(s) with various relevant key stakeholders, as part of the SAG, if required.
5. Regular on site meetings will be held between relevant key stakeholders and the premises licence holder and or their nominated person(s) during the event(s) as agreed with the SAG.
6. The EMP is a live work in progress document and must be updated as required to respond to last minute changes. (For example, an increased terror threat, health threat, national event, pandemic etc. All changes must be agreed with the SAG.
7. Robust plans (including contingency and counter terrorism planning, having regard to the Crowded Places Guidance) will be provided as part of the EMP and if applicable to the event will detail the items below following discussion with relevant key stakeholders:
 - a. Traffic Management Plan
 - b. Policy on Drugs
 - c. Prohibited items & Search Policy
 - d. Terms and Conditions of Entry
 - e. Means of Communication
 - f. Major Incident Plan
 - 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

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 activities which will prevent the general supervision of the event.
9. 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
10. The premises licence holder or nominated person shall ensure that a register of stewards and security personnel is 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.
11. 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.
12. 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.
13. The premises licence holder shall ensure that an adequate system of counting and recording persons in and out of the event site is in place 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
14. 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.
15. The maximum permitted number of 4999 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.
16. 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. The area within which amplified and organised music is to be played to be 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.

17. 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.
18. The premises licence holder shall ensure that all aspects of public safety are discussed in advance, with the relevant key stakeholders. Details of which will be outlined in the EMP
19. No Amplified music will take place before 09:00 and after 23:00
20. Adequate litter collection and disposal procedures will be in place in and around the event premises to ensure the all areas are free from litter following the conclusion of the event.
21. Where possible, deliveries/collections to/from the site will be undertaken at a reasonable time, to be agreed with the relevant key stakeholders, so as to have minimum impact on local residents.
22. Adequate sanitary provisions will be put in place within the event premises.
23. There will be no adult entertainment at the premises.
24. A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.
25. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale.
26. Premises to keep up to date records available for inspection of staff training in respect of age related sales.
27. The log shall be available for inspection at the location by the police or an authorised officer of the Council at all times whilst the premises are open.

