

Appendix D

1. This Licence will only permit a maximum of 2 event days per year.
2. The exact days and dates of events taking place under this Licence to be agreed with the Licensing Authority, City & County of Swansea (CCS) Events Team, South Wales Police (SWP) and other members of the Safety Advisory Group (SAG).
3. Any events taking place under this Licence will be presented to, and subject to scrutiny by, SAG
4. A suitable and sufficient, event and site-specific Event Safety Management Plan (ESMP) will be developed and presented to the SAG at least 56 days prior to events taking place
5. The ESMP will include details on the following subjects: Traffic Management Plan, Drugs Policy, Prohibited items, Search Policy, Communications, Major Incident Plan, Waste Management, Security & Crowd Management Plan, Counter Terror Measures, Communicable Disease/Pandemic Procedures, Noise Management Plan, Running Order/Event Operation Times, Alcohol Management Plan, Egress Plan, Risk Assessment, Fire Risk Assessment, Medical Plan, Wind Management Plan, Adverse Weather Plan, Capacity Calculations, Emergency Evacuation Procedures, Lighting Plan, Welfare & Vulnerable Persons Policy / Lost/Found Child Policy.
6. The ESMP and its associated Appendices will be considered 'living' documents and will be updated and amended during the planning phases of the event.
7. The final version of the ESMP will be presented to the SAG no later than 14 days prior to the event.
8. The site layout plan will be presented to SAG at least 56 days prior to the events taking place. The site layout plan will include the number and position of stages, bars, food traders, entrances/exits, emergency exits, toilet facilities and the like.
9. The final version of the site layout plan will be presented to SAG no later than 14 days prior to events commencing.
10. An Emergency Liaison Room/Cabin will be provided to enable constant monitoring of the event in a command setting for those representatives of the Local Authority and Emergency Services who are present on site.
11. An Event Control Loggist will be provided to ensure that any issues are logged timely, consulted upon and updated throughout the event

12. The Premises Licence Holder (PLH) and their representatives including the Event Safety Advisor will organise and facilitate regular on site briefings to Responsible Authorities and Emergency Services as agreed with SAG
13. The maximum capacity will be 14,999 (inclusive of all persons on site).
14. The actual agreed capacities for each event will be agreed with the SAG during the planning process.
15. The Premises Licence Holder (PLH) shall notify the Licensing Authority on a monthly basis from the date of the first sale/issue of tickets the total number of tickets processed for the event.
16. The PLH, 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.
17. The PLH will work with CCS, South Wales Police, the appointed Security Contractor, other key Emergency Service providers and other Key Stakeholders to make suitable arrangements to deter occurrence of crime and disorder.
18. It will be agreed with South Wales Police at the earliest opportunity whether or not particular events require additional support in the form of Special Police Services (SPS).
19. A reputable and experienced SIA Security & Stewarding company will be appointed to ensure public safety and to prevent crime and disorder.
20. Where applicable following discussion with the Licensing Authority, SAG and Police, an agreed number of door supervisors working at the premises will be deployed with digitally recording Body Worn Video (BWV). The BWV will be used to record any incidents which occur inside or outside of the premises involving customers, prospective customers or any staff member that impact on any of the four licensing objectives. Data recording shall be made immediately available to an authorised Local Authority Officer or Police officer together with facilities for viewing upon request, subject to the provisions of the Data Protection Act. All recordings will be stored for a minimum period of 31 days.
21. The Designated Premises Supervisor (DPS) or their duly appointed representative (who shall also be a Personal Licence Holder) shall be on duty at the premises at all times when the premises are authorised to sell alcohol.
22. The events shall have 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 Risk Assessment and ESMP. This

information must be made available to Authorised Officers throughout the event and upon request.

23. The PLH 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.
24. The ESMP Security & Crowd Management Plan will outline the number, position and roles of the Security and Stewarding staff working at the events.
25. The PLH must ensure that Stewards & Security personnel understand their roles and the appropriate way in which to deal with, record and report incidents. Such personnel should:
 - Not leave their position without permission
 - Not consume or be under the influence of intoxicants including alcohol or drugs
 - Remain calm and courteous towards all members of the audience
26. All Stewards & Security personnel shall wear distinctive clothing, to ensure they are individually identifiable.
27. A register of Stewards & Security personnel to be maintained at all times at the premises. Such register to include the name, SIA registration number, contact details of the member of staff along with the date, time on duty and time off duty.
28. An Incident Register shall be maintained at the premises showing details of the date and time of all incidents, injuries, accidents or ejections, as well as details of the staff member involved the nature of the incident and the action/outcome. The Register must be kept available for inspection by the Police or Authorised Officers.
29. No glass bottles or glass drinking receptacles will be permitted on to the site and the PLH shall take such steps as reasonably practicable to prevent persons bringing any glass items on to the site. Glass will be retained behind bars and drinks decanted into plastic or polycarbonate vessels. Opened cans will also be permitted. Limited amounts of glassware may be present in back stage artist and hospitality areas but the PLH will have in place measures to ensure these are not brought in to the main public entertainment areas.
30. A Challenge 25 Policy will be in force at all bars on site.
31. Suitable signage will be in place to inform customers of the Challenge 25 Policy.
32. Customers will not be permitted to bring their own alcohol on to site. This will be outlined in the ESMP.

33. Frequent waste collections and disposals will take place to prevent the build-up of rubbish and/or combustible material which may present as a hazard.
34. Event running orders and artist provision will be discussed in advance with relevant Key Stakeholders including South Wales Police. The list of artists will be provided to South Wales Police 31 days prior to the event.
35. Any changes to the running order will be discussed and agreed with the Key Stakeholders including onsite meetings during and on the day of the event(s).
36. Any changes to the list of artists will be sent to South Wales Police as soon as reasonably practicable.
37. Searching will be conducted in accordance with the Search Policy in the ESMP and must take place on entry to ensure public/staff safety.
38. Searches will be carried out by SIA registered staff of the same sex as those being searched.
39. Details of access and egress to and from the event(s) will be provided to the SAG and agreed for inclusion in the ESMP including the Egress Plan.
40. Amnesty Bins for the confiscation of prohibited items will be provided and secured at the entrance to the premises. The disposal of the contents of the Amnesty Bins will be coordinated with South Wales Police.
41. The Drugs Policy will include Controlled Substances, New Psychoactive Substances (NPS) as well as No2/NOS/Nitrous Oxide. None of these substances will be permitted on site.
42. Anyone found on entry with more than the agreed quantities for personal consumption (as outlined in the drugs policy) of controlled substances or NPS will be refused entry and the police informed immediately.
43. Appropriate signage will be present on site which will inform attendees that a Drugs Policy. Is in effect and that search is a condition of entry.
44. During the planning phases for each event, it will be agreed between the PLH and South Wales Police whether or not drug detection dogs are required to assist with enforcing the Drugs Policy.
45. If drug detection dogs are deemed necessary for particular events taking place under this Licence, the number of dogs will be agreed with South Wales Police.
46. Anyone found with an offensive weapon on entry will be refused admittance and the police informed immediately.
47. All aspects of public safety will be discussed in advance with the relevant Key Stakeholders during the SAG process. Full details of which will be outlined in the ESMP.

48. The ESMP will be developed in line with the best practices set out in publications such as: The Purple Guide (2017), The Event Safety Guide (HSG195), Managing Crowds Safely (HSG154), Guide to Safety at Sports Grounds (Green Guide), Fire Safety Risk Assessment (Open Air Events & Venues).
49. Suitable and sufficient Risk Assessments and Fire Risk Assessments will be carried out by a competent person. The events will operate in accordance with the Risk Assessments and ESMP
50. The appropriate type and number of Fire Fighting Equipment shall be provided throughout the site. Locations and numbers will be specified in the ESMP and Fire Risk Assessment.
51. A queueing system will be designed and implemented at the main entrance to minimise waiting time whilst maintaining crowd safety.
52. A competent and experienced Event Safety Advisor (ESA) will be on duty at all times during the events.
53. Suitable access and emergency routes will be maintained at all times.
54. During the live events, there will be no vehicle movement in public areas.
55. Should it be essential for vehicle movement to take place, this will be authorised by the ESA and supervised by Security staff.
56. An acceptable level of illumination will be provided to all entrances/exits, ingress/egress routes and emergency escape routes for the duration of the event.
57. Where tower lights are utilised, these will either be positioned in back of house areas or fenced in to prevent public access.
58. The PLH shall carry out a suitable and sufficient Medical Risk Assessment as well as use HSG195 to determine the appropriate level of First Aid provision for the events, such that there is no undue demand on National Health Service resources. Full details will be provided in the Medical Plan and ESMP.
59. Welfare facilities will be provided as outlined in the ESMP
60. Prohibited items will be discussed and agreed with relevant Key Stakeholders. In all cases, illegal substances, weapons, hazardous substances, fireworks and flares (other than supplied by contractors) will not be permitted in to the events.
61. Sufficient sanitation will be provided in line with current guidance (The Purple Guide 2017) and outlined in the ESMP

62. Suitable signage will be erected to ensure customers can find their way around site (bars, drinking water, toilets, First Aid) and to Emergency Exits.
63. Any pyrotechnics/lasers will be signed off in advance by the relevant authorities and stored so as to minimise any risk to the safety of those using the premises.
64. A Vulnerable Persons Policy will be submitted as part of the ESMP.
65. The PLH shall provide free potable drinking water in accordance with the mandatory conditions and shall be available throughout the duration of the events.
66. A detailed plan of the final layout of the site shall be submitted to the Licensing Authority and SAG 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 locations of Fire Fighting Equipment, First Aid Points and Information Points shall also be shown. The Site Plan is to be gridded and referenced.
67. Prior to the event site opening to the public, members of the SAG will be invited to carry out an inspection of the site.
68. Stages/Tents/Big Tops/Temporary Demountable Structures - All built structures shall have a completion certificate issued by a competent person from the supplying company and provided to the ESA.
69. All temporary electrical works must have an appropriate electrical sign off certificate issued at the time of works by a competent person to the ESA and be available for inspection if required by Authorised Officers.
70. The PLH shall comply with all reasonable requests of the Licensing Authority and any relevant Key Stakeholders with regard to any deficiencies in the certificates and documents referred to in this licence and ensure that the standards certified are maintained during the event.
71. The PLH shall have in place Public Liability insurance to cover at least £5,000,000.00 (£5m/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 PLH 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
72. All parts of the Licensed Premises shall be available for inspection during the occupancy by the PLH, 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.

73. All public-address systems shall be under the control of the PLH 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.
74. The PLH shall make suitable arrangements to enable people with disabilities to attend the events. Particular attention should be given to means of access and egress, means of escape/evacuation in an emergency and the viewing facilities for such persons.
75. Adequate infrastructure (to a satisfactory level agreed with SAG and the Parks Team) will be in place to protect members of the public from water hazards in the wider park.
76. No amplified music will take place after 23:00.
77. An experienced and suitably qualified Noise Management Consultant will be engaged to liaise with Environmental Health Officers (EHO) to develop and implement the ESMP Noise Management Plan (NMP).
78. The Music Noise Level (MNL) at agreed surrounding noise sensitive premises shall not exceed an MNL of up to 65dBA over a 15 minute period.
79. The Noise Management Consultant will carefully monitor noise levels from the event to ensure that noise levels from the event do not exceed these dB levels. All dB readings will be made available to EHO with a full post event report being provided no later than 14 days post event.
80. Local residents will receive prior notification of each event including details of the event timings (including sound checks). The distribution radius for the notification letter will be agreed with the Local Authority. This is to include local businesses that may be affected by attendees to the event during ingress and egress.
81. A noise "hot line" number will also be included to allow residents to contact an event representative should they need to make a complaint during the event
82. All calls to the noise hot line will be logged and recorded and the pertinent information provided to the Noise Management Consultant.
83. Adequate litter collection and disposal procedures will be 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 to be as time effective as possible. The scope of the post event clean will be agreed with the Parks Team in advance of the event.
84. Where deemed necessary by the SAG, adequate advanced warning signage/event access signage will be provided at the site to assist with and

attempt to minimise and prevent traffic problems in the area.

85. Where possible, deliveries/collections from site will be undertaken at a reasonable time so as to have minimal impact on local residents.
86. Adequate sanitary provision will be put in place within the event and at agreed areas externally in the immediate vicinity (if deemed necessary by the SAG).
87. Any pyrotechnic displays will follow all current legislation guidance and will only be undertaken by competent suppliers whose standards have been pre-
vetted.
88. Signage will be erected that will instruct event attendees to leave quietly so as not to disturb local residents.
89. Where applicable and as agreed by the SAG, suitably qualified/experienced child welfare staff (DBS checked) will be in attendance to assist with the provision of lost children/parents as appropriate.
90. A lost/found child/vulnerable persons policy will be submitted as part of the ESMP
91. Any events featuring Under 18s will have an accreditation system for minors that is agreed with the Licensing Authority.
92. A Challenge 25 Policy will be operated.
93. A register of refusals will be kept detailing all refused sales of alcohol.
94. No adult entertainment will be permitted.
95. Suitably qualified medical personnel will be available to deal with any child related issues as appropriate.
96. The PLH shall ensure that up to date records are available for inspection of staff training in respect of age-related sales as outlined in the ESMP Alcohol Management Plan.