



## **Statutory Licensing Sub-Committee**

**Date** Thursday 30 July 2020  
**Time** 1.30 pm  
**Venue** Remote Meeting - This meeting is being held  
remotely via Microsoft Teams

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### **Business**

#### **Part A**

1. Apologies for Absence
2. Substitute Members
3. Declarations of Interest (if any)
4. Application for the grant of a Premises Licence - Durham City Rugby Club, Green Lane, Durham (Pages 3 - 130)
5. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration

**Helen Lynch**

Head of Legal and Democratic Services

County Hall  
Durham  
22 July 2020

To: **The Members of the Statutory Licensing Sub-Committee**

Councillors J Blakey, C Carr, A Hopgood, K Liddell and  
J Maitland

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**Contact: Jill Errington**

**Tel: 03000 269703**

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Statutory Licensing Sub-Committee

30<sup>th</sup> July 2020

Application for the grant of a Premises  
Licence

Ordinary Decision



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Report of Alan Patrickson Corporate Director of Neighbourhoods  
and Climate Change

Councillor Brian Stephens, Cabinet Portfolio Holder for  
Neighbourhoods and Climate Change

Electoral division(s) affected: Elvet and Gilesgate

**Purpose of the Report**

- 1 The Sub-Committee is asked to consider and determine the application for the grant of a premises licence for Durham City Rugby Club, Green Lane, Durham DH1 3JU.
- 2 A plan showing the location of the premises is attached at Appendix 2.
- 3 A Sub-Committee hearing could not be scheduled within 20 working days due to the Covid 19 crisis. In accordance with Regulation 11 of the Licensing Act 2003 (Hearings) Regulations 2005, the Licensing Authority extended the time limit for hearing this application and served notice of this on all parties.

**Executive summary**

- 4 The application requests the granting of a new Premises Licence for Durham City Rugby Club, Green Lane, Durham specifically to host **one outdoor event each year** on the far field from the club house leading up to Whinney Hill. The first proposed event would be Saturday 5<sup>th</sup> June 2021.
- 5 The application is for the following activities – one event each year:  
  
Provision of Films Indoors (marquee) - Saturday 11:30 hrs - 23:00 hrs  
  
Live Music (indoors & outdoors) Saturday only 11:30 hrs – 00:00 hrs  
  
Two outdoor stages – live music will cease by 23:00 hrs and continue in the marquee until 00:00 hrs

Recorded Music (indoors) Saturday only 11:30 hrs – 23:00 hrs

Amplified live and recorded music both in a marquee and on two open air stages

Performance of Dance, Anything of Similar Nature (indoors & outdoors)  
Saturday 11:30am - 23:00 hrs

Late Night Refreshment (indoors & outdoors)  
Saturday 23:00 hrs – 00:30 hrs

Sale by Retail of Alcohol (on the premises)  
Saturday 11:30 hrs – 00:30 hrs

Hours open to the public Saturday 11:30 hrs – 00:30 hrs

- 6 The licensing authority received responses from Durham Constabulary, who agreed further conditions with the applicant. County Durham & Darlington Fire and Rescue Service and Durham Safeguarding Children Partnership had no comments to make.
- 7 The licensing authority received one letter in opposition to the application from Whinney Hill Community Group (other persons).

### **Recommendation(s)**

- 8 The Sub-Committee is asked to determine the application with a view to promoting the licensing objectives.
- 9 The Sub-Committee is recommended to give appropriate weight to:
  - (a) The steps that are appropriate to promote the licensing objectives;
  - (b) The representation (including supporting information) presented by all parties;
  - (c) The Durham County Council Statement of Licensing Policy. The relevant parts of the policy are attached at Appendix 7;
  - (d) The Guidance issued to local authorities under Section 182 of the Licensing Act 2003 (as amended April 2018). The relevant parts of the guidance are attached at Appendix 8.

### **Background**

- 10 Background information – The application form was submitted by Elsa Kent; however, this has been amended to Alexander Comaish & Rosa Montague-Vaughan on 20<sup>th</sup> July 2020.

Type of Application: Grant of a premises licence	Date received: 4 <sup>th</sup> May 2020	Consultation ended: 2 <sup>nd</sup> June 2020
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### Details of the application

- 11 An application for the grant of a premises licence was received by the Licensing Authority on 4<sup>th</sup> May 2020. A copy of the application is attached and the management plan at Appendix 3.
- 12 The application is deemed by the Licensing Authority to be correctly served and advertised in accordance with the Licensing Act regulations.
- 13 The activities requested are as follows:

Licensable Activities	Days & Hours
Provision of Films Indoors (marquee)	Saturday 11:30 hrs - 23:00 hrs
Live Music (indoors/outdoors)	Saturday 11:30 hrs – 00:00 hrs Two outdoor stages – music will cease by 23:00 hrs and continue in the marquee until 00:00 hrs
Recorded Music (indoors/outdoors)	Saturday 11:30 hrs - 23:00 hrs
Performance of Dance, Anything of a of a Similar Nature (indoor/outdoors)	Saturday 11:30 hrs - 23:00 hrs
Late Night Refreshment (indoors/ outdoors)	Saturday 23:00 hrs – 00:30 hrs
Sale by Retail of Alcohol (on the premises)	Saturday 11:30 hrs – 00:30 hrs
Hours open to the public	Saturday 11:30 hrs – 00:30 hrs

- 14 The applicant has proposed conditions and the steps that they intend to take in order to promote the four licensing objectives, which are outlined within the application form and the attached management plan.

## **The Representation**

- 15 The Licensing Authority received one letter of representation during the consultation period from Whinney Hill Community Group (other persons).

The licensing authority deemed the representations as relevant, relating to the following licensing objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- Protection Children from Harm

Copies of the representation and supporting information is attached at Appendix 4. The licensing authority corresponded with Whinney Hill Community Group on behalf of the applicant in an attempt to alleviate their concerns, however the representation remains.

- 16 Responses were received from the following Responsible Authorities:

Durham Constabulary mediated with additional conditions with the applicant. County Durham & Darlington Fire and Rescue Service and Durham Safeguarding Children Partnership have no comments on the application. See Appendix 5.

## **The Parties**

- 17 The Parties to the hearing will be:

- Alexander Comaish & Rosa Montague-Vaughan (Applicants)
- Whinney Hill Community Group (other persons)

## **Options**

- 18 There are a number of options open to the Sub-Committee:

- (a) Grant the licence subject to conditions that are consistent with the operating schedule accompanying the application and the mandatory conditions set out in the Licensing Act 2003;
- (b) Grant the licence subject to modified conditions to that of the operating schedule where the committee considers it appropriate for the promotion of the licensing objectives and the mandatory conditions set out in the Licensing Act 2003;

- (c) To exclude from the scope of the licence any of the licensable activities to which the application relates;
- (d) To refuse to specify a person on the licence as the Designated Premises Supervisor;
- (e) To reject the application.

## **Main implications**

### *Legal Implications*

- 19 The Committee should be aware of a number of stated cases which have appeared before the Administrative Court and are binding on the Licensing Authority.

See Appendix 1.

### *Consultation*

- 20 The premises licence application was subject to a 28 day consultation.

See Appendix 1

## **Conclusion**

- 21 The Sub-Committee is asked to determine the application for the grant of a premises licence in light of the representation received.

## **Background papers**

- Durham County Council's Statement of Licensing Policy
- Guidance issued under Section 182 of the Licensing Act 2003 (as amended April 2018)

## **Other useful documents**

- None

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**Contact:** Helen Johnson

Tel: 03000 265101

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## **Appendix 1: Implications**

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### **Legal Implications**

The case of Daniel Thwaites Plc v Wirral Borough Magistrates' Court (Case No: CO/5533/2006) at the High Court of Justice Queen's Bench Division Administrative Court on 6 May 2008, [2008] EWHC 838 (Admin), 2008 WL 1968943, Before the Honourable Mrs Justice Black.

In this case it was summed up that:

A licensing authority must have regard to guidance issued by the Secretary of State under section 182. Licensing authorities may depart from it if they have reason to do so but will need to give full reasons for their actions.

Furthermore the Thwaites case established that only conditions should be attached to a licence with a view to promoting the Licensing objectives and that 'real evidence' must be presented to support the reason for imposing these conditions.

This judgement is further supported in the case of The Queen on the Application of Bristol Council v Bristol Magistrates' Court, CO/6920/2008 High Court of Justice Queen's Bench Division The Administrative Court, 24 February 2009, [2009] EWHC 625 (Admin) 2009 WL648859 in which it was said:

'Licensing authorities should only impose conditions which are necessary and proportionate for the promotion for licensing objectives'.

In addition to this, it was stated that any condition attached to the licence should be an enforceable condition.

### **Consultation**

The premises licence application was subject to a 28 day consultation in accordance with the Licensing Act 2003 and its regulations.

The Responsible Authorities were consulted on the application.

The notice of application was displayed on the premises for a period of 28 days.

Notice of the application was published in a newspaper which was circulated within the vicinity of the premises.

In addition, details of the application were available to view on the Council's website throughout the 28 day consultation period.

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## **Appendix 2: Location Plan**

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# Durham County Council - IntraMAP



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Ordnance Survey LA 100049055  
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Every care has been taken to ensure the information contained on this map is correct. DCC accepts no liability for error or misinterpretation of the information shown on this map.



Map produced by Durham County Council - IntraMAP on 21/7/2020 at a scale of 1:2500

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## **Appendix 3: Application Form**

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\* required information

### Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

- Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?

- Yes  No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK?

- Yes  No

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

#### Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

### Section 4 of 21

#### INDIVIDUAL APPLICANT DETAILS

##### Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes                       No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Elsa

Family name

Kent

Is the applicant 18 years of age or older?

- Yes                       No

Continued from previous page...

### Current Residential Address

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

### Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value="dd"/> / <input type="text" value="mm"/> / <input type="text" value="yyyy"/>
* Nationality	<input type="text" value="British"/>
Right to work share code	<input type="text"/>

Documents that demonstrate entitlement to work in the UK

Right to work share code if not submitting scanned documents

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises is the Durham City Rugby Club on Green Lane, specifically in the far field from the club house, surrounded by a wooded hill which leads up to Winney Hill. This field will be fenced off with Heras fencing, and the bar will be inside the area, bordering the main Rugby pitch. Inside the fence is also where the amplified live and recorded music will be playing between the hours of 11.30am and 12am.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

### Section 6 of 21

#### PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes  No

### Section 7 of 21

#### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes  No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified live and recorded music both in a marquee and on two open air stages.  
Sale of alcohol from a bar.  
Showing of environmental feature films in the marquee.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A: this event is on one day.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

### Section 8 of 21

#### PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes       No

### Section 9 of 21

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Continued from previous page...

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will you be providing live music?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

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End

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End

SATURDAY

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End

SUNDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Will the performance of live music take place indoors or outdoors or both?

Indoors  Outdoors  Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not  
exclusively) whether or not music will be amplified or unamplified.

**Continued from previous page...**

Live music to be played on two outdoor stages and in a marquee all on the premises.  
The live music will end on both outdoor stages by 23:00, and will continue in the marquee until 00:00.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will you be providing recorded music?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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Continued from previous page...

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

In between live music there will be recorded music playing during the changeover period from the indoor tent, and both outdoor stages.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

- Yes       No

### Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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End

SATURDAY

Start

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Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

There may be a couple of dance troupes performing in the family areas of the festival.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End

Continued from previous page...

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

comedy performances and a yoga class (taken by fully qualified instructor)

Will this entertainment take place indoors or outdoors or both?

Indoors  Outdoors  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

These activities will likely occur in the marquee, unless there is particularly good weather, in which case the yoga class will be outdoors.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

## Section 14 of 21

### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes  No

### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="00:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

The bars and food stalls will be open until 00.30am to ensure that once the music finishes at 11pm, there is still reason for participants to remain on site and not flood out all at once.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start

End

*Continued from previous page...*

Will the sale of alcohol be for consumption:

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
dd		mm		yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number  
(if known)

Continued from previous page...

Issuing licensing authority  
(if known)

### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

### Section 16 of 21

#### ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

### Section 17 of 21

#### HOURS PREMISES ARE OPEN TO THE PUBLIC

##### Standard Days And Timings

###### MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

###### TUESDAY

Start

End

Start

End

###### WEDNESDAY

Start

End

Start

End

###### THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:30"/>	End	<input type="text" value="00:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

**Section 18 of 21**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The entire ethos of this festival is community and sustainability. We have worked very hard in collaboration with the local authority, police and parish council to ensure that this event is really positive for the whole community, and above all, that it is a safe event. Safety Advisory Group meetings have been attended, along with meetings on site with police contingency planning officers, environmental health and our event safety officer Joe Elliott who works in the Health and Safety department for Durham University.

b) The prevention of crime and disorder

SIA registered security guards will be on site in the high risk areas and deployed in adequate numbers to ensure that any instances or precursors to instances of crime and disorder are dealt with appropriately.

The police and Event Manager, Event Safety Officer and the Head of Security will be able to contact each-other during the event should there be any need for intervention or police presence.

**Continued from previous page...**

The Head of Security will manage their team of SIA officers, stewards, and the welfare officers at the event with good communications via radio and backup of mobile telephones should the radios have technical difficulties.

Area supervisors will be deployed around the event to keep an eye out for any suspect or potentially disorderly behavior, which they can then report to Event Control should they deem it to be appropriate. Event Control will be in close contact with the Event Manager, Event Safety Officer and Head of Security, who can decide upon an appropriate action.

Stewards will be deployed around the event and at the exit to ensure all alcohol is left on site, and encourage that attendees leave the event quietly.

All officials of the event will be fully briefed in advance of the event by the Event Manager, Event Safety Officer and Head of Security and will receive information packs on their role and requirements at the event.

More details on this can be found in the Event Manual attached to this premises license application.

**c) Public safety**

All aspects of the event have been analysed by the Safety Advisory Group and all feedback has been worked into the event plans upon further consultations with relevant bodies.

All structures and suppliers to the event have been appropriately checked, with risk assessments and their own licensing where necessary being required by the Event Safety Officer. This includes the usual necessary documentation on all electrical and structural equipment, such as structural calculations, risk assessments, PAT certificates, fire rating, etc

More details on this can be found in the Event Manual attached to this premises license application.

**d) The prevention of public nuisance**

Bags will be searched upon entry into the event, with no alcohol/drugs/harmful substances being allowed onto the premises.

Alcohol will be served using the Challenge 25 policy by trained bar staff, who will be briefed before the event.

All those under the age of 16 will be required to have a designated adult with them at the event.

Durham County Council Environmental Health Officers have done a site meeting and given instructions for the Sound Management Plan which is attached in the Event Manual. Regular checks will be made during the event to ensure sound is kept within requirements.

Attendees will be encouraged to leave the site quietly by stewards.

More details on this can be found in the Event Manual attached to this application.

**e) The protection of children from harm**

The majority of Durfest's activities are for the benefit of environmental awareness and charities, as well as providing a festival experience for students, adults and children from the Durham area. We therefore undertake to bring the protection of children to the notice of all participants in a manner appropriate to its own environment and custom in three ways as detailed below.

**Our Policy**

The following texts will be displayed at the entrance of venues and distributed to trustees, marshals and stewards.

'It is important that the parents and trust adults accompanying young people to Durfest 2020 understand that the Festival staff are charged with the smooth running of events and will not act in loco parentis. Responsibility for the care of

*Continued from previous page...*

supervision of children – defined for this purpose as persons under 16 years of age – lies with their parents or with other adults to whom their parents have entrusted them at all times during Durfest.'

Any worker in charge of groups of young or vulnerable people shall be responsible for collecting consent forms on behalf of their own agency for every young person under 16.

Care will be taken to ensure that Durfest staff can be easily identified; so that advice on any child care issue or vulnerable person arising may be sought.

All Durfest staff will be required to wear hi-vis vests or armbands whilst on duty. In case of a problem, anyone wearing these may be approached and will be able to direct children or adults to someone who will be able to help: if the children or vulnerable person are without their parents or trusted adult, at least two members of staff should be present and they will endeavour to contact the parents or designated persons, failing which they will contact the police or medical support as appropriate. All such incidents will be recorded along with action taken.

From time to time Durfest may organise activities (in whole or as part of an event) that are specifically for the benefit of children and young people. Any organisation employed to run activities to engage with young people will be responsible for ensuring their staff have been checked against the Criminal Records Bureau.

Durfest will make them aware of this responsibility by providing a copy of this policy.

#### Family Area

Prior to any activity/site/programme being commenced, the Event Manager shall ensure that adequate child protection and vulnerable persons procedure are in place and all Durfest staff/commissioned service providers are adequately briefed regarding their responsibilities for safeguarding and our procedures for reporting concerns. In consultation with the organising committee, the Event Manager shall ensure a site audit is undertaken to ascertain the layout of premises/site, helpers and supervision required to achieve adequate personal safety of children and young people. The audit shall be undertaken with a view to recognising any problem in terms of with a view to recognising any problems in terms of e.g. supervision of staff/commissioned service providers, large sites creating communications concerns etc.

Every activity shall be undertaken with the possibility in mind that a child may be suffering abuse outside the family area, that a disclosure or symptom relating to this may become apparent within a Family area activity, or that there will be children present who have not as yet revealed they are being abused. It is important that the environment created for a family area is conducive to support of a child in such a situation as is possible.

For their own protection, but mainly as good practice and good manners, Durfest Staff and commissioned service providers are advised that children should initiate physical contact with them – this will not apply e.g. where a child needs to be removed from a situation threatening its or others safety.

Those working on family area activities have a duty to ensure that any suspicion, incident, allegation or other manifestation relating to child protection is reported as below.

Disclosure or evidence for concern may occur in any number of ways. This may be by what a child says, about itself or another child or children. It may be through interception of a written item, or through observation of activity or behaviour giving cause for concern. It may be through changes in behaviour or attitude. There may be physical, emotional pointers such as bruising, staining, inappropriate behaviour or knowledge. These and many other signs can be picked up by Durfest staff/commissioned service provider.

The observing volunteer or commissioned service provider will make a verbal report to the Event Manager, and also will make a written report outlining in adequate detail what was heard, seen, reported, alleged etc. Verbatim quotes from a child are important, as is the retention of anything which gave cause for concern such as a drawing, painting, writing etc. The volunteer or commissioned service provider will sign and date the report.

The Event Manager will countersign the report.

*Continued from previous page...*

The Event Manager will then make an informed decision on whether further action needs to be taken. Normal practice would be to contact Social Care Direct; however, the open access nature of the Family area and our lack of information on those who are attending may make this process difficult. Therefore, where there are immediate concerns for a child's safety, the police will be called. Good practice suggests that parents/carers should be informed of our actions, however if the Event Manager deems that this will put the child at further risk of significant harm the police will be notified without informing the parents/carers.

The Event Manager will then liaise with any statutory bodies that intervene following the report of suspected abuse. This policy will be regularly reviewed. All comments will be welcomed and considered by the Trustees.

The reports for protection of children from harm can be found in the Event Manual attached to this application.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises Licence Fees are determined by the non-domestic rateable value of the premises. To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm) Premises licence fees can be calculated by visiting the Department for Culture Media and Sport website at [http://www.culture.gov.uk/what\\_we\\_do/alcohol\\_and\\_entertainment/3193.aspx](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/3193.aspx) There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required. Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college. If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time. Details of these additional fees can be found on the website [http://www.culture.gov.uk/what\\_we\\_do/alcohol\\_and\\_entertainment/4040.aspx](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/4040.aspx)

\* Fee amount (£)

**DECLARATION**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]. I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name   
\* Capacity

Continued from previous page...

\* Date

23 / 02 / 2020  
dd mm yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/county-durham/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

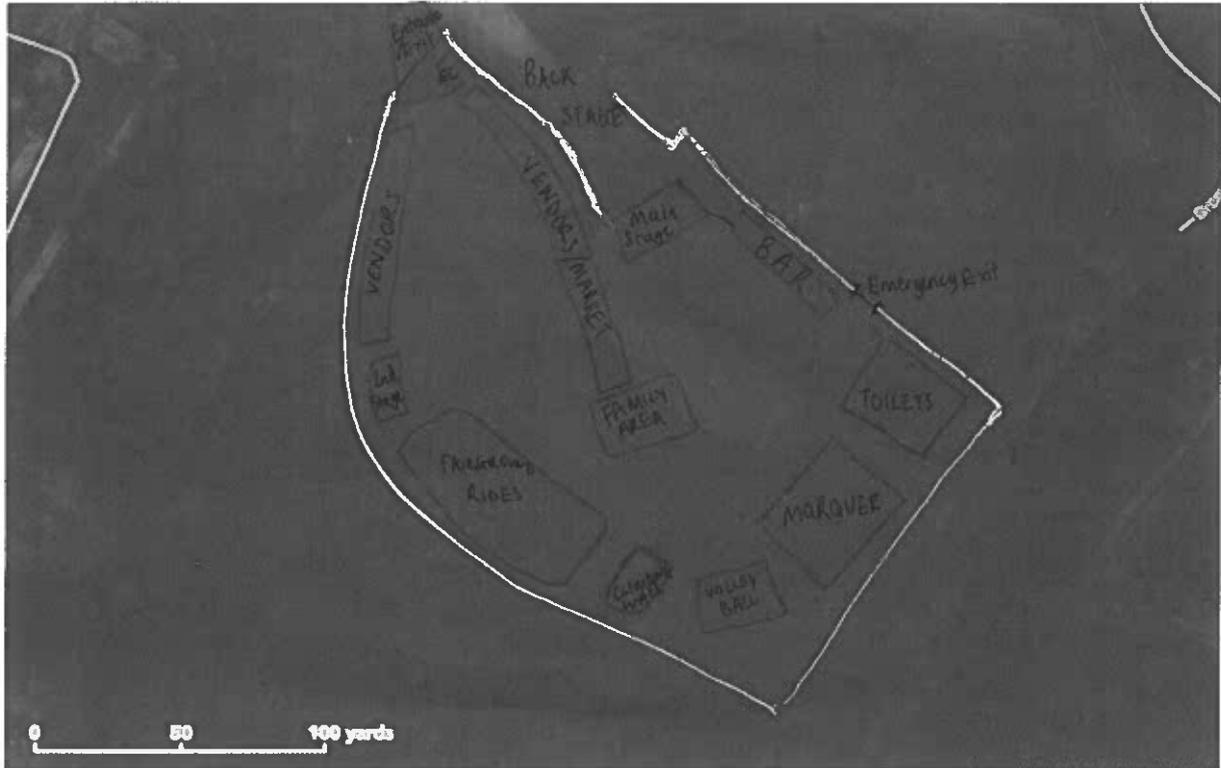
**OFFICE USE ONLY**

Applicant reference number	Durfest
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >

## Appendix I Site Plan (Provisional)

near Durham — England



We have scheduled a meeting with Helen Richardson, Durham University's space planner who will draw up the map accurately. Once this is complete, we shall send the finalised document through to Licensing and members of the SAG. However, it should be noted that the contents of the map and the layout of the site will remain largely the same as in this version, as we have made this plan in collaboration with Environmental Health, Police, the Event Safety Officer, the staging/fairground ride suppliers and the Head of Security.



# DURFEST 2020

## Event Manual Version 2

Event Organiser  
Elsa Kent

Experience Durham  
Palatine Centre  
Durham University

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# INTRODUCTION

## ORGANISATION DESCRIPTION

Durfest is a pioneering organisation with the dual purpose of raising money and awareness for the climate emergency, while uniting both the University and City communities of Durham through music and the arts. All profit from the event is being donated to environmental charities striving for sustainability and preservation of the natural world upon which we all depend. The event, and the build up to it have a focus on raising Durham's consciousness to these issues through our marketing campaign and talks.

Durfest is run by volunteers, but is officially an event organised by Music Durham, as part of Experience Durham within the University. The University is an educational charitable and chartered corporation, exempt from registration with the Charity Commission under the terms of the Charities Act 2011. The University's Royal Charter number is RC000650. Under the Charities Act 2006, the University is registered as a provider with the Office for Students. The OfS supervises Universities as principal regulator and has a duty to promote universities' compliance with charity legislation.

**Previous Events:** Durfest has organised three successful events over the past year, fundraising for this main summer event. The Library Terrace on Saddler Street featured a live lounge which was sold out. The event in Fabio's Bar similarly sold out with music coming from Durham and Newcastle, and our larger event in Babylon on North Road sold over 600 tickets, with artists coming from across the UK. This was an all-day event which gave our team good practice at running an event with similar time scales, and with live music.

The Durham City Rugby Club hosts regular events of a large capacity (3,500 people at the charity rugby matches), which feature amplified music and sale of alcohol. They are used to large scale events and have staff with the relevant experience to cope with a crowd.

**Event Description:** Our June event is our main focus for the year. It will be a ticketed event which will allow us to donate profits to the chosen charities. This event is open to all, and it is our aim to encourage every sector of society to attend and make sure it is enjoyable and safe for everyone.

The event will take place at the Durham City Rugby Club on the Winney Hill field. The structure of the day is to open the entrance at 11.30am, and the site will feature a main stage, and a smaller stage for music, comedy, theatre and talks on sustainability. We will also have a designated family area, licensed market stalls, food stalls and trucks, fairground rides, and one main bar run by the Rugby Club, along with smaller locally owned bars (cider, gin, cocktails, milkshakes) to showcase local produce and smaller independent businesses.

The event is focussed entirely on sustainability, so there will be interactive arts installations encouraging people to use the recycling bins on site, and think about the human environmental impact. These installations are being configured with local children at regular arts and crafts workshops with the Durham Little Dragons at the Oriental Museum, and the Little Bookworms at the Palace Green Library.

## **Saturday**

## **Durfest Officers**

**Event Manager/Organiser:** The Event Manager/Organiser is defined as the individual or organisation that promotes and manages the event. In this case the event is organised by Durfest as part of Music Durham. The president, Elsa Kent will manage the event with the support of Music Durham and Experience Durham, and the Durfest committee. The organisation responsible for the event is Music Durham, who holds the relevant insurance for the event.

**President of the committee:** Elsa Kent

Elsa as the president of Durfest will communicate directly with the Durfest committee and liaise as the direct lead to ensure consistent and structured management decisions are taken with the agreement of Music Durham and Experience Durham.

The event manager will be responsible with all other appointed officers for all aspects of the delivery of a safe and successful event. They will be based at Event Control but will also assume a roaming role to ensure that the event is running to schedule and safely. They will be in radio and mobile phone contact with Event Control always. The event manager has full authority to stop or suspend the event if necessary.

## **Cancellation**

**Prior to the event:** Only on the specific advice of the Safety Advisory Group, Durham Police or because of the event managers decision will the event be cancelled. We will place adverts online (website, Facebook, Instagram and email lists), in local press depending on the time available. Posters and the volunteer marshals will be posted around the site on the day of the event to explain the situation.

**During the event:** Only on the specific advice of Durham Police or because of the Event Manager's decision will the event be cancelled. It is likely that if such a situation were to arise during the event, it would be because of a problematic incident or emergency situation, and the appropriate procedures will be followed.

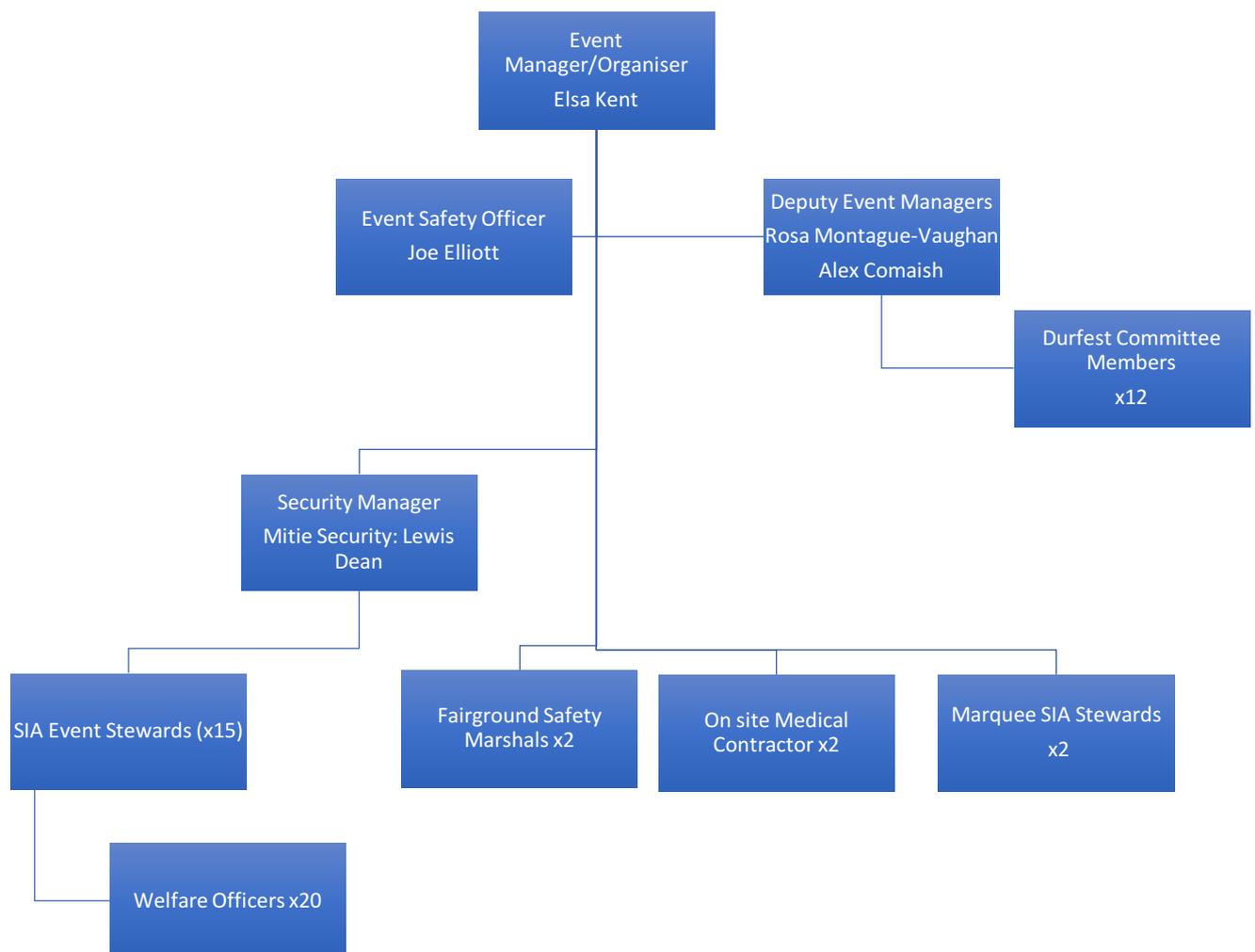
## Event Safety Officer

### Joe Elliott

The Event Safety Officer will be responsible for the safe delivery of the event for those attending and participating. A power of intervention on safety matters will be executed, if required, and includes the delegated authority to terminate the event at any stage if it is deemed appropriate in the interests of safety upon consultation with the emergency services and the Event Manager.

The Event Safety Officer must be kept advised of all activities on site, and any developing situations/potential areas of concern. He will assume a roaming role to ensure that the event is running to schedule and safely. He will be in radio and mobile phone contact with Event Control.

## Safety & Emergency Structure Saturday



**Safety Advisory Group:** A Safety Advisory Group is planned for late January 2020 with representatives from Durfest, Music Durham, Experience Durham, Durham County Council, Durham Police and other interested parties.

A meeting with the Event Manager and Durham Police took place on 14/01/20 to inform them of the event and take on board any preliminary advice during the planning stages of the event. The Police are now aware of the event, date, timings and predicted capacity, and will be kept informed as planning progresses.

### **Advising on Safety**

**Event Safety Officer:** His role in conjunction with the Safety Advisory Group members is to advise on relevant matters of health and safety before and during the event. He will form part of the Durfest Officers on site.

**Health and Safety Advice:** The Event Safety Officer will provide support on health and safety matters. The Event Manager and Deputy Event Managers have developed the Event Manual, risk assessments, steward and volunteer marshal briefings and liaised with the SAG on other health and safety related matters.

### **Main Risks**

Saturday 6<sup>th</sup> June: In order to assess the potential risk, it is essential to make an assessment of the potential size and of the crowd. However, it should be recognised that it is impossible to predict an accurate number, as the event is particularly dependent on weather conditions, and we expect there will be influx and outflow of people throughout the event.

For planning purposes, a maximum crowd of 5000 at any one time during the event has been forecast, with maximum ticket sales being 6000. We would estimate a more reasonable number of between 3000 and 4000 people on site at any one time, but for the purposes of safety this manual will plan for the upper expectation. Our estimates are based on the thinking that those more interested in the daytime music, family area and market stalls will be attending the event predominantly in daylight hours, and those more interested in the evening music and entertainment won't be expected to arrive until later in the afternoon/early evening. We have also researched that the average time spent at daytime festivals is 4-5hours.

The site will be ring-fenced with Heras fencing and is a total of 20,000 square meters of open space. This area allows for more than 6000, and will ensure that there is no

overcrowding of any particular area. Plans for minimising surges in crowds are explained later in the manual. The area is completely flat, and bordered by trees, with no major roads nearby. Attendees will have to pass through security control measures before entering the event.

**Crowd Control:** The main risk at this event is public safety- particularly overcrowding near the main stage. This could either be a gradual overcrowding, or a sudden overcrowding caused potentially by the popularity of a particular act, or by sudden bad weather.

The key to managing these problems is risk awareness and spotting potential problems before they become serious. This allows vital time to implement an appropriate response. All available Durfest personnel will be redeployed to help manage any site-specific overcrowding problems. Key personnel will be briefed on the strategies to deal with both gradual and sudden overcrowding problems prior to the event. A crush barrier will be placed at the front of the stage and managed by Mitie Security with an SIA steward and emergency escape routes clearly signed.

Stage supervisor and appointed stage side steward will undertake constant visual checks to ensure areas are not overcrowded and alert other stewards/marshals of potential issues.

**Overcrowding in relation to the Main Stage:** The headline acts will be the most likely cause of crowding, and the Security Manager and Event Manager will monitor this in relation to overcrowding and take the necessary action.

Stewards on duty in the stage area will provide deterrents from approaching the Main Stage and monitor illegal consumption of alcohol.

Stewards deployed in the area in front of the Main Stage will be briefed to be on constant look-out for gradual or sudden changes in crowd and to be aware of congestion. If necessary they will tell crowds to move back themselves or use the Main Stage PA depending on the circumstance.

Stewards will be sited in the stage area in front of the Main Stage and will be able to tell participants directly to move away from this area. If participants are encroaching on this area and unable to move back then the use of an announcement from the Main Stage can be used to give instructions to the crowd.

The use of barriers has been considered and a risk assessment made and we believe an area in front of the stage suitable for a barrier and will be used as a safety zone between crowd and performers.

Barriers in themselves have inherent risks and our assessment is that using barriers is appropriate with minimum risk of overcrowding and alcohol misuse with SIA stewards controlling the area at all times.

**Additional risks:** Additional risks include the river, fire and public disorder. These risks have been covered in the risk assessment.

All participants, exhibitors, Durfest committee etc must be aware of the need for their own safety and to that of others. Extra care should be exercised to alleviate slipping, tripping or falls associated with the terrain. Exhibitors should be aware of manual handling procedures and techniques and complete their own handling risk assessment.

**Risk Assessment:** The Event Manager with support from the Deputy Event Managers and Event Safety Officer will be responsible for the full risk assessment throughout the duration of the event, including set-up and take-down.

**Working with Under 16s:** DBS checked adults will be available via the Lost Children Point. Under 16s will remain the responsibility of their legal guardian always. Those manning the Lost Children Point will have advanced DBS disclosure, as well as several members of the Durfest committee including the Deputy Event Manager Rosa. These people will allocate duties and supervise any issues surrounding lost children. All under 16 related issues must be reported to Event Control and the organiser is to be notified at the first opportunity.

**Weather:** Stewards and volunteer marshals will be briefed on management of crowds if inclement weather occurs and over-crowding occurs in licensed marquees or other areas. To alleviate this problem, stewards and volunteer marshals will be on constant look-out for overcrowding and carry out visual checks. Licensed marquees have large entrances/exits which will allow easy entrance and egress of participants. These will provide limited cover should the weather conditions be hot and sunny.

### **Transport & Traffic Management**

All vehicles will be escorted onto the site from the entrance with pre-arranged times. The Market Supervisor will ensure the same with all stall holders. Artists arriving on site will be escorted on site with their own security staff and any other on-site arrangements made in their artist rider.

We expect the vast majority of participants to be arriving on foot, due to the proximity of the venue to the town centre, and the encouragement of our environmental campaign and marketing to use sustainable means of transport. There is adequate parking on Green Lane and in the carpark at the end of Green Lane, with the parking in the Rugby Club car park being designated for artists, security and exhibitors. Adequate public parking is available at a number of pay and display carparks near to the event. There are also good public transport links to Durham City.

During Durfest vehicle movement will be restricted to Emergency Vehicles only after 11.30am. This is our guidelines only- the final decision will be made by the Event Manager on the day.

**Lost and/or Missing Children and Property:** There will be a lost children's point which will be located with the Event Control which will be staffed by suitably checked personnel. Full information is included in the Appendices along with a copy of Durfest's Child Protection Policy. All incidents involving children must be reported to Elsa Kent immediately.

A space for lost property (handed in by stewards or marshals) will be established at the Event Control. Lost and found property will be passed to Durham Police at the end of the event if they remain unclaimed. A log of these items will be kept.

**Electricity:** All electrical equipment should be PAT tested. The staging company has the relevant expertise with regard to connecting equipment to mains and generator electrical supplies. Generators and areas where electricity is being used will be safe to the public.

All certificates should be sent to the Event Manager no less than 2 weeks prior to the equipment being brought on site.

**Smoking Controls:** Smoking should be restricted within any open areas or structures where it may aggravate other persons or non-smokers. Smoking will only be allowed outside in open areas. Controls should also be in place where there is also a risk of fire or explosion e.g. near flammable liquids or transportable gas containers. Due to the sustainable nature of the event, preparations shall be made for proper disposal of cigarette butts so as not to litter the site.

## **Event Control Saturday**

**Description:** The Event Control is planned to be near to the entrance to the site. In the event of an emergency, the Event Manager, Event Safety Officer, Security Manager and where appropriate, representatives from the Emergency Services, should meet at Event Control.

**Personnel:** The Event Control will be manned at all times during the event by an appropriate official.

The Event Manager will have full and total control for the running of the event. A detailed operational log will be maintained and updated accordingly.

Key event personnel will be in constant radio and or mobile phone communication with each other.

The primary method of communication at the event will be by radio, however mobile phones will be used as a backup method if radios are out of range or experience technical difficulties. Event Control will have a dedicated mobile phone on, charged and on standby.

## **Security**

General security personnel will be provided by Mitie Security with a mix of SIA accredited security stewards at the entrance point, marquees and stage area, with other non-SIA volunteers situated at strategic points across the site, and on routes to/from the site. The stewards, volunteers and Durfest committee will be briefed on the morning on site.

**Security Manager:** The Security Manager will direct all security operations and SIA staffing on the ground for and on behalf of Durfest.

**Volunteers:** Further instructions are to be provided by the Event Manager and Deputy Event Managers who will organise and manage all volunteer safety marshals and welfare officers. They will be responsible for ensuring that volunteers are distributed in accordance with marshal and stewarding requirements determined by the Event Safety Officer and Security Manager.

They will be based at Event Control but also roaming the site. They will be in radio contact and have mobile phones.

Stewards will be deployed as security stewards (SIA armbands) and volunteers deployed as

safety marshals and welfare officers with coloured vests and ID badges. Durfest Committee members will be on hand to provide information and directions to members of the public attending the event.

**Stewards:** The SIA security stewards for the event management will be provided by Mitie Security.

**Volunteer Marshals and Welfare Officers:** There will be Durfest Committee members and volunteers acting as safety marshals on site; their role will be to support the paid stewards in general crowd control and during Emergency situations. They will also undertake specific tasks such as litter picking, market research and answering questions from the public about the event.

**Steward Deployment:** During the site set-up on the morning of the event there will be 10 volunteer stewards to assist with traffic management and on-site security issues. There will also be the Stall Manager on site to help with the set-up and answer queries from exhibitors. Mitie will be providing security personnel for the event. These will be a mix of SIA accredited security stewards around the bars and non-SIA stewards situated at strategic points across the sites. Mitie Security will be supplying licensed Door Supervisors to manage the entrance and exit point.

The SIA accredited stewards will be deployed to control the outside stage areas and entrance point specifically. Anyone attending the event and found to be drinking alcohol not bought on site will have this confiscated, and if necessary, will be requested to leave the site. Anyone who refuses to leave, when requested by Stewards, may be removed with the assistance of the Police. Stewards will monitor the event accordingly to prevent under-age or excessive drinking occurring. Consumption will be monitored appropriately in order to prevent any anti-social behaviour.

**Steward Training:** All stewards, Durfest Committee and volunteers will receive written and in-person briefings before the event from the Event Manager. A detailed list and schedule of duties will be included in their briefing packs. This will give details of each post's responsibilities and duties. And a briefing of all event personnel will be conducted before the event begins.

**Logs:** An event log shall be kept and recorded in Event Control of all incidents and relevant action taken. This will provide a brief overview of the day and how responses to any situations were taken. An hourly log of crowd levels, structures, fire-points, waste and weather shall be recorded at a minimum. This will be in conjunction with the Event Safety Officer and the Sustainability Manager.

## **Communication Onsite**

**Radio:** Radio communications will be provided to all official personnel as listed in the Operations Deployment in the Appendix. Use of radios will be included in the briefing to stewards and marshals.

**Mobile Phones:** These are solely used as a backup to the radio system if there is a technical issue or the radios are out of signal. Event Control has a dedicated mobile phone. The mobile phone numbers of the relevant people will be given to key personnel and are also listed in the appendices.

**Megaphones:** Event Control will have use of a megaphone for announcements.

**Public Announcements:** The PA system on the main stage can be used if required to give coordinated or local announcements to the public, or coded messages to event stewards and crew. This is most likely to occur during an Emergency Situation and as such, procedures are included in Emergency Management Procedures.

The Event and Safety Managers will have the overall decision to pause or stop performances, part or the entire event. They will give radio instructions to the stage supervisor who will be responsible for making any announcements. They will liaise with the sound desk to either halt output immediately, make an announcement themselves over the PA or to liaise with the artists for less urgent messages to be communicated to the crowd.

**Police:** The Police have been notified well in advance of the event and will not be on site, but are aware that it is happening, and will be contactable by the Event Manager, Event Safety Officer and Head of Security. This level of cover is believed by Durham Police to be adequate for the event's needs and specific characteristics, following their meeting with The Event Manager. The site's central location means it can be accessed rapidly by additional police personnel if necessary, to cover any eventuality. None of our previous events have had any reported incidents or concerns from the Police or any other authorising body.

**Deputy Event Managers:** They will oversee the volunteer marshals present during the event in collaboration with the security manager and other supervisors. They will be based at Event Control but will also resume roaming roles. They will be in radio contact with Event Control at all times or mobile phones if communications go down.

**Supervisors:** The event space has been split into 6 areas (market stalls, bar, fairground, main stage, second stage and marquee). A Supervisor will be located in each of those areas. They will coordinate the volunteer marshals and Durfest Committee members at a local level within each area, and will report to the Deputy Event Managers and Event Manager.

Area Supervisors will assume a roaming role within their allocated areas and will be in radio contact with Event Control and in loss of communications, mobile phones will be used as a backup. All mobile phone numbers are listed in the Appendix.

**Durham and Darlington Fire Rescue Service:** The Fire Rescue Service are not implementing any special arrangements for the event. They have had an on-site meeting with the Event Manager, Deputy Event Manager, Event Safety Officer and Head of Security, and have deemed it to be a good location for the type of event, with a large open space, so that in the case of a small fire, stewards and security can direct attendees to another part of the site, or indeed out of Emergency Exit 2 onto the Rugby pitch, where they can be safe in a large open space. In the case of a more serious fire the Rescue Service are happy with the Escape Route plans, and that the site would be able to be vacated in an appropriate time frame.

In the event of Untoward Incidents or Emergency Situations they will be notified immediately if they are required at the event. Upon their arrival, the Fire Brigade will assume control of any incident involving fire and will coordinate actions with the Police and Ambulance Service and Event Manager via Event Control.

Should there be an emergency in which they are required, a steward shall meet the vehicle at the entrance to the site on Green Lane, and will escort it to the scene of the emergency. Suitable fire-fighting equipment shall be on site in accordance with the Fire Risk Assessment using the guidelines of: Fire Safety Risk Assessment: open air events and venues, HM Government. This will be carried out by the Event Safety Officer.

**Medical Services:** St John's Ambulance will be attending the event and their personnel will provide emergency cover including their mobile treatment unit. Their certificates and qualifications have been verified by the SJA head office.

The St John's team will be in radio contact with Event Control and will have mobile phones should communications go down.

The nearest A&E department is the University Hospital North Durham.

### **Durfest Main Event Description**

The main event will be on Saturday 6<sup>th</sup> June 2020, beginning at 11.30am. It is an event with an environmental and community focus. There will be a main stage, smaller second stage, marquee, fairground rides, local market stalls, food and beverage stalls, family area, and other activities.

**Attendance:** We have decided that we would like to sell a maximum of 6,000 tickets. This is based on what we think is achievable, and appropriate for the site. It is anticipated that it will be most popular with environmentalist people, however our hope is that by using popular artists, this will help to draw the attention of a wide-range of people from all demographics, to share in the educational nature of the event.

In order to ensure we meet our budgeting requirements, and that the event is a success, a marketing and promotional plan has been put in place, details of which are listed below.

### **Marketing and promotion**

Using our social media platforms (Facebook, Instagram, Twitter, You Tube), which have a combined followers/likes count of over 2K, and our website ([www.durfest.co.uk](http://www.durfest.co.uk)), we hope to engage a wide variety of people and reach out to different social groups. Regular updates will be available on all platforms, allowing followers to stay informed about our events and our charity incentives. We are also using these platforms to promote our core values of sustainability and community, frequently publishing articles and tips to help people live more environmentally sustainable lives.

To promote the event to students, we had a stall at the Freshers Fair in the first week of the year, where we sold tickets for our event at Babylon to freshers at a discounted price, as well as handing out branded Durfest sustainable merchandise. Furthermore, we will be collaborating with the Durham University Vegan Society and Eco Society in order to promote the event within circles which carry the same ethos. Small-scale events will be held as a means of building up momentum prior to the main June event, including Durfest Yoga and Meditation.

To increase our event marketing reach, we are looking into outreach projects to local groups, such as schools and community centres to ensure our events are aimed at not only the students of Durham, but locals too. We have contacted several young collective groups online including Durham Young Farmers, Durham Young Professionals and Durham Young Greens, to gauge interest in the event. Furthermore, we plan to contact several local sixth forms and colleges and enquire about promoting our event and cause within these parameters, so that we can directly engage with local Durham students outside of the University.

We are currently looking into visiting local community centres to see if we can organise visits and establish a strong relationship with them. In close consultation with Hannah Shepherd (Durham University's Community Liaison Officer), we are also promoting the event within wider Durham circles and are contacting local events pages to put the event on sites such as Visit County Durham, The North East Permaculture Network, North East Eco Group, Durham Area Action Partnership, The Climate Action Alliance, Durham BID,

Groundworks NE, The Parish Council, Durham City Matters, Celebrate Science, and The Community Newsletter published monthly by the University.

Furthermore, we have contacted local Durham Newspapers to organise interviews with the executive team of Durfest to establish ourselves on a wider level. We have recently been featured on Spotlight Music UK, both in review of our past events, and in an interview with our president, speaking about the environmental ethos and community spirit of our events. We will also be reaching out to North East radio stations following our press release.

We are also planning to distribute posters and flyers around Durham City to promote the event. These will feature event details, information on ticket purchasing and how people can find us online. We have organised a team of promoters to talk about and share our events; their aim is to reach a multitude of social groups and ensure the majority of Durham residents are aware of our event and our ethos. We want Durfest events to be as inclusive and accessible as possible.

**Contractors:** All contractors will be required to provide evidence of the appropriate insurances prior to commencing the activities. Details of insurance will be retained by the Event Manager. Should the Event Manager find a lack of insurance for any reason, or indeed, a lack of professional competence, she has the authority to remove them from the event.

Durfest and the contractors hired for the licensed area will observe the following in association with the LSCB guidance:

**Verification of age:** safeguards are to be put in place to ensure that alcohol is not served or purchased on behalf of under aged children. The 'Challenge 25' age verification policy is to be operated which requires anyone who appears under the age of 25 to show photographic evidence of proof of age. This could be a passport, driving license, or PASS accredited scheme before provision of alcohol. All staff operating the policy will be monitored regularly.

We have made plans to purchase wristbands for adults and separate ones for under 18s, of a different colour to add another level of security on sale of alcohol and making stall holders and bar staff more aware of the age of event attendees.

**Maintenance of a refusals register:** if a sale of alcohol is refused, whether due to the person appearing intoxicated or underage, a refusal register is to be updated. The register is to be made available to the police upon their request.

**Training of staff:** all staff members responsible for selling age restricted good are to be trained to implement the age verification policy. This staff training is to include the risk of

proxy sales (alcohol purchased by older relatives or friends for underage persons). The training records for staff are to be maintained and provided to the Event Manager on the day.

**Site:** The site map is attached and sets out boundaries of the event, which are controlled by Durfest. Durfest, Music Durham, Experience Durham and Mitie Security will not be liable for any incidents which may occur to participants outside the designated area.

We will restrict any alcohol being bought onto the site by carrying out bag searches on entrance into the site. The entrance will be manned by Security and stewards and the surrounding Heras fencing will be monitored.

The entrance will be the point of ticket checking, (each ticket will be electronically scanned to ensure it is real). This also allows us to keep an electronic record of attendees, and flow of participants. Wristbands will be given once the ticket is verified, then the participants' bags will be searched.

Bags will not be allowed to be any bigger than a standard hand bag, given that it is a one day event.

**Welfare Facilities:** Toilet facilities will be placed around the site, and free drinking water will be supplied by all bars, and from Event Control.

**Monitoring participant behaviour:** Each area of the event has a designated supervisor, in radio contact with SIA licensed operatives, who will enforce Council byelaws if appropriate, and take the appropriate action.

All areas will be enforcing the 'Challenge 25' age verification policy. All stewards will be watchful of any drunken or disorderly behaviour and will discourage further drinking or be in contact with an SIA official if further action is necessary.

All advertising for the event will discourage participants from bringing their own alcohol to the site. Should any alcohol be found in bag searches, it will be confiscated. Participants will be warned of this in advance of the event.

**Structures:** All large structures used on the site will be temporary and supplied by MUTA approved contractors. All service providers and contractors are required to provide relevant documentation, insurances and licensing in relation to the erection and stability of all structures.

Market stalls will all be required to provide the necessary documentation, with a certificate being completed on the day once the documentation has been checked by the Event Safety

Officer. All structures will meet the requirements laid out by Durham County Council TDS control with contractor obligations followed.

## **EMERGENCY MANAGEMENT PROCEDURES**

### **CONTINGENCY ARRANGEMENTS**

These have been devised to allow for a coordinated and effective response to any and all unscheduled occurrences, which infringe upon the safe operation of the event. There have been three categories identified which reflect severity, and thus need individual responses.

### **UNTOWARD INCIDENTS**

This is defined as a 'routine occurrence that impacts upon the safe running and management of the event but does not require the presence of the police to resolve the incident.'

### **EMERGENCY SITUATIONS**

This is defined as 'any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the local Authority for any of the following:

- The initial treatment, rescue and transportation of a large number of casualties;
- The involvement, either directly or otherwise, of a large number of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the Police;
- The need for the large scale combined resources of two or more of the Emergency Services;
- The mobilisation and organisation of the Emergency Services and supporting organisation, e.g. Local Authority, to cater for the threat of death or serious injury to a large number of people;
- Although this is broadly applicable to the NHS, a more relevant definition is any occurrence which presents disruption to the service, or causes (or could be likely to cause) such numbers or types of casualties as to require special arrangements to be implemented by Hospitals, Ambulance Services or Health authorities.

## **EMERGENCY MANAGEMENT PROTOCOL**

**Major or Serious Incident:** This is beyond the capacities of the Event Manual, and so the Event Manager will support and cooperate with the Emergency Services.

**Emergency Situation:** Should this arise, the Police will be informed either via telephone or by direct radio link by the Security Manager. The Stewards, Security Operatives, and Event Officials will work in collaboration with the Police Officers to resolve the incident as effectively as possible,

**Emergency Situation Response Plan:** This plan will remain flexible to allow for the varied circumstances under which an Emergency Situation can arise. The plan will be implemented as follows:

Any Event Official becoming aware of a potential untoward incident or emergency situation must advise the Event Manager, who will be located at Event Control, or if roaming the site, can be contacted by radio or mobile phone. A specific and concise location and situation report must be given. If necessary, an area Supervisor will be deployed to the Incident.

The Event Manager will then conduct an assessment to establish whether the circumstances are classed as a potential Emergency Situation. If deemed to be an Emergency, the Emergency Situation Response Plan should be implemented. Otherwise, the Event Manager will manage the situation as an Untoward Incident. Details of this will be recorded in the Incident Log held at Event Control. The Police will also be informed.

A decision will then be taken by the Event Manager, in consultation with Event Officials, whether to stop or pause the event, and whether that should be as a whole or individual parts. This decision is the responsibility of the Event Manager.

While there may be natural breaks in the event, any unplanned pause or stop could be indicative of a possible Emergency Situation.

Radio Traffic, unless essential will be limited to the traffic between the initial caller and the Event Manager or Event Safety Officer. The following call sign will be sent out from Event Control requiring all non-essential radio traffic to cease:

“URGENT: ESSENTIAL RADIO TRAFFIC ONLY” x2.

This will alert Event Officials of an emergency, and will warn them to only use radios in an essential circumstance.

The Event Manager and appropriate personnel will decide upon the appropriate action plan.

The Action Plan will then be relayed to all Event Officials without delay, who will then act as instructed.

Should it be decided that performances should be ceased with either immediate effect, or after the next item, the following standard announcements will be used:

“WE APOLOGISE, THERE WILL BE A SHORT BREAK IN THE PERFORMANCE. PLEASE LISTEN FOR FURTHER ANNOUNCEMENTS.”

“PLEASE MOVE AWAY FROM [NAMED PLACE] AND MOVE TOWARDS EXIT AT [NAME PLACE].”

It will be the Stage Supervisor’s responsibility to ensure that all announcements are given in liaison with the sound desk, which may include cutting out the PA, to make an announcement immediately, or should the matter be less urgent, to liaise with the artist to make an announcement.

Should evacuation of part or all of the event be required, the Stewards and Security Operatives, along with Police Officers will prevent any re-entry unless specific permission is granted by the Police Commander.

## EVACUATION

**Signal to evacuate:** Should there be a need to evacuate, the code 'CODE RED' will be used and relayed to Event Officials by radio. Officials will be briefed on use of this code and it will only be used in this circumstance.

**Evacuation Route:** There are four different emergency evacuation routes shown on the map below, all planned in consultation at a site visit with Sgt Jonathan Morgan. The pink and red routes will be opened should an emergency signal of CODE RED be relayed to event officials, in which circumstance they will open up the Heras fencing to allow attendees to use these emergency routes, which will be lined with stewards to guide attendees to safety. They will be lit by the flood lighting from the Rugby pitch.

Evacuation will be away from the hazard which will be directed by Stewards and Security Operatives. Event Stewards will be given detailed instructions with regards to their duties should the need to evacuate arise. The instructions will be outlined in the Stewards Briefing documentation. The aim will be to move people to the safe open area of the rugby pitch or should there be a need to move further away from the site, Stewards will direct participants to the Racecourse, which are open areas away from main roads.



## **Evacuation Times:**

Using the guidance of the document “Fire Safety Risk Assessment for Open Air Events and Venues”, should a serious incident take place during the event, we have calculated that we can safely and completely evacuate the site in 10 minutes. This is using the criteria laid out in the manual mentioned above. This is subject to small change as we finalise the site design specifications.

**FIRE HAZARDS, BOMB THREATS, AND SUSPICIOUS PACKAGES/VEHICLES:** The following information will be given to Stewards regarding these hazards.

Police Officers will be aware of these guidelines, and they should act in accordance with normal procedures which will normally be initiated with a situation/incident report to the Event Control. The Police Liaison Officer will also be alerted.

**Fire Hazards:** The risk of fire at the event is always present, especially due to mobile catering units being on site, which is where the risk is deemed to be highest. The location of the generators is also deemed a high-risk area.

The relevant fire-fighting equipment will be provided in all areas with an ignition point (generators, electrical equipment and marquees) and these points will be marked on the site map plan provided to stewards.

Stewards who are trained in firefighting procedures will be sent to the high-risk areas and will be provided with appropriate equipment, all of which will be sanctioned by the Fire Service. However, stewards will only fight fires where there is no danger to life and once the area has been safely evacuated.

All fires, even if extinguished are to be reported to the Fire Brigade via Event Control, and recorded in the Event Log.

All electrical equipment used for the event must be PAT tested. All contractors must have signed the statement declaring that all their equipment complies with safety legislation. The Event Safety Officer will ensure this is done and keep a record of all documentation.

Should a fire occur, the phrase “FIRE FIRE FIRE” should be shouted to raise the alarm. The available megaphones should also be used at designated spaces on the site map (one exact locations are confirmed), which have sirens to aid the warning.

All generators used will be placed away from structures, and will be fenced off. As we are an environmental festival, we are working to use solar-powered generators, and even bicycle-powered generators where possible.

All enclosed spaces and structures will be no smoking areas, and the stewards will be briefed to be aware of this.

**Bomb Threats:** Both Event Control and Security Operatives including the stewards should be aware of the potential of bomb threats, however minimal, and the resulting action plan which must be taken.

These may be received by any agency and are most likely to come by telephone. Should a bomb threat be received at Event Control, the Police will be informed immediately. The Police will then be responsible for the coordination of the response in accordance with their agreed procedures.

**Suspicious Packages and Vehicles:** Stewards must always remain vigilant with regards to the possibility of the discovery of suspect packages/vehicles. They should make a cursory check of the area of their responsibility as they patrol the event.

Should a suspicious package/vehicle be discovered, it should not be moved or touched. The Event Control must be notified immediately; however, it should be noted that radios and mobile phones must not be used within 50metres of the suspect item. Event Control will then notify the Police immediately, who will then be responsible for the response.

### **Compliance with Statutory and other Requirements**

All contractors must comply with all the relevant statutory and other requirements that may relate to their activity whilst on site. This includes structural regulations, Health and Safety law and fire prevention precautions.

It is the responsibility of the Event Manager to check noise levels during the event, and her contact details will be made available to Durham County Council, should any complaints be received.

The event will comply with all conditions set out by Environmental Health in relation to noise. (See Appendix) A meeting has happened with Environmental Health to ensure it remains within the given regulations. Durham County Council Environmental Health are happy that it is a very suitable venue for music due to the natural sound barriers of Winney Hill.

Environmental Health will also be informed of all food and drinks vendors which will be present at the event to ensure they have the correct food hygiene certificates.

Vendors are currently being contacted and finalised, once they have been decided upon Environmental Health will be informed.

## **Insurance**

Name of Insurer: U.M. Association Limited and Excess Cover Providers led by QBE UK Limited

Type of Cover: Public Liability and Products Liability

Policy/Certificate Number: UM050/00

Level of Cover: £50,000,000 at any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability. Policy covers until 31<sup>st</sup> July 2020.

All traders and contractors will ensure they have £5million Public Liability and £10million Employer's Liability and any other necessary insurance in place, which is valid throughout the duration of the event. This documentation will be required by the Event Manager and Event Safety Officer for inspection prior to the event. All contractors and exhibitors shall indemnify and keep Durfest, the venue owners, and their employees, servants, agents and any others wholly indemnified against all losses, claims, damages, expenses and liabilities arising out of or in any relation to the death or injury of any person, (other than that occasioned by the negligence of Durfest or the venue owner), or damage to or loss of any property arising out of the contractor's or exhibitor's participation in or attendance of the event.

**Licensing:** An application for a time-limited premises license is being made following the meeting with the Safety Advisory Group on 30<sup>th</sup> January 2020. The Designated License Holder is being confirmed with the University. The Rugby Club and Durham University have agreed Durfest's use of the venue and agreed the activities. The market stalls will be required to have trading licenses which will be applied as an event license. The bar will be therefore be licensed under the premises license. The smaller bars run by independent breweries will also be required to have their own alcohol sales license. This documentation will all be required by the Event Manager and Event Safety Officer prior to the event, and will be sent to Environmental Health. A record of all relevant licensing will be kept by the Event Manager.

**Cleansing:** All contractors and exhibitors will keep all waste out of sight and away from public areas, and that all such waste is properly bagged, secured, and disposed of appropriately and safely. Rubbish will be removed by the stallholders. Exhibitors shall keep nothing of a foul or noxious nature on site. No dumping of wet waste shall be allowed on the site, and all methods of disposal must be in accordance with Environment Agency guidelines and regulations.

As we are an environmental organisation, we will strive to provide adequate recycling stations around the site, and keep all waste to an absolute minimum. Our advertising shall encourage re-usable items throughout the event, and we are striving to get re-usable cups for all the bars, with a cup-deposit scheme being put in place. Our volunteers and Stewards will carry out a full site-clean following the event, to return the site to its previous state.

**Sound Levels:** The Appendix contains requirements to measure sound levels and to comply with the guidelines provided by Durham County Council. Included in the manual is a Sound Management Plan.

**Building Control:** Each and every structure will comply with the regulations set out by Durham County Council Building Control.

## Appendix I Site Plan (Provisional)



We have scheduled a meeting with Helen Richardson, Durham University's space planner who will draw up the map accurately. Once this is complete, we shall send the finalised document through to Licensing and members of the SAG. However, it should be noted that the contents of the map and the layout of the site will remain largely the same as in this version, as we have made this plan in collaboration with Environmental Health, Police, the Event Safety Officer, the staging/fairground ride suppliers and the Head of Security.

**Appendix 2**  
**Event Installation**  
**Thursday, Friday and Saturday**

3 <sup>rd</sup> /4 <sup>th</sup> June 2020	Art installations/student led sustainability projects brought to the site over the course of a couple of days. Site manager will take lead on this.
5 <sup>th</sup> June	Fencing/Portaloo/Skips/Marquee/Stage/Catering arrive and begin to set up. Event management to arrange times with contractors (noise limits) and ensure onsite security/signs including lost children, exits etc.
6 <sup>th</sup> June	Morning set up includes safety checks for fencing around licensing area location.
10:00am	All supervisors/officers and managers assemble and briefed.
10:30am	All volunteer marshals arrive and are briefed.
11:00am	Control point set and confirmed – marshals and supervisors in place
11:00am	Fairground rides/food/marquee/stage/stalls sign off certificates
11:00am	Stall exhibitors complete – supervisors and marshals in place
11:15am	Final sign off check against risk assessment
11:30am	Gates open. Rides begin. Food and bar opens.
11:45am	Music begins in small Stage B
12:00pm	Music begins large Stage A
12:00pm	Marquee events begin.
22:00pm	Music Ends small Stage B
23:00pm	Music ends Main Stage A. Rides end.
00:00am*	Music ends Marquee
00:00:00	Stewards begin rubbish pick and helping people towards the exits
00:30:00	Bar and food close. Attendees to have left the site.
01:00:00	Stewards and marshals do final rubbish pick.
Sunday 7 <sup>th</sup> 09:00am	Stewards and Marshals do rubbish clear. Marquees/stalls/trucks/stage/rides etc pack up.
	End of Durfest 2020

\*In consultation with Durham County Council and Environmental Health, they have agreed to allow music to continue in the marquee until 12am with close monitoring as part of our Sound Management Plan. This is to ensure that attendees do not all leave the site suddenly following the close of the main stage. It has been ascertained that sound from the marquee will be very well enclosed inside the marquee and thus will not be audible from approximately 20-30m from the marquee itself- still a good distance from any residential areas.

## **Appendix 3**

### **Child and Vulnerable Person Protection Policy**

#### **Statement**

Durfest is a charitable music festival in conjunction with The Rainforest Alliance that aims to bring live music to this corner of the North East, whilst at the same time raising money and awareness for sustainable charities. Durfest is run by volunteers, but is officially an event organised by Music Durham, as part of Experience Durham within the University. Durfest from time to time may employ assistance in an event management capacity and for certain activities. All events are held in public and occasionally members of the press and photographers may be present.

The majority of Durfest's activities are for the benefit of environmental awareness and charities, as well as providing a festival experience for students, adults and children from the Durham area. We therefore undertake to bring the protection of children to the notice of all participants in a manner appropriate to its own environment and custom in three ways as detailed below.

#### **Policy**

The following texts will be displayed at the entrance of venues and distributed to trustees, marshals and stewards.

**'It is important that the parents and trust adults accompanying young people to Durfest 2020 understand that the Festival staff are charged with the smooth running of events and will not act *in loco parentis*. Responsibility for the care and supervision of children – defined for this purpose as persons under 16 years of age – lies with their parents or with other adults to whom their parents have entrusted them at all times during Durfest.'**

Any worker in charge of groups of young or vulnerable people shall be responsible for collecting consent forms on behalf of their own agency for every young person under 16.

Care will be taken to ensure that Durfest staff can be easily identified; so that advice on any child care issue or vulnerable person arising may be sought.

All Durfest staff will be required to wear hi-vis vests or armbands whilst on duty. In case of a problem, anyone wearing these may be approached and will be able to direct children or adults to someone who will be able to help: if the children or vulnerable person are without their parents or trusted adult, at least two members of staff should be present and they will endeavour to contact the parents or designated persons, failing which they will contact the police or medical support as appropriate. All such incidents will be recorded along with action taken.

From time to time Durfest may organise activities (in whole or as part of an event)

that are specifically for the benefit of children and young people. Any organisation employed to run activities to engage with young people will be responsible for ensuring their staff have been checked against the Criminal Records Bureau.

Durfest will make them aware of this responsibility by providing a copy of this policy.

### **Family Area**

Prior to any activity/site/programme being commenced, the Event Manager shall ensure that adequate child protection and vulnerable persons procedure are in place and all Durfest staff/commissioned service providers are adequately briefed regarding their responsibilities for safeguarding and our procedures for reporting concerns. In consultation with the organising committee, the Event Manager shall ensure a site audit is undertaken to ascertain the layout of premises/site, helpers and supervision required to achieve adequate personal safety of children and young people. The audit shall be undertaken with a view to recognising any problem in terms of with a view to recognising any problems in terms of e.g. supervision of staff/commissioned service providers, large sites creating communications concerns etc.

Every activity shall be undertaken with the possibility in mind that a child may be suffering abuse outside the family area, that a disclosure or symptom relating to this may become apparent within a Family area activity, or that there will be children present who have not as yet revealed they are being abused. It is important that the environment created for a family area is conducive to support of a child in such a situation as is possible.

For their own protection, but mainly as good practice and good manners, Durfest Staff and commissioned service providers are advised that children should initiate physical contact with them – this will not apply e.g. where a child needs to be removed from a situation threatening its or others safety.

Those working on family area activities have a duty to ensure that any suspicion, incident, allegation or other manifestation relating to child protection is reported as below.

Disclosure or evidence for concern may occur in any number of ways. This may be by what a child says, about itself or another child or children. It may be through interception of a written item, or through observation of activity or behaviour giving cause for concern. It may be through changes in behaviour or attitude. There may be physical, emotional pointers such as bruising, staining, inappropriate behaviour or knowledge. These and many other signs can be picked up by Durfest staff/commissioned service provider.

The observing volunteer or commissioned service provider will make a verbal report to the Event Manager, and also will make a written report outlining in adequate detail what was heard, seen, reported, alleged etc. Verbatim quotes from a child are

important, as is the retention of anything which gave cause for concern such as a drawing, painting, writing etc. The volunteer or commissioned service provider will sign and date the report.

The Event Manager will countersign the report.

The Event Manager will then make an informed decision on whether further action needs to be taken. Normal practice would be to contact Social Care Direct; however, the open access nature of the Family area and our lack of information on those who are attending may make this process difficult. Therefore, where there are immediate concerns for a child's safety, the police will be called. Good practice suggests that parents/carers should be informed of our actions, however if the Event Manager deems that this will put the child at further risk of significant harm the police will be notified without informing the parents/carers.

The Event Manager will then liaise with any statutory bodies that intervene following the report of suspected abuse.

This policy will be regularly reviewed. All comments will be welcomed and considered by the Trustees.

## **REPORT MISSING AND OR LOST CHILDREN**

### **Person(s) Reporting a Lost Child – 'Missing child'**

1. If the report is made to a marshal or steward they should immediately contact the Lost Children Point to ascertain if the child is already there.
2. If the child is at the Lost Child Point, direct the person(s) to that location where they will be required to complete the necessary documentation and show adequate proof of identity (e.g. driving licence, passport or other appropriate photo ID card, family allowance book etc.) before the child is released to them. In the event of any uncertainty, the Police will be contacted by telephone via Event Control and the police will determine if the child should be allowed to go with the person who is 'claiming' responsibility. Full details must be recorded in both the missing persons documentation and also in the Incident Log held at event control.
3. If the child is not at the Lost Child Point, direct the person(s) to that area. There may be a requirement to escort them to the Lost Children Point if they are highly stressed or upset. On arrival they will be asked to complete the 'Missing child' form with details of the child's name, age, description etc.
4. Once the form has been completed outline details of the child should be passed to Event Control usually via mobile phone or landline. In some cases a 'runner' could be employed to undertake this task. However, at no time should one person be left in sole charge of any lost child.
5. Event control will then issue a message to both police and stewards at the earliest opportunity so that all personnel are made aware and can remain vigilant. In the event of a very young child (6 years and under) or particularly vulnerable children being missing this message must be broadcast as a matter of urgency.
6. It should be noted that in the interests of the safety of the child, no details of any missing children should be broadcast publicly without the the authorisation of the Police Officer in charge of the event.
7. Any police officer or steward finding the child should immediately contact the lost children point (directly or via Event Control) to advise them they are bringing the child in. All children found in this way must be escorted to the Lost Children Point to avoid them becoming lost again. This escort is a priority and should be undertaken immediately – Police/Stewards must not retain the child any longer than necessary.
8. Once details of the child have been taken, any person(s) reporting a missing child should be requested to remain at the Lost Children Point rather than going out to search for the child. It is unlikely that is any way to contact these persons once they leave the Lost Children Point, and it is possible that the child could be brought in by either a Police Officer or steward, or report there themselves. However, neither the lost children staff, nor the the Police have any powers to make any adult stay at the Lost Children Point if they do not wish to. In this case, the person(s) reporting the missing child should be asked to sign a different disclaimer form stating that they left the area of their

own accord/wish.

**Note:** It is generally accepted that the Lost Children Point is for those persons 14 years and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

### **Child reporting that they have lost their parent(s)/guardian(s)**

1. If a child approaches, or is brought to a Police Officer or Steward and advises them that they have lost their parent(s)/guardian(s) and the Police/Stewards should immediately contact the Lost Children Point to ascertain if the parent(s)/guardian(s) is/are already there and to advise them that they are bringing a lost child in.
2. The Police Officer/Steward must then immediately escort the child to the Lost Children Point – this escort is a priority and must be undertaken immediately. On no account should the Police/Steward retain the child longer than is necessary.
3. On arrival at the Lost Children Point the Police Officer/Steward should wait whilst the 'Found Child' form is completed. Details of where the child was found, together with name, rank and number etc. of the Police Officer/Steward will be required.
4. Once the 'Found Child' form has been completed, outline details of the child should be passed to event control, usually via mobile phone or landline. In some cases a 'runner' could be employed to undertake this task. However, at no time should one person be left in sole charge of any lost child.
5. Event control will then ensure that these details are broadcast to both police and stewards so that personnel are made aware of them being approached by a distraught parent/guardian. In the event of a very young child (6 years and under) or particularly vulnerable children being found, this message should be broadcast as a matter of urgency. Where necessary, Event Control will request that a message is issued over the public address system at the earliest opportunity.
6. It should be noted that, in the interests of the safety of the child, no details of any missing children should be broadcast over the PA system without the authorisation of the Police.
7. On arrival of the parent(s)/guardian(s) they will be requested to show adequate proof of identity (eg. Driving licence, family allowance book, passport etc.) before the child will be released to them. In the event of any uncertainty, it will be the responsibility of the police to decide if the child should be allowed to go with the person that is 'claiming' them and then contact should then be made with event control to determine what action should be taken.

**Note:** It is generally accepted that the Lost Children Point is for those persons 14 years and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

**The event manager and coordinator located in and around the Lost Children Point have current and enhanced DBS certificates in place.**

## Lost / Missing Child Report

<b>Ref</b>		<b>Date</b>	
<b>Name of Child:</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Gender</b>		<b>Age</b>	
<b>Description including Clothing &amp; General Appearance</b>			
<b>Additional Information</b>			
<b>Signature</b>			
<b>Found By</b>			
<b>Reunited Details</b>			
<b>Reunited With</b>			
<b>Relationship</b>			
<b>Identification Provided</b>			
<b>Action Taken if Child Not Reunited</b>			
<b>Child Released By</b>			
<b>Time Released</b>			
<b>Signature</b>			

## Found Child Report

<b>Ref</b>		<b>Date</b>	
<b>Name of Child:</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Gender</b>		<b>Age</b>	
<b>Description including Clothing &amp; General Appearance</b>			
<b>Additional Information</b>			
<b>Signature</b>			
<b>Found By</b>			
<b>COLLECTION DETAILS</b>			
<b>Collected By</b>			
<b>Relationship</b>			
<b>Identification Provided</b>			
<b>Action Taken if Child Not Collected</b>			
<b>Child Released By</b>			
<b>Time Released</b>			
<b>Signature</b>			

**LOST CHILD DISCLAIMER**

<b>Event/Venue</b>		<b>Date</b>	
<b>Name of Child</b>			
<b>Ref</b>			

I, the parent/guardian of the above child, having reported their absence now intend to leave the Lost Child Point and search for them myself. I confirm that I do this of my own accord, having been requested to remain at the Lost Children Point to await their arrival. I fully understand that it may be difficult to contact me should this child be escorted to the Lost Children Point in the meantime and accept that this could cause delay in reuniting me with this child.

Signed: .....

Relationship: .....

Signed:(Lost Children Officer).....

## Appendix 4 Operations Deployment

Area	Role	No	Type	Contact	Location
<b>Event Control</b>	Event Manager	1	Elsa Kent	Own Radio	Roaming Rota
	Safety Officer and Advisor	1	Joe Elliott	Own Radio	On site contact
	Security Manager	1	Lewis Dean	Own Radio	Event Control/Roaming
	Deputy Event Manager	2	Alex Comaish Rosa Montague-Vaughn	Own Radio	Roaming Rota
<b>Volunteer Control</b>	Supervisors Event Control	2		Own Radio	Event Control
	Runners	10	Welfare Team		Roaming
	Information	10	Welfare Team		Roaming
<b>Stage and Marquee</b>	Stage Manager	2		Own Radio	
	Stage/artist Runners	4		Via stage manager/artist Liaison	
	Stage Hands	10		Via stage manager	
	Artist Liaison	1	Betty Douglas	Own Radio	
	Stage Security SIA	5	SIA	Own Radio	Stage Areas
<b>Second Stage</b>	Same as above	TBC	TBC	TBC	Stage Area
<b>Stalls and Food Area</b>	Supervisor	1	Thimo Preis	Own Radio	Roaming stalls and food area
<b>Exits/Entrances</b>	Security	5	SIA	Own Radio	Entrance and Exit
	Volunteers	10	Welfare Team	Via supervisor	
<b>Fairground/Family Area</b>	Supervisor	1		Own Radio	Roaming Rota
<b>General</b>	Sustainability Manager	1	Beth Davenport	Own Radio	Roaming

## Appendix 5 CONTRACTOR REQUIREMENTS

### Site requirements for all staff and contractors.

Date

Venue: Durham City Rugby Club

1. **Event Management:** whilst on site all staff and contractors shall comply with any reasonable instructions given by the Event Manager, Deputy Event Manager, Safety Officers, Security Officers, Security Manager, Durfest Committee, security personnel, the Police, stewards and Emergency Services. Event management will provide all contractors with our 'Contractors site Guitenance Document'.
2. **Vehicular Access and Parking:** access and parking arrangements for the event are as per the instructions given by the Event Management.

**Emergency Services:** They will enter with caution via the Green Lane entrance during the site rig. During the event access will be by any suitable entrance where they will be met and guided in.

3. **Fire Safety:** in the event of any fire please notify a steward or member of the on-site management team immediately.

In the event of a fire within any temporary structure on the site the structure must be evacuated. All fire exits must be kept clear of furniture or other items at all times. No person may park a vehicle outside a designated fire exit at any time.

No person shall be permitted to return until it has been deemed safe by the Fire Service.

All fires - of whatever type or size – must be reported, even if they are extinguished.

The event management shall undertake a fire risk assessment for the event based on the available information.

Any food or drink concessions brought onto site must be equipped with suitable firefighting equipment, evidence of which must be shown.

4. **Opening times:** The event is classed as being open to the public on Saturday 6<sup>th</sup> June 2020 at 11:30am.
5. **Evacuation process:** in the event of any evacuation please follow the instructions provided by the stewards, event management or Emergency services personnel on site.

All vehicles must be left on site (but not so that any access routes are compromised) and evacuation made on foot. There will be no re-entry to the site without Police approval.

6. **Loading/Unloading:** all vehicles used to deliver equipment to the site

must be suitable for the purpose, and must be properly loaded so that the weight is spread and the vehicles is capable of delivering loads and part-loads without risk of overturning. Where at all possible, all unloading/loading operations must be carried out in an area away from passing traffic, pedestrians and other workers not involved in the loading/unloading operation. Where not possible, the person(s) responsible for the operation must provide staff to keep other site users clear of the area.

7. Radio Communications: anyone bringing radio equipment onsite must inform the event management in advance to avoid channel interference. All such equipment must be licensed.

Anyone using radios not supplied by the event management must ensure that messages are concise and work related; radios are never left unattended or in vehicles and that radios are never carried by their aerials.

8. Compliance with Statutory and Other Requirements: whilst on site all staff and and contractors must comply with all relevant statutory and other requirements that may relate to their activity on site, including structural regulations, Health and Safety Regulations and fire prevention precautions.
9. Set up and Strip out: all contractors must ensure they arrive on site at the correct time to meet the requirements laid out by the event management, and that they are fully operational at the correct time to meet the needs of the event as outlined in any specification provided by the event management.
10. Speed Limits: any vehicle accessing the site must adhere to a speed limit of 5mp and exercise extreme caution.
11. Insurance: all contractors shall ensure that they have £5 million public liability and £10 million employers liability and any other necessary insurance in force and valid throughout their participation in and attendance at the event. Written evidence of same shall be exhibited to the Event Management prior to the Event.

All contactors shall indemnify and keep Durfest and the venue owners and their employees, servants, agents and others wholly indemnified against all losses, claims, damages, expenses and liabilities arising out of or in connection with the death or injury of any person (other than where occasioned by the negligence of Durfest or the venue owner) or damage to or loss of any property arising out of the contractor's participation in or attendance at the event.

12. Security: the event management may provide general security on site in the form of static and or roving patrols to ensure the safety of items hired by the event management for use at the event but shall not be responsible for the security of promotional units, goods or displays

brought onto the site by contractors or exhibitors unless previously agreed.

13. Cleansing: the event management shall provide refuse bins before and during the event and a collection of refuse from the site after the conclusion of the event.

All the contractors and exhibitors shall ensure that all waste is kept out of sight and away from areas that enjoy visitor access, and that all such waste is properly bagged or otherwise secured to allow for its safe removal from site.

All contractors Bar and food vendors, Market Stalls and others shall be responsible for the removal of all waste produced by themselves.

Exhibitors shall keep nothing of a foul or noxious nature on site. No dumping of waste on site shall be allowed: all methods of disposal must be in accordance with Environment agency guidelines and regulations.

## **Appendix 6**

### **Building Control**

#### **DURHAM BUILDING CONTROL SERVICES**

Structural/Fire Safety Guidance Note

Marquees/Tents/Stages

Accredited contractors from MUTA (The Made Up Textile Association) or PTA (The Performance Textiles Association) should be utilised to supply, deliver, erect, certify dismantle and remove the marquee/tented structure from the event all by way of reference to a method statement provided by the structure suppliers. Competency of the person certifying the suitability of the structure for public use should be demonstrated by producing a MUTA marquee skills card or equivalent. MUTA accredited best practice document 'safe use and operation of marquees and temporary structures' should be observed at all times (refer to [www.performancetextiles.org.uk](http://www.performancetextiles.org.uk))

#### **Structural Suitability**

**There will be marquees on hire from Fletchers.**

#### **Stages and Similar Structures**

These should be assembled in accordance with engineering documentation that comprises drawings, calculations and specifications all prepared by a competent structural engineer.

The following requirements are particular to stage structures to demonstrate the:-

- Ability of stage surface to support the design loads and other given criteria;
- Ability of superstructure to support the weight of any suspended equipment, including details of permissible support methods to suspend the equipment;
- Ability of the whole structure to resist all imposed forces on it including those created by adverse weather conditions;
- Ability of the structure to resist the additional wind loading on the suspended equipment;
- Interaction between coupled elements (i.e junctions between floors and roof systems etc.).

In general all structural design issues should coincide with the guidance contained in 'Temporary demountable structures – guidance on design, procurement and use', published by the Institute of Structural Engineers.

**Fire Safety:** Reference to the following guidance documents should be made:

- Fire safety Risk Assessment – Open air events and venues

- Fire Safety Risk Assessment – Small and Medium Places of Assembly

Both documents are available from the Department for Communities and Local Government. (Refer to [www.communities.gov.uk/fire/firesafety/firesafetylaw/](http://www.communities.gov.uk/fire/firesafety/firesafetylaw/) to view guidance documents)

- Guide to health, safety and welfare at Pop Concerts and Similar Events (i.e. The Purple Guide)

**Number and suitability of escape routes:** The number and location of escape routes are to be confirmed in discussion with the Safety Advisory Group and Emergency Services and this will be augmented with the collapsible fencing provision.

**Firefighting equipment and facilities:** Firefighting equipment can reduce the risk of a small fire, e.g. in a wastepaper bin, developing into a large one. The safe use of an appropriate fire extinguisher to control a fire in its early stages can also significantly reduce the risk to other people in the event or venue by allowing to assist others who are at risk.

The following information is a brief guide to the likely number and type of extinguishers that would be required in temporary marquee/tent enclosures.

Typically for Class A fire risks (i.e. solid materials such as wood, paper or textiles, refer to Table 2 in Section 3 of Fire Safety Risk Assessment – Open air events and venues), the provision of one water based extinguisher for approximately every 200m squared of floor space, (with a minimum of two extinguishers), will normally be adequate. Depending on the outcome of the fire risk assessment, it may be possible to reduce this to one extinguisher in areas with a floor area of less than 90m squared. Extinguishers provided for general cover should be positioned near the exits.

Where it is determined that there are additionally other classes of fire risk, the appropriate type, number and size of extinguisher should be provided. Further information is available in BS 5306-8 and Section 3 of Fire Safety Risk Assessment – Open air events and venues. They should be placed on a dedicated stand or hung at a convenient height so that people can easily lift them off (about 1m for larger extinguishers, 1.5m for smaller extinguishers, to the level of the handle). Ideally no should have to travel more than 30m to reach a fire extinguisher.

**Fire Detection and Warning systems:** The means of giving a warning should be suitable for the particular event or venue, taking account of its size, layout and number of people likely to be present, and the nature of the event.

In some small events/venues the only practicable solution for people to raise an alarm upon the discovery of fire could be a simple shout of 'fire' or simple manually operated device such as a going or air horn that can be heard by everyone.

At larger or more complex sites a public address system is likely to be the most effective means of providing a warning and directing the evacuation. Organisers/staff

will need a managed evacuation plan to facilitate this.

For permanent buildings or temporary tents/marquees where a simple warning is not sufficient, an electrical warning system may be required incorporating sounders and manually operated call points (break – glass boxes).

Where there are areas a fire could develop to the extent that escape routes could be affected before the fire is discovered, an automatic detection system may be necessary.

**Emergency lighting and signage:** In all cases, where the event or venue is used in hours of darkness, it will be necessary to provide sufficient primary illumination for general safe movement and in particular to illuminate all escape routes and exits.

Single 'stand-alone' emergency escape lighting unites (luminaries) may be sufficient in a marquee or other temporary structure and these can sometimes be combined with exit or directional signs.

A fire risk assessment that determines that no escape signs are required (because, for example, trained staff will always be available to help direct members of the public to escape routes) is unlikely to be acceptable to an enforcing authority other than in the smallest and simplest form of premises e.g. a single marquee with a single entrance (i.e. 60 persons or less, dead end travel distances 6.5m)

## **Appendix 7**

### **TEMPORARY DEMOUNTABLE STRUCTURES (TDS) QUESTIONNAIRE**

**This questionnaire must be completed by the person responsible for the procurement of any of the following temporary demountable structures at the forthcoming event:**

**Grandstands  
Platforms  
Stage Structures  
Masts  
Towers  
Canopies, Tents or Marquees**

**The completion of this questionnaire may also be required for other TDS's not listed above.**

**It should be appreciated that it is not practicable to produce a generic checklist to cover all TDS's and some questions might be less appropriate in some cases than in others.**

**Location of Event:**

**Durham City Rugby Club**

**Date of the Event:**

## **Appendix 8**

### **Sound control**

#### **Introduction**

This Noise Management Plan (NMP) sets out the requirements for noise monitoring and control with regards to the Durham City Rugby Club. This NMP is required in order to ensure compliance with environmental health relating to the event.

This NMP considers the potential for noise from the following sources:

- Rig and de-rig noise;
- Event noise (including sound check, rehearsals and show);
- Crowd noise during the event;
- Crowd noise arriving and leaving the event;
- Delivery vehicles;
- On site vehicles (including forklifts);
- Event specific plant noise.

This NMP identifies how noise arising from the use of the site should be monitored and controlled, by establishing reasonable methods to measure, assess and, if necessary, reduce the impact from noise sources associated with the site, in order to comply with the requirements of the environmental health.

In addition to environmental health, this NMP also seeks to identify and assess the potential liaison between noise control engineer, sound system supplier and environmental health team at the council.

The site is located at the Durham City Rugby Club. This noise management plan consists of 5 sections:

#### **Summary of planning and statutory requirements;**

Site location and NSRs

Schedule of event;

Noise assessment and management;

Complaint process and monitoring;

Forecast report and summary of past events.

#### **Noise Assessment and Management**

##### **1.0 Rig and De-Rig Noise:**

1.1 Noise emissions from load in activities relating to rig and de-rig activities will be kept to a minimum by adopting good work practices.

1.2 If new elements of plant (mechanical or electrical) are to be incorporated as part of the event, consideration should be given to the effects of noise to NSRs and if deemed necessary noise monitoring will take place NSR's and appropriate action taken to reduce intrusive noise levels.

##### **2.0 Noise From Crowd Activities**

2.1 Noise emissions from crowd activities should be considered for their effect on NSRs. This would include crowd movements to and from the site, as well as crowd noise during the event itself. The crowd will enter the site via Green Lane, past the DCRFC Club House and then into the site.

### **3.0 Control of Noise from Amplified music events and PA systems:**

3.1 Code of practice on Environmental Noise Control at Concerts (Pop Code) states that Music Noise Levels (MNL) should not exceed 65db over a 15 minute period at the facade of any noise sensitive premises between the hours of 09.00-23.00; and inaudible inside the premises with typical ventilation/windows open between the hours of 23.00-09.00.

3.2 Noise Levels will be monitored subjectively and objectively. Noise measurements will be taken at the boundary of the closest noise sensitive properties with a calibrated sound meter. The threshold levels stipulated in the Pop code will be adhered to and action taken to reduce MNLs should the threshold of 65db Laeq (15 mins) be exceeded.

3.3 In addition to the MNLs, specific attention will be given to bass levels. Subjective assessment should be made, and should bass levels be deemed to be intrusive then the appropriate action will be taken to reduce bass levels.

3.4 Noise emissions from amplified music and PA announcements should be considered for effect. The PA company will be consulted on layout of speakers.

3.5 Direction of the stages and speakers will be carefully considered to minimise noise pollution. The site has natural sound barriers between the residential area of Whinney Hill and the rugby club is experienced in holding large scale events, and we intended on contacting the residents of Whinney Hill site well in advance to notify them of the event.

3.6 The sound technicians will undertake sound checks prior to the event commencing to determine correlation between sound levels on and off site.

3.7 Music and crowd noise will be monitored in both stage locations and at the entrance, with the smaller stage positioned closer to the residential area and erected within a tent space to minimise noise pollution.

3.8 Handheld radios with earpieces will be used by all staff on duty to ensure there is a structured communication process which will also ensure that any noise issues are dealt with immediately.

## **Complaint Process & Monitoring**

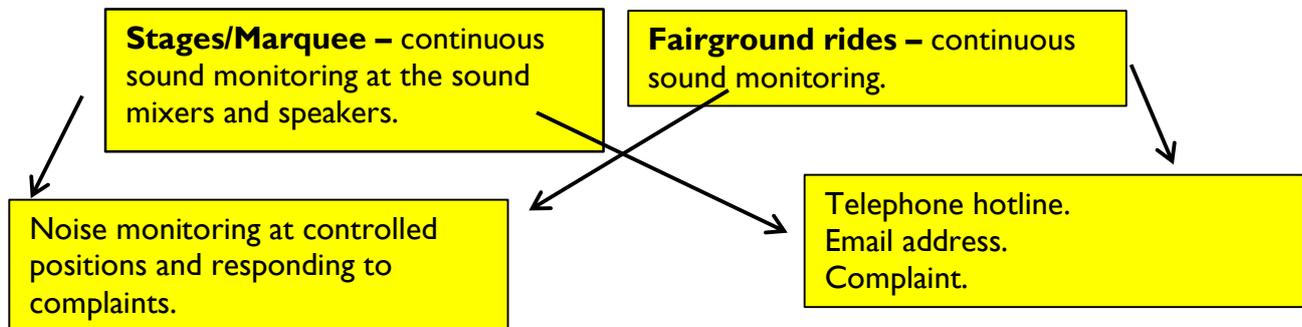
Advice has been taken from both DCC and Durham Constabulary about the importance of pre-event communication for residents and businesses in avoiding complaints. Event organisers will ensure that this takes place in sufficient time before the event for residents and businesses to prepare and make alternative arrangements, should they wish to, for the duration of the event.

The local residents and businesses will be accustomed to the presence of wide scale events due to the rugby club's existing certification, which should reduce the likelihood of receiving major complaints. The event's smaller stage will close at 22.00 and fairground rides will be switched off at 23:00 to reduce noise later in the evening.

In the event of a complaint relating to noise, a designated member of the events team from Durfest will investigate the complaint. Durfest will provide constant cover for a complaint hotline telephone number and publicise a complaint email address to ensure multiple streams of communication for anyone wishing to complain.

A member of Durfest will speak personally with the complaint to ascertain the nature of the complaint. Should a complaint be received we will instantly inform all other relevant members of the team to monitor levels and the appointed noise consultant will visit the complainant's location and speak to the complaint to ascertain the issue and act if necessary. Event personnel will coordinate the response to a complaint and details of any noise complaints, and any subsequent action will be logged and made available to the Local Authority.

## Site



- Two-way radio communication between key members of the event team. All members of the event team equipped with a radio.
- All complaints handled immediately. Sound checks to reduce issues of noise complaints.
- A summary report will be produced after the event which will include all the noise level reports made at each position. This will be made available to the local authorities.
- To ensure that all local, potentially impacted residents and businesses are aware of the event taking place and when, posters will be displayed and letter delivered well in advance of the event.

## Summary of Past Events

This will be Durfest's fourth event in or near Durham City Centre.

To date we have followed protocol at each event and have subsequently received a total of zero noise complaints.

## Risk Assessment

This Event Manual will be updated as required following discussions with the appropriate 'authorities' such as the Emergency Services, Local Authority and Safety Advisory Group members.

The event manager has already met with and received advice from the police. In compiling these assessments, due regard has been taken of the recommendations of the Health & Safety guidelines contained within the document known as *The Event Safety Guide: A guide to health, safety & welfare at music and similar events and Managing Crowds Safely*.

One of the major determining factors in the Risk Assessment has been anticipated crowd numbers. Based on the estimated ticket sales, crowd numbers are expected to be a maximum of 5000 (more likely approximately 4000) at any one time during the day. This can be managed within the capacity of the areas.

One of the key factors in minimising risks associated with events of this nature is the experience and number of stewards at this event. The security consultancy will be awarded to Mitie Security, who are a nationwide company with a branch located in DH6. Representatives from the company will be involved in the planning process.

The primary purpose of this assessment is to ensure that, as far as is practical, the public is able to attend a safe and enjoyable event. All identifiable risks will be thoroughly monitored before and throughout the event, and where necessary, further action will be taken. Details of such action will be recorded at the Event Control.

Crowd control problems or inclement weather are the biggest threat to the event's safety. Issues with entrances and the path running alongside the river must also be accounted for. Preparing contingencies requires thorough planning, which has been addressed through planning meetings and demonstrated in the Event Manual.

## General Risk Assessment – Durfest Saturday

<b>Location(s):</b> <i>(where will the activity or task take place?).</i>			<b>Description of task or Activity:</b> <i>(to include enough information to establish the foreseeable hazards).</i>		
<p>The event's location is the Whinney Hill site and the Rugby Club, DHI. We will contain the event in the 'Whinney Hill' area and use the Rugby Club bar.</p>			<p>Durfest is a pioneering and inspiring sustainable festival of music. The site for the event will open at 11.30, and close at 00.00. There will be two music stages, a silent disco, two fairground rides, and a variety of art installations, food trucks, and sustainable projects on display.</p>		
<b>Hazards</b> <i>(things with the potential to cause harm)</i>	<b>Those at risk</b> <i>(people who could be harmed)</i>	<b>How could they be harmed?</b> <i>(nature of injuries/damage)</i>	<b>Uncontrolled risk level</b> <i>(level of risk without control)</i>	<b>Required controls</b> <i>(how the risk can be removed or reduced by for example engineering methods, safe systems of work, training and/or personal protective equipment).</i>	<b>Controlled risk level</b> <i>(level of risk remaining with control)</i>
<b>Fairground Rides.</b>	Attendee, staff, providers.	Crush, impact injuries, electric shock, collapse of structure. Fire – potential cause burns or property damage.	<b>STOP!</b>	<p>All rides require ADIPs certification to evidence a current inspection and maintenance regime.</p> <p>Rides to be positioned on suitable ground (as assessed by the provider) to reduce the risk of ground conditions causing collapse.</p> <p>All generators suitably protected or earthed to reduce the risk of electrical issues.</p> <p>Fairground Ride Completion certificate produced on day of event and any other pre-use checks completed and added to the Event Safety File.</p> <p>Suitable fire extinguishers available (dry powder).</p> <p>Provider has assessed the site for suitability.</p> <p>Attendants and operator competencies certified by the provider via screening questionnaire and on the day checklist.</p> <p>All cables to be covered with high-quality outdoors cable covers, laid down by professional technicians.</p>	<b>CARE.</b>

<b>Marquees/ Tents.</b>	Attendee, staff, providers.	Impact or crush injuries from structural collapse, fire resulting in burns and property damage. Damage to buried services.	<b>STOP!</b>	Erected by reputable company who have assessed the site (ie a MUTA member with staff with associated competencies).  Suitably secured to the ground with ballast or stakes.  Suitable fire extinguishers for activities in marquee to be provided.  Provider to advise on wind speeds where structural damage becomes a risk and provide suitable monitoring.  Signed confirmation of safe erection to be provided on the day of the event and added to the Event Safety File.  Marquee pegs protected by foam and guy ropes etc. highlighted in public areas.	<b>CARE</b>
<b>Stage(s)</b>	Attendee, staff, providers.	Impact or crush injuries from structural collapse. Fire resulting in burns and property damage.	<b>STOP!</b>	Erected by a reputable company who have assessed the site.  Sufficient ballast or staking to allow for stage set up ie wind loading.  Wind speeds to be monitored and action taken if exceeded.  Stage designed for intended use and weights of equipment.  Signed confirmation of safe erection to be provided on the day of the event and added to the Event Safety File.	<b>CARE.</b>
<b>Audio visual equipment, lighting and other temporary electrical installations.</b>	Attendee, staff, providers.	Impact or crush injuries from structural collapse, electric shock. Fire resulting in burns and property damage.	<b>STOP!</b>	All portable equipment will hold a valid PAT.  All equipment will be installed by a suitably competent person (competencies liable to differ depending on size of installation).  All systems using more than 6KvA to complete the BS7909	<b>CARE.</b>

				<p>and provide a completion certificate.</p> <p>Any generators used to be suitably protected or earthed.</p> <p>Signed confirmation of safe installation to be provided and added to the Event Safety File.</p> <p>Equipment is controlled by the competent provider.</p> <p>All cables to be covered with high-quality outdoors cable covers, laid down by professional technicians.</p>	
<b>Food</b>	Attendee, staff, providers.	Food poisoning. Fire resulting in burns and property damage.	<b>STOP!</b>	<p>All providers are reputable companies.</p> <p>Firefighting provisions (extinguishers, fire blankets) available and suitable for foods/method of cooking.</p> <p>All vendors to comply with food hygiene requirements ie cooking temperatures, period on display for sale, cleanliness etc.</p> <p>Allergens information to be displayed or available on the day.</p> <p>Individual food trucks and stalls expected to carry out their own risk assessment, which will be checked by Event Manager.</p>	<b>CARE</b>
<b>Violence and aggression.</b>	Attendee, staff, providers.	Impact based injuries and/or psychological distress.	<b>ALERT.</b>	<p>Suitable security provision to be provided based on number attending and nature of crowd ie alcohol consumption, music type etc.</p> <p>No person showing signs of excessive intoxication to be served alcohol.</p> <p>Early warning issued and persons who are deemed a risk due to their behaviour to be ejected from the event. Use</p>	<b>CARE.</b>

				<p>of Mitie Security and radio communication system to maximise efficiency and effectiveness of this process.</p> <p>Money to be stored in an appropriate safe location to reduce risk of criminal intent of violence.</p> <p>Staff to be instructed on how to alert issues to security and action to be taken if threatened or at risk.</p>	
<b>Crowd.</b>	Attendee, staff, providers.	Crush injuries, inability to escape in an emergency situation resulting in, for example, burns from fire or delayed escape.	<b>STOP!</b>	<p>Suitable security presence (Mitie Security) to prevent overcrowding of specific areas.</p> <p>Crush barriers at stages manned by SIA security.</p> <p>Suitable space for free movement to be maintained available, at both sides of the main stage to allow for the crowd to move past in the event of a crush (2 meters minimum).</p> <p>Emergency exits from all tents and marquees.</p> <p>Crowd dynamic and movement to be monitored and action taken if overcrowding appears to be occurring.</p> <p>PA/megaphone system to be used to ask persons to move in to open area or move back from stage.</p> <p>Event control to use specific alerts detailed in event manual.</p> <p>Fencing plan to be signed off by safety officer.</p>	<b>CARE.</b>
<b>Medical Emergencies.</b>	Attendee, staff, providers.	Any of the above or other incidents from pre-existing conditions ie diabetic fit,	<b>STOP!</b>	<p>Suitable first aid provision provided by St Johns Ambulance.</p> <p>Prominent, visible location on site for attendees to locate</p>	<b>CARE.</b>

		cardio-vascular difficulties.		<p>near to entrance and hard standing to allow for ambulance access.</p> <p>Effective communication for emergency services via Event Control.</p> <p>Gaps between structures allow for emergency access (3.5m 'roadway').</p>	
<b>Fire.</b>	Attendee, staff, providers.	Burns, smoke inhalation.	<b>STOP!</b>	<p>All materials and decoration to be suitable fire retardant.</p> <p>No naked flames to be used without suitable protection.</p> <p>Smoking not allowed in structures, a 'smoking area' to be established and encouraged for disposal of cigarette butts etc.</p> <p>Access roads to the site to be monitored and ensure fire and other emergency vehicles can access the site (3.5m 'roadway').</p> <p>Suitable fire extinguishers available for activities and numbers.</p> <p>Multiple emergency exit points available leading both to the road and across the river to an open space.</p> <p>All call points accessible.</p> <p>All structures sufficiently spaced to avoid spread in accordance with Fire Safety Open Air Events and Venues.</p> <p>Constant clearing and collection of waste during the event by volunteers to avoid accumulation, plenty of accessible bins, ash trays etc.</p>	<b>CARE.</b>
<b>Gas Cylinders.</b>	Attendee, staff, providers.	Burns (increased risk from fire hazards).	<b>STOP!</b>	Individual food trucks and stalls expected to carry out their own risk assessment,	<b>CARE.</b>

				<p>which will be checked by Event Manager.</p> <p>Gas cylinders for cooking, heating etc. to be located at a suitable position external to marquees or buildings.</p> <p>All cylinders to be positioned on level ground and secured to prevent falling over.</p> <p>All regulators and ancillary equipment to be in date and in good condition confirmed by the supplier.</p>	
<b>Changes to site.</b>	Attendee, staff, providers.	Any of the aforementioned (increased harm from delay).	<b>STOP!</b>	<p>A site plan will be made available that indicates where all rides, food stalls, marquees, and stages will be located. This will be held at a central point alongside other assessments and completion certificates.</p> <p>Each provider is to give a detailed plan of their area of responsibility.</p>	<b>CARE.</b>
<b>Major Incident ie bomb threat, fire etc.</b>	Attendee, staff, providers.	Panic, physical or psychological injury.	<b>STOP!</b>	<p>Site plan available with marked and numbered exits.</p> <p>Announcement to be made to instruct attendees on route to exit and where to head to.</p> <p>Spacing of structures to allow emergency access.</p> <p>Event control to co-ordinate with emergency services and, where safe to do so, meet at either event control or St John's Ambulance.</p> <p>Communication via mobile and radio for staff and volunteers.</p>	<b>ALERT.</b>
<b>Extreme Weather.</b>	Attendee, staff, providers.	Poor ground conditions, high winds, risking structural collapse, injuries to all.	<b>STOP!</b>	<p>Weather to be monitored in advance of the day, and if predicted to extreme or a danger the event will be cancelled.</p> <p>If there has to be a sudden change to the evacuation</p>	<b>ALERT.</b>

				<p>protocol mentioned above (“Major incident”) will be followed.</p> <p>All operators aware of the limits of their provisions and will advise event control of concerns and take appropriate action ie closing marquee or moving people away from structures.</p>	
<b>Site set up and take down.</b>	Staff, providers.	Falls, impact injuries etc.	<b>STOP!</b>	<p>All providers allocated specific areas to work in.</p> <p>Spacing between areas sufficient to allow safe erection of structures. Providers are responsible for ‘policing’ the area to monitor members of the public etc.</p> <p>Providers all competent to erect an dismantle structures provided.</p> <p>All waste materials to be removed from site by providers and volunteers.</p> <p>Pre-event checks to be completed by providers and a ‘walk-around’ by Durfest volunteers to look for any clear hazards (trailing cables, damaged ground etc).</p>	<b>CARE.</b>
<b>Entrances and Exits.</b>	Attendee, staff, providers.	Impact injuries, crushing.	<b>ALERT.</b>	<p>Needs to be considered due to ticketed nature of event.</p> <p>Assigning one main entrance and one main exit route. All other exits to be used in emergencies only, can be monitored by stewards.</p>	<b>CARE.</b>
<b>Vehicle movements in and around the site and traffic congestions.</b>	Attendee, staff, providers.	Impact injuries.	<b>ALERT.</b>	<p>Arrange for servicing of toilets and collection of waste only during hours when the public are not on site.</p> <p>Prohibit all other vehicle movements other than emergency services when the public are on the site.</p>	<b>CARE.</b>

				<p>Rugby club parking and parking along Green Lane for providers.</p> <p>Workers trained by a competent person to operate work vehicles.</p> <p>All work vehicles maintained and inspected according to manufacturers' instructions.</p> <p>Workers wear lap belts when using vehicles. High visibility vests available and worn as necessary, e.g. in low-light conditions.</p> <p>Not expecting a large contingency driving to the event, Durham City Parking and the Park and Ride available for those who do.</p> <p>No on-site parking provision (will be publicised). No road closures required.</p>	
<b>Overcrowding.</b>	Attendee, staff, providers.	Crush injuries.	<b>ALERT.</b>	<p>SIA security and volunteers to monitor main site and use PA or megaphone to notify attendees to move from certain areas.</p> <p>Numbers monitored through ticket sales and monitored on rides etc by the providers.</p> <p>Clear one-way entrance and exit available to ease congestion. Lots of smaller emergency exits available.</p> <p>Spacing at side of the stage (2m each side) to ease any potential crush in the area.</p>	<b>CARE.</b>
<b>River.</b>	Attendee, staff, providers.	Drowning or hypothermia.	<b>ALERT.</b>	<p>Actively discourage people from walking home along the river by lining the area with stewards and volunteers and ensuring no-one too intoxicated takes that route.</p>	<b>CARE.</b>

				Fencing plan to be signed off by safety officer.	
<b>Litter.</b>	Attendee, staff, providers.	Slips, trips, and falls, environmental risk and fire hazard.	<b>ALERT.</b>	<p>Adequate number of waste disposal areas on site.</p> <p>Stewards to actively monitor waste levels throughout the event.</p> <p>Stewards to provide a clean-up operation after the event.</p> <p>Stewards to ensure emergency access is always clear of any litter.</p> <p>Contractors to adhere to venue policy and good practice regarding waste.</p> <p>Social media posts to warn attendees about the environmental impact of litter and to encourage good practice.</p>	<b>CARE.</b>
<b>Hearing Damage.</b>	Primarily providers, also staff, attendees.	Could suffer temporary or permanent hearing damage from long term exposure to loud music.	<b>STOP!</b>	<p>Areas of the stage/event identified as being within the action level and signage provided.</p> <p>Staff rotation between quiet and noisy areas.</p> <p>Staff trained in noise risks and the protective measures needed.</p> <p>Staff known to be particularly at risk identified and provided with ear plugs (providing protection of &lt;85dB at the ear).</p> <p>Sound technician on duty throughout the event to ensure noise levels remain at an acceptable level.</p> <p>Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.</p> <p>Ensure the event equivalent continuous sound level (Event</p>	<b>CARE.</b>

				<p>Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB.</p> <p>Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers.</p> <p>Warnings provided to the public in advance, with tickets, and by signage at the entrance.</p> <p>Sound technician to monitor sound levels throughout the event.</p> <p>Speakers to be elevated above head-level and distance &gt;3m to be ensured so as to minimise risk.</p>	
<b>Medical Emergency.</b>	Attendee, staff, providers.	Workers and others could become seriously ill if no suitable medical provision.	<b>ALERT!</b>	<p>First aid for staff to be provided in accordance with Regulations.</p> <p>First Aid point, staffed by St John's Ambulance, provided for the public with a minimum of two first aiders in accordance with Chapter 20 HSG195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide)</p> <p>Access to site to be kept clear during the event.</p> <p>Consult on plans for medical emergency cover with Local NHS Ambulance Trust.</p> <p>Stewards to be trained in how to direct emergency vehicles and keep the area free of members of public.</p>	<b>CARE.</b>

APPENDIX 10:

**CONTACT LIST: THIS WILL BE UPDATED ONCE CONTACT DETAILS ARE PROVIDED BY ALL EVENT OFFICIALS, VENDORS, ETC.**

EVENT MANAGER: Elsa Kent

EVENT SAFETY OFFICER: Joe Elliott

MUSIC DURHAM: Jess Lawrence:

EXPERIENCE DURHAM: Andrew Cattermole:

DEPUTY EVENT MANAGER: Rosa Montague-Vaughn:

DEPUTY EVENT MANAGER: Alex Comaish

DURHAM CITY RUGBY CLUB: Chairman: Richard Wilkinson:

Secretary: Caroline McHale:

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## **Appendix 4: Representation and correspondence**

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Durfest Event June 6<sup>th</sup> 2020

Durham City Rugby, Club Green Lane, Elvet, Durham City, DH1 3JU

Durfest license application

It is to be assumed that due to the on-going Covid 19 crisis that the above event will not be taking place and therefore the licensing application is now unnecessary and will presumably be withdrawn. Although the Durfest is not taking place until June, appropriate notification needs to be given well in advance to all of the event contributors and any members of the public who have bought tickets or were planning to attend.

However, it is noted that it was planned for the Durfest to be an annual event and consequently the application was presented with that in mind. This would indicate that any planning approval granted this year would be recognised in subsequent years. This surely cannot be acceptable as the initial event (for which the license is being sought) has not taken place yet and no one is in a position to evaluate the success or failure of this event. Considering the present crisis facing the country at this time, the licence application itself should be withdrawn by the applicant but also the approval by DCC for the Durfest event at this actual location annually should be reviewed and other possible future venues seriously considered.

Regardless of the above, Whinney Hill Community Group (WHCG) objects to the granting of this licence for the following reasons:

Durfest has promoted the event as a family friendly day, however this would seem totally inappropriate when alcohol is proposed is being made available from 11.00am – 12 midnight and that 5/6,000 were expected to attend the event. We would suggest that the location itself is not an appropriate venue to cater for 5/6,000 people who the organisers are expecting to attend. The event is planned to cover the whole day from 11.00am till 12.00 midnight but it is clear that this event will not totally cease at midnight as events take time to conclude, crowds to disperse and make their way home or on-ward to other events, in the case of Durham City, which has a large student population, will probably mean moving on to various house parties around the City. This would inevitably mean congregating at Houses of Multiple Occupation (HMO's) and the inevitable disturbances and issues surrounding Anti- Social Behaviour associated with student gatherings at these properties. A more appropriate venue could be Wharton Park which has recently been extensively refurbished and has good road access but is also close to the railway and bus station which would be ideal for members of the public travelling to the event to access. As DCC's Area Action Partnership group for Durham City has also contributed financially to supporting this venture it would also appear a good way of advertising and promoting DCC and the AAP to a wider audience.

It is also noted from the information provided by the organiser that although it is claimed that the event is meant to be a money and an awareness raising event which is to cater for families as well as the wider community, it is clear that the large student population of Durham University have been targeted as a significant group which is to be catered for. The evidence for this is that the organisers have stated that tickets for the event were presented for Durham University first year students at reduced prices and had been available at the student 'fresher's' events at the start of the university 2019/20 academic year, potential opportunities for musical/theatre groups made up of university students to perform live at the event could be available and also the timing of the event is to take place after all university exams/finals are concluded.

It is clear that along with large numbers of young people in a celebratory mood at the end of exams, musical groups and the availability of alcoholic drinks that the potential for loud and excessive revelry is a distinct possibility. Considering the location of the venue, its proximity to residential areas and the river Wear (with its unfortunate association with water/alcohol related incidents) it would seem that the venue itself is not an appropriate location unless substantial safety measures are put in place, and those safety measures do not appear to be incorporated within the planning application, or the licensing application itself.

It will be claimed that Durham Rugby Club caters for rugby matches and has been the venue for discos and an assortment of party events in the past. However, the events catered for previously have not been on the potential scale envisaged here and there would appear to be no record or history of events such as the one envisaged being successfully held there. Consequently, there is no real evidence for DCC to base its approval for planning permission or the approval for an alcohol license for something on this scale and previously un-tested, especially when there are other venues situated in, or close to Durham City, which would be far more appropriate.

It would appear that the police are not to be in attendance at this event and it will be 'stewards' who will be responsible for maintaining order. Surely, it is inappropriate for stewards to be expected to take sole responsibility for large groups of people (as quoted above), especially at an event where alcoholic drink is being supplied. It is hoped that large gatherings/event will be free from any trouble but a police presence to assist with crowd control and any possible disturbances is required at all large public events as a matter of course. It is also fair to assume that when the event is over a police presence will be needed in order to ensure that the event closes down at the required time but also to ensure that the crowds leaving the event do so in a quiet and respectful manner in order not to disturb the residents living nearby. It is questionable that stewards have the authority or recognised powers to maintain adequate public safety (let alone deal with Crime and Disorder issues) on

site, but out in the local community late at night when individuals have been drinking it is hard to believe that appropriate control will be maintained. Unless DCC can give appropriate assurances that Crime and Disorder will not be a serious issue before, during and after the event, including significant re-assurances for local residents residing near to the venue, such as Whinney Hill, that issues of Noise and Anti- Social Behaviour will be clearly and effectively controlled, then this application should be refused or another venue sought.

Whinney Hill Community Group therefore objects to this application on the grounds that:

Prevention of Crime and Disorder

Prevention of Public Nuisance

Protection of Children from Harm

Public Safety

Have not been adequately addressed by the applicant and consideration regarding the well-being of local residents residing nearby to this proposed event have not been fully taken into account.

A.Hayton.

(Chair, Whinney Hill Community Group)

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**From:** Elsa Kent  
**Sent:** 20 April 2020 17:07  
**To:** Karen Robson  
**Subject:** RE: Durfest Licensing  
**Attachments:** Letter for Winney Hill Community Group.docx; DURFEST 2020 EVENT MANUAL FINAL VERSION 2.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Karen,

Attached is our response to the representation from Mr Hayton. If you could send him both documents that would be great please.

I hope all is well with you!

Many thanks,  
Elsa

Elsa Kent  
President of Durfest  
Durham Charity Music & Arts Festival  
Mob:



On 15 April 2020 at 08:52:15 +01:00, Karen Robson <Karen.Robson2@durham.gov.uk> wrote:

Morning Elsa

I await your response that this can be communication to Mr Hayton. I am aware of the consultation deadline and this objection was submitted as below:

**Sent:** 01 April 2020 19:17  
**To:** AHS Licensing <[Licensing@durham.gov.uk](mailto:Licensing@durham.gov.uk)>  
**Subject:** Durfest license application. - Objection

Dear Mr Hayton and Winney Hill Community Group.

I am writing in response to your representation for the licensing application for the Durfest event at Durham City Rugby Club. Firstly, I would like to apologise for not having communicated directly with you well in advance of this letter- I had a meeting with the Parish Council several months ago and did ask Adam their Secretary to put me in touch with the residents of Winney Hill so that I could answer any queries and send you all the information about the event. I understand that he had passed my details in your direction, however I haven't yet received anything, so hopefully I can answer any queries now that we are in contact!

To clarify, the event for this year has of course had to be cancelled due to the COVID-19 Pandemic. It's very sad to have to do this as 18 months of planning have gone into the event, and it is for such a brilliant cause. However, of course we have to put everyone's safety first. The Premises License application is thus for next year onwards.

I am really pleased you have voiced your concerns, as this will allow me to reassure you of the extensive planning which has been done to ensure the event is as safe as possible. It is of paramount importance to us that we ensure the whole community is treated with respect and kept in the loop at all stages of planning. Indeed, this event is all about giving something positive to the whole community!

From reading your letter, I'm wondering if you have seen the Event Manual which was attached to the License Application and details all safety measures we have been put in place and should answer many of your questions. However I will go through each concern here too. I have attached the Event Manual in this email for reference.

The event has been planned in close collaboration with The Police, and indeed all members of the Safety Advisory Group, whose primary role it is to highly scrutinize the plans and check that all bases have been covered. The members of the SAG have stated that, having reviewed all the documentation, carried out site visits and had many meetings, they are happy with the event and deem it to be low risk and well planned.

The nature of the event is all about coming together in support of environmental sustainability, with relaxed music, arts and crafts, comedy, local food and drink, and games and rides suitable for everyone. The focus is by no means on alcohol, but on community wellbeing and culture.

In relation to your concerns about the suitability of the event for families, we have made preparations to ensure it really is suitable for everyone. We have planned a designated family area, with shade and seating/cushions, showing children's film and with children's entertainers. Other aspects of the event's entertainment are all family friendly too. There will be designated welfare officers patrolling the event and a Help Point at Event Control. Under 18s will be required to wear different coloured wristbands to assist with preventing under-age drinking, in addition to the Challenge 25 Policy being strictly implemented. All under 16s are required to have a designated adult supervising them. Please do see Appendix 3 of the Event Manual (Pages 27-34 are all dedicated to ensuring the safety of children at the event).

The police and SAG have scrutinized these plans and deem the event suitable for families. The Community Liaison and Outreach Officer at Durham University, Hannah Shepherd, has been working closely with us to ensure the suitability of the event for everyone in the community, with a particular focus on families- she herself has an 18month old child and has used her knowledge of having a young family to assist with planning this event.

I understand that you do not feel the venue is appropriate in terms of its size and positioning. Event Durham have advised us that the venue is easily large enough for this scale of event having reviewed site maps and done the relevant calculations. They have vast experience with planning large scale events. In terms of positioning and public nuisance, we have conducted several meetings with Environmental Health and Durham County Council, including on-site meetings, and they have explained that the venue is ideal in terms of sound and noise disturbance, with natural barriers meaning that very little if any sound should travel off site. The sound company have also conducted a site visit and have explained that with the sound systems now in use, they can angle and direct the sound at a very specific area, meaning that it cannot travel very far outside that area at all.

The safety precautions to ensure public safety in relation to the River Wear have been well planned in collaboration with the Police Contingency Planning Officer. The whole site is going to be fenced and manned by professional SIA registered security guards, in addition to plentiful stewards (who will also have undergone training by the Head of Security). Extensive plans on this subject can be found in the Event Manual, along with details on the qualifications of the various officials on site, and how they will be deployed. There have been absolutely no shortcuts taken with regards to Public Safety, and we have hired the most professional, experienced and dedicated security company to ensure exemplary planning and an effective service.

After the event has finished, all the necessary precautions have been taken- including stewards lining the exit, and stationed along Old Elvet Road. We don't anticipate everyone to be leaving the event at the same time, due to the length of the event, and the different types of people present with different interests. Again, due to the nature of the event being very relaxed and all about environmental sustainability, with strict precautions being put in place to limit excessive drinking, we do not anticipate disorderly behaviour or public disturbances. However, should these circumstances occur, we are very well prepared to deal with them quickly and effectively, with plentiful SIA security guards on hand who specialise in dealing with these issues. Should this not be enough, we are able to contact the Police quickly via Event Control, who are stationed less than 0.5miles from the event. The Police and Safety Advisory Group have deemed the event will cause minimal disturbance and that all necessary precautions have been undertaken to maintain the Licensing Objectives. The Police do not deem it to be necessary for them to be present at the event due to the nature of the event, and the extensive planning which has gone into it.

To answer your question on student involvement, the tickets sold at the Freshers' Fair in October 2019 were for a different event. This was a much smaller fundraiser at an indoor venue last year. No tickets have been released for this or next year's event. It should be noted that a central aim for this event is uniting University and City communities on a common issue.

We do not want to give preferential treatment to any particular group as this is all about treating all members of our community as equals and uniting both University and City communities. This is an objective of both Durham County Council and the Parish Council, and so we see this event as a great opportunity to tackle an important issue. We have been working closely with the Community Outreach Officer to ensure that all marketing reaches the community groups properly- this can be demonstrated in our marketing plan in the Event Manual, which lists the various Durham-wide media platforms we will use to reach these people and ensure the event is accessible to all.

Just to ensure there is no confusion, I see you've mentioned planning permission in the letter and I just want to clarify that this is a Premises License application, for this one event to happen on one day each year. It is not planning permission of any kind.

With regards to the experience of the organisers and the venue, this is an event under the University and on their property, and thus is being organised in collaboration with Event Durham and Experience Durham, using their highly skilled professional event planning staff, who have put on multiple large-scale events and have vast knowledge of the subject.

I do hope I have answered all your queries and clarified the event for you. It really is an exciting project for the whole Durham community and something for everyone to look forward to. All profits from the event are of course being donated to both local and international environmental charities, and throughout the year and the event itself we are trying to promote sustainability to our audience, in an attempt to make Durham greener. Every aspect of the event is as sustainably sourced as possible and we hope to inspire everyone to make the changes we need for a better future. Simply put, our aims and ethos are community, responsibility and sustainability.

Please do not hesitate to contact me for any more details or to clarify anything further. I do hope this has helped to reassure you that we are taking your concerns very seriously and have been extremely thorough in the planning for this event.

All the best and many thanks,  
Elsa Kent

Event Manager

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## **Appendix 5: Responsible Authorities Comments**

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**From:** Helen Johnson - Licensing Team Leader (N'hoods)  
**Sent:** 01 April 2020 17:00  
**To:** Carol Graham - Licensing Assistant (N'hoods)  
**Cc:** Karen Robson; Yvonne Raine  
**Subject:** FW: Durfest Licensing

Hi Carol

See highlighted below where the applicant has agreed to amend their application with what the Police have proposed.

Thanks

**Helen Johnson**  
**Licensing Team Leader**  
Community Protection Service  
Regeneration and Local Services

Web: [www.durham.gov.uk](http://www.durham.gov.uk)  
Follow us on Twitter @durhamcouncil  
Like us on facebook.com/durhamcouncil

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Follow the government's advice to

- Stay at home
- Only go outside for food, health reasons or essential work
- Stay 2 metres (6ft) away from other people
- Wash your hands as soon as you get home

For more information visit [www.durham.gov.uk/coronavirus](http://www.durham.gov.uk/coronavirus)

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**From:** Caroline Dickenson  
**Sent:** 01 April 2020 16:45  
**To:** Helen Johnson - Licensing Team Leader (N'hoods) <Helen.Johnson2@durham.gov.uk>  
**Subject:** FW: Durfest Licensing

Hi Helen

Please see the reply from Elsa, as she is in agreement to add the conditions proposed by Durham Constabulary we have no objections to the licence application.

Do you need me to do anything else around this application or will you just sort it from your end.

Thanks

Caroline

**From:** Elsa Kent  
**Sent:** 01 April 2020 15:46  
**To:** Caroline Dickenson  
**Subject:** RE: Durfest Licensing

Hi Caroline,

Yes we are in agreement with all of the below.

Thanks so much  
Elsa

Elsa Kent  
President of Durfest  
Durham Charity Music & Arts Festival  
Mob



On 1 April 2020 at 12:36:57 +01:00, Caroline Dickenson wrote:

Morning Elsa

Below are the amendments I would like to see to the licence application.

**Under the prevention of crime and disorder**

|

*The police and event manager, event safety officer and the Head of Security will be able to contact each other during the event should there be any need for the intervention or police presence.*

|

This needs rewording to take out any reference to the police as Durham Constabulary will not be policing any events and any request for police assistance would go through the standard reporting procedures ie 101 non urgent 999 urgent.

|

**Under Public Safety**

I would like to add the additional conditions

All recommendations and comments made by SAG members will be agreed upon and actioned prior to the event. Failure to reach agreement and get approval will result in the event being cancelled

The Event Manual and any accompanying Risk Assessments provided for any events held as part of this licence, must be adopted in full.

**The prevention of public nuisance.**

The number of events shall be limited to 1 in any calendar year.

If you are agreement to the above, please reply back to me via email today and I will then forward this on to Helen Johnson at DCC.

Thanks

Caroline

Sgt 484 Caroline Dickenson

Alcohol Harm Reduction Sgt

Durham Constabulary

**From:** Elsa Kent  
**Sent:** 30 March 2020 14:21  
**To:** Caroline Dickenson

Dear Caroline,

Many thanks for this. Following recent news from Public Health England in relation to the Coronavirus pandemic and the University announcing the cancellation of the third term, we have made the difficult decision to cancel this year's festival. This is of course all about ensuring the safety of the community, and while it is so sad to cancel, after 18 months of work going into the planning of this event, and the exciting donations we were hoping to make to some wonderful charities, it is of course essential that we put safety first.

We are now shifting our focus onto next year's festival, and are very much hoping that we can use this Premises License Application for next year (as was also discussed in the meeting and with Helen).

It is my understanding that this license should work for years to come, and we are currently looking at Saturday 5th June 2021.

Do let me know if there's anything which needs looking at with these plans moving forward.

Many thanks and sending all my best wishes during this tricky time!

Elsa

Elsa Kent

President of Durfest

Durham Charity Music & Arts Festival

Mob



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**From:** Alcohol Harm Reduction Unit  
**Sent:** 02 April 2020 10:24  
**To:** Carol Graham - Licensing Assistant (N'hoods)  
**Subject:** FW: New premises licence application received - Durfest Event, Durham City Rugby Club (re-submitted form)  
**Attachments:** Durfest application.pdf; Durfest plan.pdf; Durfest event manual.pdf

02/04/20

No objections from AHRU.

Thanks

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**From:** Caroline Dickenson  
**Sent:** 01 April 2020 16:52  
**Subject:** FW: New premises licence application received - Durfest Event, Durham City Rugby Club (re-submitted form)

Hi Cara

I have mediated conditions with the applicant so there are no objections to this application. Can you update Innkeeper please.

Thanks

Caroline



Chief Fire Officer: Stuart Errington

Fire and Rescue Service Headquarters,  
Belmont Business Park, Durham, DH1 1TW

Date: 16 March 2020

Our Ref: 7C40850070

This matter is being dealt with by: Daniel Thompson

Your Ref:

Direct Dial Telephone

E-mail:

Carol Graham  
Email: Carol.Graham2@durham.gov.uk

Dear Madam

**Licensing Act 2003**  
**Regulatory Reform (Fire Safety) Order 2005**  
**Durham City Rugby Club, Old Elvet, Green Lane, Durham, DH1 3JU**

I acknowledge your application dated 5 March 2020 for a Premises Licence under The Licensing Act 2003 in respect of the above named premises.

No representations will be made to the Licensing Authority subject to the responsible person for the above premises ensuring compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

A suitable and sufficient fire safety risk assessment must be carried out in order to comply with the above Order.

For further guidance please refer to <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents> which provides information about the Regulatory Reform (Fire Safety) Order 2005.

Should you require any further information please do not hesitate to contact me on the telephone number or e-mail address shown above or visit our website [www.ddfire.gov.uk](http://www.ddfire.gov.uk) and follow the link to Fire safety at work.

Yours faithfully

Daniel Thompson  
Fire Safety Section



[www.ddfire.gov.uk](http://www.ddfire.gov.uk)

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**From:** Helen Johnson - Licensing Team Leader (N'hoods)  
**Sent:** 19 March 2020 17:33  
**To:** Carol Graham - Licensing Assistant (N'hoods)  
**Subject:** FW: Durfest, Durham City Rugby Club

FYI

**Helen Johnson**  
**Licensing Team Leader**  
Community Protection Service  
Regeneration and Local Services

---

**From:** Stephen Winship  
**Sent:** 19 March 2020 17:32  
**To:** Helen Johnson - Licensing Team Leader (N'hoods) <Helen.Johnson2@durham.gov.uk>  
**Subject:** Durfest, Durham City Rugby Club

My Ref: SW/2020/037

I represent the Durham Safeguarding Children Partnership (DSCP) which is a responsible authority under the Licensing Act. I have received a copy of your application for a premises licence for your premises at Durham City Rugby Club (Durfest).

Having considered the steps you have recorded to promote the licensing objectives, in particular the protection of children, I have no comments or objections regarding your application.

Regards

Stephen Winship

Policy & Strategy Officer  
Durham Safeguarding Children Partnership

County Hall, Durham  
DH1 5UJ

**PLEASE NOTE: to assist the DSCP Business Team in managing communications at this time we ask that you please email members of the team directly and not to phone.**

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## **Appendix 6: Statement of Licensing Policy**

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**7.1 The Prevention of Crime and Disorder** - Licensed premises, especially those offering late night / early morning entertainment, alcohol and refreshment can, if not properly managed, become a source of public nuisance, generating crime and disorder problems. **The council expects** all licensed premises to be properly managed at all times to prevent this from happening and will focus attention on standards of management practice at licensed premises when carrying out its administrative and enforcement functions.

**The council encourages, and will look positively on,** the provision by licensees of comprehensive and documented staff training. Documented staff training conducted in respect of:

- Preventing underage sales
- Minimising drunkenness
- Managing and resolving conflict
- Emergency procedures
- Compliance with the licence conditions
- Relevant obligations and offences under the Licensing Act, particularly those associated with the sale of alcohol
- Identification and refusal of underage sales
- Use of accredited training courses and recognised industry qualifications (e.g. BII)

**The council expects** every holder of a premises licence, club premises certificate or temporary event notice to be responsible for minimising the impact of crime, disorder and anti-social behaviour by their patrons both on and within the immediate vicinity of their premises, including for example on the pavement, in a beer garden, a marquee, in a smoking shelter etc.

The **council expects** all applicants to demonstrate, in their operating schedules, that suitable and sufficient measures, ranging from the design and layout of the premises through to the daily operation of the business, have been identified and will be implemented and maintained with the intention of preventing crime and disorder.

**The council recommends** that procedures to deal with drunken customers, violence and anti-social behaviour, in and outside premises, and the provision of closed-circuit television in certain premises should be considered by applicants, licencees and event organisers when addressing this issue.

**The council encourages** personal licence holders to actively participate in established "Pubwatch" schemes, where issues relating to crime and disorder can be addressed. **The council encourages** involvement in the "Best Bar None" initiative which enables premises to demonstrate good safe operating procedures. Such schemes have been very successful in reducing the negative impact of alcohol across a range of circumstances.

**The council recognises and promotes** effective and responsible management of all licensed and authorised premises through competent, efficient and regular instruction, recorded training, supervision of staff and the adoption of good practice,

such as 'Challenge 25'. These are amongst the most important control measures for the achievement of all Licensing Objectives.

**The council will take a positive view** of anyone who invests in appropriate training, and nationally accredited qualifications tailored to the licensing sector. Training records should be kept available for inspection by relevant enforcement agencies as a matter of good practice.

It is important that qualified and competent people are present who can discuss any problems or matters of concern arising from the licensable activities at or near to the premises with officers from DCC Licensing Services and Police.

**The council also considers it to be good practice** if the DPS or premises licence holder is present in the licensed area of the premises:

- Between 22:00 hours and closing time, when the premises is one that regularly opens after midnight for both regulated entertainment and the sale or supply of alcohol for consumption on the premises
- At all times when the premises are a "vertical drinking establishment" where little or no seating is provided
- At times where there is a substantial increase in customers i.e. for televised major sporting events etc.

**Maximum occupancy:** When its discretion is invoked, the council will only impose a maximum number of people that can attend premises or an event where there is a clear and justifiable need in respect of that premises or event. Any such decision will be based on the nature and style of the operation.

The council will consider information provided by the applicant and any other body (the Council's Building Control Section, Environmental Health Section and the Durham and Darlington Fire and Rescue Service) before setting a maximum number. Applicants will be expected to detail the arrangements that would be put in place e.g. provision of door staff to ensure that the permitted number of people attending the premises or event will not be exceeded.

**Security:** Whenever security operatives/door supervisors are employed at licensed premises to carry out security functions they must be licensed by the Security Industry Authority (SIA). If a licensee directly employs security operatives, they will need to be licensed by the SIA as a supervisor/manager. The numbers of licensed door supervisors, both male and female, required at any premises will be dependent upon the nature of the activities licensed and the characteristics and capacity of the establishment as well as the hours of trading.

**Toughened/Safety Glass:** Licensed venues that provide the sale or supply of alcohol for consumption on the premises should consider the introduction of toughened/safety glass. This policy expectation applies especially to any premises associated with a higher risk for potential crime and disorder. This will be particularly

relevant for high-volume vertical drinking establishments and those premises open beyond midnight in areas where there is a high concentration of venues.

The council and several of its partners have signed a collective new pledge as part of an ongoing campaign to eradicate single use plastics. The agreement commits all signatories to significantly reduce, and work towards ultimately removing, the use of unnecessary single use plastics from their operations. If alternatives to normal glass are used, the use of suitable alternatives, including non-single use plastics, is encouraged.

**Drugs/Knives/Weapons: The council will expect** licensees to take all reasonable steps to prevent the presence of drugs on licensed premises and to take appropriate steps to prevent drugs changing hands or consumed within the premises to prevent tragedies and harm because of drug misuse.

**The council will expect** licensees to be familiar with the Home Office Drug Strategy booklet entitled Safer Clubbing (ISBN 1840827807) or other subsequent editions. The council also expects that licence holders will also take steps to prevent the presence of knives and other weapons on their premises and that a log be kept of all drug, knife and weapon incidents. Licence holders should also consider arranging training for their staff on drugs, knives and weapons and to have policies for dealing with the possession of drugs, knives and weapons and the supply of drugs.

In addition to the information provided above, **Table 1 in Appendix VI** provides recommendations, suggestions and examples for how to prevent the specific crime/disorder outlined. This table is not exhaustive, and every applicant must consider the specific situation, location and circumstances associated with their premises, activities, clientele and workforce when identifying hazards, assessing risks and identifying controls.

**7.2 Public Safety** - The Act covers a wide range of premises that require licensing. Each of these types of premises presents a mixture of risks, with many common to most premises, and others unique to specific operations. It is essential that applicants acknowledge these risks and that premises are constructed or adapted and operated to safeguard occupants and people in the immediate vicinity who may be affected by the premises and activities taking place therein.

Applicants are advised to seek advice on such matters from the council's occupational health and safety team, Health and Safety Executive, Durham Constabulary and the Durham and Darlington Fire and Rescue Service. They should incorporate any recommendations from these responsible authorities in their Operating Schedule before submitting their applications. Matters for consideration include:

- First Aid
- Public security
- Event control
- Polycarbonate Glass
- Fire Safety
- Electrical safety
- Building safety
- Transport
- Drink driving issues
- Occupancy levels

In addition to the information provided above, **Table 2 in Appendix VI** provides recommendations, suggestions and examples of how to prevent the specific dangers outlined. This table is not exhaustive, and every applicant must consider the specific situation, location and circumstances associated with their premises, activities, clientele and workforce when identifying hazards, assessing risks and identifying controls.

**7.3 Prevention of Public Nuisance** - Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping near the premises.

The concerns relate, amongst other things, to litter, light pollution, noxious odours and noise nuisance resulting from music, human voices, ventilation equipment and vehicles. The **council will expect** applicants to demonstrate that suitable and sufficient measures have been identified, and will be implemented and maintained, with the intention of preventing public nuisance relevant to the individual style, location and characteristics of the premises and events.

If an external structure or area is to be used by customers, whether for consumption of alcohol or for smoking, the **applicant will be expected** to offer measures designed to minimise its impact on residents in respect of both public nuisance and crime and disorder. These measures may include a restriction on hours that areas / structures will be used or appropriate signage requesting customers to consider residents and monitoring of such areas by staff.

The placement of tables and chairs outside of licensed premises may give rise to public nuisance including noise and litter. When tables and chairs are situated on the public highway, relevant authorisations will often be required from the Highways Authority. Enquiries concerning such consents should be made to the Council's Highway's Section (see Appendix III). In predominantly commercial areas, such as shopping centres, the use of tables and chairs outside may be allowed however, the **council will normally expect** them to be removed before the premises close, and any resulting litter/debris cleared away.

**Applicants should consider** reducing potential noise nuisance by, for example (this list is not exhaustive):

- Assessment of likely noise levels in the premises
- Assessment of likely noise levels if outdoor drinking is allowed
- The sound insulation the building would provide (e.g. double glazing, double doors / lobbies to entrances, windows used for ventilation)
- The distance and direction to the nearest noise sensitive premises.
- Likely noise sources outside of the premises (e.g. emptying bottle bins, taxis, unruly customers leaving the premises)
- Dispersal of patrons – where necessary the council will expect a dispersal policy for patrons at the end of the evening. The policy will specify such issues as alterations to the style and volume of music played, public address announcements and use of appropriate signage at exits
- Ways to limit noise / disorder from patrons leaving the premises

The extent to which the above matters will need to be addressed will be dependent on the nature of the area where the premises are situated, the type of premises concerned, the licensable activities to be provided, operational procedures and the needs of the local community.

**Applicants are advised** to seek advice from Durham County Council's Environmental Health team and incorporate any recommendations in their operating schedule before submitting their applications.

**Takeaways and fast-food outlets - The council expects** takeaways and late-night refreshment premises to take reasonable steps in clearing litter from outside their premises and along the pavement in either direction as necessary, whilst the premises are open and at the end of the working day. These premises should maintain clean, dirt or grease free frontages. Such premises should also display notices advising customers of the location of bins and patrons should be encouraged to use the bins made available.

**Important note: The council considers that it will be inappropriate to grant a premises licence permitting the sale of alcohol at premises which are principally used for selling hot food for consumption off the premises (“takeaway” premises).**

Takeaway premises are often open late at night and in the early hours of the morning. They can be associated with disorder as people under the influence of alcohol may congregate outside takeaways after leaving or in some cases having been ejected from late-night licensed premises.

Takeaways operate within the night time economy but without the same framework around them, e.g. pubwatch, use of security staff etc. In addition, alcohol sold from takeaways could readily be consumed in public spaces and may not be subject to the same controls associated with other types of licensed premises.

From a health perspective, obesity levels are rising nationally and locally; without action the health of the population will continue to suffer. Responsible licensees can support the ‘Working toward a healthy weight in County Durham’ goals and the council would see the following steps as a contribution to reducing health harms and health inequalities:

- Menu to display calories per portion information for all food offers.
- Menu to offer at least one clear and stated, 'healthy option' and to be priced competitively.
- Menu to display recommended daily calorie limits for adults (For women the recommended limit is 2,000 calories a day for men it's 2,500).
- Menu to offer smaller / half portions.
- Salt and pepper available upon request rather than always on the table

In addition to the information provided above, **Table 3 in Appendix IV** provides recommendations, suggestions and examples of how to prevent the specific nuisance type outlined. This table is not exhaustive, and every applicant must consider the specific situation, location and circumstances associated with their premises, activities, clientele and workforce when identifying hazards, assessing risks and identifying controls.

**7.4 Protection of Children from Harm** - the protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). The Secretary of State's Guidance to the Licensing Act 2003 also makes clear that the authority must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

While the Act does not prohibit children from having free access to any licensed premises, the council recognises that limitations may have to be considered where it appears necessary to protect children from physical, moral or psychological harm and the effects of alcohol on parenting. Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises.

Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.

**The council will expect** applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises. **The council will also expect** any licence holder who wishes to hold events for children to provide it, and the Police, with a detailed risk assessment of that event including how the event will be managed, staffing levels for the event and how any child will be prevented from being exposed to any harm.

**The council will give considerable weight** to representations about child protection matters particularly from the Local Safeguarding Children's Board who act as the responsible authority under the Act for matters relating to child protection. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations.

These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the council, linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons under 18 years old with alcohol-related illnesses or injuries), this evidence will be considered. The council will also consider what action is appropriate to ensure this licensing objective is effectively enforced.

In relation to applications for the grant of a licence in areas where evidence is presented, on high levels of alcohol-related harms in persons aged under 18, the council will also consider what conditions may be appropriate to ensure that this objective is promoted effectively.

The council will judge the merits of each separate application before deciding whether to impose conditions limiting the access of children to individual premises where it is necessary to prevent physical, moral or psychological harm.

**The council will expect** all licence holders or premises, that wish to allow children on to their premises, to ensure that access is restricted where appropriate. This could include ensuring that all children are accompanied and that they do not have access to, or sight of, alcohol. **The council will consider** the following when dealing with a licence application where children may have limited access:

- Limitations on the hours when children may be present.
- Limitations or exclusion when certain activities are taking place.
- Requirements for an accompanying adult to be present.
- Full exclusion of people under 18 from the premises when certain licensable activities are taking place (e.g. entertainment of a sexual nature).
- Limitations on the parts of premises to which children might be given access.
- Any other limitations appropriate to the application and according with the four licensing objectives.

The council recommends that retailers of alcohol ensure that their staff are properly trained in all aspects of responsible retailing, including the sale of alcohol and age restricted sales. The Council fully endorses and promotes knowledge of and adherence to Challenge 25 within the retail business sector.

Further advice and information on age restricted sales and training can be found by contacting Durham County Council's Trading Standards service at [trading.standards@durham.gov.uk](mailto:trading.standards@durham.gov.uk)

The council will work closely with the Police and the Council's Trading Standards service to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol to children. We know alcohol is harmful to the health of children and young people whose minds and bodies are still developing.

Alcohol must not be served to persons under the age of 18, except in limited circumstances allowed by the law, and then only after verifying a person's proof of age e.g. 16 and 17-year-olds may drink beer, wine or cider with a table meal in relevant premises, where accompanied by an adult aged 18 years or over. The currently accepted verifications for proof of age are a passport, a photo card driving licence or a proof of age scheme such as Challenge 25.

The council is aware of a young person's vulnerability to alcohol and events, which are aimed at children under the age of 18 years on licensed premises, will not be supported by the council unless the applicant can demonstrate that all safeguards for children have been addressed (such as the removal of alcohol advertising).

The council, Durham Constabulary Harm Reduction Unit and the Local Safeguarding Children Board have produced a "good practice guide" for an event catering for under-18's and mixed events of under and over 18's. This guide is highly recommended by the council and should be adhered to by licence holders and event organisers. The guide is reproduced in Appendix I.

Recorded staff training programs, the use of a refusals register, in-store signage and limited access to alcoholic drink can all reduce the likelihood of illegal sales and proxy sales and are encouraged by the council.

**Access to Cinemas:** The 2003 Act requires that any premises showing films must ensure that children are not able to view age restricted films (as classified by the British Board of Film Classification). **The council will expect** any licence holder or applicant who intends to show films to outline suitably robust measures on how they will protect children from exposure to this potential harm. The authority may impose suitable conditions if it believes it is required for the promotion of the four licensing objectives.

The Act provides that it is mandatory for Licensing Authorities to include a condition in all premises licences and club certificates authorising the exhibition of film, for the admission of children to the exhibition of any film to be restricted in accordance with the recommendations given to films either by the British Board of Film Classification or by the council itself.

Should the council need to adopt its own system of film classification the information regarding such classifications will be published on the council's website.

**Children and Public Entertainment:** Many children go to see and/or take part in entertainment arranged especially for them. For example, children's film shows and dance or drama school productions, and additional arrangements may be required to safeguard them while at the premises. Where many children are likely to be present on any licensed premises, for example a children's pantomime, disco/rave or similar event, the authority expects all children to be supervised by an appropriate number of adults and to ensure that the venues put measures in place to prevent any child being exposed to harm.

Where entertainment requiring a licence is specifically presented for children, the council will normally expect the presence of at least one member of staff from the Licensed premises for every 50 children present to ensure their safety and protection from harm and to control their access and egress from the premises. The council will require those caring for or supervising children to have undergone an appropriate criminal record check with the Disclosure and Barring Service.

Venue operators may also apply their own admissions policy to their premises. If a venue has carried out a risk assessment that deems it appropriate to exclude children or young persons from their premises, then that is a matter for them.

**The council will expect** all venue operators to risk assess their venues accordingly against the nature of the licensable activities they intend to carry out. This could include, for example, allowing accompanied children into a premise up until a certain time and then excluding them for the rest of the time the premises are open.

Regarding this licensing objective, the council considers Durham County Council Safeguarding Children Board to be the competent authority for matters relating to the protection of children from harm. A protocol exists between Durham Local Safeguarding Children Board and Durham Constabulary. All safeguarding concerns identified because of premises, personal applications and all variations to licences are covered by this protocol.

Applicants are advised to seek advice from the Local Safeguarding Children Board and incorporate any recommendations in their Operating Schedule before submitting their applications.

**The council strongly recommends** that events, involving persons under the age of 18 years and persons over 18 years, do not take place unless there are sufficient and robust control measures in place. Experience has shown that mixed age events are extremely difficult to control and manage and they have led to persons under the age of 18 being exposed to alcohol and entertainment late into the night.

It is the council's view that mixed age events should not take place within the late-night economy, particularly at venues that are alcohol and entertainment-led and which are operating late at night. It is the council's view that these mixed aged events can have an adverse impact on a young persons wellbeing as well exposing them to unacceptable levels of harms associated with the night time economy.

In addition to the information above, **Table 4 in Appendix VI** provides recommendations, suggestions and examples of how to protect children from each of the dangers outlined. This table is not exhaustive, and every applicant must consider the specific situation, location and circumstances associated with their premises, activities, cliental and workforce when identifying hazards, assessing risks and identifying controls.

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## **Appendix 7: Section 182 Guidance**

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## Crime and disorder

- 2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).
- 2.2 In the exercise of their functions, licensing authorities should seek to co-operate with the Security Industry Authority ("SIA") as far as possible and consider adding relevant conditions to licences where appropriate. The SIA also plays an important role in preventing crime and disorder by ensuring that door supervisors are properly licensed and, in partnership with police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This may include making specific enquiries or visiting premises through intelligence led operations in conjunction with the police, local authorities and other partner agencies. Similarly, the provision of requirements for door supervision may be appropriate to ensure that people who are drunk, drug dealers or people carrying firearms do not enter the premises and ensuring that the police are kept informed.
- 2.3 Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in licensed premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.
- 2.4 The inclusion of radio links and ring-round phone systems should be considered an appropriate condition for public houses, bars and nightclubs operating in city and town centre leisure areas with a high density of licensed premises. These systems allow managers of licensed premises to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering the customers and staff on the premises.
- 2.5 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as

appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.

- 2.6 The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities should work with Home Office Immigration Enforcement, as well as the police, in respect of these matters. Licence conditions that are considered appropriate for the prevention of illegal working in licensed premises might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that a copy of any document checked as part of a right to work check are retained at the licensed premises.

## **Public safety**

- 2.7 Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person's health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority's powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.

- 2.8 A number of matters should be considered in relation to public safety. These may include:

- Fire safety;
- Ensuring appropriate access for emergency services such as ambulances;
- Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above);
- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;
- Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles;

- Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.12-2.13, and Chapter 10; and
- Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above, this may also assist with promoting the crime and disorder objective).

2.9 The measures that are appropriate to promote public safety will vary between premises and the matters listed above may not apply in all cases. As set out in Chapter 8 (8.38-8.46), applicants should consider when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they achieve that.

## **Ensuring safe departure of those using the premises**

- 2.10 Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:
- Providing information on the premises of local taxi companies who can provide safe transportation home; and
  - Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks.

## **Maintenance and repair**

2.11 Where there is a requirement in other legislation for premises open to the public or for employers to possess certificates attesting to the safety or satisfactory nature of certain equipment or fixtures on the premises, it would be inappropriate for a licensing condition to require possession of such a certificate. However, it would be permissible to require as a condition of a licence or certificate, if appropriate, checks on this equipment to be conducted at specified intervals and for evidence of these checks to be retained by the premises licence holder or club provided this does not duplicate or gold-plate a requirement in other legislation. Similarly, it would be permissible for licensing authorities, if they receive relevant representations from responsible authorities or any other persons, to attach conditions which require equipment of particular standards to be maintained on the premises. Responsible authorities – such as health and safety authorities – should therefore make their expectations clear in this respect to enable prospective licence holders or clubs to prepare effective operating schedules and club operating schedules.

## **Safe capacities**

2.12 “Safe capacities” should only be imposed where appropriate for the promotion of public safety or the prevention of disorder on the relevant premises. For example, if a capacity has been imposed through other legislation, it would be

inappropriate to reproduce it in a premises licence. Indeed, it would also be wrong to lay down conditions which conflict with other legal requirements. However, if no safe capacity has been imposed through other legislation, a responsible authority may consider it appropriate for a new capacity to be attached to the premises which would apply at any material time when the licensable activities are taking place and make representations to that effect. For example, in certain circumstances, capacity limits may be appropriate in preventing disorder, as overcrowded venues can increase the risks of crowds becoming frustrated and hostile.

- 2.13 The permitted capacity is a limit on the number of persons who may be on the premises at any time, following a recommendation by the relevant fire and rescue authority under the Regulatory Reform (Fire Safety) Order 2005. For any application for a premises licence or club premises certificate for premises without an existing permitted capacity where the applicant wishes to take advantage of the special provisions set out in section 177 of the 2003 Act<sup>1</sup>, the applicant should conduct their own risk assessment as to the appropriate capacity of the premises. They should send their recommendation to the fire and rescue authority which will consider it and decide what the “permitted capacity” of those premises should be.
- 2.14 Public safety may include the safety of performers appearing at any premises, but does not extend to the prevention of injury from participation in a boxing or wrestling entertainment.

## **Public nuisance**

- 2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.
- 2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of

the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

- 2.17 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.
- 2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.
- 2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.
- 2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.
- 2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti- social behaviour is accountable in their own right. However, it

would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

## **Protection of children from harm**

- 2.22 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.
- 2.23 The Government believes that it is completely unacceptable to sell alcohol to children. Conditions relating to the access of children where alcohol is sold and which are appropriate to protect them from harm should be carefully considered. Moreover, conditions restricting the access of children to premises should be strongly considered in circumstances where:
- adult entertainment is provided;
  - a member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking (other than in the context of the exemption in the 2003 Act relating to 16 and 17 year olds consuming beer, wine and cider when accompanied by an adult during a table meal);
  - it is known that unaccompanied children have been allowed access;
  - there is a known association with drug taking or dealing; or
  - in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.
- 2.24 It is also possible that activities, such as adult entertainment, may take place at certain times on premises but not at other times. For example, premises may operate as a café bar during the day providing meals for families but also provide entertainment with a sexual content after 8.00pm. It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants, responsible authorities and licensing authorities will need to consider this point carefully. This would broadly include topless bar staff, striptease, lap-, table- or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.
- 2.25 Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their

premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.

- 2.26 Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.
- 2.27 Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include:
- restrictions on the hours when children may be present;
  - restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
  - restrictions on the parts of the premises to which children may have access;
  - age restrictions (below 18);
  - restrictions or exclusions when certain activities are taking place;
  - requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
  - full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 2.28 Please see also Chapter 10 for details about the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.
- 2.29 Licensing authorities should give considerable weight to representations about child protection matters. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations. These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the licensing authority linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons under 18 years old with alcohol-related illnesses or injuries) this evidence should be considered, and the licensing authority should also consider what action is appropriate to ensure this licensing objective is effectively enforced. In relation to applications for the grant of a licence in areas where evidence is presented on high levels of alcohol-related harms in persons aged under 18, it is recommended that the licensing authority considers what conditions may be appropriate to ensure that this objective is promoted effectively.
- 2.30 The 2003 Act provides that, where a premises licence or club premises Certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (the British Board of Film Classification is currently the only body which has been so designated) or by the licensing authority itself. Further details are given in Chapter 10.

2.31 Theatres may present a range of diverse activities and entertainment including, for example, variety shows incorporating adult entertainment. It is appropriate in these cases for a licensing authority to consider restricting the admission of children in such circumstances. Entertainments may also be presented at theatres specifically for children. It will be appropriate to consider whether a condition should be attached to a premises licence or club premises certificate which requires the presence of a sufficient number of adult staff on the premises to ensure the wellbeing of the children during any emergency.

### **Offences relating to the sale and supply of alcohol to children**

2.32 Licensing authorities are expected to maintain close contact with the police, young offenders' teams and trading standards officers (who can carry out test purchases under section 154 of the 2003 Act) about the extent of unlawful sales and consumption of alcohol by minors and to be involved in the development of any strategies to control or prevent these unlawful activities and to pursue prosecutions. Licensing authorities, alongside the police, are prosecuting authorities for the purposes of these offences, except for the offences under section 147A (persistently selling alcohol to children). Where, as a matter of policy, warnings are given to retailers prior to any decision to prosecute in respect of an offence, it is important that each of the enforcement arms should be aware of the warnings each of them has given.

**Table of relevant offences under the 2003 Act**

<b>Section</b>	<b>Offence</b>	<b>Prosecuting Authority</b>
Section 145	Unaccompanied children prohibited from certain premises	Police and/or Licensing Authority
Section 146	Sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147	Allowing the sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147A	Persistently selling alcohol to children	Police and/or Local Weights and Measures Authority
Section 149	Purchase of alcohol by or on behalf of children	Police and/or Licensing Authority
Section 150	Consumption of alcohol by children	Police and/or Licensing Authority
Section 151	Delivering alcohol to children	Police and/or Licensing Authority
Section 152	Sending a child to obtain alcohol	Police and/or Licensing Authority
Section 153	Prohibition of unsupervised sales by children	Police and/or Licensing Authority

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**Approvals trail: to be removed before Cabinet/Committee**

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Name	Title	Response or approval date
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