

Annex 34

Applicant: Original conditions offered as amended in conjunction with agreed recommendations from Esther Hughes

1. The premises licence holder shall maintain, updated and review a completed venue operational plan(s), bespoke to each event category, including, but not limited to
 - (a) The Drumsheds - Venue Operational Plan
 - (b) Traffic Management Plans
 - (c) Site Plan V1.0
 - (d) Security Operating Plan V1.0
 - (e) Security Deployment & Dot Plan (7,000 cap live shows)
 - (f) Security Deployment & Dot Plan (7,000 cap club shows)
 - (g) Security Deployment & Dot Plan (9,999 cap club shows)
 - (h) Emergency Evacuation Plan
 - (i) Noise Management Plan
 - (j) Risk Assessments(s)
 - (k) Drugs Policy
 - (l) Medical Management Plan
 - (m) Youth and Vulnerable Persons Policy
 - (n) A plan showing the temporary non fixed structures per each event
 - (o) Any other relevant documentation
 - (p) Crowd Management Plan
2. The details of the documents accordance with condition 1 above will form additional conditions on this premises licence which will be observed and complied with at all times the licence is in force.
3. All documentation will be available up request by the Licencing Authority and/or any of the Responsible Authorities.
4. All documentation, monitoring procedures, registers and records required by the conditions of this licence must be kept for one year after the date of the event and be made available at the premises upon request by the Licensing Authority and/or any of the Responsible Authorities.

5. All staff will be given training in relation to the Licensing Act 2003 and the following specific areas:
 - (a) Licensing Act 2003 objectives and awareness;
 - (b) management systems and processes to enforce the premises licence conditions
 - (c) Challenge 25 and the responsible retail of alcohol,
 - (d) warning and eviction (guidelines and procedures),
 - (e) conflict management and
 - (f) maintaining all required records and registers.
6. The maximum capacity of the premises is 9,999 persons for all DJ / music led nights and 9,999 patrons for all day time events and exhibitions.
7. Clearly legible signage shall be prominently displayed where it can easily be seen and read by customers at all exits / entrances at the premises and in all external areas of the premises requesting to the effect that customers leave the premises in a quiet and orderly manner with respect for local residents.
8. A register will be maintained at the main entrance to the premises showing the names, addresses and up to date contact details including mobile phone contact numbers for the Licensee and other members of the management team who are on duty.
9. No alcohol will be brought in to the premises by any customers at any time.
10. Any event held at the premises will be risk assessed and a suitable and sufficient number of male and female door supervisors will be employed at the premises in accordance with the risk assessment. A search policy will be implemented in line with the risk assessment.
11. The Venue Manager will only permit the sale of alcohol for consumption off the premises where the alcohol is a specialist product, e.g. wine sold as part of a food and drink festival or a gift in part of a corporate event. For events which are promotional events, sealed bottles of alcohol may be part of a gift for people attending the event and customers will be allowed to leave with those sealed containers. This will be enforced by security confiscating open vessels on exit points.
12. Promotional literature and tickets will contain information regarding transport options and shall request that persons leave the area quietly.

13. SIA security staff and/or stewards to be briefed to monitor and remind patrons where necessary to leave the site quietly
14. Any substantial queues formed within and outside the premises shall be supervised by event staff where appropriate. Such supervision shall be aimed at preventing disorder and discouraging anti-social behaviour.
15. The incident and event log shall be kept on the premises and completed on each occasion an incident or event as listed in a-g below occurs:
 - (a) All crimes reported to the site;
 - (b) All ejections of patrons;
 - (c) Any complaints received;
 - (d) Any incidents of disorder;
 - (e) Any faults in the CCTV system;
 - (f) Any visit by a relevant authority or emergency service;
 - (g) Any other incident or event that impacts upon the promotion of the Licensing Objectives within the Licensing Act 2003.
16. The incident book / incident recording system shall record the time, date, location and description of each incident, the printed and signed name of the person reporting the incident and any action taken in respect of the incident.
17. A written record is kept of all staff authorised to sell alcohol; this staff record is to contain the full name, home address, date of birth and national insurance number of each person so authorised.
18. A digital CCTV system must be installed in the premises complying with the following criteria:
 - (a) Cameras must be sited to observe customer entrance and exit doors both inside and outside, the bars and floor areas.
 - (b) Where practical be capable of visually confirming the nature of the crime committed.
 - (c) Provide a linked record of the date, time and place of any image.
 - (d) Provide good quality images during opening times.
 - (e) Have the recording device located in a secure area or locked cabinet.
 - (f) Have a monitor to review images and recorded picture quality.

- (g) Be regularly maintained to ensure continuous quality of image capture and retention.
 - (h) Have signage displayed in the customer area to advise that CCTV is in operation.
 - (i) Digital images must be kept for 31 days.
 - (j) The police and authorised officers of the council will have access to images upon request
 - (k) The equipment must have a suitable export method, e.g. CD/DVD writer so that the police or authorised officers of the council can make an evidential copy of the data when they require.
 - (l) All cameras shall record constantly during all hours the premises are open to the public or to a section of the public permitted access for corporate or private events.
 - (m) There must be a member of staff on site who can operate the CCTV when requested
19. For any event that runs past an operational time of 4:00am a last entry policy will be in place stopping guests from entering the venue past 1:00am.
20. Licensable activities such as the sale of alcohol will cease one hour prior to the venue closing for events with a run-time to 6:00am, allowing a one-hour wind down unless agreed in advance with the responsible authorities.
21. Toilet facilities will be appropriately provided in accordance with each Venue Operational Plan, including the provision of external toilets if and when required.
22. Any amplified sound arising from the Drumsheds venue shall not exceed 59dB LAeq 15 min and 68dB LCEq 15 min measured 1 metre from the boundary of any residential property between the hours of 09:00 – 23:00 and shall not exceed 55dB LAeq 15 min and 62dB LCEq 15 min measured 1 metre from the boundary of any residential property between the hours of 23:00 – 09:00.
23. A telephone number and/or email address should be made available on relevant websites for any noise complaints. Any noise complaints should be logged and investigated with written records of the details available to view by the Licensing Authority and/or Responsible Authorities upon request. Should any noise complaints be received, and if noise levels are above those specified in the licence conditions, action should be taken to reduce the levels at the noise source.
24. In the event of an emergency, music will cease and safety announcements will be relayed to attendees to a suitable non-powered back-up system will be in place.

25. Permitted sound levels shall be specified in the contract conditions with hirers of the premises to ensure sound levels are maintained within the limits in order to reduce the risk of disturbance. Further, during a function in the premises, sample noise measurements shall be made by a designated person with an approved sound level meter to ensure that the levels are not being breached. Immediate action will be taken to reduce levels if this should arise.
26. A challenge 25 scheme shall be maintained at the premises requiring that staff selling alcohol request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old.
27. Clearly legible signs shall be prominently displayed stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are.