

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

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

1. Every event will have an Event Management/Safety Plan (EMP). This plan will cover all four licensing objectives: The Prevention of Crime and Disorder; Public Safety; The Prevention of Public Nuisance and The Protection of Children from harm. The EMP will address the issues covered by the headings below:

EVENT MANAGEMENT PLAN

1.0 General Information

- 1.1 Purpose of the Management Plan
- 1.2 Event Manager Details

2.0 Background Information

- 2.1 Responsibility
- 2.2 Public / Employers Liability Insurance
- 2.3 Event attendance
- 2.4 Other events
- 2.5 Event Footprint

3.0 Programme of Events

- 3.1 Infrastructure
- 3.2 Event set up & dismantle
- 3.3 Entertainment programme
- 3.4 Changing facilities

4.0 Communications

- 4.1 Roles and Responsibilities
- 4.2 On site communications
- 4.3 Communications with the emergency services
- 4.4 Communications with the crowd
- 4.5 Event Control
- 4.6 Communication with the press & media
- 4.7 Communication with residents

5.0 Traffic Management Plan

- 5.1 Emergency routes
- 5.2 Car parking facilities
- 5.3 Car park facilities for disabled users
- 5.4 Access and Egress
- 5.5 Public Transport links

6.0 Health and Safety

- 6.1 Policing
- 6.2 Lost children
- 6.3 Meeting point
- 6.4 Complaints & Compliments
- 6.5 Lost / Found property
- 6.6 Noise pollution
- 6.7 Accident reporting
- 6.8 Risk assessment
- 6.9 First Aid
- 6.10 Fire
- 6.11 Fireworks and Pyrotechnic Management

6.12	Temporary Structures
6.13	Facilities for Disabled
7.0	Security
7.1	Security and Stewarding plan
7.2	Clothing
7.3	Event Security
7.4	Crowd Management Plan
7.5	Briefing session
7.6	Signage
8.0	Services
8.1	Water
8.2	Electricity
8.3	Waste management
8.4	Toilet provision
8.5	Site Fencing
9.0	Licences & Traders
9.1	Premises Licence
9.2	Stall Holders
9.3	Alcohol and Bar Management
9.4	Food/Concessions
10.0	Camping
10.1	Site Layout
10.2	Toilets
10.3	Security
10.4	Management
10.5	Fire
11.0	Contingency Arrangements
11.1	Incident requiring emergency services vehicular access
11.2	Incident requiring partial evacuation
11.3	Incident requiring full evacuation
11.4	Reducing crowd density
11.5	Failure of Public Address system
11.6	Bomb threats or suspicious packaging
11.7	Weather conditions
11.8	Police Threat and Risk Assessment
12.0	Major Incident Plan
12.1	Definition of an Emergency
12.2	Rendezvous points
12.3	Emergency code words
12.4	Major incident
2.	Every Event will be put through the Kettering Borough Council Safety Advisory Group process. The EMP will be approved through this process and be in place at least 28 days prior to the first date of the event to which it relates.
3.	The Premises Licence Holder will have procedures in place to monitor and ensure that all aspects of the EMP are complied with.
4.	The Licensee will inform Kettering Borough Council and Northamptonshire

Police of any event at the earliest opportunity.

5. Where, following the approval of the final version of the EMP but prior to the commencement of the event, the licence holder considers it necessary to make any adjustment to any part of the EMP, the proposed adjustment shall be notified to the licensing authority, who will notify the relevant responsible authority for the area subject under amendment. No adjustment shall be made to the EMP unless it is agreed with the licensing authority and relevant responsible authorities.
6. Where, during the course of the event, the licence holder considers it necessary to deviate from any provision of the EMP, the matter shall be brought to the attention of representatives of the relevant responsible authority or authorities who may approve such deviation. Any such decision shall be documented within the EMP and such approved deviation shall not constitute a breach of these licence conditions.
7. Where in any urgent or emergency situation there is a need to deviate from any requirement within the EMP, such steps can be taken provided that the deviations are fully recorded and advised to the Licensing Authority and relevant Authority or Authorities as soon as possible.
8. The Premises Licence Holder will include an agreed Alcohol Policy and a Drugs Policy in the Event contracts as relevant to each event, which will be included within the EMP.
9. The Designated Premises Supervisor shall appoint a 'Designated Bar Manager' in order to enforce the Alcohol Policy. Any appointed Bar Manager will be identified to the police prior to an event and will hold a Personal Licence and National Certificate for Designated Premises Supervisors to enforce the agreed Alcohol policy.
10. The Premises Licence Holder shall ensure that appropriate personnel within the management structure of the event including contractors and sub-contractors that are involved in the organisation of the event shall be aware of the conditions applied to the Licence and EMP.
11. The Premises Licence Holder shall ensure that a Personal Licence Holder will be present and responsible for overseeing the sale of alcohol at each and every outlet providing the same.
12. Where a person placed under a positive obligation to comply with a provision of the EMP plan fails to do so, the failure shall be regarded as a breach of this condition of the premises licence; provided that the failure on that occasion amounted to a failure to promote one or more of the licensing objectives and was without the approval of the licensing authority or responsible authority or in an emergency situation where prior approval could not be obtained.

b) The prevention of crime and disorder

Full details of how this objective will be met will be contained in each Event Management Plan.

Entrance tickets or accreditation will be agreed and approved in the Event Management Plans and security will also be positioned as approved.

The Licence Holder's Alcohol policy together with any additional controls included by the organiser in the EMP will be agreed and enforced as per section a) above.

The EMP will contain a drugs policy tailored to specific events and reflect a zero tolerance to the use of controlled drugs and drug related crime. Searches will be conducted where necessary and be based on the 'crowd profile' for the event.

c) Public safety

Full details of how this objective will be met will be contained in each Event Management Plan.

Each event organiser will need to ensure the planning, delivery and compliance of the Event Management Plan.

This will include the appointment of a designated Event Safety Officer within the management structure of each event.

Suitable Risk Assessments and fire risk assessments for all stages, structures and areas of the events must be undertaken for build, event and breakdown periods including any campsites and other areas to which the public have access. The findings of these will be communicated through the event specific EMP to all the relevant authorities and on to all appropriate staff, contractors and personnel.

Each Event Organiser will engage the medical services of a professional company to provide suitable medical cover during each event in compliance with the arrangements documented in the EMP.

All Emergency vehicle access routes to be kept clear at all times and adequately lit at all times.

A way of logging all sign off sheets required for any temporary structures that shall be added to the EMP file and available for inspection as required

A 'no glass' policy may be implemented on any event.

d) The prevention of public nuisance

Full details of how this objective will be met will be contained within each EMP.

In consultation with the SAG each event organiser may be required to employ a noise consultant for the event and any required off site locations and ensure the delivery of any Noise Management Plan as agreed in the EMP.

Site access times for deliveries outside the times outlined above are to be restricted as agreed within the EMP.

A traffic management plan (TMP) will be prepared by the event organiser and approved by the SAG for each event. The TMP will include information regarding minimising the disruption to local residents including the requirement that every TMP will require signage at junctions in Geddington on the A43 to advise all event traffic to use identified routes and that there is no access to Boughton House Events via Geddington. The TMP will also require that existing Brown Signs to Boughton House are covered to help enforce the Event TMP.

A Waste Management plan will be agreed within the EMP

The licence holder may at any time prior to the event provide appropriate information to accompany the public nuisance section of the EMP. This may include appendices to the plan detailing such matters as the names and contact details of persons engaged at the site. Nothing in the conditions of this licence shall prevent the continued flow of information, especially where such information could not reasonably have been known to the licence holder prior to 28 days before the event.

e) The protection of children from harm

Full details of how this objective will be met will be outlined in each EMP

If required Age restrictions will apply at any event within the Premises and any agreed ratios of adults to children agreed.

There will be no access to bar areas for any persons under 18yrs unless accompanied by an adult and children will not be allowed access to any form of adult entertainment.

Any restrictions will be implemented by the security team and the Management Team on any event.

A Lost Person procedure will be developed and operated on each event,

staffed by appropriately qualified and accredited staff.

Event Organisers will be required to agree and contract to an agreed Alcohol policy as referred to in section A above.