

LICENCE REVIEW

Newbury Real Ale Festival, Land between Northcroft Leisure Centre & Newbury Cricket Club
Northcroft Lane, Newbury, Berkshire RG14 1RS

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Newbury Real Ale Festival – 2021 Event Overview

Event Overview

Background Information

The Newbury Real Ale Festival event will take place on the Northcroft Playing Fields, between Newbury Cricket Club and Northcroft Leisure Centre. In 2021 the licensed premises will include 5 professionally erected marquees.

Three of the marquees will contain bars for the provision of alcohol. The fifth marquee will provide a low key entertainment venue and a smaller bar area for the provision of a limited selection of alcoholic drinks. A professionally erected sound stage will be sited on the grass area facing Northcroft Leisure centre for the provision of live music.

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Entertainment

The main sound stage will be provided by a professional events company and will be constructed prior to any members of the public coming onto the site. The stage is fully enclosed on 3 sides and will be fenced to the front with pedestrian barriers prohibiting public access.

- The stage will be located at the southern end of the site, shielded by the Cricket Clubhouse, nursery building and marquees. The angle of the sound stage has been deliberately positioned to maximise the distance (min 300m) between the stage and any residential area.
- Following consultation with the providers of the sound system and the events infrastructure supplier, controllable projection speakers will be used to ensure that the music is played into the central areas of the site. This will provide containment to mitigate the effects upon the residents of West Mills, Russell Road, Northcroft Lane and Goldwell Park, particularly from low frequency noise.
- Regular checks on the perimeter of the site will be conducted in order to ensure that the music levels are within an acceptable level and are not causing a nuisance to local residents. The *Livewire* sound team employed for the Newbury Real Ale Festival have experience of current procedures and have successfully organised and monitored live music events to the satisfaction of West Berkshire Council during 2015 and 2016.

The performance / playing of live and recorded music will cease at 10pm **at the latest** to ensure that there is no unacceptable disturbance to the neighbouring properties within anti-social hours.

The general times of music will be as follows:

Main Stage: 12 noon – 9.30 pm (latest)

Trade Stands

Two small 3x3m gazebos will be erected by our charity partners..

Contractors

All contractors are providing a specified service and have been involved in the festival for at least the past 5 years. The majority of contractors will not be on site during the event itself. Copies of the public indemnity insurance of all contractors have been provided to the organising team and passed onwards to the insurance underwriters for the event.

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Exhibitors

Not applicable

Audience Profile & Attendance

The event is tailored towards adults, who meet the legal age and behavioural requirements to drink alcohol. The organising committee are, however, keen to ensure that the event is open to the community as a whole, including families and are proud that over the past 10 years there have been no issues raised in this respect.

Accompanied children are, therefore, permitted, although no specific children's entertainment or activities are provided. It is, however, acknowledged that such a broad range of people at an event, in particular where alcohol is involved, may give rise to some concerns regarding safety, in particular of children. Full details of the measures proposed to protect children from harm are provided within the approved licence application and will be implemented in full throughout the duration of the event.

Document Control and Records Management

Incident and accident records are maintained by the security and first aid team in association with the general manager / licensee and are held for a period of 6 months after the event. Access to the record will be provided to any responsible authority as requested.

Evaluation & Revision Control

This document, the site layout and risk assessments are issued under controlled revision status

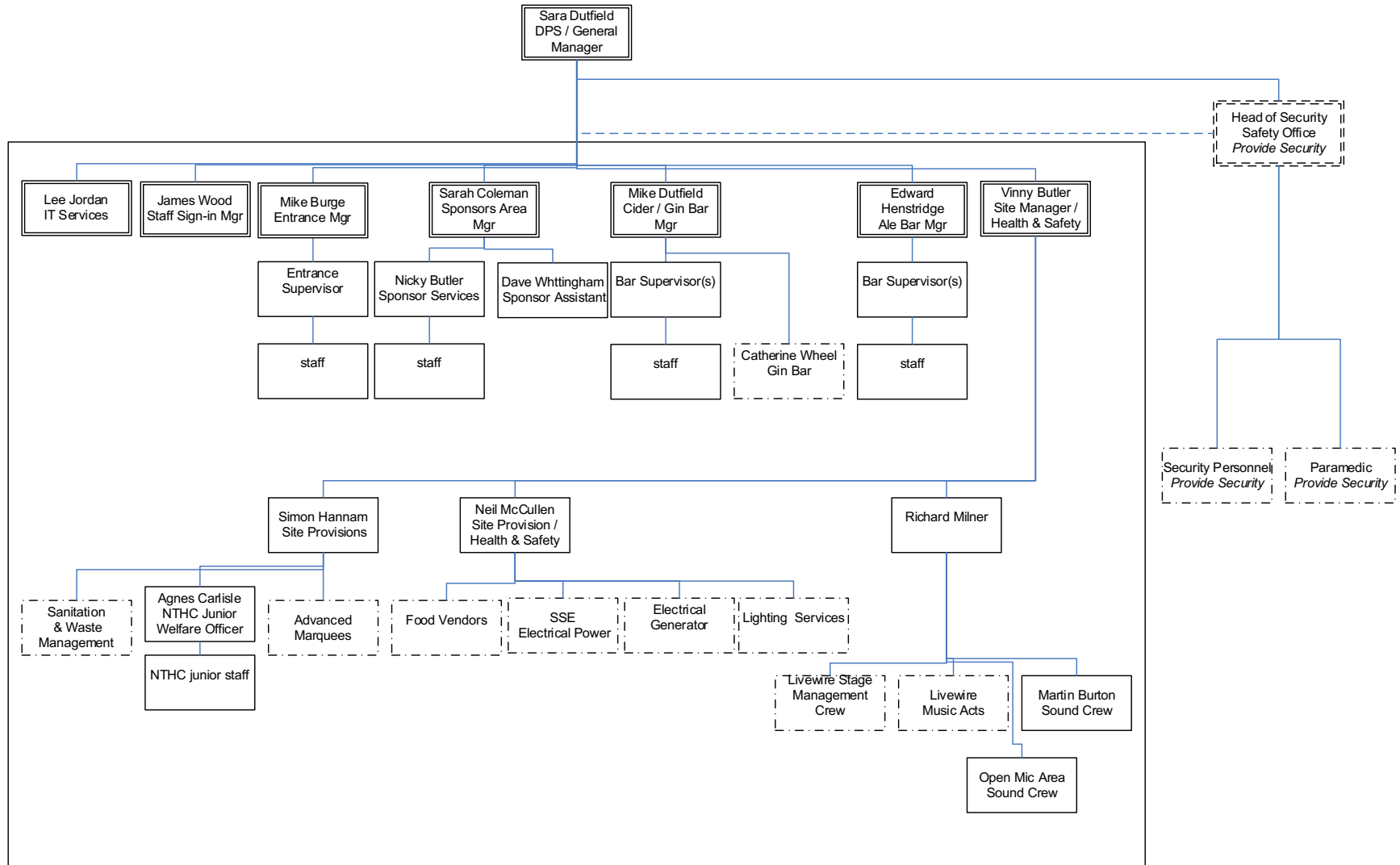
Full and details risk assessments have been carried out prior to the event, identifying any risks that exist during the set up, operation and take down of the festival. Where controlled measures can be put in place they will be and all operatives will be made aware of safe work practices when on site. Copies of the risk assessments are available upon request to all responsible authorities and to any contractors on site.

Roles & Responsibilities

The organising team take on a series of roles during the course of the event, which are set out on the organisation chart below. In the absence of the General Manager, the Ale Bar Manager will assume executive decision making responsibility.

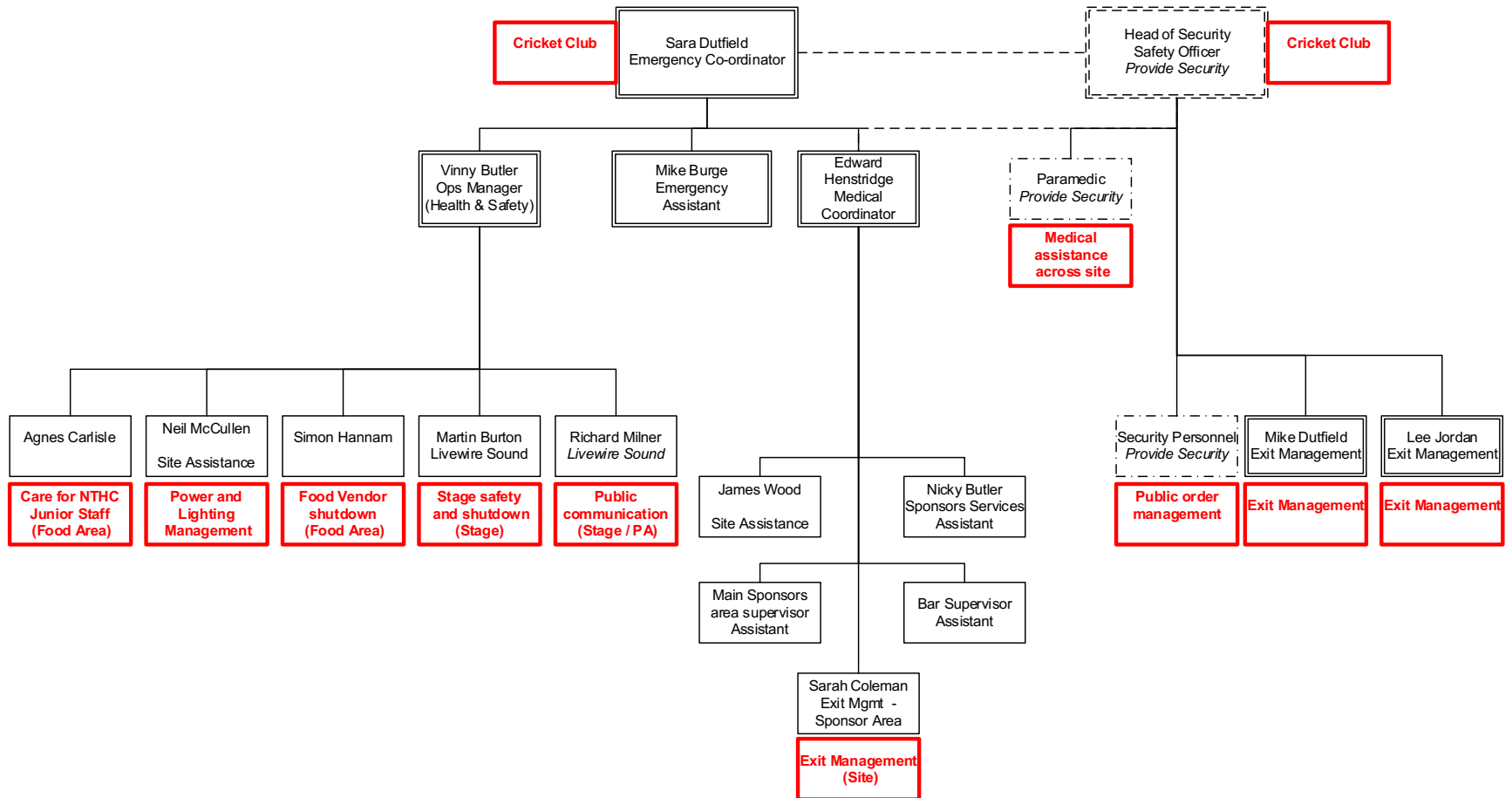
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Event Management Structure



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Emergency Management Structure



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Command and Control

The control is sited at the main front entrance, where the duty manager and head of security will be stationed. In the event that this location becomes inaccessible, it will be moved to Tent C (refer to plan)

Communication (radios, phones etc etc)

The security teams use radios to communicate with each other and the General Manager. The other management team are contactable via mobile phone or direct dialogue

Event Health, Safety & Welfare

Risk Assessments

As per licence application

Competence, Training & Awareness

Marquee Erection / Disassembly: Carried out by Advanced Marquees who have specially trained staff for the tasks

Low height Racking Scaffolding: Constructed by BJ Champion Scaffolders who hold occupational qualifications and health and safety awareness for the structures.

Temporary Stage: Constructed by Livewire Sound who have specially trained staff for the tasks.

Electrical Connection: Carried out SSE Contracting, who manage the power utilities installations within West Berkshire

Lighting Installation: Performed by certified personnel in installing temporary electrical distribution

The Event Details re Health & Safety

Set up Build/Breakdown - As per risk assessment

Working at Height - As per risk assessment

Safety Signs - As per risk assessment. Full and detailed signs will be placed around the site provided information as well as highlighting prohibited actions (such as smoking inside the marquees)

Lifting Operations - As per risk assessment

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Event Inspection- checks to be conducted before, during and after the event (*illustrative but not exhaustive*)

	Pre-event		During event	
	Applicable	Checked	Applicable	Hourly checks
Signage				
No smoking signs up	X			
Entrance price and general information signs up	X			
Sound Checks	X		X	
Marquee safety				
All exits clear, including around back	X		X	
Check back area is clear both sides	X		X	
No seats around exit areas	X		X	
No trip hazards	X		X	
No slip hazard - bar area	X		X	
No slip hazard - main area	X		X	
Emergency lights work (check Fri night)	X			

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Event Inspection - checks to be conducted before, during and after the event (cont)

	Pre-event		During event	
	Applicable	Checked	Applicable	Hourly checks
Fire Safety				
Fire extinguishers in place	X		X	
Fire extinguishers not touched and in date	X		X	
No combustible materials on marquee	X		X	
No fire risks	X		X	
Flammable safety certificate available	X			
Food Vendors – all flames contained No deep fat fryers / frying pans out of vans	X		X	
Electrical safety				
No drinks / liquids near electrical equipment	X		X	
No exposed lightbulbs	X			
No loose wiring	X		X	
Main electrical	X		X	
No wires trailing forwards	X		X	
electrical installation / PAT certificates available	X			

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Event Inspection - checks to be conducted before, during and after the event (cont)

	Pre-event		During event	
	Applicable	Checked	Applicable	Hourly checks
Safety & Security				
Security personnel OK			X	
Music not overbearing (check at agreed location)			X	
First aider available			X	
First aid kit easily accessible and replenished	X		X	
Bar staff briefed on requesting ID for age, even if wristband in place			X	
Bar staff briefed to refuse if no wrist band			X	
Outside area				
Litter under control			X	
Litter bins available and with space	X		X	
No groups of underage with alcohol (incorrect / no wrist bands)			X	
Toilets are relatively clean / toilet roll available	X		X	
Lighting is sufficient in main areas and around toilet	X		X	
Dispersal			X	At close-down

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Security & Stewarding

Security

Security is being provided by *Provide Security*, who have managed the event for the past 10 years. Staffing is in accordance with West Berks Council licencing requirements and has been discussed with the Head of Security prior to the event

Cash Handling

A plan has been agreed between the event management and the head of security and will be put in place throughout the event. No tickets will be on sale on the day of the event and electronic payments will be facilitated and recommended.

Stewarding

Organisers wear different coloured outfits to other staff, with “organiser” on the back and are readily identifiable to all.

Young Workers & Volunteers

As this is a community event Newbury & Thatcham Hockey club junior members provide assistance as follows:

1. Assisting door staff (laying brochures / glasses onto tables), under the direction of responsible adults. At no times do the junior members handle cash and security personnel are permanently posted in this area
2. Serving customers at the Hog Roast Stall, under the instruction and guidance of the professional catering team and managed by senior members of Newbury and Thatcham Hockey Club. No juniors are involved in the food preparation or cooking process.

All activities are performed in accordance with the Newbury & Thatcham Hockey Club Child Welfare Policy, supervised by the Junior Welfare Officer.

Access and Egress Control

Searches will be conducted on both attendees and bags according to the procedure agreed between event management and *Provide Security*. No individual will be permitted entry if found to be in possession of either alcohol or weapons. Should any weapons be discovered, Police shall be informed immediately. The entire area is fenced with 2.3m Heras fences.

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Temporary Structures Marquees

- 1 off 24m x 9 m marquees will be erected onsite (Craft beer tent)
 - 1 off 18m x 9 m marquees will be erected onsite (Ale Tent)
 - 1 off 18m x 9 m marquees will be erected onsite (Cider Tent)
 - 2 off 12m x 9 m marquees will be erected onsite (site office and band area)
 - 1 off 24m x 6m marquee will be erected in the sponsors area
- 1 off 6m x 6m gazebo is erected at the site entrance

Several 3m x 3m gazebos exist on site for various uses, none of which are licensable activities, nor pose any health or safety issues.

Other Temporary Structures

A temporary soundstage is erected in the Northcroft Field, protected with Heras Fencing and stage barriers. This stage has been successfully used on at least 10 occasions. This is certified to a wind strength of 30mph / gust strength 35 mph. Based on weather forecasts and conditions on the day, a decision will be taken to use this structure.

Supplier: Livewire Sound

Should the erection of the stage become unfeasible, the live music will be moved into Tent C (see plan).

Fire Precautions

LPG will be used by food vendors for direct cooking and heating purposes. All gas canisters will remain locked and the catering area is a restricted area

Each catering unit is obliged to provide appropriate fire extinguishing equipment for the type of apparatus being used and food being cooked.

All food vendor stalls are checked as part of the safety checklist.

First Aid/Medical Provision

A full trained, licenced and active paramedic on site at all times, based in the first aid area by the site entrance. In addition, the security team are trained and certified in basic first aid; as are selected personnel. In the event of an incident occurring that requires additional or more specialised assistance, the emergency services will be called, as appropriate

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Food & refreshments

All food outlets have provided public liability insurance which has been passed to the festivals insurance underwriters prior to the issue of the insurance policy. A copy of the festival insurance will be maintained on site and available for inspection by a responsible authority if requested.

Sale of Alcohol

Please refer to the licence application.

Only attendees with wristbands can be served. Wristbands cannot be reused and there are 3 points where age and suitability to consume alcohol are assessed

1. Site entrance, where the wristbands are issued
2. At the entrance to the marquees / spot checks by security and senior staff
3. By the bar servers

In all instances, a *Challenge-25* policy is adopted.

A3, A4 and A1 Signs are displayed along the bar – **No wristband = No service.**

All bar staff are given a verbal and written induction before they are permitted to enter the bar service area and sign that they understand and agree with these rules.

The license conditions are strictly complied with.

Bars

As per site layout

Glass Management

Each individual is provided with a half pint, dimpled tempered glass tankard. These are used in order to minimise the quantity of alcohol consumed in one occasion, to create an enhanced image of respectability in the eyes of the attendees and to minimise environmental waste. The structure of the glass is designed to prevent fracture.

High visibility signs exist to instruct customers to leave their glasses on site at the end of the event for recycling, or to put them safely in their bag. This is reinforced in the late afternoon / evening by inspection from security and organisers.

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Waste Management

Services

Water

Non-drinking water is used for cooling the ale, or for washing.

Drinking water is provided in the form of bottles at a nominal fee, or free upon request, subject to availability / stock levels in full accordance with the approved premises licence

Power

There are 3 sources of power, as indicated on the site plan

1. Underground SWA cable to a distribution box, installed and temporarily commissioned by SSE Contracting
2. 2 x 100kVA, 63A silenced diesel generator
3. 1 x 40kVA, 63A silenced diesel generator
4. 13A permanent single power outlets from the surrounding buildings

All power sources are fully enclosed.

All power outlets are either “Commando”- style connectors or housed in weatherproof boxes (min IP44)

The power layout is designed to provide power redundancy, prioritised as follows:

1. Marquee Lighting
2. Site Floodlights
3. Stage
4. Food outlets
5. Music

All marquees have battery-illuminated emergency exits, automatically activated in the event of power failure.

Sanitary Accommodation

2 blocks of temporary toilets which are fully flushing and have running water provided, and 10 “portaloo” cubicles are located on site, which will be supplemented by alcohol gel for hand sanitation. The average waiting time in the past 3 years has been 3-4 mins, max queue 8 mins. Regular checks will be undertaken of the block to ensure that they are clean and that supplies are available.

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Traffic/Vehicle Management & Crowd Control

Traffic Management

This is an alcohol-related event and car driving / parking is not encouraged or advertised. The festival is a member of *DrinkAware*. All contractors, food vendors and suppliers are prohibited from entering the site after 11am, on the morning of the festival or leaving until 7pm and only then with appropriate supervision. Vehicular access to the site will be restricted by the Heras fencing around the perimeter and by the vehicular barrier into the site, which is controlled by the event management team. There are 8 municipal car parks within 200m of the site area.

Crowd Control

The main objective of the Newbury Real Ale Festival is to provide a safe environment and an “open” feel. However, in the interests of safety and security, it is necessary to control entry to the site.

Entrance

From Newbury Town Centre / Speen – the site uses the boundary fencing of Northcroft park / Northcroft Lane, in order to control the entry of customers.

From Russell Road area / “Monkey Bridge”

The site boundary is fenced using 2m high Heras fencing, to direct customers towards the front entrance. This permits the professional security personnel, stationed at the egress point, to perform an initial assessment of the attendees and ensure that no alcohol is being brought onto the site.

Site entrance

1m high pedestrian fences are used to direct customers towards the entrance points. This area is staffed by professional security personnel, who assist the flow of personnel.

In the event of congestion developing, additional entrance booths will be opened.

Bar areas

The bars are designed and constructed to prevent collapse.

In the event of the bar areas becoming congested, the security team will revert to the controlled access entry plan.

Stage

The stage is protected by reinforced crowd surge barriers and a safety gap. It is then protected by Heras Fencing on all other sides.

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Displays & Exhibits

Lightweight PVC / fabric banners are secured to the sides of the marquees and to the perimeter of the site using multiple cable ties in such a way that they are not able to flap in the wind. All signs posted at height are performed in accordance with the site risk assessment

During the 28 days prior to the event, information / advertisement posters will be erected at selected locations across the Newbury area. The Newbury Real Ale Festival recognises its responsibility to maintain a pleasant environment and commits to removing all signage within 7 days of the festival date.

Insurance

Currently being finalised in order to comply with current requirements

Event Notices and Licences

As per licence submission

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Incident Prevention and Emergency Management

Actions taken to prevent an incident (some will be included in the plan) but will include weather checks etc

Adverse Weather – what if it rains?

In 2021, in order to minimise the risk of Covid-19 virus transmission, event guests will not be permitted to congregate inside the marquee areas.

All electrical equipment is protected by RCD devices.

No cooking equipment involving fat is permitted unless under hard / weatherproof cover (i.e. van) and with appropriate fire-fighting equipment.

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Security and Safety Threats

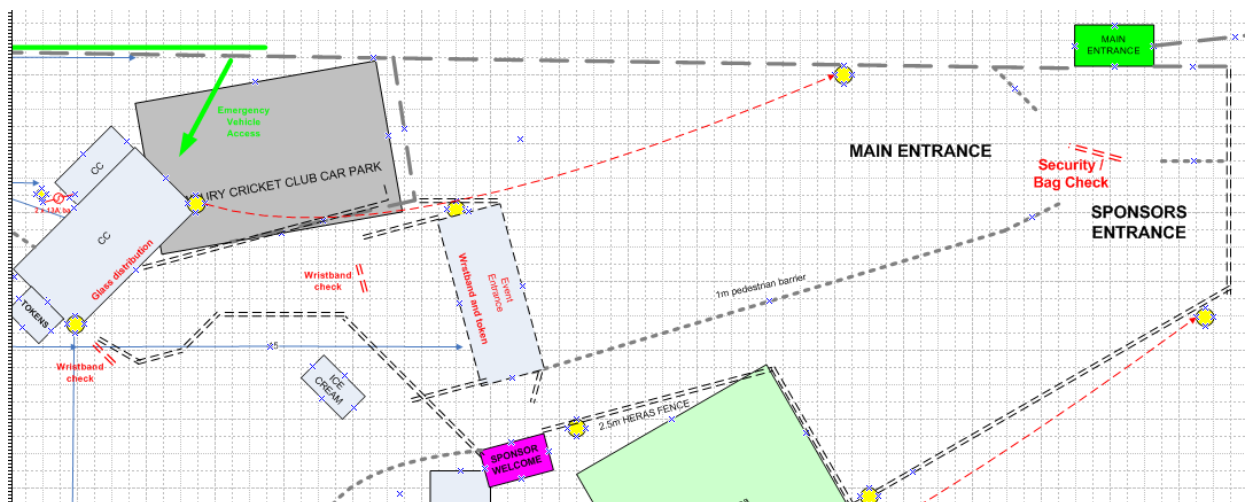
Threat from an individual person to another individual person

A member of the security team will be informed and the security staff will assess and address the situation as considered appropriate.

Threat from an individual source to the event

- There is only 1 access point - between the Northcroft Street entrance and Event entrance

Clear signage will exist to state that random security searches will take place. The first point of assessment will be immediately performed at the site entrance.



- Identified risk – suspected device

Upon notification, the management team will convene immediately with the head of security and swiftly decide upon the most appropriate course of action.

Should a suspected device be found on site, the perimeter fencing will be opened by the event organisers and security team allowing evacuation away from the suspected hazard.

An announcement from the sound stage will be made to evacuate the site.

Note: A risk assessment has been performed in collaboration with *Provide Security*. Given the robust perimeter fencing and limited access points, a visible professional security presence at the site entrance performing appropriate searches shall offer the greatest mitigation against threats to a concentrated population.

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Crowd Evacuation Process

The access / egress points of the site will allow the maximum capacity to be evacuated safely to public areas within 4 minutes. Should it be deemed necessary by the management and security staff to expediate the matter, the perimeter site fencing will be opened by organisers towards Northcroft Leisure Centre.

Bar managers will evacuate the bar areas with the assistance of portable megaphones. In accordance with the fire regulations sufficient emergency exits will be provided within the marquees to evacuate the maximum capacity numbers within 2 minutes 30 secs.

The site fencing will be opened by organisers either towards Northcroft Leisure Centre or towards the cricket pitch / Northcroft Road.

Staff will evacuate from behind the bars – as above. Junior Staff will be guided by the responsible adult

The bar managers will ensure an orderly evacuation of the bars into the field. Junior Staff will be guided by the responsible adult

Musicians will evacuate towards the main field.

Cancellation

Prior to the event: A communication will be made on local radio stations, the festival website, the Newbury News website and signs will be erected at the site entrances. The event management will stay on site throughout the advertised event times to inform anyone that turns up unaware of the cancellation.

During the event: Public will be evacuated in line with the procedures set out above

Online purchase Refunds: Reimbursements will be credited to customers directly.

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Stock depletion / Event run down plan

The objective of the Newbury Real Ale Festival is to provide for a defined number of people consuming an estimated quantity of produce. This is a complex scenario, but a consistent pattern of consumption has emerged over the past 10 years, allowing the organisers to plan accordingly. In unlikely circumstances, however, there is a possibility that stocks of ale and cider will run out either temporarily or permanently. To manage this eventuality the following plan has been devised.

- Stock checks every 20 mins by bar supervisors
- “traffic light” signs over the bars relating to stock availability, updated directly by the bar supervisors following their stock checks
- Hourly meetings between general manager, Ops manager and bar managers
- Contingency stocks are held in the sponsors area
- At 3pm a decision is taken whether to order extra contingency stocks
- In the event of a complete stock depletion tokens temporary areas will be set up to refund customers of any complete sets of 4 tokens back at the original purchase value.

The event early run down plan is as follows:

- Entrances are temporarily suspended.
- Token sales are temporarily suspended. This simply prevents people from purchasing more tokens.
An additional stock check and management meeting convenes after 1 hour and then a final decision will be taken to stop token sales permanently.
- The entertainment venues will continue until the advertised times, or the event will close early.

Should it become apparent that the stock is depleting and that the event will run out prior to the advertised times, the event management will determine the most appropriate way to end the event, ensuring that there is not a mass exodus of people into the town centre.

Nevertheless, in order to ensure clear and unambiguous communication, information will be supplied to the police using the supplied URN.

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Lost Children/Vulnerable Persons Process

The site is fenced around all sites with all points of access and egress monitored and managed by the trained security staff.

In 2019, a plain white wristband will be offered to parents bringing children to the event, so they can write the number of their mobile telephone number.

Upon notification that a child is missing, or that a child has been found without a parent an announcement is immediately made by the event compere giving a description of the child and what they are wearing.

Should a child be reported as missing, the security teams shall be mobilised to perform a structured search, coordinated by the head of security. Given the numbers of security staff in place, this can be undertaken without any compromise to the safety and operation of the entrance / exit or general site.

Any children found are taken to the main entrance area, awaiting their parents. The child will be cared for by event staff but will not be left alonewith a single person. The compere will announce the child's name to the crowd and repeat the call until the guardian(s) have been located. The contact number on the child's wristband will also be called. If the child remains unclaimed after 1 hour, police will be contacted.

Contact list

A contact number will be provided for any members of the public outside the event with any concerns.

Site Location: Northcroft playing field (Newbury)	
Organisation: Newbury Real Ale Festival	
Date of Assessment: 15/07/2021	Signed: V. Butler
Assessment Review Date: 15/07/2022	

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
Site Establishment, Erection and removal of structural elements (marquees)	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ● Isolate area of works, display warning signs and physically prevent access to adjacent areas. ● Work to approved method statement within site health & safety plan ● Provide adequate welfare. ● Provide separation of pedestrians on site – wherever possible. ● Safe working at height. ● Correct erection / dismantling of marquee. ● Establish separation of traffic and pedestrians on site ● Ensure sufficient and relevant PPE is available for use by operatives. 	<ul style="list-style-type: none"> ● Site health and safety plan. ● Site induction. ● Site rules. ● Delivery instructions. ● Pre-order meeting with suppliers. ● Method statement for erection and dismantling of marquee. ● Erection and dismantling of marquee by competent trained personnel.
Site Establishment, Erection and removal of structural elements (stage)	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ● Isolate area of works, display warning signs and physically prevent access to adjacent areas. ● Work to approved method statement within site health & safety plan ● Provide adequate welfare. ● Provide separation of pedestrians on site – wherever possible. ● Safe working at height. ● Correct erection / dismantling of marquee. ● Establish separation of traffic and pedestrians on site ● Ensure sufficient and relevant PPE is available for use by operatives. 	<ul style="list-style-type: none"> ● Site health and safety plan. ● Site induction. ● Site rules. ● Delivery instructions. ● Pre-order meeting with suppliers. ● Method statement for erection and dismantling of stage ● Erection and dismantling of stage by competent trained personnel.

Site Location: Northcroft playing field (Newbury)	
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<p>Temporary Electrical Installation</p> <p>(cabling, lighting and stage)</p>	<p>All volunteers, visitors, members of the public</p>	<p>Provision and use of work equipment regs 1992, Electricity at work regs 1989, Memorandum of guidance to the EAW regs 1989 (HS@25), HSE Guidance Notes: GS27-Protection against electric shock, GS37-Flexible Leads, Plugs and Sockets, Low Voltage Electricity (Safety) Regs 1989, British Standards HS4343-Industrial plugs, sockets & couplers for AC & DC Supplies. Part P Certification No. RG-A-A020A01 (NAPIT)</p> <ul style="list-style-type: none"> ●Temporary supplies will be planned to take into account foreseen load requirements, environmental conditions, progress of work and compatibility/maintenance of equipment. ●Competence of electrical subcontractors will be checked before contracting work. ●The installation will be certified before being brought into use. ●Supply and distribution units must be lockable and the keys kept safe. ●Control signs warning of electrical hazard will be displayed on supply units conforming to safety signs regs. ●Fire extinguishers (carbon dioxide) will be available adjacent to distribution units. ●Rubber gloves to BS697 and rubber mats to BS921 are to be used for live work. ●All cables will be routed so as to prevent damage to cables and avoid tripping hazards. ●Permit to work system or other suitable means of control to be used when work on live systems is necessary ●Operatives will not be permitted to work alone on live systems. ●Only competent electricians are authorized to install or modify temporary supplies; certification will be obtained after modification. ●Systems will be monitored for physical damage. 	<ul style="list-style-type: none"> ●Qualified operatives only with relevant knowledge of electrical regulations and specific safety training by IEE/NICEC. ●Site health & safety plan. ●Site induction. ●Site rules.
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Site Location: Northcroft playing field (Newbury)	
Organisation: Newbury Real Ale Festival	
Date of Assessment: 15/07/2021	Signed: V. Butler
Assessment Review Date: 15/07/2022	

Temporary Power supply (diesel generator)	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ●Certified before being brought into use. ●Supply and distribution units must be lockable and the keys kept safe. ●Control signs warning of electrical hazard will be displayed on supply units conforming to safety signs regs. ●Fire extinguishers (Class B - foam) will be available adjacent to the generator. ●All cables will be routed so as to prevent damage to cables and avoid tripping hazards. ●Ensure earth rod is appropriately fitted ●Ensure adequate protection exists to prevent tampering 	<ul style="list-style-type: none"> ●Qualified operatives only with relevant knowledge of electrical regulations and specific safety training by IEE/NICEC. ●Site health & safety plan. ●Site induction. ●Site rules.
Material storage and manual handling	All volunteers, visitors, members of the public	<p>Manual handling operations regs 1992.</p> <ul style="list-style-type: none"> ●Loads must be lifted in the correct manner, avoiding the use of makeshift arrangements. ●Cylindrical objects such as barrels will be stabilized using chocks or wedges. ●Material stacks will be limited in height to ensure stability. ●Supports/shelving must be adequate and suitable for stored items. ●Drums and containers will be marked clearly to indicate contents ●Secure storage will be provided for all hazardous substances to prevent access by unauthorized persons. ●Storage areas will be inspected regularly to ensure stability and to ensure that the physical precautions are in place. ●Deliveries shall be requested to have self unloading capabilities ●Use of alternative materials or a variation of size/weight of individual components ●Carry out particular assessment using the prescribed form if necessary. ●Promote safe lifting techniques. 	<ul style="list-style-type: none"> ●Verbal instructions and training will be given to operatives as necessary to ensure good housekeeping standards are maintained on site ●Site health & safety plan ●Site induction ●Site rules ●Basic lifting training ●Delivery instructions. ●Pre-order meeting with suppliers.

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Date of Assessment: 15/07/2021	Signed: V. Butler
Assessment Review Date: 15/07/2022	

Fire	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ● Fire emergency exit routes must be established adequately signed and kept free of obstruction. ● Security measures must be taken to restrict access to the site work areas, especially out of working hours. ● Smoking restrictions will be enforced, adequately notified and signed where flammable materials are, or likely to be, present ● Use of naked flame appliances must be controlled. ● Temporary electrical systems must comply with IEE standards ● Changes in electrical systems made necessary will be reviewed by a competent person to ensure that necessary precautions have been taken to accommodate changes by way of design review when necessary and the provision of adequate fire arrangements. ● An emergency fire and evacuation procedure must be produced. ● Exit routes will be clear of obstruction ● Cooking must take place on a stable surface. ● Cooking with oil must be performed in an enclosed space, separated from the public 	<ul style="list-style-type: none"> ● All site operatives and volunteers will be trained on fire and evacuation procedures on induction training. ● Operatives using highly flammable materials or working with naked flame will be trained in appropriate fire prevention measures ● Site health & safety plans ● Site induction ● Site rules ● Fire extinguishers for electrical and naked flames correctly sited. ● Training in use of fire extinguishers ● Smokefree regs 1st July 07
Nuisance, antisocial behaviour and welfare.	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ● Prevention of under age drinking ● Prevent excessive drinking ● Control of violent or antisocial behaviour ● Noise control ● First aider and first aid kit available ● Access to telephone ● Prevention of trip hazards ● Prevention of overcrowding/crush injuries ● Provide free movement to and from bar and seating areas ● Provision of adequate welfare. ● Monitoring of dispersal 	<ul style="list-style-type: none"> ● Competent trained bar staff ● Identifiable, competent trained first aiders and equipment ● Qualified door staff ● Management responsible for continual assessment of hazards / nuisance ● Site health & safety plan ● Site induction ● Site rules

Site Location: Northcroft playing field (Newbury)	
Organisation: Newbury Real Ale Festival	
Date of Assessment: 15/07/2021	Signed: V. Butler
Assessment Review Date: 15/07/2022	

		●Publicity	
Vehicle movement and parking	All volunteers, visitors, members of the public	●Control of parking during the event	●Adequate signage highlighting local amenities /not at event
Food safety	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ●Food hygiene rules adhered to ●Provision of suitable washing facilities for catering staff. ●Quality of food and beverages checked ●Anyone involved in the preparation and serving of food to wear face masks and gloves/ ●Anyone involved in the preparation and serving of food to wear face masks and gloves/ 	<ul style="list-style-type: none"> ●Competent trained catering staff ●
Safety in Serving Drinks	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ●Provision of suitable washing facilities for staff. ●No crossover of queues ●Anyone involved in the serving of drinks to wear face masks and gloves/ ●Drinks to be decanted from an intermediate vessel into the glass – no direct serving 	●Competent trained bar management
General hazards	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ●Reduce risk from sharp or abrasive objects. ●Prevent risk from falling objects ●Ensure adequate lighting to prevent risk of collision ●Operatives will not be permitted to work alone ●Prevent risk from fatigue ●Hired in entertainment 	<ul style="list-style-type: none"> ●Site health & safety plans ●Site induction ●Site rules ●Entertainment, check references and obtain a copy of their insurance's
Personal Protection Equipment (PPE)	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ●PPE regs 1992, head protection regs 1989, CSHW regs 1996. ●provide sufficient quantity of suitable equipment for use as designated in other risk assessment ●PPE kept in clean and wholesome manner for issue when necessary 	<ul style="list-style-type: none"> ●Site health and safety plan. ●Site induction. ●Site rules.

Site Location: Northcroft playing field (Newbury)	
Organisation: Newbury Real Ale Festival	
Date of Assessment: 15/07/2021	Signed: V. Butler
Assessment Review Date: 15/07/2022	

		<ul style="list-style-type: none"> ●Management will monitor the use of PPE 	<ul style="list-style-type: none"> ●Delivery instructions. ●Toolbox talks
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Site Location: Northcroft playing field (Newbury)	
Organisation: Newbury Real Ale Festival	
Date of Assessment: 15/07/2021	Signed: V. Butler
Assessment Review Date: 15/07/2022	

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
Covid – 19 Transmission Risk	All volunteers, visitors, members of the public	<ul style="list-style-type: none"> ● PPE Face masks and gloves mandatory for anyone serving drinks ● PPE gloves mandatory for anyone picking litter ● PPE kept in clean and wholesome manner for issue when necessary ● Management will monitor the use of PPE ● Queues minimized ● Suitably Available space for social distancing – “2m distance” possible ● Regular toilet cleaning schedule ● Regular litter collection and disposal 	<ul style="list-style-type: none"> ● Site health and safety plan. ● Site induction. ● Site rules.

Newbury Real Ale Festival – 2021 Noise Management Plan

The Newbury Real Ale Festival exists for the local community. It is the sole intention of all organisers and musicians to provide an event that is enjoyable and safe for all the residents of Newbury and the surrounding area.

This Noise Management Plan contains the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. It includes all of the arrangements for preventing public nuisance and consultation with the local community and shall include the sections specified by the license recommendations, as agreed with the Environmental Health Dept., West Berkshire Council.

The event takes great pride in setting a serious target of zero complaints and proactively looks to achieve this target every year through a combination of excessive noise prevention measures, having a dedicated noise assessment team and working in partnership with all relevant statutory and community organisations.

The date of the event is Saturday 11th September 2021.

2 a) Inventory of all sound systems to be used on the site.

Main stage (used between noon-22:00 latest – target finish 21:15)

12 x FBT Muse 210a Line Array Mid/Hi Element
8 x FBT Mitus 218 Dual Subwoofer
2 x Flying Frames WF3082
2 x 32A to 4 x 16A Distro
2 x 16A to 32A powercon
4 x 16A to 20A powercon
2 x 8pole 4mm 8core to 4 x 2pole 4mm 2core
1 x Soundcraft SI Impact Mixing desk
2 x QSC GX5 Monitor amplifiers
4 x HK Audio Pro 15 Monitors
PA Tower
2 x Alspaw 6.5m 750kg Line Array Tower

Accoustic Monitoring

VLIKE Digital Audio Sound Level Meter (30dB to 130dB range, accurate to 0.1dB)

2 b) A schedule of contact details for those who are responsible for the sound systems.

Richard Milner – *Livewire* *telephone:* +44 (0)7824 496119
e-mail: Richmilnero@yahoo.co.uk

Martin Burton – *Livewire* *telephone:* +44 (0)7876 394868
e-mail: martin.burton@vodafone.com

Livewire are responsible for the supply, maintenance and management of the sound stage and broadcast equipment. Furthermore, they are responsible for managing the sound balance of the music acts.

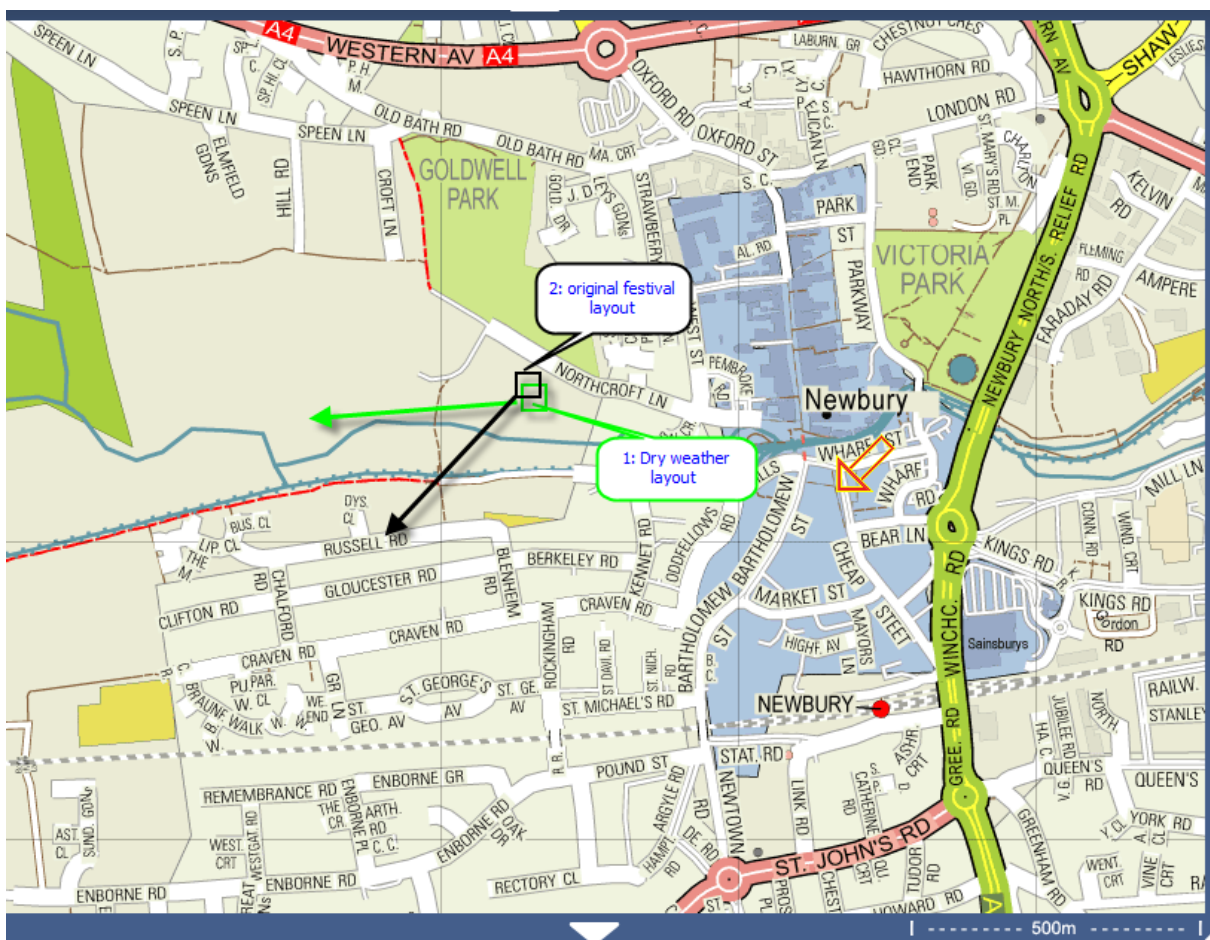
2 c) A list of stages together with, a schedule of their location, orientation & shut down times.

2 sound systems will be used:

1- Open air main stage Start: 12:00 Finish time: Target 21:15, latest **21:30**

The licence for recorded and live music has been set at 22:00. Note: the last live music act will commence by 20:00 and it is fully intended to cease all music by 21:30 at the latest.

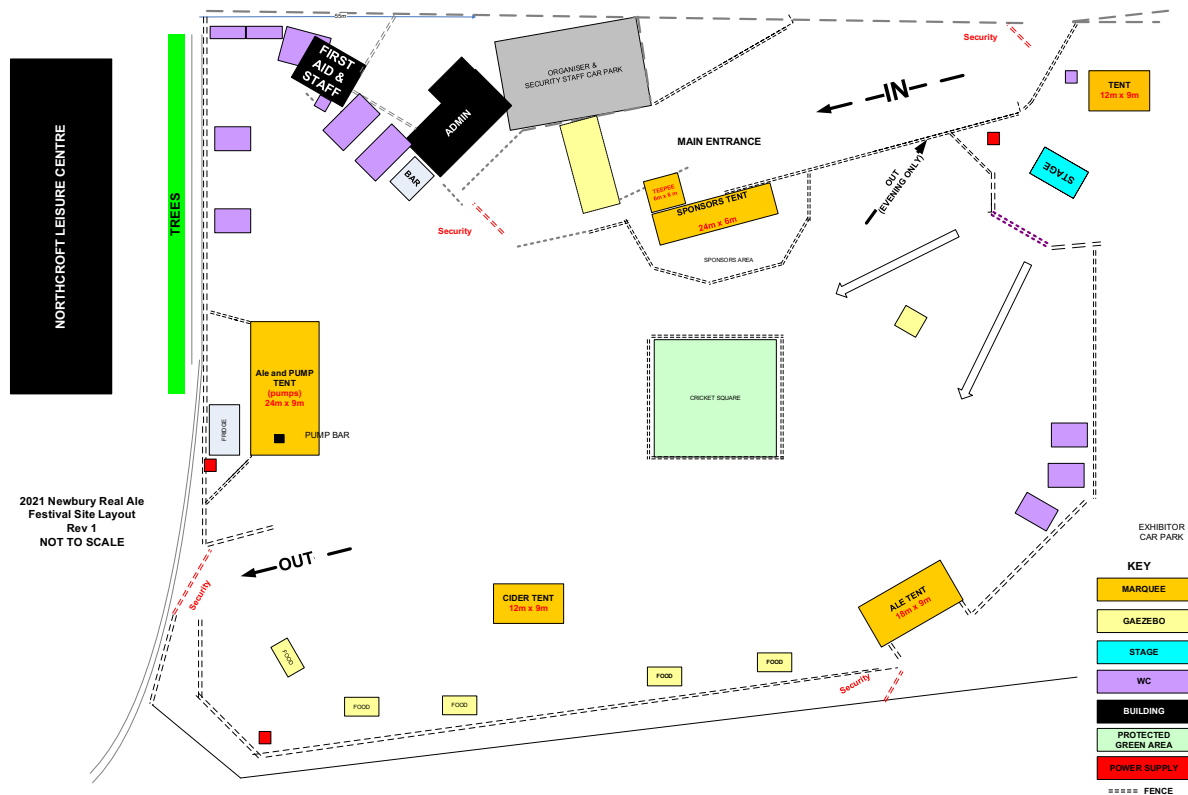
There will be 2 possible layouts used, selected on the day of set up according to weather conditions during set up and the weather and wind direction forecast for the weekend.



Layout / Orientation 1: This provides the most effective sound dispersion, broadcasting into open space and using the trees and the Northcroft Leisure Centre building to absorb sound.

Newbury Real Ale Festival – 2021 Noise Management Plan

The stage is deliberately positioned to project towards the middle of the Northcroft pitch, with the aim of using the natural environmental features of the local area to ensure “self-regulation”. The target noise level is to be able to hold a normal conversation at the marquees (marked in yellow)



As shown in the following schematic, the directional sound system shall be positioned so that the sound shall project towards Northcroft Leisure Centre. The selection of this layout, together with an improved sound system shall significantly improve noise dissipation:

- 1) If the sound is too loud or has projected too far, the acoustic soundwaves made by the drum beat will ricochet off the Northcroft Leisure Centre wall. This causes an echo effect, making it impossible for the bands to play. This method has been used for 5 years and has proven successful in providing immediate feedback to the sound crew during the sound check process, allowing suitable adjustments to be made to ensure clear sound quality and acceptable noise levels.
- 2) There is a small stage located in the marquee in front of the leisure centre, suitable for playing acoustic music. If the sound from the main stage is too loud, then it overwhelms the sound from this stage and makes it impossible for those acts to perform. Immediate feedback is then given by the marquee sound team to the main stage in order to ensure minimised sound conflict for customers.

The location of sound assessment will be tailored to the source of noise. This is detailed in the following pages.

2 e) Management command and communication structure /methods for ensuring that permitted noise levels and finish times are not exceeded.

The controls agreed with West Berkshire Council have been included in the document Newbury Real Ale Festival 2021 - Power Staging and Music Requirements. This document is referred to in a legal contract for sound equipment and professional services provided by *Livewire*.

Please refer to the Licence application for full details of the organisational chart. In summary, the chain of authority is as follows, in descending order:

1. Sara Dutfield – General Manager / DPS

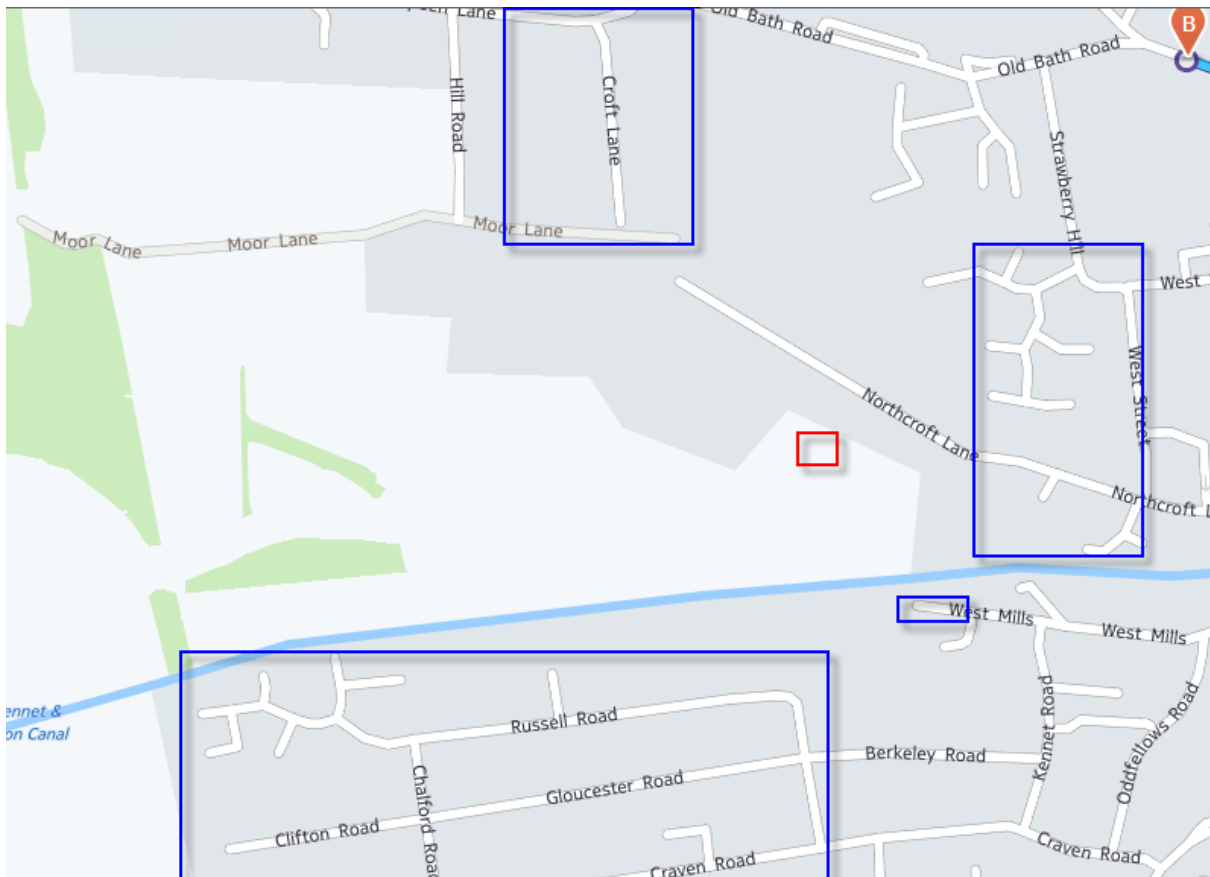
The instruction / decision of the DPS is final.

2. Mike Burge – Head of Risk and Public Safety
3. Vincent Butler – Site Manager
4. Richard Milner – *Livewire*

2 f) Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints

A letter drop will be performed within 7 days of the event, where access is possible. This will be the same geographical area, irrespective of the site orientation used.

The following map illustrates the locations of this communication. The area includes Swan Court (off Northcroft Lane), Mallard Court and West Mills Island, Blenheim Road to its junction with Craven Road.



The communication will contain the following details

- Times of music for the event
- Contact email address.
- Contact telephone number from Thurs 6th Sept through to Sunday 9th Sept. This is manned at all times. This telephone will be held by one of the senior members of the organising team at all times throughout the event, where the phone can be heard.

2 g) Action to be taken by the Event Organiser following complaints.

1. A complaints and feedback telephone line is manned at all times, from Thursday 9th Sept to Sunday 12th Sept.
2. All feedback and complaints will be discussed in a courteous manner
3. All complaints will be taken seriously and formally recorded [in a complaint log](#), detailing the nature of complaint and location and time (name and address or contact number will not be requested, unless provided)
4. A cross reference will be made of the location against the last previous check
5. If considered appropriate one of the organising team will visit the area of complaint
6. If the complaint is considered to be valid, the appropriate the site manager and the head of the sound team will personally visit the area complaint and make a decision as to the adjustment necessary
7. An instruction will then be sent to the sound stage to adjust the sound level and the attendees will only return to site once rectification has been made.
8. [All corrective actions will be logged in the complaint log](#)
9. In the event of a complaint being considered unsubstantiated, then the will attempt to make contact with the complainant and provide appropriate reasons. This will be added to the complaint log.

4. Contact Details for the Premises Licence Holder or a nominated representative during the course of an event.

Vincent Butler – Site Manager	telephone:	+44 (0)7884 181 336
	e-mail:	vbutler2007@hotmail.com
Sara Dutfield – DPS	telephone:	+44 (0)7786 260897
	e-mail:	sara.dutfield@gmail.com

5. Noise levels from music and assessment methods shall be agreed in writing with the Licensing Authority no later than 14 days in advance of the event.

Defined as: 'sound systems shall be operated so residents nearby can use and enjoy their properties without being disturbed by excessive noise'.

“Disturbance” by music can be subjective, according to preference for music style. Therefore, the criteria for assessment has previously been agreed with West Berkshire Council Environmental Health, as follows:

- Sound volume
- Clarity of sound
- Clarity of lyrical tune
- Bass / beat

The genre of music is not considered to be applicable in the assessment, unless the sound is distorted or the playing of such music causes offence.

- Swearing over the amplification systems is not permitted or tolerated at any time. Any act will receive a single, final warning in the event of inappropriate language being used and if that warning is not respected, the act will be immediately terminated by the sound crew.

The check list on the final page of this document will be used to record the assessment of the sound at each location, according to the required frequency of check.

The DPS and Site Manager shall appoint a responsible person to assess and record details of assessments made, to ensure compliance. Each check will be signed and retained for review during and after the event.

6. Noise levels from music shall be assessed at locations to be agreed in writing with the Licensing Authority no later than 14 days in advance of the event.

The noise assessment locations will be tailored to the orientation selected during set up.

Noise / Assessment Locations - Layout / Orientation 1: (Dry weather only)



Assessment Points

- 1: Monkey Bridge
- 2: Russell Road / Lipscombe Close
- 3: Craven Road / Green Lane
- 4: Intersection of West Street / Northcroft Lane
- 5: Intersection of Craven Road / Kennet Road
- 6: Croft Lane

Action to be taken by the Event Organiser to monitor environmental sound disturbance.

1. The monitoring of sound levels will commence from the commencement of sound checks at approximately 9.30am on the day of the event. During that time, the sound crew will check a range of sound types and also each piece of noise-producing equipment, including drums. Some of these tests are deliberately designed to check for ricochet effects from the surrounding buildings, as outlined in Section 2c. The noise assessor will guide the sound crew in order to ensure that these checks do not last for an unnecessary duration and are proportionate to the time of day.
2. During the event a periodic audit will be performed by the designated noise assessor within 30 mins of the specified check times, at the specified locations according to the plan
3. Noise assessors will hold a qualification in noise measurement and/or assessment, or be provided with training at the event on how to take sound level readings and assess the levels that are experienced.
4. The assessor will listen to the emitted sound in the vicinity of the area and also check with local residents as to their interpretation of the sound levels
5. The assessor will also record the noise levels, using the portable acoustic monitoring device.
6. Based on the assessment, a decision will be taken whether to adjust the sound levels at that time.
7. Should there be any discrepancy in the interpretation of the sound levels or environmental feedback, the DPS or his/here delegate will make the final decision. The protocol will be to reduce the sound levels.
8. A recheck will be performed in order to ensure that this actions have been successful in mitigating the environmental disturbance.

In the unlikely event that the DPS considers is necessary to suspend the event or stop the music from either the sound stage or the acoustic music marquee, the execution of this action will be supported by the security team and logged accordingly.

5. Newbury Real Ale Festival Noise Check list

Date: 14th Sept 2019

	<i>Location 1</i>	<i>Location 2</i>	<i>Location 3</i>	<i>Location 4</i>	<i>Location 5</i>	<i>Location 6</i>
<i>Street Name Name of Reviewer Assessment</i>						
<i>11:00 Sound check</i>						
<i>Prior to event / 1st act</i>						
<i>Act 3</i>						
<i>16:30pm / New Act</i>						
<i>18:00 / New Act</i>						
<i>20:00 / New Act</i>						
<i>21:00</i>						

Assessment Key: OK – acceptable

? – Questioned

X – Action Requested

V – Action Taken



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Noise Level Record: - Newbury Real Ale Festival – 11/09/2021

<u>Time:</u>	<u>Position in field:</u>	<u>Level:</u>	<u>Actions:</u>
12:27	Front Of House	78db	None Required
12:36	Back of Field	42db	None Required
1:20pm	Front Of House	80db	None Required
1:25pm	Back of Field	43db	None Required
2:15pm	Front Of House	82db	None Required
2:25pm	Back of Field	45db	None Required
2:48pm	Back of Field	48db	None Required
3:18pm	Front Of House	91db	None Required
3:32pm	Back of Field	55db	None Required
4:05pm	Front Of House	93db	None Required
4:12pm	Back of Field	57db	None Required
5:05pm	Front Of House	95db	None Required
5:12pm	Back of Field	60db	None Required
5:38pm	Back of Field	63db	None Required
6:20pm	Front Of House	98db	None Required
6:38pm	Back of Field	68db	<i>Sound Levels reduced by FOH Engineer Levels to be re-checked during performance.</i>
6:51pm	Back of Field	66db	<i>New sound level reported to FOH Engineer for a further reduction.</i>
7:08pm	Back of Field	65db	None Required
9:15pm	Back of Field	74db	<i>Sound Levels reported to "Reef Guest Engineer" and asked to reduce levels and further tests to be carried out.</i>
9:28pm	Back of Field	69db	<i>Stage guitar/bass amps and "on stage levels" requested to be lowered to allow further reduction of FOH Sound system</i>
9:42pm	Back of Field	65db	None Required.
10:01pm	-----	-----	----- END OF ENCORE & SHOW -----

Operative Name: Chloe Johnson Position: Volunteer

Sound Level Meter: AZ Instrument AZ8922 S/N 3125507

3.0 GUIDELINES

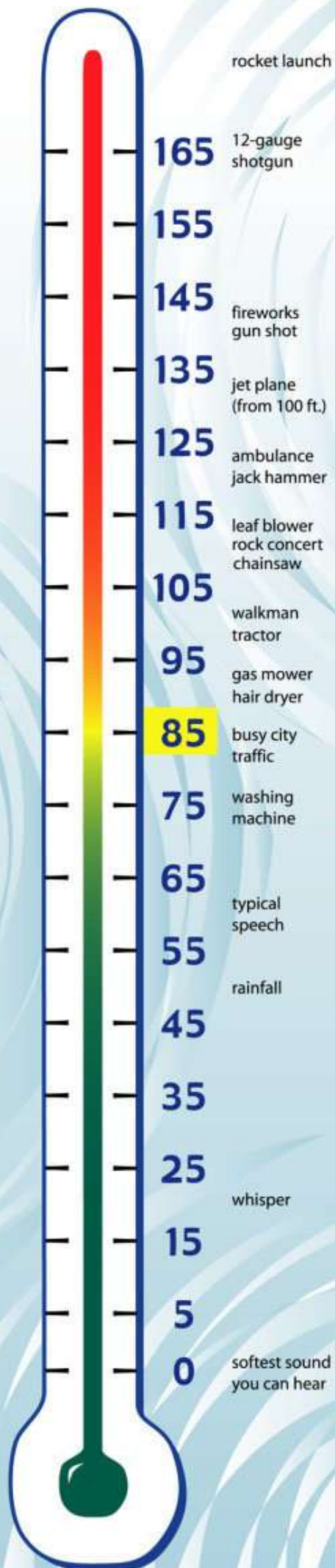
3.1 The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in Table 1 at 1 metre from the façade of any noise sensitive premises for events held between the hours of 0900 and 2300.

TABLE 1

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level ¹ by more than 15dB(A) over a 15 minute period

Notes to Table 1

1. The value used should be the arithmetic average of the hourly L_{A90} measured over the last four hours of the proposed music event or over the entire period of the proposed music event if scheduled to last for less than four hours.
2. There are many other issues which affect the acceptability of proposed concerts. This code is designed to address the environmental noise issue alone.
3. In locations where individuals may be affected by more than one venue, the impact of all the events should be considered.
4. For those venues where more than three events per calendar year are expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional disturbance can arise if events occur on more than three consecutive days without a reduction in the permitted MNL.
5. For indoor venues used for up to about 30 events per calendar year an MNL not exceeding the background noise by more than 5dB(A) over a fifteen minute period is recommended for events finishing no later than 2300 hours.



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- Meets Type 2 requirements of IEC 61672:3 SLM standard when used w/ external microphone.
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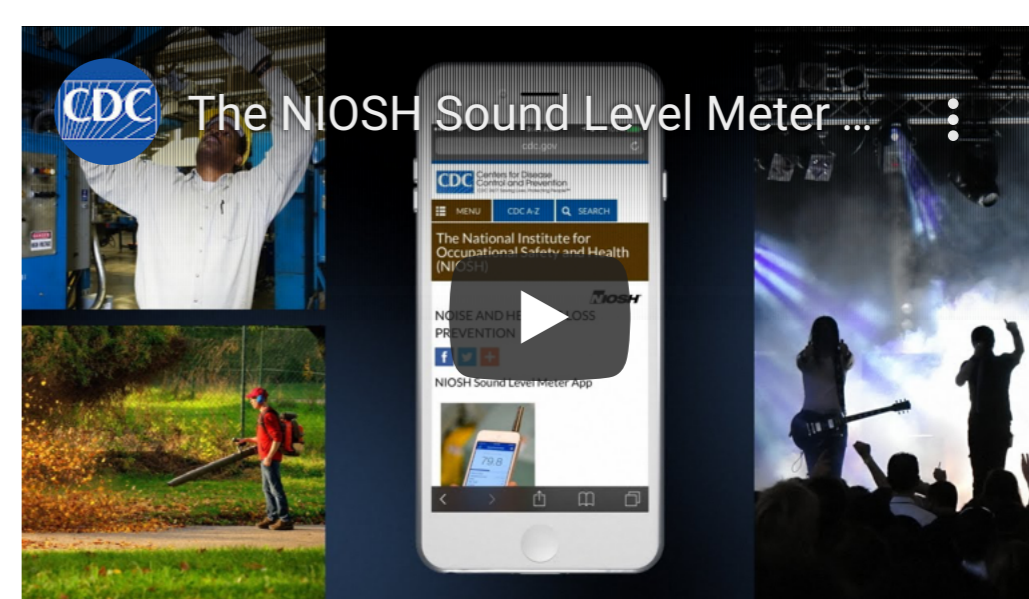
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Low Resolution Video

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How to interpret the results

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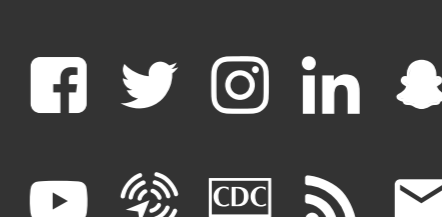
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BY EMAIL ONLY

Chairs of Licensing Committees

08 April 2020

Dear Councillor

The coronavirus outbreak is causing enormous disruption to all businesses, public services and to individuals across our nation. Local authorities are playing a key role in our response and are under significant pressure. I therefore think it timely to write to you to set out some key areas where licensing authorities may wish to consider a pragmatic and more flexible approach during this outbreak, while ensuring the licensing objectives are safe-guarded.

I appreciate that licensing teams, as well as other local authority services, may now be subject to redeployment or operating with a reduced staff. I would like to express my gratitude to those staff and councillors who are ensuring that the licensing system continues to operate.

The regulations do allow for many hearings to be deferred during the period of social distancing. However, my view is that hearings should proceed, wherever possible. As you may be aware, the Coronavirus Act 2020 provides express provision for remote licensing hearings to take place. Regulations commencing those provisions were published last week.

Local authorities have discretion when considering non-payment or late payment of an annual premises licence fee or a late-night levy charge. While section 55A of the Licensing Act 2003 requires that the licence be suspended, it is possible to delay when that suspension takes effect. Where businesses are experiencing difficulties, I would expect them to make their licensing authority aware. The authority should consider delaying any suspension of the licence where the delay in payment or non-payment is related to COVID-19.

Those premises that remain open during the outbreak may well have key personnel who are self-isolating in line with Government guidance or unwell. It is important that matters such as varying the premises designated premises supervisor are dealt with as promptly as possible.

Retailers may be operating under licences with conditions that may prove difficult to comply with in the current period due to absenteeism. These include, but are not limited to, conditions that mandate the minimum number of staff or door supervisors on site, training

requirements or attending external meetings (such as Shopwatch). A considered and pragmatic approach should be taken to breaches of licence conditions and procedural defects caused by the COVID-19 pandemic, particularly where these breaches or defects do not have a significant adverse impact on the licensing objectives. Licence holders must rectify any breaches as soon as reasonably practicable.

Some licensed premises have restrictions on deliveries as a licence condition. Where this is so, I would urge licensing authorities to follow the wider advice and derogations set out by the Department for Business, Energy and Industrial Strategy. Allowing deliveries outside normal delivery times will be essential in some stores in ensuring adequate supply.

During the current period it may not be possible for applications to be advertised in local newspapers. The regulations provide for flexibility in such cases to advertise in a local newsletter, circular or similar document. I recommend that authorities make applicants aware of this. Authorities should also consider advertising all applications on local authority websites. With blue notices less likely to be seen, authorities should, at a minimum, inform local ward councillors and, where established, local resident groups of all applications relating to premises in their vicinity (for example by email) so they are made aware of relevant applications and are able to make representations in response during the consultation period if they so wish.

These are extremely challenging times. With the right spirit of collaboration, communication and pragmatism, I believe that we can get through them with minimum damage to businesses and to the licensing objectives.

A handwritten signature in blue ink, appearing to read 'Kit Malthouse', with a long horizontal flourish extending to the right.

KIT MALTHOUSE MP
Minister of State for Crime and Policing

8 July 2021

To the Chairman of the Licensing Committee

Dear Councillor

The coronavirus pandemic has caused unprecedented disruption and hardship since March 2020. The impacts have affected many businesses, and the hospitality industry in particular, with limited opportunities to react and adapt. As we emerge from this exceptionally difficult time, many of these impacts will continue.

One of the key problems that hospitality businesses now face is a lack of resources including staff. This is a particularly serious problem when it comes to complying with licence conditions that depend upon staff resources.

The night-time economy is in the middle of a particular crisis concerning security professionals. There is a grave shortage of security staff available for work, and this has been compounded by more stringent new training standards introduced by the Security Industry Authority for those wishing to enter. Even the limited numbers coming forward to qualify are too often failing to do so. Often, the numbers are simply not there to service full licence requirements, and there is nothing that the security industry, or the licensees can do about it. This problem is not going to go away.

The Government recently announced its consultation on the Duty to Protect. This aspiration to increase security provision in the public and private sector is only going to deepen the crisis.

We are writing to you at this time to make you aware of the issues, and to ask that you take them into account in making case by case licensing decisions.

On 8 April 2020, Kit Malthouse, the Minister of State for Crime and Policing wrote to the Chairs of Licensing Committees, to invite them to take “a pragmatic and more flexible approach” to licensing while the outbreak was ongoing.

He said: “Retailers may be operating under licences with conditions that may prove difficult to comply with in the current period due to absenteeism. These include, but are not limited to, conditions that mandate the minimum number of staff or door supervisors on site, training requirements or attending external meetings.... A considered and pragmatic

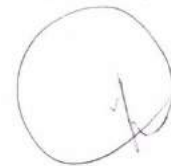
approach should be taken to breaches of licence conditions and procedural defects caused by the COVID-19 pandemic, particularly where these breaches or defects do not have a significant adverse impact on the licensing objectives. Licence holders must rectify any breaches as soon as reasonably practicable.”

This continues to be very important even as we emerge from the worst restrictions of the pandemic. Partnership working with businesses, to allow them to recover and make their contribution to the economy has never been more important. We hope that highlighting this crisis will assist in making informed and proportionate decisions.

Sincerely



Daniel Davies
Chairman
Institute of Licensing



Michael Kill
CEO Night Time Industries Association /
Chairperson UK Door Security Association