

The Lion Hotel, Leintwardine

Current Licence Conditions and Proposed Licence Conditions

Current Licence Conditions

General:

The type of regulated entertainment proposed reinstate and enhance the previously unregulated entertainment and reduce the focus on alcohol. Staff will be trained on the new Licensing Act 2003 and given training in drug awareness and we are reviewing our risk assessment for the four licensing objectives.

Prevention of Crime and Disorder:

Provide 30 minutes extension of opening hours at the end of alcohol sales so last drinks will be consumed less quickly.

Giving access to toilet facilities and serving non-alcohol refreshment.

All amenities will be well lit inside and out.

Not less than 5 working days before, give police written notice of any event days.

Public Safety:

All fire equipment is serviced and sited by a reputable contractor.

My risk assessment identifies no risk of over crowding.

All exits are clearly marked.

All staff are uniformed and easily identified.

Additional Agreed Conditions

GENERAL

The designated premises supervisor shall retain control over all parts of the premises. Either the Licensee or the Duty Manager shall be in charge of and within the premises whenever the public are present.

Electrical installations in temporary structures should be adequately earthed in accordance with normal standards. Consideration should be given to the degree of exposure and likely risk of strike by lightning and where appropriate, the structure itself should be adequately bonded and earthed. Advice on earthing and lightning protection may also be sought from an electrical engineer.

- 1a) The Licensee shall take all reasonable precautions to ensure the safety of the public and performers on the premises.
- b) In undertaking any or all of the conditions, the Licensee shall comply with all reasonable requests of the Police, the Fire Authority and the Licensing Authority's Officers.
- c) The approved arrangements, including the means of escape, the fire alarm and warning system, the fire fighting equipment, the electrical installations and mechanical equipment shall be

maintained in good condition and full working order.

OVERCROWDING

2 Adequate systems shall be in place to control numbers of persons entering the premises to prevent over crowding and alleviate crowd control problems. During an event the maximum permitted numbers shall be set by the Fire Authority. However, if the maximum number is not set by the fire authority a fire risk assessment will be required to ascertain the appropriate capacity.

VENTILATION AND HEATING

3 Adequate means of ventilation and heating shall be provided at the premises whilst open to the public and shall be maintained in a proper working condition.

FIRST AID

4 The Licensee shall ensure that an adequate and appropriate supply of first aid equipment and material is available on the premises.

LIGHTING

5 All parts of the premises shall be provided with adequate illumination during the whole time the premises are being used for any licensable activities. All routes of escape and all parts of the premises to which the public have access shall be provided with adequate and assured lighting from two independent supplies and systems

ELECTRICAL INSTALLATION

6 A current inspection certificate shall be held for all electrical installations in accordance with BS 7671 and BS5266-1

FIRE SAFETY

7a) The Licensee shall ensure that a fire risk assessment is carried out for the whole premises. He/she shall also ensure that all fire risks are minimised in accordance with current industry good practice and a full copy of this risk assessment is made available for inspection on request by an authorised officer.

b) The fire risk assessment shall cover the following areas;

- a. Means of escape
- b. Exit routes and exit notices
- c. Exit doors
- d. Disabled access and escape
- e. Reporting of Fires
- f. Fire Procedure
- g. Fire Logbook
- h. Access for Fire Appliances
- i. Fire Fighting Equipment
- j. Fire Resistant Furniture and Fittings
- k. Smoking
- l. Explosive and Flammable Substances

c) The Licensee is responsible at all times for ensuring the safety of public in attendance in the event of fire or other such emergency.

GAS INSTALLATIONS

8 The gas installation shall hold a current safety certificate signed by, a member of the Council for Registered Gas Installers (CORGI).

OPEN CONTAINERS

9 No open containers to be removed from the premises except for consumption in any external area provided for that purpose.

Prevention of Public Nuisance:

All entertainment will cease at or before 23:00.

A notice will be placed at all exits asking customer

All windows will be closed at 23:00.

All kitchen extractor filters will be kept clean to minimise food and cooking smells.

Additional Agreed Conditions

1. The licensee shall ensure that noise and vibration does not emanate from the premises so as to cause a public nuisance.
2. The licensee shall be responsible for ensuring the local area is assessed, from time to time, for noise breakout from the premises during performances.
3. The outside area shall not be used for the consumption of alcohol after 23:30hrs or licensable activities after 23:00hrs on any day.
4. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Protection of Children from Harm:

The restrictions set out in the Licensing Act 2003 will apply.

No unusual risks to children have been identified.

Children are only allowed on the premises when supervised by a responsible adult.

Additional Agreed Conditions

1. All staff should be aware of proof of age regulations and Proof of Age Cards and/or Citizen Cards should be displayed on the premises.
2. Associated notices indicating restrictions on access by children shall be conspicuously displayed throughout the premises
3. Proven methods shall be employed for the prevention of unlawful supply, consumption and use of alcohol, drugs and other products, which is illegal to sell to children.

No adult entertainment or services or activities must take place at the premises

(Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally 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).

Proposed New Conditions offered for normal day to day operation and for events of 500 people

Prevention of Crime

1. CCTV (IF FITTED) will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.
 - a. Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale/supply of alcohol occurs.
 - b. Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.
 - c. The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in recordable media format, an authorised Herefordshire Trading Standards Officer or the Local Authority on demand to be agreed.
 - d. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.
 - e. In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number '101' immediately.
2. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose will employ SIA door staff on a risk assessed basis. The risk assessment shall be in writing and shall be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police.
3. All existing staff shall be trained within one month of the date this condition appears on this licence. All new staff shall be trained within one month of taking up employment. All existing staff to be trained within three months of this condition appearing on this licence. All staff shall be re-trained six monthly thereafter. The training shall include:
 - a. Drugs Awareness
 - b. Conflict resolution
 - c. Selling to under age person
 - d. Selling to drunks
 - e. Training records shall be kept on the premises which shall show the area of training covered, the date of the training, the name of the person and shall be signed by the trainer and trainee. This shall be produced to the police, an authorised Herefordshire Trading Standards Officer or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) on demand.

4. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.
5. An incident log must be kept at the premises. Incident log records will be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the Police, which must record the following:
 - (a) all crimes (relevant to the licensing objectives) reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints (relevant to the licensing objectives) received
 - (d) any incidents of disorder
 - (e) seizures of drugs or offensive weapons
 - (f) any faults in the CCTV(IF FITTED) system or searching equipment or scanning equipment.
 - (g) any visit by a relevant authority or emergency service
6. No open containers of alcohol will be removed from the licensable area of the premises.
7. When licensed to be open after midnight for licensable activities, there will be no new customer entry to the premises or re-entry to the premises after midnight.

Public Safety

1. All staff shall wear clothing which identifies them as members of staff of the premises.
2. A HSE Compliant Industrial High Response First Aid Kit for 21 -50 people must be located within the licensable area of the premises and be readily available to all staff at all times. The kits will be inspected weekly and replenished where required, an endorsed log sheet will be contained in each kit. Such kit shall contain:
 - 1 x Guidance Leaflet
 - 60 x Washproof Plasters
 - 6 x Eye Pads with Bandage
 - 8 x Triangular Bandages
 - 12 x Safety Pins
 - 16 x Assorted Sterile Dressings
 - 20 Moist Wipes
 - 3 Pairs Disposable Gloves

Electrical & Gas Installations:

3. All electrical wiring and distribution systems shall be tested at least once a year and signed off by a competent person whose name is shown within the Local Authority Building Control Part P Competent Persons Register (<http://www.competentperson.co.uk/search.asp>). The 'sign off

certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

4. All portable electrical equipment shall be powered through a sensitive earth leakage protection system (residual current device] having a rated residual operating current not exceeding 30 milliamps and a maximum operating limit of 30 milliseconds.
5. Any and all gas appliances (except cellar gas) used in the premises must be tested at least once a year and signed off by a competent person whose name appears within the current Gas Safety register (GSR). The 'sign off' certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

The prevention of public nuisance

1. Noise or vibration shall not emanate from the premises so as to cause a nuisance.
2. The Premises Licence Holder or DPS or the responsible person must immediately comply with any request to adjust noise levels/frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police. Live or Recorded music shall be restricted to the area marked on the premises plan.
3. Any speaker within the premises shall be directed away from any residential property
4. 'Noise' from the premises must not be 'audible or discernible' within any occupied permanent structure where people normally reside or sleep, when assessed with windows and doors closed. 'In this condition; 'Noise' is defined as sound which is created by entertainment consisting of either vocal (recorded or live) or instrumental music (recorded or live) or a combination of both. Audible or discernible -is defined as 'noise' which is distinct above the general hubbub of activity on the site which can be identified by the human ear as originating from discrete sources from the licensed premises'.
5. No external area of the premises will be used for any form of regulated entertainment after midnight.
6. No external area at the premises shall be used for any customer activities after midnight save for customers smoking, where the purpose is to use a a designated smoking area purely for that purpose. No alcohol will be allowed in this area after this time.

Protection of Children from Harm

1. No person under the age of 18 years shall be permitted to be on the premises after 2300hours unless supervised by a person over the age of 18 years.
2. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the police. Prominent, clear and legible signage (in not less than 32 font bold) shall also be

displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

3. No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally 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).

Proposed Conditions offered for events of more than 500 people

General

1. The Premises Licence will allow a maximum of six events each calendar year where attendance is between 500 and 2000 persons. When calculating this number, it will include all staff (whether paid or otherwise) and performers.
2. The date of each event will be notified to the Safety Advisory Group (SAG) at least two (2) months prior to the event taking place or such lesser period as is agreed by the SAG.
3. The Premises Licence Holder or a nominated Deputy (in writing) must be on these licensed premises and available to the Responsible Authorities and the Licensing Authority at all times when licensable activities are taking place.
4. Details of the Premises Licence Holder or his Deputy who is on duty when licensable activities are undertaken shall be recorded, on these premises, at the time. These records shall be made available to the Licensing Authority or a Responsible Authority on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information post event must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.
5. At all times there shall be one personal licence holder on these premises for each 2 bars which are open for the sale and supply of alcohol.
6. A schedule will be provided of details of the personal licence holder who is on duty and their areas of responsibilities when licensable activities are undertaken on these premises at that time. This will be made available to the Licensing Authority and or other responsible authority during the period of the event on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.
7. An Event Management Plan (EMP) will be prepared for the location where the event will take place. A draft of the EMP will be produced 2 months prior to the first day of the first event to take place each year and will be submitted to the Licensing Authority and all members of the

Safety Advisory Group (SAG). Following consultation with the SAG, the Licensing Authority shall notify the premises licence holder in writing that the draft EMP is acceptable or unacceptable within one calendar month of receipt. Where notification is not received the draft EMP shall be deemed by the Premise Licence Holder to be agreed. The Event shall not take place until The Draft Event Management Plan has been agreed by the Licensing Authority in consultation with the SAG. Once agreed no change shall be made to the draft EMP without the agreement of the Licensing Authority. This EMP will be the standard EMP for each event taking place at the site.

8. The final EMP for each year will be submitted to the Licensing Authority and all the SAG at least 14 days prior to the first day of the first event of each year. No further changes shall take place to this document without the agreement of the SAG.
9. For the first event of each year an EMP and updates must be provided to the SAG at the same time as they are provided to the responsible authorities and Licensing Authority. The EMP will be a working document providing details of how the Festival is to be conducted and how safety issues, identified in the event risk assessment, are to be addressed. The EMP will include an event risk assessment and provide specific details on the following areas - if assessed required — due to the proposed activities to take place:
 - Health and Safety Responsibilities
 - Venue and Site Design
 - Fire Safety
 - Major Incident Planning (Emergency planning)
 - Communication
 - Crowd Management (including steward and security numbers and their roles)
 - Transport
 - Management Structures
 - Barriers
 - Electrical Installations and Lighting
 - Food and Alcohol
 - Water
 - Merchandising and Special Licensing
 - Amusements,
 - Attractions and Promotional displays
 - Sanitary Facilities
 - Waste Management
 - Sound: Noise and Vibration
 - Special Effects, Fireworks and Pyrotechnics
 - Camping
 - Facilities for People with disabilities
 - Medical, Ambulance and First Aid Management
 - Information and Welfare
 - Children - including Lost Children's Policy
 - Performers
 - TV and Media

Each event must take place in accordance with the Final agreed EMP. Where subsequent events take place the EMP and where deemed necessary will be updated and provided to the Licensing Authority 14 days prior to the event to take place.

Prevention of crime and disorder

1. The Premises Licence Holder will employ Security industry Authority (SIA) door supervisors for each event, unless they have recorded the reasons why they are not required through a risk assessment process. At all times the need to employ SIA door supervisors will be through a risk assessment process.

Numbers of Event Personnel:

2. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors and their SIA badge numbers. The register shall be made available on demand for inspection by Police, Licensing Authority or an authorised officer of the Security Industries Authority.
3. No person under the age of 18 years will be employed as stewarding personnel.
4. No person under the age of 21 years will be employed as SIA badged staff.

Security Uniforms and Security Logs:

5. All security and stewarding personnel (if employed) will be readily identifiable by means of a tabard bearing a job title.
6. No person shall perform the role of stewarding personnel without wearing a tabard.
7. No person shall perform the role of security personnel (apart from a plain-clothed team) without wearing a tabard. All plain clothes security personnel shall carry an identity badge issued by the Premises Licence Holder confirming that they are security personnel which shall be produced to a member of the Licensing Authority or Police on demand.
8. An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or Police, which must record the following:
 - (a) all crimes reported to the venue (relevant to the licensing objectives).
 - (b) all ejections of patrons
 - (c) any complaints received (relevant to the licensing objectives)
 - (d) any incidents of disorder
 - (e) seizures of drugs or offensive weapons
 - (f) any visit by a relevant authority or emergency service

Incident log records will be retained for a period of 12 months from the date it occurred.

9. A generic Traffic Management Plan (TMP) will be drawn up for the first Event of each year and will be provided to relevant agencies no later than 28 days prior to the first day of the first Event of the year. Such plan shall be agreed by the Safety Advisory Group. The TMP will cover all aspects of vehicle and pedestrian access to and egress from the site during the load in and load out as well as for the Festival itself. The TMP will include arrangements for vehicle routes, emergency service routes, public transport, shuttle buses, taxis, pedestrian issues, a dispersal policy, car parking and a traffic signage plan. In addition, it will ensure that sufficient trained marshals are available for the management of public transport (for hire or reward) on site and in particular private hire or licensed taxis.

Public safety

Event Safety Coordinator:

1. The Premises Licence Holder will appoint an Event Safety Coordinator to plan, coordinate and supervise safety measures.
2. The Event Safety Coordinator will be responsible for:
 - Monitoring of contractors
 - Liaison with contractors
 - Checking of method statements and risk assessments
 - Preparation and monitoring of site rules
 - Safety inspections and audits
 - Collection and checking of completion certificates
 - Communication of safety information to contractors and employees
 - Monitoring and coordinating safety performance
 - Coordinating safety in response to a Major incident
 - Liaison with nominated officers from Herefordshire Council.

Electrical wiring and distribution systems:

3. Temporary electrical wiring and distribution systems shall be signed off by a competent person prior to any licensable activity taking place at the premises. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign-off certificates shall be available for inspection in the Licence Compliance Office located on the licensed premises.
4. Any additional electrical work required after the event has commenced shall be signed off by a competent person. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign off certificates shall be available for inspection in the Licence Compliance Office located on the licensed premises.

Structures:

5. The Premises Licence Holder will ensure that all temporary structures and any other elements of infrastructure or artistic installation have been inspected and signed off as being safe prior to the commencement of its use.

6. The premises licence holder must submit arrangements to the satisfaction of the Responsible Authorities on how such maximum occupancy capacities will be managed.
7. All enclosed structures that the public have entry to will have designated entry/exit points. The numbers of these entry/exit points will be determined by the occupancy capacity and will be listed in the Tent Exit Calculation document submitted in the EMP.
N.B. In this licence "enclosed structures" are classed as a structure whether tented or not, which has less than 25% of its sides open to the atmosphere (excluding entrances and exits) and which are accessible to the public when regulated entertainment is provided.

Special Effects:

8. The installation and use of laser beams, pyrotechnics or real flames, explosive or highly flammable or smoke/foam producing agent, for any purpose shall not be permitted without prior notification to the Licensing Authority. A detailed description of the method of use, shall be made to the Licensing Authority not less than 14 days prior to the day on which the above equipment is to be used.

Lanterns:

9. Paper lanterns will not be sold on site and will be listed within the ticketing terms and conditions as items that may not be brought to the venue.

Sanitary Facilities:

10. Sanitation Management Strategy will be provided to the satisfaction of Herefordshire Council's Environmental and Trading Standards Service at least 21 days prior to commencement of each Event.

Prevention of Public Nuisance

1. A Noise Management strategy as approved by Herefordshire Council must be provided at least 21 days before the commencement of each event. The Premise Licence Holder must comply with the Noise Management Strategy.
2. Between 00:01 and 02:00hrs on all days of the event 'noise' from the event should not be 'audible or discernible' within any occupied permanent structure where people normally reside or sleep, when assessed with windows and doors closed. 'In these conditions; 'Noise' - is defined as sound which is created by entertainment consisting of either vocal (recorded or live) or instrumental music (recorded or live) or a combination of both. 'Audible or discernible' is defined as - noise which is distinct above the general hubbub of activity on the site which can be identified by the human ear as originating from discrete sources from the licensed site.
3. Any testing of sound equipment will not take place before 09.00hrs and will last for no more than 2 hours on anyone day
4. Any stage shall cease all licensable activities at midnight on Sunday night/Monday morning.

5. The Premises License Holder will maintain a noise log and this will be kept in the Licensing Compliance Office and will be available at all times for inspection by Herefordshire Council.
6. A noise "'hot-line' will be installed and publicised so that local residents can report any noise issues directly to the Event Managers. All calls will be logged by time, location and contact number and address will be requested.

The protection of children from harm

Under 16s:

1. Any unaccompanied person under the age of 16 years found on the Licensed Premises will be accompanied to the Welfare Tent. This task will be undertaken by at least 2 members of staff.
2. No unaccompanied person under the age of 16 years shall be permitted on the Licensed Premises.

Data Barring Service (DBS) Check:

3. Any personnel whose role involves the looking after of children or vulnerable adults shall have a current enhanced DBS (dated within the 9 month period preceding the first day of each event). No person shall be involved in this role unless the enhanced DBS shows 'None Recorded' against the following categories:
 - a. Police Record of Convictions, Cautions, Reprimands and Warnings,
 - b. Information from the list held under Section 142 of the Education Act 2002,
 - c. ISA Children's Barred List Information
 - d. ISA Vulnerable Adults Barred List Information
 - e. Other relevant information disclosed at the Chief Police Officer(s) discretion

Lost Children Policy:

4. The goal of the Lost Children Policy is to reunite each lost child with its parents or guardians. However, if there is any evidence, concern or suspicion of abuse or neglect of children, then this must be reported to the appropriate authority.

Age Verification:

5. The premises shall operate a Challenge 21 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Licensing Authority, an authorised Herefordshire Trading Standards Officer or the Police. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least once every 5 metres behind any bar advertising the scheme operated.
6. In conjunction with the above, proof of the attainment of 21 years of age will be required through production of a PASS card, full or provisional photo card driving licence, or by a photo passport prior to any alcohol sale taking place or entry to age restricted areas.

7. Bar staff must ask for proof of age ID whenever the customer appears to be under 21. If there is any doubt as to the age of the customer they will be refused service.
8. Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed stating that: It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18 - Section 149 Licensing Act 2003.
9. The Designated Premises Supervisor will brief bar security staff in the arena and the bars that they should take reasonable steps to monitor the final destination of the drinks and where it would appear that supply is being made to a person under the age of 18 years take steps to prevent the consumption by that person.
10. No bar servers will be under 18.
11. The Designated Premises Supervisor, the bar manager and other bar supervisors will monitor the performance of the serving staff to ensure adherence to the licensing laws.
12. Any under-age persons who are found arriving at or on the Licensed Premises with alcohol will have the alcohol confiscated by staff. The Event Safety Coordinator will exercise due diligence in safeguarding and discharging any duty of care towards any under-age persons who attempt any unauthorised access to the event.
13. A bar manager will be appointed for every two bars utilised and this person under the direction of the Designated Premises Supervisor will be fully in control of the sale of alcohol from that bar.
14. All staff shall be trained prior to undertaking any sale of alcohol on the premises. The training shall included:
 - Drugs Awareness,
 - Conflict resolution,
 - Selling to under-age person,
 - Selling to drunks.Such training will be recorded and records shall be kept at the premises which will be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.