

# Annex 7 NMP Monitoring Policy and Procedure

## OTG Policy and Procedure

### Sound Checks and Monitoring 2026



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Last Updated: 10 March 2026

Ref: OTG-004PP-V1

Completed By: Clare Kelly

Reviewed: Annually

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#### Aim

To lay out the details of sound checks and monitoring for events at Out To Grass. Checks are completed to ensure compliance with our Noise Management Plan with the objective of preventing public nuisance. This plan includes extra check point areas and more regular checks than previous years to further reduce risk of public nuisance.

#### Key Responsibilities/Personnel

##### OTG Management - Events Manager

- Responsible for sound tests and logging results
- Fielding complaints from nearby residents
- Identifying appropriate timely response to complaints
- Deciding when to deploy restrictions

##### OTG Sound engineer

- Responsible for managing system to agreed level
- Changing system presets at agreed points
- Reporting problem performers to OTG Management

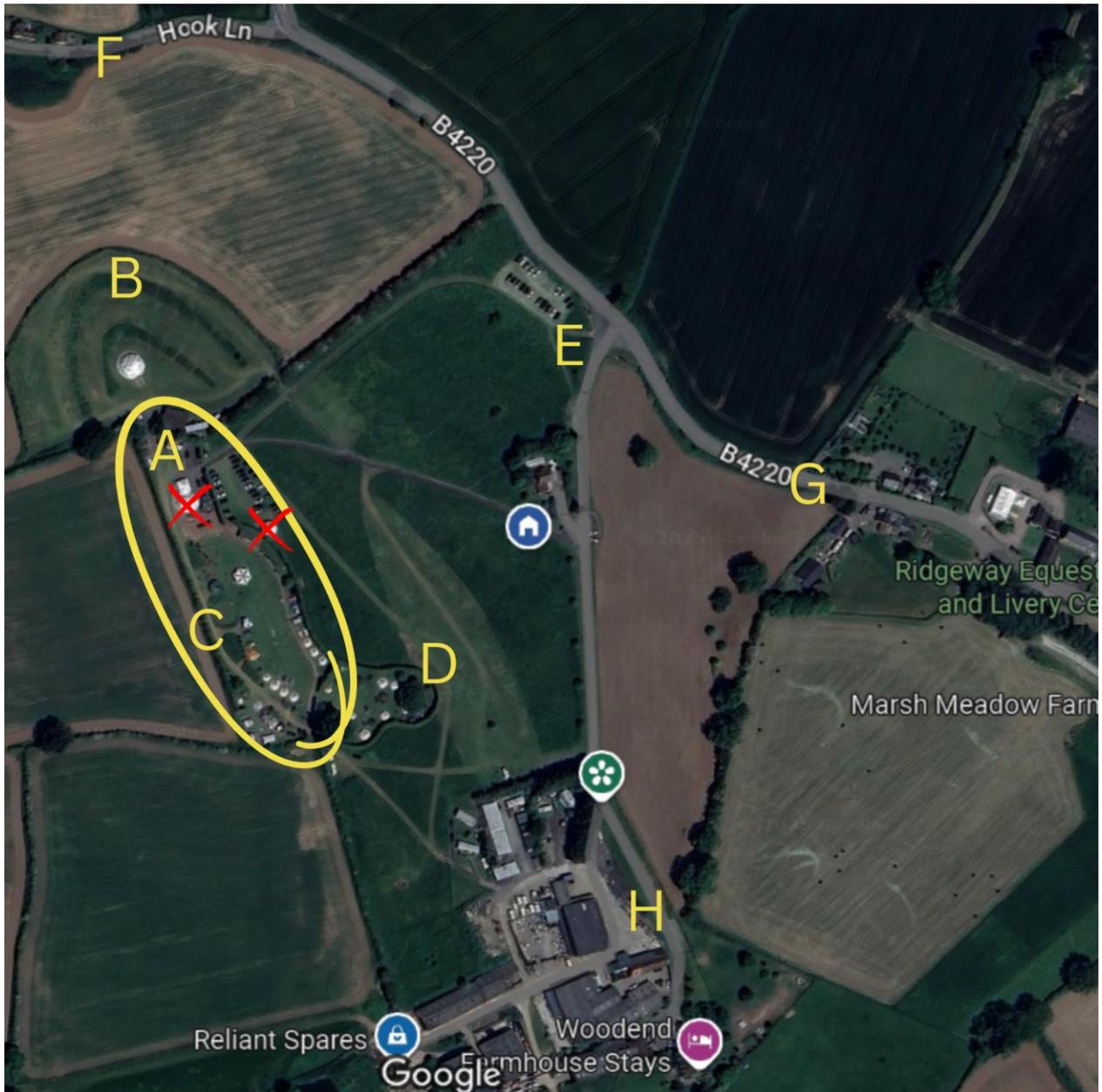
#### Sound Monitoring Equipment

CEM-DT-815

#### Sound Check Map

- A - Main Stage
- B - Toms Bank
- C - Fire Pit
- D - Glamping
- E - Gate House
- F - Hook Lane

G - Bromyard Road  
H - The Yard



Extra areas may be added based on feedback, a what.three.words. Location will be added in the sound check form where this is the case.

#### Sound Check Procedure

Working to levels of 10db above ambient. Where levels exceed this or where music is audible from neighboring properties, the venue 'the management' will liaise with the 'sound engineer' to reduce levels in accordance with the NMP.

### *Ambient Sound Check*

The Events Manager will conduct ambient checks to set a base from which to measure before music commences each day (before midday) at all check points listed below and logged on the Sound Check Form

### *Regular Sound Checks (throughout event)*

Sound checks will be done throughout the event approx every 2 hours at all points A-H on the map.

### *Close Of Night Checks*

The 'Sound Engineer' shall send a whatsapp to 'Event Manager' to confirm the system has been turned off and shall send a photo/video of the sound desk once locked away at close of night.

### *Triggers*

- 1) Where a check has exceeded the 10db limit or where sound is audible checks shall be increased to hourly until below 10db and inaudible outside neighboring properties. Once resolved sound checks can resume their usual frequency.
- 2) Where a complaint has been logged, sound checks will increase to once per hour and 'Events Manager' will visit the complainant to log data on sound and liaise with the complaint directly. Once resolved sound checks can resume their usual frequency.

### *Complaints*

Residents will receive a letter with a schedule of events 4 weeks prior to opening with details of the Out To Grass number to address any complaints directly.

Main Number for OTG:**01886880099** (forwarded to Events Manager mobile)

Available: Throughout events from 9am - 2am Friday Saturday, 9am - 1am on Sundays and during weekdays 10am - 6pm.

All complaints will be logged in the NMP File behind the bar.

All complaints will be added to the complaints log spreadsheet held by 'the management' on a weekly basis.

Where a complaint is logged the events manager will make immediate contact to try to resolve the issues and take detailed notes.

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