

Event Operating Schedule

Management Structure

- Set out who has overall control of the event.
- Clearly set out and show clear and defined roles and responsibilities for key staff.
- Demonstrate qualification and/or experience to carry out key roles.

Crowd Management

- Describe the expected audience profile and confirm whether it is expected change to through an event.
- Provide assessment of the potential for adverse impacts regarding crowd dynamics and how will they be addressed.
- Provide assessment of the potential for adverse impacts raised by the movements of persons and vehicles on the site, including consideration of pinch points, competitive scheduling of entertainment, etc.
- Describe how the affects of the above will be mitigated and managed.
- Describe the provision of signage on the site and how it will be seen effectively at all times during the event.
- Consider and assess any matters relevant to the entry and exit from the site of ticket holders and their potential for negative impacts i.e. signposting of entrances, exits, opening times, pressure at entrances, contingency plan for early arrivals, etc.
- Detail how these issues may be mitigated.

Relevant Liaison

- Describe if and how the local community has been engaged with reference to the event taking place and the potential impact it may have on it.
- Confirm whether this liaison with the community will continue and provide details.
- Confirm whether a dedicated telephone line will be available for the community should problems arise, when this line will be available (dates and times of the day), how the nature and details of calls will be recorded and how the number will be publicised.

Public Liability Insurance

- Provide the details of the level of cover provided and confirm that the advice of a competent person or company had been followed and provide details.

Capacity and Ticket Distribution

- Provide full and comprehensive breakdown of all persons that may be present on site during the event; including traders, staff, customers, VIPs, performers, guests.
- Provide details of all admission ticket types, pass out system and any other authority to enter the event, including a breakdown by numbers.
- Confirm the total capacity (excluding the statutory agencies) that shall not be exceeded at any time and how you came about these figures.
- Confirm whether tickets will be available on event day(s) and provide an accurate estimate of how many tickets (and types) will be available.
- Assess the likelihood of the event selling out and persons attempting to attend the event without authority to enter.
- Describe how this potential problem will be mitigated, including potential trespass on neighbouring land.
- Provide the details of when and how tickets will be sold and actually sent out.
- Summarise the measures in place to counter tickets, etc being forged. Describe the method(s) of ascertaining the total capacity on site at any given time (if requested to so by the Licensing Authority or other relevant statutory body) and describe how the auditing of this method will be carried out.
- How and where will these records will be kept?

Traffic Management

- Provide a detailed analysis and breakdown (confirming who has provided this analysis and confirm their competence).
- What marshalling arrangements on/off site will be provided i.e. breakdown of numbers, proficiency and shift schedule.
- Whether public transport arrangements are required; available and specifically what they will be.
- What liaison has taken place between the organiser and public transport suppliers.
- What access and exit routes are suitable and to be designated for use for emergency vehicles.
- How vehicles will leave and later re-join the public highways when accessing and leaving the site or car parking areas.
- What provision is being made for vehicle parking arrangements at the event and in the vicinity including, inter alia, the following:
 - Number of spaces available for public cars/ campervans/ production/ etc and confirmation of calculation methodology utilised.
 - Physical description of car parks and access routes (i.e. concrete, grassed fields, etc) and contingency plans for inclement weather where it might affect these places.
- Pricing of onsite parking and methods to be utilised to deter attendees parking in residential areas in the vicinity.
- Temporary parking/traffic orders, coning/signage and tow away facility.

- Control methods to be used to separate vehicles and tents where appropriate.
- Whether marshalling arrangements are required; who will carry out this task, the manner of it being carried out and the qualification/experience that they have.
- What crime prevention measures will be in place and how will they be implemented.
- Confirm if and how persons from the nearest settlements or traveling to and from transport hubs (bus stations or rail stations) are expected to travel.

Communication Plan

- Assess the potential demand/need for communicating in connection with the event and provide an analysis and breakdown of how any requirements will be fulfilled. This should include consideration of the following:
 - Communication with attendees before the event, i.e. details of website, information to be dispatched with tickets, campaigns/messages provided (crime reduction, travel warnings, etc)
 - Communication with attendees at the event ie information/leaflets, information kiosks, steward briefings, site plans, schedules detailing line up and timings for entertainment.
 - Communication on site between organisers, management, security, marshals and all relevant persons working at or engaged at the event.
 - Communication between organisers and relevant agencies during the event, including in the circumstances of a serious incident or emergency.
 - Assess the potential for any failures with regard to a. (i.e. caused by weather or excessive demand on mobile networks or weak signal on mobiles) and provide details of any proposals to mitigate them or contingency planning for such failures.

Auditing and Monitoring of Event

- Describe the manner in which the prospective licence holder shall ensure that all licence conditions and other legal obligations are complied with fully, in connection with the event.
- Confirm the details of any personnel responsible for this issue and confirm where any records kept in connection with this matter are held before, during and for a reasonable length of time after the event.

PREVENTION OF CRIME AND DISORDER

General Assessment

- a) Analyse and detail the potential and likelihood for crime and disorder to occur as a direct or indirect result of the event taking place, at the event, in the vicinity and at any other relevant places.

b) Summarise the manner in which these potential hazards will be mitigated.

Stewarding and Security Plan

With reference to the above provide a plan and detailed schedule with reference to the stewarding and security personnel to be utilised, in the event site and at any other relevant places. This should be carried out by a competent person and include the following:

Relevant management structure.

Details of contractors and other organisations to be used.

Breakdown of all roles by job description – including main responsibilities, competencies, key skills required and an interpretation of whether the post is licensable under the Private Security Industry Act 2001.

Confirmation of shift times and deployment.

Confirmation of distinctive clothing or identification to be utilised.

Confirmation of whether the organiser has liaised with the Police on their proposals and confirmation of whether there might be a uniformed (or other) Police presence at the event, providing any relevant details.

Assess the potential and the likelihood for unauthorised entry to occur in relation to the event and analyse and refer to how this might occur.

Provide details of how this will be mitigated, including what might be done to persons that are stopped from gaining unauthorised entry.

NB - Applicants are very strongly advised to avail themselves of the latest advice from the Security Industry Authority (SIA) on the matter. This is particularly relevant due to the updating of relevant guidance by the SIA in December 2006. It should be noted that the Licensing Authority, Police and other relevant bodies may liaise with the SIA, with reference to this matter

Entry and Search Policy

Analyse and detail the expected arrival times of attendees and expected flow rates for entry.

Provide assessment and any mitigation of the potential for adverse impacts on, with reference to entry to the event, including consideration of:

- Whether age verification is required prior to entry and what those requirements might be;
- Whether searching of vehicles or persons are required;
- Protocols to be utilised and details of search policy to be used, if any;
- Details of prohibited items and protocol if such items seized;

Eviction Policy

Assess the potential and likelihood for adverse impacts with reference to persons being evicted from the site, including persons not having transport, being under the influence of drink/drugs and being unaccompanied children. Detail how these hazards will be mitigated. Provide details of how evictions will be recorded and where this information will be held.

Alcohol Policy

Detail the policies to be followed in areas licensed for the sale of alcohol to eliminate the sale of alcohol to children, drunkenness and potential hazards such as bottles/glass.

Confirm whether the 'Challenge 21' scheme will be implemented where alcohol sales are made and authorised. That is to say that any person who appears to be under 21 years of age shall be asked for relevant photographic ID.

Assess and detail the potential for and potential hazards created by alcohol consumption on the site in other areas. Confirm the manner in which these hazards will these be mitigated.

Provide details of any training to be provided to those persons to be engaged in the sale of alcohol and any written authorisation to be utilised.

Drugs Policy

Provide an assessment of the potential and likelihood for drugs use, possession and dealing to take place in connection with event. Detail any methods to be implemented to mitigate against this.

Clearly define the policy to be adopted for the event.

Confirm whether any consultation has taken place on this matter with relevant agencies.

Crime Prevention Policy

Assess whether there is a need for the delivery of crime prevention messages to be put across to attendees and traders. Confirm how this will be delivered and what messages will be used.

Confirm whether advice has been sought from the local prevention officer.

Clearly define what areas may be affected crime, outlining the type of crime and describe what methods will be instigated to mitigate.

Major Incident Planning

Consider your legal responsibility in connection with contingency planning legislation and confirm this position, seeking appropriate professional advice.

Confirm the potential risks to the event and their likelihood in terms of serious incidents, emergencies and major incidents and detail how these issues may be mitigated.

Consider the compilation of an event Incident Plan and detail partner agencies who have been consulted

Noise Management Policy

In particular, consider and detail the potential and likelihood of adverse impacts on any persons as a direct or indirect consequence of the event being staged. This may be due to the following:

- Deliveries, load in and load out arrangements;
 - Pre or post event 'parties' or staff 'get togethers';
 - PA announcements;
 - Fairground attractions or other attractions;
 - Noise from venues and stages;
 - Sleep disturbance;
 - Acoustic integrity of venues;
 - Use of fireworks (authorised and non-authorised);
 - Parties in camping areas;
 - Use of generators and other machinery;
 - Attendees of the event (inside and outside the event).
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- Confirm the manner in which these issues will be mitigated and managed effectively. This may include the following:
 - Noise monitoring resources.
 - Sound limiting devices.
 - Sound insulation works.
 - Speaker/ stage orientation.
 - Self-imposed noise level limits within the site and at the boundaries of noise sensitive properties.
 - Employment of sound experts to analyse technical matters.

PROTECTION OF CHILDREN FROM HARM

General Assessment

- Analyse and detail the potential and likelihood for any harm to children that might occur as a direct or indirect result of the event taking place at the event, in the vicinity and at any other relevant places.
- Summarise the manner in which these potential hazards will be mitigated.

Lost Children Policy

- Provide details of any policy with regard to children becoming lost or separated from relevant adults.
- Highlight what areas, if any will be set aside for this issue.
- Confirm the number and qualifications of staff undertaking such a role, together with the recording of criminal record checks.