

**Memo to Licensing re Premises Licence:  
Lakeview Field at the Holiday Inn, Bridge Road, Impington, Cambridgeshire,  
CB24 9PH  
18<sup>th</sup> October 2019**

I have reviewed the Application for a Premises Licence at Lakeview Field at the Holiday Inn, Bridge Road, Impington, Cambridgeshire, CB24 9PH, and from an Environmental Health point of view, I have the following comments:

I am aware that since 2008 there appears to be 5 records on our system that are linked to allegations of noise associated with activities at these premises being made to this department, including 1 each year since 2015. However, I understand from the applicant that, other than on one occasion in 2016, he has only been associated with the running of 2 events last year at the site.

I have reviewed the steps on the application form that the applicant intends to take to promote and maintain the four licensing objectives and I note that the applicant has submitted a number of detailed additional conditions to meet each of the four licensing objectives, which I am happy to accept. Having said that, I propose to add some additional conditions which in my opinion will promote the licensing objectives, particularly in relation to public safety and the prevention of public nuisance.

I spoke to the applicant on 17<sup>th</sup> October 2019 and discussed the additional conditions with him. He agreed to the inclusion on the premises licence of all proposed additional conditions.

As such, I am recommending that the following additional conditions are added to the Premises Licence:

**Prevention of Crime and Disorder**

1. Ensure appropriate and sufficient numbers of suitably competent SIA licensed security staff are employed and used at the premises, in accordance with the risk assessment for each event, and particularly to control access to the premises so as to ensure only invited guests and bona fide visitors and contractors have access to events.
2. For each event under this licence, the licensee shall draw up a Security Management Plan (SMP) with a gridded site and boundary plan to be submitted to Cambridgeshire Police (CP) and South Cambridgeshire District Council (SCDC) 4 weeks before each event.
3. The Licensee is to consult with Cambridgeshire Police (CP) and South Cambridgeshire District Council (SCDC) regarding the SMP and to modify the SMP as required after the consultation.
4. The SMP is to be incorporated into the Event Management Plan (EMP) and risk assessment for each event, and implemented appropriately in accordance with the EMP and risk assessment.
5. Ensure that the designated entry points to the premises are sufficient to permit the effective control of these points by Stewards, Security Staff or the Police and to allow entry of any emergency services and for any emergency evacuation.
6. The SMP will provide details of proposed measures to ensure that the perimeter of the site is controlled securely to prevent access to the site of people or items, so far as reasonably practicable, other than through clearly designated points of entry.
7. No one attending the event is to be admitted into the event with alcohol, alcoholic drinks or related glass receptacles.
8. No one attending the event is allowed to re-enter the event once they have been ejected from the event, in line with the ejection policy.

9. Bags to be subject to searches by security staff prior to being admitted to the event, in a manner agreed with statutory bodies prior to the event, if there is reasonable suspicion of non-compliance with the terms and conditions of the event organisers, including the admissions policy.
10. Ensure that at least one trained female member of security staff or supervisors is available in case a search is required to be conducted on females attending the event.
11. Ensure a suitable, continual recording CCTV system, capable of making both audio and visual recordings, is provided, in place and recording during all licensed hours to monitor entrances, exits, and other relevant areas of the site to address the prevention of crime. The responsible person must ensure that the date and time settings on the system are correct and that the CCTV system is maintained in sound working order.
12. Ensure that any recordings from the CCTV system is kept for a minimum of 31 days and that it is made available, on demand, to any authorised officer from CP and SCDC.
13. Ensure notices are displayed at all entrances, and clearly visible to the public, advising that CCTV is installed at the event.
14. Ensure notices are displayed at the entrances and clearly visible to the public, confirming the admissions and ejection policies.
15. Ensure an effective means of two-way communication is provided between SIA staff, the Event Manager and if necessary, CP to report crime and disorder incidents.
16. Organise a taxi system for evening events to ensure guests ejected from the premises and those leaving at the end of the event have a method of transport to vacate the area.
17. Ensure that adequate and appropriate lighting is provided at the premises, including car parking areas, during the hours of darkness whenever the licensable activity takes place.

Any external lighting shall be directed away from local residential areas and lit only during operational hours, including until the event has finished and all members of the public have vacated the surrounding area.

#### **Prevention of Public Nuisance**

18. The licence holder shall give notice to SCDC and the clerk of Impington Parish Council of the date of each event at least 30 days prior to the event being held.
19. The Licence Holder is only permitted to hold a maximum of 8 events each calendar year at the premises. 3 occasions, to be held on a Friday or Saturday, and 1 occasion to be held on a Thursday between November- January 1st inclusively; and 4 occasions to be held on a Friday or Saturday between May and September inclusively.
20. Ensure all alcohol sales and regulated entertainment cease 60 minutes before the end of each event's closing hour.
21. A noise management plan (NMP) shall be submitted to SCDC's Health and Environmental Services (H&ES) team at least 4 weeks prior to each event taking place, to be agreed by SCDC's Health and Environmental Services (H&ES) team prior to the event taking place.
22. Any noise control measures to be agreed prior to the event by SCDC's H&ES in consultation with the licence holder. Agreed noise control measures shall apply throughout the duration of the event and shall not be breached without the prior agreement of SCDC's H&ES. In the event of extraordinary circumstances,

SCDC's H&ES reserve the right to vary the noise control measures during the event where it is evident that the existing noise control measures are not sufficient to prevent noise originating on the site from causing a public nuisance to residents in the vicinity of the event.

23. A sound test to be carried out at least 2 hours prior to the start of the event in order to set appropriate noise control levels in accordance with the NMP.
24. Periodic checks to be made during the event by a suitably qualified Sound Engineer to ensure that appropriate sounds levels at the perimeter of the premises are not exceeded, in accordance with the NMP. The Sound Engineer will have full authority and ability to control the sound levels within the Event Site.  
Records to be kept of the date, time, location, decibel level, and action taken.  
Records should be made available to SCDC's H&ES on request.
25. Periodic checks to be made on the day of each event to prevent activities being carried out prior to the event which may result in a noise nuisance to local residents.
26. Ensure the event structures and equipment are designed and arranged so as to direct away from local residential areas live and recorded music from any band or discotheque at an event.
27. Provide an event incidents, complaints and noise hotline number to be physically staffed by a named representative during each event which will be provided to CP, SCDC, Holiday Inn Reception and Impington Parish Council at least 7 days prior to each event, together with the name of the named representative.
28. Ensure the Event Manager has a copy of the full premises licence at each event and a copy is available at the event's reception desk, where applicable.
29. Relevant conditions and terms of the licence to be notified to performers, bands and DJ's to ensure they comply with the terms and conditions of the premises licence.
30. Ensure prominent notices are displayed at the exit and in the carpark requesting that people leaving the event respect the needs of local residents and to leave the premises and area quietly and in a timely manner.
31. No erection or dismantling of temporary structures, or loading or unloading of production equipment, or deliveries or collections or other operations in connection with each event, which can be heard beyond the perimeter of the premises, shall take place between the hours of midnight and 07.00 am, without the prior agreement of SCDC H&ES.
32. All sanitary appliances will be regularly checked, cleaned and emptied to ensure they are in a functional state with a constant supply of clean water or alternative hand cleansing by sanitiser whilst guests and contractors are at the premises before, during and after the event. A constant supply of clean water must be available to all catering contractors.
33. Ensure that appropriate litter bins, skips and other waste receptacles are provided for refuse and waste water, positioned at strategic points and emptied at suitable frequencies to ensure there is always adequate capacity for litter and waste water so that fire risks and environmental pollution are avoided.

#### **Public Safety**

34. The maximum number of people allowed at the premises at any one time shall be limited to 3,500, including all guests, staff, contractors and performers.  
Suitable records to be kept for SCDC to show that this number has not been exceeded.

35. The Licence Holder shall produce and implement an Event Management Plan (EMP).

All details set out in the EMP document submitted by the Licence Holder to the Licensing Authority (SCDC) shall be conditions of the premises licence, with the document to be submitted in its final format to SCDC no later than 4 weeks before each event is to take place.

36. The EMP shall include a gridded site plan of the premises including:
- a. The perimeter with position of all entry and exit points
  - b. Marquees, tents and stages
  - c. Food serving points and bars
  - d. Car parks
  - e. Site facilities including lighting towers, generators, toilets and event office
  - f. Medical and welfare facilities
  - g. Guest information point
  - h. Orientation of sound systems
  - i. Emergency and fire muster areas.
37. The EMP shall include the following:
- a. Traffic management plan
  - b. Security management plan
  - c. Admissions and ejections policy
  - d. Drugs and alcohol management plan
  - e. Risk assessments for fire, safe working practices, contingency plans, site build and breakdown etc.
  - f. Health and safety policy
  - g. Noise management plan
  - h. Vulnerable persons management plan
  - i. Medical and welfare plan
  - j. Emergency protocols and contingency procedure plan
  - k. Provision of on-site toilet facilities plan
  - l. Litter, refuse and wastewater management plan
38. Any changes to the EMP, once submitted in its final format, shall not be made except with the written consent of the Licensing Authority
39. The licence holder shall ensure all plans and procedures included within the EMP are appropriately implemented for the duration of the licensed activities.
40. Ensure all event logbooks are kept on site and made available to statutory officers of SCDC and CP. The event logbook shall include each and every event and incident with date, time and action taken, if any.
41. Ensure all safety certificates, inspection reports and risk assessments are kept on site and made available to officers of relevant statutory officers from SCDC and CP.
42. Ensure an appropriate number of suitably competent stewards are available and working throughout each event. Written instructions to be provided to stewards prior to each event and verbal instructions to be given to stewards on the premises before an event commences regarding their roles and responsibilities and what action to take in the event of an accident or serious incident occurring or if emergency or contingency plans need to be enacted.
43. Ensure all relevant staff including those serving or selling alcohol are suitably trained concerning the requirements for persons identification; establishing age; the adopted nationally recognised age restriction policy; not serving alcohol to intoxicated persons; asking guests to use the premises in an orderly and respectful manner, being aware of vulnerable persons and adhering to Licensing and Environmental Health requirements.

44. Ensure a means of two-way communication is provided to report incidents between stewards, the Event Manager, the on-site medical team, and the 'Blue Light' services (including CP, NHS East of England Ambulance Service and Cambridgeshire Fire and Rescue Service (CFRS))
45. Provide and maintain suitable access in all eventualities for 'Blue Light' services to all parts of the premises in consultation with the Cambridgeshire Fire & Rescue Service (CFRS), CP, NHS East of England Ambulance Service and the onsite medical team.
46. Appropriate and suitable fire safety equipment to be strategically positioned at the premises in consultation and agreement with CFRS prior to the event.
47. The licence holder to require all caterers at each event to meet the requirements of current food safety, drinking water and health and safety legislation. A list of event caterers to be submitted to SCDC prior to the event.

#### **Protection of Children from Harm**

48. Ensure an appropriate and suitable, nationally recognised, Age Verification/ Age Restricted Policy is actively operated at each event where alcohol is supplied or sold, including at all licensed bars on the site, in relation to the sale or supply of alcohol, such as the 'Challenge 25' Policy.
49. Ensure that the sale and supply of alcohol at the premises is carried on in accordance with the age verification policy.
50. Only accredited identity cards, passports, photo ID driving licence, or a photo ID card as approved by Central Government, to be accepted as bona-fide recognised forms of identification.
51. The licence holder to require all corporate and institutional clients to restrict their guests to 18+ adults for all evening events.
52. Notices shall be displayed where alcohol is sold stating that a 'Challenge 25' Policy is in place.
53. A refusals register to be in place at all licensed bars on site. The refusals registers to be sent through to the licensing authority no more than 14 days after the event has ended.
54. Ensure all relevant staff are aware of, and implement, where appropriate, the vulnerable persons management plan.

I hope all of the above is clear, however if you have any queries, please do contact me at this office.

It is Environmental Health's opinion that the inclusion of the above conditions will assist in promoting the licensing objectives.

Kind regards

**Environmental Health Officer**

