

MID & EAST ANTRIM BOROUGH COUNCIL
CONDITIONS AND MANAGEMENT RULES FOR PLACES OF INDOOR AND OUTDOOR
ENTERTAINMENT

Part A Technical requirements

General rules

1. The place shall be so constructed, maintained and managed, so far as is reasonably practical, to ensure the health and safety of persons in and about the place. All technical requirements in premises licensed for entertainment in Northern Ireland must comply with the technical requirements of the relevant Building Regulations and associated guidance
2. All stages and temporary structures used for entertainments licensing purposes shall be so designed, constructed and maintained, so as to ensure the safety of persons in and about the structure. The Council may request that each structure is accompanied by a report/certificate from a structural engineer.
3. Any special installations and/or effects should be arranged so as to minimise any risk to the public, performers and staff. Special installations and effects are considered to be those installations which are both permanent and temporary in nature. The special effects are inclusive of items such as:-
 - Lasers
 - Strobe lighting
 - Smoke machines
 - Foam canons/machines
 - Paint canons/machines
4. Pyrotechnics (such as fireworks) should not be used at indoor entertainment venues
5. Where naked flame is used, these should be within enclosed candle holder or similar.
6. Any seating provided in the place, whether fixed or loose, shall not prejudice the means of escape or the health and safety of patrons within a premises
 - If the capacity is 50 seats or more then the seats should be fixed or linked **together when in rows of 4 or more to prevent separation, snaking or “row topple” under pressure thereby risking obstructing the escape of occupants** in other rows.
 - If the capacity is 250 or more then secure the seats together in rows and then fix the ends of the rows to the floor or each other by using chamfered bars.

Maintenance certificates

7. Electrical Certificates

You must enclose certificates from a competent electrical engineer stating that the electrical installation, fire alarm and emergency lighting on the premises have been tested. All inspections and accompanying certificates must be completed by the following approved bodies:

- An NICEIC registered approved electrical contractor.
- A member of the Institute of Electrical Engineers (MIEE).
- A registered member of the Electrical Contractors Association (ECA).
- An insurance Company/Agent specialising in electrical inspections and testing.
- Any suitably qualified electrical engineer/contractor or company deemed to be competent to carry out such inspections and tests. Such electrical engineer/contractor must be approved by Council's Licensing Department prior to any work being commenced and hold acceptable insurance indemnity.

The Periodic Inspection Test shall be carried out in accordance with the IEE Regulations 16th Edition GN3 Inspection and Testing or relevant current edition and to BS 7671 standards.

This certificate must be submitted at a maximum interval of 3 years or sooner, if determined necessary by the electrical engineer.

8. Emergency Lighting

All emergency lighting shall be installed, designed and conform to BS 5266, Part I 1988. An emergency lighting test shall be carried out annually in accordance with BS 5266, Part I 1988, Section 12.4.5., and on completion of such a test a certificate or report shall be completed by one of the approved bodies.

This report must be submitted with the entertainment licence application. It is also the responsibility of the licensee to maintain and supervise the emergency lighting system.

9. Fire Alarms

All fire alarm automatic detection systems shall conform to BS 5839 Part I 1998. The type of fire alarm system installed shall be as recommended by the Northern Ireland Fire & Rescue Service, and be approved by Council's Building Control Department.

The fire alarm automatic detection systems is subject to an annual inspection and test as recommended in BS 5839, Part I 1998, Section 29.2.7., and on completion of such a test a certificate or report shall be completed. This report must be submitted with the entertainment licence application. It is also the responsibility of the licensee to maintain and supervise the fire alarm automatic detection systems.

A log book shall be kept on the premises in the care of a responsible person and shall be available for examination by any duly authorised person.

10. Fire Fighting Equipment

An up to date certificate must be submitted from the suppliers of the firefighting equipment or from a competent service agent stating that ALL the appliances are in a satisfactory condition and in working order. All appliances must display the date in which each appliance was last inspected and be positioned as recommended on Northern Ireland Fire & Rescue Service Report. Such an inspection must be carried out annually.

11. Floor Loading and Ceiling Certificates

Council may require, particularly for first time applications or where premises have been structurally altered, a certificate from an approved qualified person that the floors and/or ceilings of the premises satisfy the requirements of BS 6399 Part 1 1996 - Design load for Buildings; Part I Code of Practice for Dead and Imposed Loads. Where entertainment of the pop concert type is to be provided Council may require loading strength in excess of those tabulated in BS 6399 Part 1 1996. Applicants will be advised in writing if the structural loading certificate is required.

Part B Management of Venue

General Rules

12. This Licence shall be posted in some conspicuous place in the Licensed Place.
13. A copy of the licensing conditions shall be kept in the premises and shall be readily available for inspection.
14. All parts of the premises, both indoor and outdoor, shall be open for inspection at all reasonable times by an authorised officer of the Council, an officer of the Police Service of Northern Ireland (PSNI) or an authorised officer of the NIFRS for the purpose of observing whether the terms, conditions and restrictions subject to which the licence is held are being complied with.
15. The licensee will notify Council prior to any structural works or alterations to the layout of the building.

16. Premises which are licensed under the Licensing (Northern Ireland) Order 1996 (as amended by the Licensing and Registration of Clubs (Amendment) Act (NI) 2021) shall ensure that entertainment finishes as stated in their entertainment licence and not in line with Liquor licencing hours. Premises can apply to change the hours on their entertainment licence through the variation process.

Noise

17. The place shall be so constructed, maintained and managed, so far as reasonably practical, to ensure that persons in and about the place and persons in neighbouring properties are not unduly affected by noise.
18. Entertainment noise is not permitted in outdoor areas unless this has been formerly approved via a new licence or via a variation to an existing licence (which allows entertainment in substantially enclosed areas as per the licencing policy)
19. The Licensee shall take such measures as are necessary to minimise the noise created by patrons outside the premises. The measures may include announcements, notices, employment of stewards and such other measures as may be required by the Council.
20. Music or noise arising from the entertainment provided on the premises should not cause unreasonable disturbance or annoyance to the occupiers of dwellings in the neighbourhood. This defined as:-
- noise not exceeding 45dB LAeq,15mins at the façade of nearest residential property.
 - between the hours of 23:00 and 07:00 music or noise arising from the entertainment provided on premises shall be inaudible inside the nearest residential property. This is defined as not exceeding the Noise Rating Curve NR15 (ISO 1996)
21. The Council may require the level of sound of any music or other form of entertainment to be reduced to its satisfaction. They may also require the applicant to provide a report by an acoustic consultant.
22. The licensee shall take such measures as are necessary to minimise the noise created by the entertainers and bar staff outside the premises between the hours of 2300 and 0700, or such other hours as the Council may determine.

Crowd and Patron Management

23. The licensee shall take all reasonable precautions to ensure the safety of all persons on the premises. They shall retain control over all parts of the premises; and ensure that the licensing conditions are observed. This includes where, in any case, the licensee permits the premises to be kept or used by a hirer, lessee, or similar person, for the purposes of entertainment. Reasonable precautions include meeting the requirements of any other statutory provision.
24. The number of persons on the Licensed Place at any time shall not exceed the maximum number stated in the License. A system of accounting and recording numbers shall be in place whenever entertainment is held in premises and available for inspection by an authorised Inspector of the Council.
25. The licence holder, or a named responsible person:
 - must be present and in charge at all times when the premises are open to the public for the purposes stated on the licence;
 - shall be responsible for the maintenance of good order and decent behaviour in the premises and shall ensure any offenders are removed from the premises;
 - must take all necessary measures to ensure compliance with the conditions of the licence and must not be engaged in any other duties which would interfere with the exercising of general supervision over the premises.
26. All door staff employed at licensed premises should have an appropriate qualification or training and that should include training specific to the premises they are employed at.
27. Council may determine that the entertainment activities in your premises are deemed to be higher risk. Where Council have notified you that you are a higher risk premises, you must carry out a specific risk assessment on managing crowds inside and outside the venue as per supplementary guidance.

Fire Safety

28. The premises must be managed in line with the Fire Risk Assessment (FRA), which has been developed for the premises.
29. The licensee shall take all reasonable measures for securing adequate access to the premises for fire appliances, ambulances, police vehicles and other vehicles which may be required in an emergency
30. Firefighting equipment shall be provided by the licensee, kept in good working order and all fire extinguishers shall bear a stamp or label to indicate that they have been inspected and serviced by the suppliers of the equipment or other competent person within the past year.

31. The licensee or the responsible person nominated by him shall be in charge of the premises and should ensure that before the premises are opened to the public and during the time the entertainment is taking place that the safety arrangements are in order as follows:

- All exit doors are easily and immediately openable from the inside and all restrictive fastenings have been removed. All fire doors shall be maintained in the closed position.
- Any removable fastenings permitted by the Council for securing exit doors when the public are not on the premises shall be removed before any member of the public is admitted to the premises and shall not be replaced while any member of the public is on the premises.
- All gangways, passageways and exit doors and all stairways are free from obstruction and no person, except persons employed in the premises, shall stand, sit or remain in any such means of escape.
- All parts of the premises are adequately lighted, the illuminated exit door signs and emergency lighting in escape routes are operating effectively.
- All items of firefighting equipment are in their recommended positions and are in working order.
- All open heating appliances are of a fixed type and are properly guarded and no combustible materials are situated close to such appliances
- No portable cooking and heating appliances shall be used except with the consent of the Council.
- All staff, attendants, stewards, etc, are trained or instructed on the action to be taken in the event of an emergency, including the method of calling the emergency services and the fastest means of evacuating the premises in a safe and orderly manner. The NIFRS shall be called to any fire outbreak, however slight. Instructions to staff in the event of fire shall be permanently displayed on the premises, in the staff rooms or other such positions approved by the Council.
- A log book in the form approved by the Council is to be kept and signed by the licensee or nominated person in charge that he has carried out the fire safety routine checks on premises on a regular basis.
- Where closely seated audiences are involved an announcement shall be made at the start of each performance indicating the location of exits.

32. Where the Council requires the licensee to provide facilities for disabled people on the premises

the facilities shall be maintained in accordance with relevant legislation where the entertainment involves a closely seated audience the siting of wheelchair spaces shall be adjacent to escape routes and approved by the Council;

staff shall be aware at all times of the presence and location of persons with a disability in the premises and shall in the case of fire or other

emergency, if necessary with assistance from other persons, organise the evacuation of such persons from the premises.

Housekeeping

33. Sanitary accommodation and washing facilities provided in the premises shall be maintained in good working order, kept clean, ventilated, disinfected and supplied with all proper requisites.
34. The whole of the Licensed Place shall be kept clean, ventilated and free from any accumulation of dirt, rubbish or flammable material, Yard areas shall be kept in a clean condition and free from rubbish and litter and a sufficient number of suitable receptacles with proper fitting covers shall be provided for the purpose of receiving rubbish, dust and refuse from the premises.
35. Carpets and other floor coverings shall be secured and maintained so that they will not be a tripping hazard.
36. All curtains, hangings, and decorations and upholstery must be maintained in a flame-retarded condition and must be arranged so that they do not obstruct exits, fire safety signs or firefighting equipment.
37. The Licensee shall maintain and keep all fittings of the gas or electric installation and all other fittings with which the Licensed Place are equipped, in proper and safe condition.

APPENDIX A - OUTDOOR EVENTS

Special Conditions for Outdoor and Temporary Events

A1 The Licensee or a nominated responsible person shall, during the whole time that the place is open to the public, be in control of the place at all times and shall be assisted by sufficient staff of competent adult attendants who are readily identifiable and who will have been specifically instructed as to their duties, the main aim of which is the orderly evacuation of the place and the avoidance of panic in the event of an emergency.

The licensee shall put in place all reasonable measures to secure adequate access to any marquee (s) and associated site for the emergency services.

A2 An Event Management Plan (EMP) specific to your event must be received by the Council at least 12 weeks before the event is due to take place.

The Event Management Plan must consist of the following detailed information:

- Site plan layout - marked up to include specific site details
- Provisions for crowd management
- Provisions for means of escape
- Stewarding details
- Special effects including information on the use of lasers
- Temporary Structures (stage trucks, marquees etc)
- Electrical systems being installed and testing arrangements
- First Aid provisions
- Sanitary accommodation, including toilets and provision for people with disabilities
- Traffic management arrangements
- Ticket sales for the event and details of outlets where they are being sold
- Noise Management Plan
- Firefighting equipment
- Waste disposal provisions
- General information, such as access provisions for persons with disabilities, access for emergency services
- Lead contact details
- Risk assessments (to include those of all contractors/sub-contractors)
- Communication and liaison with emergency services
- Evacuation procedure
- Insurance details

A3 Certification Required

(a) Electrical Installations

Electrical safety inspection reports must be submitted to the Council prior to the event site being opened to the public. Electrical certification must demonstrate that the electrical installation is safe, appropriately protected and suitable for outdoor use. Any scaffolding, metal frameworks, bars and beams on which electrical equipment is fixed should be sufficiently earthed. If earthing connections are looped, care must be taken that the conductor size is adequate throughout its length. Metalwork and portable electrical equipment shall be protected by residual current devices having a nominal tripping current of 30MA.

(b) Staging and Temporary Structures

Certification for any staging used must be made available, to show design calculations and indicate that the stage has been erected by a competent **person in accordance with the manufacturer's recommendations.** A competent person must be present at the stage during all licensed events and be able to take appropriate action to render the stage safe during inclement weather conditions. A suitable wind management plan should be in place covering any temporary structures used on the event site. Any **tiered seating should be erected in accordance with manufacturer's** instructions.

(c) Fire Fighting Equipment

Certification to show that all fire extinguishers have been tested and properly maintained should be provided.

(d) Flame Retarded Fabrics

Certification to demonstrate that all marquees, curtains or drapes are durable and inherently flame-retarded should be provided.

(e) Public Liability Insurance

A valid policy of insurance shall be held by the licensee throughout the period of the event insuring in respect of any liability, which may be incurred by him in respect of the death of bodily injury to any person while in or about the site

A4 Stewarding Arrangements

The Licensee must ensure a suitable number of stewards are in place at the event. This number will be based on event safety/management plan and risk assessment. The Council reserves the right to set a minimum number of stewards for particular events as a separate condition. All stewards must have received appropriate training and information to ensure that the event

is managed safely. All stewards should be readily identifiable and wear distinctive clothing, such as tabards

A5 Fire Safety

(a) Risk Assessment

A suitable and sufficient Fire Risk Assessment for the event must be carried out and suitable fire safety measures and firefighting equipment must be in place.

(b) Raising the Alarm

An appropriate system for raising the alarm in an event of fire or an evacuation should be in place

(c) Fire Fighting Equipment

Appropriate and adequate fire fighting equipment must be provided throughout the site. It will be the responsibility of the responsible person to ensure that all firefighting equipment is in the correct position and has been checked and tested within the previous 12 months by a competent person.

Water fire extinguishers shall be positioned throughout, or where applicable carbon dioxide or dry powder type fire extinguishers should be provided adjacent to stages, mixer decks or other electrical equipment.

A6 Exits and Emergency Exits

(a) Exits and emergency exits must be provided at positions agreed with the Council and must be kept clear and available throughout the event. All parts of the venue must be provided with adequate means of illumination and particular attention shall be given to escape routes and emergency exits.

(b) The Council reserves the right to specify the minimum number and width of exits to be in place at an event.

(c) The approach to, and area leading away from all exits must be graded and levelled to prevent tripping hazards. Any barriers or turnstiles used to manage entrance to the venue must not impede the exit route.

(d) All exits and emergency exits must be clearly identified by appropriate signage, positioned approximately 3m above ground level. Lettering on signs must be approximately 300mm in height.

(e) Escape routes and emergency exits must be attended by competent stewards throughout the event.

- (f) All emergency exit doors must open in the direction of travel.
- (g) For any marquee or temporary structure, the minimum width of a fire exit will be no less than 1050mm. Where more than 60 people are accommodated, there should be not less than 2 exits separated by a distance and angle. This limits the possibility that both exits will be affected by fire at the same time. Otherwise, they will be considered a single exit.

A7 Seating and Gangways

Seating and gangways in a marquee or temporary structure should be arranged to allow free and ready access to exits. There should be a clear space of 30cm between rows of seats and gangways should be adequate for the number of seats served.

APPENDIX B - PERFORMANCES IN THEATRES

Definitions

“Stage” means that part of the premises which is constructed or arranged for the performance thereon of plays or entertainments of the like kind.

“Separated stage” means a stage that is separated from the remainder of the premises and will include the provision of a safety curtain in the proscenium opening.

“Open stage” means a stage that is not separated from the remainder of the premises.

“Stage area” means in addition to the stage itself, any scene dock, workshop, stage basement, staff or orchestra room, store or other portion ancillary to the stage.

B1 Stages

- (a) The stage shall be so constructed as to minimise the risk of fire.
- (b) During a performance, the under stage area shall not be used for any purpose other than access by performers or movement of stage settings. Such settings shall not remain in the under stage area not immediately required.
- (c) The under stage area shall be maintained at all times clear of all storage other than that mentioned in B1(c)
- (d) The public shall not be seated within the stage area during any performance except with the consent of the Council, and when there are no scenery and properties on the stage during the performance.

B2 Scenery and Properties Etc.

- (a) The scenery and properties used on an open stage shall only be constructed of the following:
 - Non-combustible material; or
 - Inherently non-flammable material; or
 - Timber or timber based material with a surface spread of flame rating of not less than Class 1 as defined by British Standard 476; Part 7; or
 - Durably flame-retarded material; or
 - Rigid polyvinyl chloride sheeting which is classified as self-extinguishing when tested in accordance with BS 2782.

- (b) Ropes attached to counterweights of scenery shall be inspected and tested by a competent person appointed by the licensee at such intervals as may be necessary to safeguard against failure.
- (c) All scenery, properties etc. other than those required for use in the current production or rehearsals of impending productions shall be stored in rooms specifically designated for such purposes.
- (d) Scenery, properties etc. shall be kept clear of gangways, exits escape routes and final exits at all times.

B3 Stores/Workshops

- (a) Any workshop or store shall be separated from the stage and from the remainder of the premises.
- (b) Shutters to openings for the passage of scenery between the stage and workshop shall be kept closed when the public is on the premises.

B4 Firefighting Equipment

Firefighting equipment as required by the Council shall be kept ready for use on the stage area, dressing rooms and in the passages immediately approaching the dressing rooms and attention shall be directed to the equipment by notices fixed immediately above the equipment.

B5 Explosives and Flammable Substances

Explosives or highly flammable substances must not be used except with express consent of the Council. Where performances incorporate these substances, a member of the Northern Ireland Fire and Rescue Service shall remain within the stage area during the whole time the public are on the premises. The responsibility for hiring such person rests with the licensee who shall also be responsible for paying for such service.

B6 Fire Training

Where scenery properties, etc are used on stage at least one person shall have practical training in fire prevention and extinction. This person shall act as fireman and remain within the stage area during the whole of the time that the premises are open to the public. This person should be easily identified by a uniform or armband etc.

B7 Lighting

Corridors and staircases which form the means of escape from the stage area and the signs indicating the exits shall be adequately and continuously lit while the premises are in use.

B8 Safety Curtain

On premises where a safety curtain is provided to the proscenium opening, a person trained to operate the safety curtain shall remain within the stage area during the whole time that the premises are in use for the presentation of a stage production and the public are on the premises.

- (a) In the case of a fire, the safety curtain must be lowered at once, and its descent once started must not be stopped.
- (b) Drop curtains shall not be lowered in place of the safety curtain.
- (c) At the safety curtain release position there shall be displayed instructions on the operation of the safety curtain together with notices giving effect to the requirements (a) and (b) above.
- (d) The words **“SAFETY CURTAIN”** shall be painted conspicuously on the curtain so as to be clearly visible to the audience.
- (e) The safety curtain shall be lowered and raised in the presence of each audience and the following notice printed on the programme of performance:

“THE SAFETY CURTAIN WILL BE LOWERED AND RAISED IN THE PRESENCE OF EACH AUDIENCE”.
- (f) In the event of the safety curtain being out of order, the licensee shall immediately notify the Council.
- (g) Whenever the safety curtain is lowered, sufficient lights shall be immediately lighted in addition to the minimum lighting to give effective general illumination in the auditorium.
- (h) No scenery, properties or other apparatus shall at any time during the performance cross the plane of descent of the safety curtain, and shall not in any circumstance interfere with its descent.
- (i) Except with the consent of the Council scenery or properties shall not be placed on the auditorium side of the safety curtain.

B9 Lantern Lights

- (a) Where there is a lantern light over the stage the moving parts shall be tested periodically to ensure that they are in efficient working order.
- (b) There shall be no obstruction to the upward flow of air from the stage to the lantern light and the release lines and other controlling gear shall be kept readily accessible and secured in such a manner as to permit of their immediate release.
- (c) Each test and a statement of the result thereof shall be recorded in the Log Book.

- (d) Release lines shall be indicated by a conspicuous notice which must not be obscured.
- (e) Spare fusible links shall be kept in reserve.

APPENDIX C - **ADDITIONAL CONDITIONS WHERE CHILDREN'S ENTERTAINMENT IS PROVIDED**

- C1 The Licensee shall comply with the provisions of Section 30 of the Children and Young Persons Act (Northern Ireland) 1968.
- C2 Standing or sitting by children in the gangways is prohibited.
- C3 Whether children are accompanied or unaccompanied by parents or guardians:
- (a) When special performances or entertainments are given for children or are attended by large parties of children, the number of adult attendants on duty in the auditorium, hall or assembly enclosure, shall be on a scale of one attendant for every 50 children or part thereof, but shall be increased to one to every 20 children or part thereof if they are accommodated on a floor above or below ground level. As far as conditions permit it shall be arranged that such children shall sit in a group together.
 - (b) The attendants shall be stationed at appropriate places on the premises and be properly instructed as to their duties to enable them to take charge of and take all reasonable precautions for the safety of the children whilst on the premises and to control the movement of the children and other persons entering or leaving the premises.
 - (c) The attendants shall each wear a white armband not less than 100mm wide **with a badge thereon bearing the words "Children's Attendant" or other suitable symbol.**
 - (d) Unless accompanied by parents or guardians, or included in an organised party of children, children shall not be admitted to floors or tiers more than one storey above or below the level at which the final exits discharge and shall not be permitted to sit in the front row unless so accompanied.
 - (e) Where children are accompanied above or below ground level an attendant shall be stationed at each exit leading to an escape route.
 - (f) No child apparently under the age of 5 years shall be admitted to a **children's entertainment unless during the whole time that such a child is** on the premises it is accompanied by an adult person bona fide in charge of the child ie a parent or guardian.
 - (g) The level of lighting in the auditorium shall be as great as possible consistent with the effective presentation of the entertainment.
- C4 If provision is made on the premises for accommodating parents or guardians of children separately from the children, then:

- (a) (i) The accommodation for children shall be at the level at which the final **exits discharge. In no circumstances shall the children's** accommodation be on a floor above the level at which their parents or guardians are accommodated or at a basement level;
- (ii) the part of the premises provided for children shall be adjacent to an external wall and shall have at least 2 exits one of which is a final exit or leads directly to a final exit; and
- (iii) **if the accommodation for children adjoins the parents' or guardians'** accommodation then there shall be a sufficient aggregate width for exits for both groups.
- (b) The number of staff in charge of the children shall be sufficient to evacuate them speedily in an emergency but in no case shall be less than those required by C.3 (a) above.
- (c) Staff shall be specially instructed in their duties with regard to any order which may be given to evacuate the children.
- (d) If the accommodation for children is on a different level to that of the parents or guardians then parents or guardians shall be advised that in the **event of an emergency, their children will be evacuated by the licensee's** supervising staff and in no circumstances shall the parents or guardians **attempt to reach the children's accommodation.**
- (e) The parents or guardians shall be advised of or shown the exit that the children will use and the place of safety to which they will be taken to be collected if it is necessary to evacuate the premises. Notices setting out the procedure to be followed in an emergency shall be prominently displayed and copies of the procedure notice shall be given to the parents or guardians for their information when they leave their children.

C5

- (a) The licensee shall comply with Article 138 of the Children (Northern Ireland) Order 1995 and the Children (Public Performances) Regulations (Northern Ireland) 1996.
- (b) Children shall not take part in any entertainment on the premises if the arrangements for the said children have not been approved by the Council. The licensee shall give at least **3 months' notice to the Council of any** proposed entertainment involving children detailing numbers of children, ages, sex, and their participation in the performance.

APPENDIX D - ADDITIONAL CONTROLS FOR DANCE/MUSIC EVENTS

- D1 If not provided as permanent features of the premises the following details shall be submitted to the Council, no later than 12 weeks prior to the event taking place: -
- Proposed temporary platform or stage and associated safety barriers;
 - stage lighting towers, control console platforms, and associated safety barriers;
 - special effects, e.g. laser and strobe lighting and any other special stage effects;
 - proposals for televising or filming, including the number and positioning of vehicles, equipment and associated vehicles; and
 - electrical supply arrangements for amplification and public address systems.
- D2 Unless the audience reaction to the performance warrants a higher level of supervision, the number of attendants shall not be less than 1 for every 100 persons in a place without seating or one for every 200 persons for a closely seated audience of over 16 years of age (see also C3 and C4 of Appendix C).
- D3 When required by the Council, admission to the premises shall be by ticket only. If some tickets are for sale at the entrance then their number shall be limited to that which, together with the tickets sold in advance, does not exceed the maximum number stated in the licence.
- D4 To assist with the control of the audience the licensee shall ensure that the services of a competent compere are engaged and shall also ensure that the event starts promptly at the advertised time and finishes not less than one half hour before the time specified by the Council.
- D5 At least one fully equipped first aid point shall be located on the premises **to the Council's satisfaction and such point(s) shall be sited** from the stage and shall be clearly signposted.
- D6
- (a) Noise levels shall be controlled in order not to cause annoyance to occupiers living close to the premises and to minimise the risk of hearing damage to the audience, performers and staff.
- (b) In certain cases the Council will require that an approved sound level meter shall be provided at the console and shall be available for inspection at all **times by the Council's authorised officers.**
- D7 Notices shall be provided throughout the premises to indicate clearly the location of all available services and facilities such as toilets,

refreshments, drinking water, first aid points etc., all of which shall be clearly signposted.

D8

- (a) A protective barrier of adequate strength and minimum height of 1200mm shall be provided between the stage and auditorium for a non-closely seated audience. A minimum distance of 3000mm between stage and barrier shall be maintained throughout the duration of the performance.
- (b) Any barrier shall be formed in the shape of an arc, the sides of which curve away from the audience. Suitable relief outlets at the ends of the barriers shall be provided for the audience. Such outlets shall be so arranged that they do not provide vantage points for viewing the concert with consequent obstruction of the outlets.

D9 Dressing rooms shall be so sited in relation to the stage as to ensure that no member of the public can gain access to the backstage area and should, where possible, be at least 6000 mm away from stage and area occupied by the public.

D10

- (a) The permanent electrical installation of the premises shall, so long as members of the public are present, be in the charge of a competent electrician with sufficient knowledge of the installation to enable him to maintain and control it as may be necessary to keep it in safe working order.
- (b) Whenever extensive stage lighting and special effects are provided, a competent electrician shall remain within the stage area as long as the equipment is in use.

D11

- (a) No glass containers shall be permitted for the service of any drinks and no glass bottles shall be sold or distributed to any member of the audience.
- (b) The licensee shall ensure that every effort is made to prevent any member of the public from bringing glass containers onto the premises. Warnings to this effect shall be displayed in conspicuous positions outside the premises and at the entrance. Such warnings shall state, quite clearly that failure to comply with this requirement shall result in admission being refused or, if entry has been gained, the eviction of the offender.

APPENDIX E - ADDITIONAL CONDITIONS FOR INDOOR SPORTING CONTESTS, EXHIBITIONS OR DISPLAYS

- E1 Before any public contest, match exhibition or display takes place the licensee shall ensure that the Council is informed at least 3 months in advance of the number of contests and competitors taking part.
- E2
- (a) All temporary seating shall be firmly fixed to the floor or to the base of stepped tiers or otherwise secured so that such seating cannot be displaced.
 - (b) Rostra or other removable or demountable units, used to support temporary seating, shall be of rigid construction and be capable of supporting all persons who use it plus all other imposed and dead loads without deflection, movement or other danger to the public, staff and performers. Suitable means shall be made for interlocking adjacent rostra in position.
 - (c) All temporary seating shall be constructed so as to present no danger to any person using it.
 - (d) If temporary seating is provided on a platform supported by tubular scaffolding or similar demountable structures, the space beneath the platform on which the seats are placed shall not be used for any purpose and shall be maintained entirely clear of all storage and rubbish.
- E3 There shall be a clear space of 2500mm around wrestling rings inside which the public shall not be permitted.
- E4
- (a) Boxing and wrestling rings shall be in a position approved by the Council and the licensee and promoter shall satisfy themselves as to the strength and stability of the ring when installed.
 - (b) A skirt shall be used around the base of the ring and shall be made of rigid, non-combustible material, to the Council's satisfaction.
 - (c) At no time shall the public enter the confines of the ring.
- E5
- (a) Dressing room and washing/showering facilities, including an adequate supply of hot and cold water, shall be supplied for use on the premises to the Council's satisfaction.
 - (b) The firefighting equipment as required by the Council shall be provided in each dressing room and shall be ready for use.

E6 A fully equipped first aid facility shall be provided on the premises to the **Council's satisfaction.**