

# Hertfordshire Fire and Rescue Service Guidance for Event Organisers



## Relevant Conditions for a Premises Licence and details to be accounted for within an Event Management Plan

Conditions suggested by Fire Authority, in their role as a responsible authority, deemed appropriate for the promotion of the public safety licensing objective relating to the Licensing Act 2003

**1.** The premises licence holder will notify the Fire Authority of the dates of each year's event no later than (insert number) calendar months prior to the commencement of the event.

**2.** The premises licence holder will provide draft copies of the Event Management Plan and Risk Assessments to the Fire Authority no later than (insert number) calendar months prior to the commencement of each year's event.

**3.** The premises licence holder will provide a final copy of the Event Management Plan to the Fire Authority no later than six (6) weeks prior to the commencement of the event build-up on site of each year's event.

The final Event Management Plan will form part of the premises licence operating schedule conditions for each year's event..

**4.** The premises licence holder will ensure that the Event Management Plan covers the following areas to the complete satisfaction of Fire Authority.

**4.1** A scaled electronic site plan showing how each part of the area will be used, identification of all structures, access routes and ingress/egress points;

**4.2** Capacities and evacuation plans for all areas of the event;

**4.3** Roles and responsibilities of all key personnel responsible for managing the event, including names, contact telephone numbers and back-up contact details in the event of non-availability;

**4.4** Risk assessments for all activities relating to public safety, including fire;

**4.5** Full details of security and stewarding arrangements.

**4.6** Details of any proposed special effects and the proposed safety arrangements associated with their use;

**4.7** Details for managing all traffic and vehicle movements on site, including within parking areas, during the event build-up phase, during the event and during the site breakdown phase;

**4.8** Management arrangements for site access and egress, including specific arrangements for emergency services;

**4.9** Details of any camping and provided sleeping accommodation, in respect of event attendees, staff and volunteers;

**4.10** Details of power supplies, including all generators; Provision of artificial lighting, including emergency escape lighting;

**4.11** Provision of adequate fire-fighting cover, including facilities, personnel and water supplies;

**4.12** Technical details for all proposed temporary demountable structures;

**4.13** Details of all proposed safety barriers and fencing to be erected on site, including the positioning;

**4.14** Relevant independent certification or manufacturers' details to demonstrate that any fabric, or other material, used in the construction of, or in conjunction with, tents, marquees and similar structures, roof coverings, weather protection covers, curtains, drapes, backdrops, scrims and other materials used in, or upon, structures shall be rendered flame resistant to the current applicable British Standard;

**4.15** Identification of competent persons, including proof of competence, in relation to the construction of structures and the continual monitoring of them during the event;

**4.16** Details of the proposed maximum occupancy of each area, the method of controlling numbers therein;

**4.17** An event running order should be made available including times for when artists appear on stage and expected time of completion of set;

**4.18** Details of a suitable communication network;

**4.19** Means for giving warning of an emergency, including the initiating and effecting of any evacuation, including from structures;

**4.20** Provision of adequate emergency exit routes and emergency exits, both within structures and externally, and suitable provision of emergency signage;

**4.21** The profiles of the performers and the anticipated attendees;

**4.22** Contingencies for degraded systems.

**4.23** Contingencies in respect of points 4.1 to 4.22 inclusive above regarding the effects of adverse weather conditions including, but not limited to, wind, rain and heat.

**5.** In the event that the premises licence holder requires the attendance of a representative from the Fire Authority within the Emergency Liaison Team, other than in the event of an emergency response, the cost of the attendee will be paid by the premises licence holder.

**6.** If the premises licence holder, due to exceptional or unforeseen circumstances, wishes to make any amendment to the final Event Management Plan (that being the version that forms part of the premises licence operating schedule conditions) that would impact upon any public safety issue covered by conditions 1 to 5 inclusive above, he may only do so with written consent from the Fire Authority.

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For further assistance contact:

**Fire Protection**

Room 346 Old Block, County Hall, Pegs Lane, Hertford, Hertfordshire SG13 8DQ, Postal Point: CH0331

**Email** – [administration.cfs@hertfordshire.gov.uk](mailto:administration.cfs@hertfordshire.gov.uk)

**Telephone** – 01707 292310



**Hertfordshire Fire and Rescue Service**

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