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25th February 2022

Mr Simon Jones
Licensing Unit
Adur and Worthing Councils
Portland House
Richmond Road
Worthing
BN11 1LF

Dear Mr Jones,

RE: APPLICATION FOR A PREMISES LICENCE FOR SHOREHAM BY SEA VINTAGE FESTIVAL, ADUR RECREATION GROUND, BRIGHTON ROAD, SHOREHAM BY SEA, BN43 5LT. UNDER THE LICENSING ACT 2003.

Further to our representation of the 15th February 2022, I write to confirm that subsequently we have agreed new and revised conditions with Mr Thornton acting for the applicant.

The new conditions are as follows:

1. Total licensable activity authorised by this licence will be limited to a maximum of four consecutive days per annum in an enclosed concert site. The dates for each year's event will be notified to the Local Authority and Sussex Police in writing with a minimum of four months advance notice.
2. The PLH will present a draft EMP [Event Management Plan] for each year's event to the licensing authority and the named responsible authorities who constitute the SAG [Safety

Advisory Group} a minimum of eight weeks before the date of the proposed event in any one year.

3. A final EMP including:

- specific numbers for SIA registered door staff and stewards, their timings and duties,
- a Covid risk assessment (in line with Government guidelines at the time),
- plans to manage and control patrons queuing outside the event,
- A lost/found children and vulnerable people procedure for the event;
- An admissions policy for under 16s and under 18s on the site.
- a dispersal plan to ensure all patrons have vacated the site by closing time on each, with security on site until at least midnight.
- Transport Management Plan
- Bar Management Plan – to include numbers of, staffing and supervision levels, location plan.
- Emergency Plan

will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year.

4. A final EMP will be presented to all of the responsible authorities at least four weeks before the proposed event in any one year. The event will only be permitted to go ahead each year on receipt of the final EMP and its acceptance by the licensing authority.
5. The Premises Licence Holder must comply with the Final Event Management Plan submitted to and approved by the Licensing Authority and no changes will be made to it without prior written consent of the Licensing Authority. Each year's EMP will form part of the premises licence and the event will be run in accordance with the EMP.
6. A copy of the final agreed EMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority/and or members of the SAG upon request.
7. The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
8. The whole park to be fenced off for the event and entry by ticket only. Tickets may be sold in advance of the event. Tickets may also be sold at the entrance on the day subject to capacity.

9. Alcohol will not be permitted to be brought onto the site by the public.
10. Alcohol may only be taken from the site:
 - a. if it has been purchased from an authorised trader at the event (these do not include the event 'bars')
 - and
 - b. it is in a sealed container
11. There will be a zero tolerance policy of illegal drug use at the event. Anyone caught in possession of illegal drugs at the event will be held by the security staff and the police will be called. Any confiscated items will be put into a locked box the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.
12. All drinks will be dispensed into or decanted into recyclable plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.
13. Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
14. Adequate rubbish bins provided and emptied regularly in accordance with the approved event management plan.
15. Adequate temporary toilet facilities to be provided for event set at a minimum of one toilet per 100 females and one toilet per 500 males plus one urinal per 150 males.
16. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event.
17. The Premises licence Holder must comply with the Noise Management Plan (NMP) submitted to and approved by the Adur & Worthing Council's Environmental Protection Team and no changes will be made to the NMP without the prior written consent of the Licensing Authority.
18. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
19. Customers will be asked to leave the site in a quiet and orderly fashion and respect the neighbours and their property
20. The EMP will cover the admission of under 18s to the event on a year by year basis to allow for flexibility.

21. Unaccompanied children will not be allowed within bar areas. The entrance to each bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor.
 22. A 'Challenge 25' policy will be in place at all bars/stalls and advertised on the website/ticket outlets. Any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
 23. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to children.
 24. A Personal Licence Holder must be present during opening hours to supervise the sale of alcohol at each individual bar. This person's role will be supervisory only and to oversee the sale of alcohol on the site, and they will not personally sell alcohol or work behind the bar.
 25. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following induction training.
 26. This training will take place prior to the selling of such products:
 - The lawful selling of age restricted products
 - Refusing the sale of alcohol to a person who is drunk
- All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS prior to being allowed to sell alcohol. All training records shall be kept on the premises and made available to authorised officers of the Responsible Authorities upon request.
27. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.
 28. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.
 29. An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed by the DPS (or a person with delegated authority) at the end of each day of the event. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Responsible Authorities

I attach an email confirmation from Mr Thornton confirming his acceptance of the new and revised conditions above.

Accordingly Sussex police now withdraw their representation subject to the new and revised conditions being added in their entirety to the new premises licence.

Yours sincerely,



Inspector David Derrick CD295
West Sussex Licensing Inspector
Sussex Police

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