CIVIC GOVERNMENT (SCOTLAND) ACT 1982

PUBLIC ENTERTAINMENT LICENCES

NOTES FOR GUIDANCE

WARNING: EARLY CONSULTATION WITH THE PLANNING AUTHORITY IS REQUIRED IN THE CASE OF OUTDOOR ACTIVITIES OR EVENTS (whether or not involving temporary structures) to ensure that the activity or event will have no likely significant effect on any European site (i.e. sites designated under The Conservation (Natural Habitats, etc.) Regulations 1994 and/or the Habitats Directive 92/43/EEC).

It is recommended that licence applicants undertake this consultation before committing themselves to a final site selection.

In the case of sites which may have possible natural heritage constraints, normal rules classing temporary events as "permitted development" under planning legislation are disapplied by the 1994 Habitats Regulations. In such cases, the Planning Authority may require the event organiser to apply for approval under Regulation 62 of the 1994 Habitats Regulations. This will involve a process of consultation with Scottish Natural Heritage to identify likely effects and suitable mitigation measures. In some cases, full planning permission may be required before the event may proceed.

It is the licence applicant's responsibility to ensure, therefore, that consultation with the Planning Authority is undertaken sufficiently far in advance of the proposed event to allow time for any required Regulation 62 approval process or planning application process to be completed before the date of the proposed event.

The following notes give an outline of the requirements for public entertainment licences under the above Act. They should be treated as **guidelines only and not an authoritative statement of law.** They do not purport to be more than a guide to the main provisions of the Act in order that would be applicants may consider if they need to apply for a licence, applicants are recommended to study the relevant provisions of the Act and obtain any further advice from their Solicitor.

These notes also provide detailed guidance on the information which will require to be provided along with the application.

1 INTRODUCTION

In accordance with the Civic Government (Scotland) Act 1982, a public entertainment licence, issued by The Highland Council as licensing authority is required for the use of premises for public entertainment for the categories of entertainment listed.

IMPORTANT NOTE

Please note that the fee which is paid on submission of your application will not be refunded if your application is either refused or withdrawn.

1.1 WHAT IS A PLACE OF PUBLIC ENTERTAINMENT?

A place of public entertainment is **any place** including land where members of the public are admitted or may use any facilities for the purposes of entertainment or recreation but **does not** include:-

(a) an athletic or sports ground while being used as such;
(b) premises which have an indoor sports entertainment licence issued under Section 41(a) of the Act while being used as such;
(c) a sexual entertainment venue (as defined in section 45A) of the Act while being used as such
(d) an educational establishment while being used as such;
(e) premises belonging to or occupied by any religious body while being used wholly or mainly for purposes connected with that body;
(f) premises licensed under the Cinemas Act 1985;
(g) premises in which there is a club gaming permit (within the meaning of Section 271 of the Gambling Act 2005 or a prize gaming permit) within the meaning of section 289 of that Act of 2005;
(h) * licensed premises within the meaning of the Licensing (Scotland) Act 2005 in which public entertainment is being provided during licensed hours within the meaning of the Act; or
(i) premises in which machines for entertainment or amusement are being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.

* Please note that premises with only an occasional licence are no longer exempt from public entertainment requirements.

1.2 WHAT ENTERTAINMENT REQUIRES TO BE LICENSED?

A public entertainment licence will be required for the use of premises, i.e. any place including the use of land, where members of the public are admitted or may use the facilities for the following purposes of entertainment or recreation. Unless otherwise stated below, a licence will be required only where admission is on payment of money or monies worth. The three exceptions to this are firework displays, certain types of outdoor concerts and music performances and the public performance of a play (see paragraphs (c), (v) and (w) below). In each of these three cases a licence is also required where there is no charge for entry to the event.

(a) billiard, snooker and pool halls;
(b) premises used for exhibitions; **(From 1 January 2017 only exhibitions, which take place outdoors or which involve the use of a temporary structure and where there is an admission fee or charge to the public will require a public entertainment licence).**
(c) premises used for fireworks displays (includes where there is no admission fee or charge).
(d) premises used for health and fitness activities, including gymnasia and saunas;
(e) premises used for laser displays and war games;
(f) premises used for agricultural shows;
(g) premises used for Highland Games;
(h) premises used for Go-Karting;
(i) premises used for bungee-jumping and bungee-running;
(j) premises used for bouncy castles or similar structures;
(k) discos and dances;
(l) musical performances;
(m) lectures and illustrated talks **(From 1 January 2017 only lectures and illustrated talks which take place outdoors or which involve the use of a temporary structure and where there is an admission fee or charge to the public will require a public entertainment licence).**
(n) concerts;
(o) circuses;
(p) fairgrounds;
(q) travelling shows;
(r) travelling funfairs;
(s) Sun Tanning Premises.
(t) Trampolines and bungee trampolines
(u) Entertainment/Variety shows
(v) Outdoor concerts and musical performances where there is no admission fee or charge and which have a capacity of over 250 and where amplified music, or use of a public address system, is the principle activity of the event.

(w) premises used for the public performance of a play **(includes where there is no admission fee or charge) *please see notes below***

As of 27 January 2021, the Theatres Act 1968 will be repealed and from this date the public performance of plays will instead be licensed under the public entertainment licensing regime. No premises shall be used for the public performance of any play except under and in accordance with the terms of a public entertainment licence granted by the licensing authority.

A play is defined as:

(a) any dramatic piece, whether involving improvisation or not, which is given wholly or in part by one or more persons actually present and performing and in which the whole or a major proportion of what is done by the person or persons performing, whether by way of speech, singing or action, involves the playing of a role; and

(b) any ballet given wholly or in part by one or more persons actually present and performing, whether or not it falls within paragraph (a) of this definition.

A public entertainment licence shall be required for all public performances of a play, regardless of:

(a) whether there is a charge to the public
(b) the capacity of the premises

A public entertainment licence shall be required for all public performances of a play in both indoor and outdoor premises.

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2 CONDITIONS

The premises will require to comply with the standard conditions which accompany these Notes and which form part of the licence being granted.

Please note there are additional standard conditions applicable for a public entertainment licence for the public performance of a play.

The following details a breakdown of what the Council will expect from you as the licence holder in terms of managing an event/venue for public entertainment:-

- **EFFECTIVE PLANNING**

  As licence holder, you have a duty to plan, manage and monitor your event/venue to make sure that workers and visiting members of the public are not exposed to health and safety risks. The level of planning should be proportionate to the scale of the event/venue and the degree of risk.

  You should identify the:

  - Scale, type and scope of the event/venue
  - Type and size of the audience

- Location
- Duration of the event/venue
- Time of day and year that the event/venue will be held

These factors will help you determine what resources and facilities will be required.

- **EFFECTIVE ORGANISATION**

Whatever the scale of the event/venue, it is important to make sure that there is a clear understanding within the organising team who is responsible for the safety matters. You should have a written statement as to how your event/venue arrangements will be implemented, and by whom, in order to ensure everyone involved is clear of their own responsibilities and duties

- **EFFECTIVE SAFETY PLAN**

The key tool for creating a safety plan is the process of risk assessment. It is important that risk assessments are carried out in respect of the venue and all activities likely to occur, and that appropriate action is taken where significant hazards are identified.

- **EFFECTIVE LIAISON WITH OTHERS**

In planning and arranging your event/venue, it is important that you liaise closely with the venue owner/management, the emergency services, and the Local Authority Services (*i.e Environmental Health; Building Standards and Community Services (Roads)*). They will all be able to assist you with advice and information relevant to your planning.

The level of liaison necessary will be proportionate to the scale of the event or venue and the degree of risk.

- **LANDOWNER/OCCUPIER CONSENT**

Please note, if you are not the owner of the premises, you should obtain written permission from the landowner/occupier to undertake the proposed activity before you proceed with your application.

- **EFFECTIVE SELECTION OF CONTRACTORS/ WORKERS/ SUPERVISORY STAFF**

When you are selecting and appointing contractors/workers, consider their suitability and competence for undertaking work at your event/venue. Contractors should be able to demonstrate a knowledge and understanding of their work and the associated health and safety hazards. Being a member of an accreditation scheme, professional body or trade association may help you with this.

Anyone with a supervisory capacity at your event/venue should be suitably competent for their appointed role and receive appropriate training/instruction if necessary.

- **EFFECTIVE MONITORING OF EVENT/VENUE**

  It is important that you carry out daily, weekly or other periodic checks as necessary to ensure that the health and safety arrangements as proposed are actually being carried out and are effective. All arrangements should be subject to regular review in order to take account of alterations, unusual events, changes in personnel, equipment or materials.

The Council will expect applicants to produce evidence that the above management issues have been fully considered for any event/venue as they are essential components in ensuring the health & safety of both members of the public and workers.

****For temporary events it is important that applications are made at an early stage, preferably at least three months prior to the event****

3. INFORMATION REQUIRED BY THE COUNCIL, FIRE SERVICE AND POLICE BEFORE CONSIDERING YOUR APPLICATION

3.1 Provision of plans

An application for licence in respect of a building should be accompanied by a plan of the premises. These plans should include a floor plan of each floor to a scale of 1:50. A site plan to a scale of 1:500 should also be provided.

Whilst every effort should be made to submit plans to the above requirement should such plans not be available then hand drawn line plans will be acceptable providing that they are reasonably to scale or adequately dimensioned.

Floor Plan

The floor plan and accompanying documentation should show details of the following:

- Location of exit signs
- Location of fire exits, entrances, openings and stairs
- Fire-fighting points
- Location of emergency lights, if applicable
- Toilet accommodation – giving number of appliances for each sex, and disabled persons

- Fixed or temporary seating arrangements
- Stage areas and construction
- Temporary structures
- Modular demountable staging
- Kitchen or Catering areas including bar areas
- Disabled viewing gallery
- Position of structural components, poles and guy ropes, etc
- Lighting points including emergency lighting
- Drinking water points
- Floor specification and make up
- Location of generators and power supplies

The Site Plan

The site plan should give details of the following:

- Parking provision
- Position of footpaths or private roadways within the site (indicate details of one-way systems etc)
- External lighting points
- Site of any LPG or fuel storage areas
- Location of overhead or temporary power lines or cables
- Position of fire points, fire hydrants or water supplies
- Emergency access for fire appliance
- Pedestrian access routes
- First aid and medical points
- Perimeter and barrier fencing
- Toilet accommodation and soakaways (including details of same)
- Any lighting, sound or stage structures or towers
- Location and type of fairground rides and amusements
- Event control points
- Animal housing areas
- Dangerous animal housing or display areas
- Motor vehicle race areas
- Location of nearest noise-sensitive premises
- Firework/pyrotechnics display areas
- Details of water supply including course or site of any private water supply and drinking water points
- Campsites

Whilst every effort should be made to submit plans to the above requirement in certain circumstances where such plans not be available then hand drawn line plans will be acceptable providing that they are reasonably to scale or adequately dimensioned.

3.2 MANAGEMENT OF HEALTH & SAFETY AT EVENTS

Management of Events

(a) Persons providing public entertainment have a duty of care to those using the premises or venue for that purpose.

(b) An effective system of management for the health and safety of employees and the public is an essential component in fulfilling that duty of care and must therefore address every aspect of health and safety. It requires that you examine your premises or venue, and the activities you intend to undertake, to ensure that there is no unacceptable risk to the health safety and welfare of those who enter the premises or venue. It includes ensuring that the building or venue are inherently safe, including equipment in the premises or venue and any activities carried out there.

(c) An effective system of management should include the following components:

A written statement of how you will arrange control measures to ensure employees and the public's Health and Safety will require to be provided.

Details required are

- Person or persons responsible for Health and Safety Planning and Implementation
- Qualifications/competencies of people undertaking work activities
- Training of staff or attendants
- Plant and equipment maintenance records
- Written risk assessments of all activities (see examples below)
- Arrangements for monitoring control measures.

(d) **Risk Assessments** – A risk assessment is nothing more than a careful examination of what, at your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions to make sure that no one gets hurt. There are five basic steps: -

STEP 1: Look for the hazards

STEP 2: Decide who might be harmed and how

STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

STEP 4: Record your findings

STEP 5: Review your assessment and revise it if necessary

The amount of detail required in a risk assessment will vary greatly depending on the type of premises or event. There are also many ways in which the assessment can be recorded, however, in all cases **KEEP IT SIMPLE!**

The following is a risk assessment which was submitted in relation to a small village hall which gives one example of how this can be done.

Risk Assessment

Step 1: How can People get hurt

Hazards Considered:

1. Fire
2. Electrics
3. Gas Cooker
4. Hazardous substances
5. Storage
6. Food Hygiene
7. Computer Equipment
8. Lone Working

Being in a public building with access for unsupervised public use, there may be an increased level of risk due to lack of knowledge associated with the hazards above. Extra safety measures may be required. A First Aid box is accessible at all times and is regularly checked.

Weekly, monthly and annual checks are made of the building, car park and grounds to check for any changes of circumstances, deterioration of equipment etc.

Step2:

What Could cause HARM?	WHO might be harmed and HOW?	EXISTING CONTROL MEASURES	EXISTING RISK High/Medium/Low	FURTHER ACTIONS REQUIRED?
Fire	Public and staff through burns and smoke inhalation.	Fire Alarms, smoke alarms, fire fighting equipment, fire exits and signs are checked appropriately at regular intervals.	Low	Yes – included in Letting Conditions that users must take responsibility to make themselves aware of the location of fire fighting equipment, exits etc. Also advise hall users that children should be kept out of the kitchen when cooker, kettles or hot water heaters are in use.
Electrics	Public and staff through electric shocks	Electrical equipment and leads checked annually by a qualified electrician and monthly checks are made for general wear and tear by staff	Low	Yes – Plug covers are required for sockets as some of the hall users are young children

Gas Cooker	Public and staff through gas inhalation or creating fire hazard.	Gas cooker checked annually by a qualified person. Any member of public planning to use cooker are given verbal instructions. Written instructions are available in kitchen at all times.	Low	No
Hazardous Substances	Public may come into contact with hazardous cleaning substances and become ill	Hazardous cleaning substances are locked up when not in use. Staff using the substances will ensure they are controlled but it is the responsibility of the hall users to ensure that they and any accompanying children do not interfere with them.	Low	No
Storage	Public and staff through injury from falling equipment	Hall users are requested to store and stack chairs and tables in a safe manner. Storage cupboards checked regularly by staff to ensure equipment is stored safely.	Low	No
Computer Equipment	Public and staff through eye strain or injury	Computer set up as recommended by the manufacturer	Low	No
Food Hygiene	Public through illness from inappropriately prepared food	For public functions run by the Hall someone with a food hygiene certificate will oversee the preparation of food within the hall kitchen. Ensure hall users who are running a public event have someone with a food hygiene certificate.	Low	Yes – send more people from the Hall Management Committee on the Elementary Food Hygiene Course.
Lone Working	Staff working alone in building with open public access	Staff made aware to ask anybody acting inappropriately to leave or leave themselves and contact Police	Low	No

3.3 ACCESS FOR EMERGENCY VEHICLES AND INTERNAL ROUTES

(a) The site should be arranged to allow for adequate access for fire appliances and other emergency vehicles to within 45metres of any structure including fuel storage facilities.

Access routes should not be less than 3.7 metres wide, should have no overhead structure or cables less than 4 metres above the ground, and should be capable of taking the weight of fire appliances (approx. 17 tonnes) in all weathers.

Turning facilities should be provided in any dead-end access route which is longer than 20 metres. Where access routes to and within the site are accessible via bridges, the weight restriction of the bridge should not be less than the weight of the vehicle expected to use it.

(b) Emergency vehicle routes within the site should be clearly marked to identify them as such, and should be kept clear at all times.

(c) Car parks should be sited away from marquees and large tents and parking should not be allowed on internal routes or between tents.

(d) Access to fire hydrants and other water supplies should be free from obstruction with the hydrants being clearly indicated.

(e) In order to reduce the risk of fire, grass should be cut as short as possible before marquees and large tents are erected, and the cuttings cleared away to a safe place.

In exceptionally dry weather, special care may be required, i.e. dampening the site down before erecting the tentage.

(f) The use of a telephone or another method of calling the Fire Brigade in the event of a fire should be provided.

(g) The spacing between portacabins, caravans and other structures should not be less than 6 metres.

(h) An evacuation procedure must be produced following a Fire Safety Risk Assessment being carried out. This procedure must clearly explain to all staff and stewards the action to be taken to evacuate the event/area.

3.4 EMERGENCY EXITS

(a) Where an event is licensed for public entertainment and more than 50 people are present, doors should be conventional (i.e. a fixed frame and door set fitted with panic bolts or latches). Where such doors are provided, the door frame sills and the ground in the immediate vicinity of the doorway should be levelled to avoid the risk of people tripping.

Where the marquee is of the traditional "pole" type and is to be erected on uneven ground, a solid door frame may not be suitable.

Alternatives are to provide a single-action, outward-opening device or outward-opening velcro fastening of a width suitable to the number of people likely to use the exit. The velcro fastening, under reasonable pressure, can allow the whole wall to open back providing a wide exit.

NOTE:- IF VELCRO FASTENING DEVICES ARE TO BE USED THEN THESE DOORWAYS MUST BE PERMANENTLY STEWARDED.

(b) All exit doors forming a means of escape must be clearly and conspicuously marked with the method of opening.

(c) Escape routes leading to Emergency Exits must be at least 1.3m wide and should be kept clear at all times

(d) At all times when persons are within the structure, the doors which afford a means of escape should not be locked or fastened in such a manner that they cannot be easily and immediately opened from the inside, without the use of a key.

(e) All exits for means of escape purposes must be clearly and conspicuously indicated.

(f) Every structure should be provided with exits, which are sufficient for the number of occupants in relation to their width, number and siting. Normally no exit should be less than 1.05 metres wide.

Minimum Clear Width of Exit	**Number of Persons**
1.05 metres	1 to 160
1.65 metres	161 to 240
1.95 metres	241 to 320

(f) Where the structure is intended to hold more than 60 persons, there should be not less than 2 exits.

(g) Linking of Temporary Structure – It is essential to ensure that there are adequate means of escape from all parts of the combined structure, including (where necessary) the link itself.

3.5 EMERGENCY LIGHTING

(a) All parts of the structure to which the public have access and all external exitways should, if intended for use in the absence of daylight or where the fabric of the tested structure reduces visibility, be provided with normal lighting capable of providing sufficient illumination of those parts for the public to leave the structure safely.

(b) A minimum standard of illumination should be maintained so that the structure cannot be plunged into total darkness whether deliberately or accidentally. Emergency lighting installed to comply with British Standard 5266: Parts 1-7: 1999/BS EN 1838: 1999 will be deemed to satisfy this requirement.

The emergency lighting system should be regularly serviced and should be tested before the public are admitted to the structure.

(c) If at any time there is a failure of normal lighting, all parts of the structure to which the public have access, and all external exitways should immediately be illuminated by some alternative means which enable the public to see their way to a place of safety out of the structure.

(d) The normal lighting should be kept on at all times when the public are in the structure, except in any part which is well lit by daylight, and should illuminate all exit fire safety signs, unless they are self-luminous fire safety signs.

(e) In the case of temporary structures which are erected for a limited period or are used as part of a travelling entertainment, a current certificate signed by a competent person confirming that the emergency lighting installation meets the requirements of British Standard 5266: Parts 1-7: 1999/BS EN 1838: 1999 should be acceptable, subject to a functional test prior to the first admission of the public.

(f) Heat producing luminaires should be installed sufficiently clear of combustible materials to avoid the risk of fire.

(g) Where portable generators are to be used, a minimum of two generators must be run simultaneously on separate lighting circuits to prevent a total blackout during the event. Both generator lighting circuits must clearly illuminate all Emergency Exits and the routes and signage leading to the exits

3.6 TEMPORARY STRUCTURES

(a) Detailed structural plans of any temporary raised platforms or other structures used for seating, staging, lighting and sound equipment will be required. These will require to be accompanied by a structural engineer's certificate certifying their adequacy and suitability for the site and clearly stipulating any loading or other restrictions.

(b) Procedures must be put in place to ensure temporary buildings can be dismantled to a safe condition in the event of inclement weather being forecast. Particularly where winds are likely to approach the maximum design wind speeds for the structure in question.

3.7 REQUIREMENTS UNDER BRITISH STANDARD 7837:1996

(a) Structure fabrics must conform with test 2B (Bottom Edge Ignition) of BS 5438: 1989.

(b) All unattached lining materials should comply with British Standard 5867. Specification for fabrics, for curtains and drapes: Part 2 1980 flammability requirements.

(c) All attached linings and drapes must conform to test 2B (Bottom Edge Ignition) of BS 5438: 1989.

3.8 MEANS FOR FIRE FIGHTING

The level and provision of fire-fighting equipment should be agreed in advance of the event and will vary according to the local conditions and the structures and activities on site. The installation and maintenance of portable fire extinguishers should conform to British Standards BS EN3 and BS 7863: 1996. Where possible, firefighting equipment should be grouped to form fire points and these should be clearly and conspicuously indicated by the symbol described in the Health and Safety (Safety Signs and Signals) Regulations 1996.

One portable 9ltr water based extinguisher must be provided for each 200 square metres of floor area or part thereof. Also, special risk areas (bar, stages, kitchen etc) must be provided with at least one multipurpose extinguisher at each location, eg.

TYPE OF EQUIPMENT	NUMBER/SIZE	LOCATION	IS EQUIPMENT REGULARLY MAINTAINED
Water Extinguisher	4 9 ltr	At the front of the structure as marked on the plan	Yes

3.9 MEANS FOR GIVING WARNING

(a) Means should be provided for giving warning in case of fire and any other emergency. The means of giving warning should be such as to avoid creating alarm for the public whilst giving instant warning to appropriate members of staff or stewards. The use of a public address system with an agreed procedure may be sufficient.

(b) A fire alarm system, if required, should comply with the recommendations for Type M of British Standard 5839: Part 1, current edition, and where an alarm system is installed to comply with the British Standard a completion certificate should be provided. There may, however, be situations where a simpler means of raising the alarm could be regarded as adequate. Thie would be determined through the fire safety risk assessment process for the event.

(c) Manually operated sounders may be acceptable if each sounder will give a warning which is audible throughout the structure during a performance. Gongs,

triangles, klaxons, bells and whistles may be acceptable as sounders, provided that they cannot be confused with any entertainment in progress.

(d) Manual fire alarms should be mechanically reliable and the position chosen for the operation of any sounder should be as safe as possible from the effects of any fire risk. i.e. away from storage spaces, kitchens, etc.

(e) Electrical "break-glass" call points should be situated on escape routes and be provided on a scale which allows any person to reach a call point without travelling more than 30m. Manual call points should comply with British Standard 5839: Part 2.

(f) Any verbal warning to the public which requires them to leave the structure or site immediately should be phrased positively to leave the public in no doubt.

(g) There must be a procedure to shut off the entertainment or noise to enable the alarm/P.A. to be heard.

3.10 FIRE SERVICE – RISK ASSESSMENT PRO-FORMAS – STALL HOLDERS

When applying for an event/activity which is to be held outdoors, the applicant must ensure that any food concessions, traders or market stall holders attending the event complete the attached fire risk assessment pro-formas. Where food is to be sold by the trader the `food Concessions' form should be completed. For all non food traders they must complete the `Traders and Market Stalls' form.

It is the responsibility of the licence holder to retain the completed risk assessments and to be available for inspection by the Fire and Rescue Service at all times.

Please **do not** send the completed documents to either the Highland Council or the Fire and Rescue Service, they should be retained by the individual traders.

These pro-forma risk assessments are intended to assist Fire and Rescue Services to deliver a consistent, auditable approach to fire risk assessment and be used by small to medium units in order to fulfil their obligations under Part 3,The Fire (Scotland) Act 2005.

3.11 STEWARDS

(a) There should be competent stewards on duty during the whole time that the public are on the premises. These stewards should have been specifically instructed as to their essential responsibilities in the event of fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled persons and children.

(b) The primary duty of stewards is to ensure that safe conditions are maintained in the premises and to achieve this, they should:-

(i) ensure that no overcrowding occurs in any part of the premises;
(ii) co-ordinate evacuation of the structure/area in the event of an emergency;
(iii) keep all gangways and exits clear at all times;
(iv) prevent standing on seats or furniture; and
(v) be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons.

(c) Stewards should be readily identifiable to the public by means of some conspicuous clothing or marking system which is visible under all lighting conditions.

(d) The number of stewards on duty on the premises to assist persons entering or leaving should be not less than 1 for every 250, or part of 250 persons present; and

(i) If the number of persons on the floor or tier is less than 100, there should be at least 1 additional steward on duty on that floor or tier.
(ii) If the number of persons present on any floor or tier exceeds 100 there should be at least 2 additional stewards on duty on that floor or tier.

NOTE: The licensing authority may decide that because of the type of entertainment and/or the composition of the audience additional stewards should be on duty.

(e) Where most of the audience are under the age of 16, the number of stewards on duty should not be less than one for every 100 or part of 100 within the auditorium and one steward for every 50 or part of 50 above the lowest floor.

(f) All stewards and staff must be familiar with the type and location of Fire-fighting Equipment.

3.12 PROVISION OF SANITARY FACILITIES

(a) for fixed premises these should be provided in accordance with British Standard BS 6465 part 1, e.g. the table below indicates the likely number of facilities required for a building used as a place of public entertainment (without licensed bars)

Appliances	Males	Females
WC	1 for up to 250 males plus 1 for every additional 500 males or part thereof	2 for up to 40 females 3 for 41 to 70 females 4 for 71 to 100 females plus 1 for every additional 40 females or part thereof
Urinals	2 for up to 100 males plus 1for every additional 80 males or part thereof	

Wash Basins	1 per WC and in addition 1 per 5 urinals or part thereof	1 plus 1 per 2 WCs 0r part thereof
Bucket/cleaner's sink	Adequate provision should be made for cleaning facilities including at least one cleaner's sink	

(b) For temporary events the table below shows a general guideline. This is based on a music event, though these figures may be too high for short duration/'non peak period events such as country fairs and garden parties, or too low for events with high levels of fluid consumption or where camping will occur.

For events with a gate opening time of 6 hours or more		**For events with a gate opening time of less than 6 hours duration**	
Female	*Male*	*Female*	*Male*
1 toilet per 100 females	1 toilet per 500 males, plus 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males, plus 1 urinal per 175 males

WASHING FACILITIES

Where possible, provide hand-washing facilities in the ratio of one per five toilets with no less than one hand-washing facility per ten toilets provided. Provide suitable hand-drying facilities. If paper towels are supplied, arrange for regular disposal and restocking.

Where warm water hand-washing facilities are available, provide adequate supplies of suitable soap. Antiseptic hand wipes or bactericidal soap should be provided where warm water is not available.

On sites where hand-washing facilities are supplied in the open air, consider the management of the facility to ensure that the surrounding ground does not become waterlogged leading to localised flooding.

(c) Sanitary Facilities for Disabled Persons

These should be provided within the overall number of facilities required, as follows:-

(a) At least 1 unit (wc and washbasin) of unisex sanitary accommodation and accessed independently of any other sanitary accommodation; or

(b) Where provided integrally within separate sanitary accommodation for males and females, at least 1 unit (wc and washbasin) of each unisex sanitary accommodation for each sex.

NOTE:- A greater provision may be required dependent upon the distances between facilities. The total distance to be travelled from any point to the sanitary accommodation should not be more than 45m.

3.13 ELECTRICAL, MECHANICAL AND GAS SAFETY

(a) For events or premises using a permanent electrical installation an application for licence should be accompanied by an up to date electrical report which states that the electrical installation is in a satisfactory condition. The report should be in the format prescribed in Appendix 6 of BS 7671. For inspections prior to 1st January 2012 the correct format would be a Periodic Inspection Report. After this date the required format is an Electrical Installation Condition Report. Either form should be completed in accordance with the relevant Best Practice Guide on classification codes published by the Electrical Safety Council. For a completely new installation an electrical installation certificate is the appropriate format. The certificate will require to be signed by a qualified person who is

- A professionally qualified electrical engineer
- A member of the Electrical Contractors Association
- A member of the Electrical Contractors Association of Scotland
- A certificate holder of the National Inspection Council for Electrical Installation Contracting
- A Certificate Holder of the Scottish Electrical Certification (SELECT) scheme

Where the electrical report expires during the period in which the public entertainment licence is in force then an updated report shall be submitted to the Council as soon as possible thereafter.

For events or premises using a temporary electrical installation, an application for licence should be accompanied by written confirmation from a qualified person that the electrical installation will be completely and safely installed under his/her supervision prior to the public being allowed access to the site. This should be followed up with a certificate (PEL 8) being submitted to the Council once this has been undertaken.

(b) For events or premises using pressure vessels, lifts and lifting equipment or other equipment which is statutorily required to be inspected at regular intervals for safety purposes, an application should be accompanied by a copy of an up to date satisfactory inspection report.

(c) For events or premises using a gas installation the applicant will require to provide certification of inspection by a Gas Safe registered person qualified to inspect the equipment certified. Such certification will require to indicate that the installation complies with statutory gas safety requirements.

(d) For events or premises using moving equipment or machinery such as fairground rides the applicant will require to provide a certificate of fitness from an independent and suitably qualified person.

3.14 FIRST AID & MEDICAL ARRANGEMENTS

The extent to which medical and first aid facilities will be required will vary widely depending on the nature of the event. The Health & Safety Executive's publication HSG 195 "The Event Safety Guide" gives guidance on facilities which should be provided at larger events. A minimum of two first aiders would normally be expected at small events.

3.15 THIRD PARTY LIABILITY INSURANCE

The licence holder must provide proof that he holds third party liability insurance giving a minimum level of indemnity of FIVE MILLION POUNDS (£5,000,000) in respect of the licensed use.

3.16 LIVESTOCK ON EVENT GROUND

Where the event is to be held on ground/fields which are used for livestock such livestock should be removed from all areas to be used for events at least 21 days prior to the event and any visible animal dropping removed from the site, this is to avoid the risk of e-coli being contracted from animal droppings.

3.17 WHO ARE THE RELEVANT PEOPLE TO CONTACT FOR HELP?

Your application for a public entertainment Licence will be circulated to Council Services for vetting and will also be referred to the Police and Fire Services. If you require a building warrant or planning permission for the use of premises or erection of certain temporary or permanent structures, or seek to use parts of the public highway, then you should apply for the relevant permits or permissions well in advance to ensure that these are available when you make your application. We recommend that you consult relevant Council Services prior to making an application so that their requirements are made known to you at an early stage. The principle Services concerned with public entertainment licences are:-

(a) **Chief Executive's (Licensing) Office**

For enquiries in relation to any matters detailed in paragraphs 1, 2 & 4 – 13 (inclusive).

(b) **Community Services** – for matters concerning the content of paragraph 3 in respect of health and safety issues, noise, nuisance and risk assessment – management control and use of public roads.

(c) **Fire Service** – for matters detailed in paragraph 3 relating to fire safety, management of the premises in the event of an emergency, approval of maximum numbers of people for the premises and fire precaution measures:

(d) **Planning & Building Standards**

For matters detailed in paragraph 3 regarding the provision of building warrants, planning permissions, temporary staging and construction of temporary structures for example marquees. The Planning Authority must also be consulted as early as possible in advance of any outdoor activity or event (whether involving temporary structures or not) to consider any likely effects on areas and habitats protected under The Conservation (Natural Habitats, etc.) Regulations 1994. The Planning Authority's approval under Regulation 62 of the 1994 Habitats Regulations, or full planning permission, may be required in the event of any likely significant effects on such areas and habitats.

(e) **Police** – for matters regarding public order/general management of premises:

4. WHAT HOURS WILL THE LICENCE BE GRANTED FOR?

You should state on the application form the earliest opening and latest closing times that you would require for public entertainment events on your premises and specify the days of the week on which these hours are requested.

If you have already been granted a public entertainment licence and you wish to hold an event extending beyond the hours specified in your licence, you may apply to the Council for a variation to your licence conditions.

5. DETERMINATION OF AND DURATION OF LICENCES

(i) **Full licences: in simple cases** a licence will normally be issued after the elapse of 28 days from receipt of an application. In other cases, eg where objections have been received, applications can take considerably longer to be determined. A licence shall remain in force, unless previously suspended or revoked, for a period of three years from the date when it comes into force, or such shorter period as the Council sees fit. The licence is not normally transferable.

(ii) **Temporary Licences:** application may be made for a temporary licence which on being granted by the Council may have effect for a period not exceeding 6 weeks. A temporary licence is not capable of being renewed, but where application has also been made for a full licence for the same activity, the temporary licence, if granted, shall continue to have effect until the application for the full licence has been determined. Temporary licences may be granted earlier than the 28 day period specified for a full licence. The current fee for this can be found on the Council's website, see link below

http://www.highland.gov.uk/info/1125/licences_permits_and_permissions/306/licence_application_fees

(iii) **Determination Period**: The Council have 9 months in which to determine an application for a licence under the Civic Government (Scotland) Act 1982. If an application cannot be determined by officers using delegated powers and the 9 month deadline is approaching then the application may require to be submitted to the Council's Highland Licensing Committee for their consideration. The Committee have the power to grant or refuse applications for a licence.

PLEASE NOTE THAT APPLICATIONS FOR THE GRANT OF A PUBLIC ENTERTAINMENT LICENCE SHOULD BE LODGED IN GOOD TIME FOR THE EVENT/LOCATION IN QUESTION.

Whilst every effort will be made to process complete applications as quickly as possible, if applications are not submitted in good time or lodged without all the necessary supporting documentation there is **no** guarantee that they will be processed in time for an event. Applicants are asked to bear in mind that a range of bodies require to be consulted, and if objections are lodged, a formal hearing before the Highland Licensing Committee will have to be convened to adjudicate on the application. This all takes time.

THE HEALTH & SAFETY EXECUTIVE EVENT SAFETY GUIDE RECOMMENDS THAT APPLICATIONS BE SUBMITTED A MINIMUM OF 3-6 MONTHS PRIOR TO AN EVENT.

All promotional literature for an event which requires a public entertainment licence should state "subject to licence" or similar so that members of the public are appropriately informed.

In the case of temporary licences, applicants should note that it may well be necessary to carry out a final inspection on the day of an event before the licence can be issued.

6. LICENCE TO BE RETAINED

The licence must not be altered, erased or defaced in any way, must be kept clean and legible and must not be lent to or used by any other person. Should the licence be lost or become defaced or illegible the licence holder shall obtain a replacement from the Council on payment of the appropriate fee. The current fee for this can be found on the Council's website at the link below:
http://www.highland.gov.uk/businessinformation/licensing/civicgovernmentlicensing/civ-gov-lic-fees.htm

The licence holder shall produce his/her licence within five days of being requested to do so by a Police Constable or an authorised Officer of the Council or the Fire Service.

7. RETURN OF LICENCE

The Licence shall be delivered to the Council:-

(a) if the premises cease to be used as a place of public entertainment;

(b) within seven days of receiving notice of the coming into effect of a decision of the Council to suspend or vary the terms of the licence, or the decision of a Court to revoke it.

8. NOTIFICATION OF CONVICTIONS OR MATERIAL CHANGE OF CIRCUMSTANCES

The licence holder shall notify the Council as soon as is reasonably practicable with any **convictions or other material change** in circumstances affecting him/her or the activity to which the licence relates, including any particulars referred to in the application for grant, or latest application for renewal, of the licence. **If in doubt, please notify the Council of any changes**.

9. NOTIFICATION OF MATERIAL ALTERATIONS

The licence holder shall not make or permit to be made any material change to the premises without the prior **written** consent of the licensing authority unless in accordance with a requirement imposed by or in pursuance of any enactment other than parts I or II of the Civic Government (Scotland) Act 1982. **If in doubt as to whether consent is required, please contact the Council**.

10. APPLICATION FORM AND FEES

Application forms are available from Council Offices or Service Points shown at the end of these notes.

You should take care in completing the application form to list, subject to the terms of the Rehabilitation of Offenders Act 1974, all convictions against you. If you are in doubt as to whether or not to list a conviction you should seek independent advice on this matter.

In order to apply for a licence, the application form must be returned along with the following:-

- the appropriate fee. The current fee for this can be found on the Council's website, see link below http://www.highland.gov.uk/businessinformation/licensing/civicgovernmentlicensing/civ-gov-lic-fees.htm.

- a site or location plan showing precisely which part or parts of the premises are to be used for the purposes of public entertainment.

Prior to issue of the licence the following documentation must also be submitted:

- Certificate of compliance to the effect that the required public notice has been posted

As soon as your application is submitted you should post a notice on the premises in the style attached. This requirement is not applicable to applications for temporary licences (see note 6(ii) above).

NB Where the application has been made by or on behalf of a company or partnership (ie. a non-natural person) the address of the registered or principal office and the names of and the private addresses of the directors, partners or others responsible for its management should also be stated on the notice. You should attempt to keep the notice on display for a period of at least 21 DAYS and try and ensure that it does not become defaced or destroyed during that period, replacing the notice if necessary.

When the required Notice has been displayed in accordance with the legislation, you should, on expiry of the 21 DAYS, complete and sign the Certificate of Compliance and send it to the office you submitted the application form to.

Your application will be referred to the Police, Planning, Building Standards, Community Services and the Fire and Rescue Service for comment.

11. PRIOR REFUSAL

If refused, you cannot apply for the same kind of licence in respect of the same activity or for the same premises, within one year of that refusal unless there has been a material change in circumstances.

12. HEARINGS

Occasionally, and always if there is an objection to the granting of a licence, a hearing will be held at the Highland Licensing Committee to decide whether or not a licence should be granted. If the application is to be referred to a hearing you will be invited to attend and notified in writing of the date, time and venue. A further appeal lies to the Sheriff Court.

13. OFFENCES

The following are criminal offences liable, on summary conviction, to a fine:-

(a) Carrying on an activity for which a licence under the Civic Government (Scotland) Act 1982 is required without such a licence;

(b) Failing to comply with a condition of a licence;

(c) Failing to notify the Council of a material change in the circumstances of a licensee;

(d) Failing to obtain the consent of the Council before making any material change to any premises, vehicle or vessel to which the licence relates;

(e) Failing to surrender the licence (1) after it has been superseded or (2) when the licensee has given up the activity to which it relates;

(f) Failing to disclose convictions in the application form;

(g) Making a false statement when filling in the application form.

The above list is not exhaustive and reference should be made to the Civic Government (Scotland) Act 1982 for all offences under the Act.

14. SUMMARY

As stated earlier, the amount of information required will vary greatly depending on the nature of the application. To supplement the above list of contacts, you may wish to refer to the undernoted publications, particularly if your application is for a licence for a new building which is expected to be used regularly or for a large “one-off” event, the publications being:-

15. ADDITIONAL GUIDANCE

- *Practical Fire Safety For Places Of Entertainment and Assembly from Scottish Government* www.firelawscotland.org

- *"The event safety guide"* HSE (HSG195)

- "*Managing Crowds"(HS(G)(154)* available from HSE Books, Sudbury, Suffolk

- *"Code of Practice for Outdoor Events"* available from The National Outdoor Events Association, Surrey.

- For advice regarding sanitary accommodation for the disabled refer to British Standard BS 5810 1979, including any subsequent amendments, and to the "*Disability (Scotland) Access Guide".*

- For advice on Sanitary Accommodation refer to British Standard BS 6465 Part 1 1994 including any subsequent amendments. See also *"The event safety guide"*.

- http://www.hse.gov.uk/event-safety/index.htm

- http://www.thepurpleguide.co.uk/

- http://www.food.gov.uk/scotland/

LICENSING OF PUBLIC ENTERTAINMENT EVENTS

FIRE SERVICE – RISK ASSESSMENT PRO-FORMAS – STALL HOLDERS

This is the form referred to in Paragraph 3.10 of the Guidance notes attached.

When applying for a licence where the event is to be held outdoors, the applicant must ensure that any food concessions, traders or stall holders attending the event complete the attached fire risk assessment pro-forma.

Where food is to be sold by the trader the `Food Concessions – Appendix A' form should be completed. For all non food traders they must complete the `Traders and Market Stalls – Appendix B' form.

Please **do not** send the completed documents to either the Highland Council or the Fire and Rescue Service, they should be retained by the individual stall holders.

Please ensure that all stall holders are given a copy of the relevant form and complete them prior to operating.

These pro-forma risk assessments are intended to assist Fire and Rescue Services to deliver a consistent, auditable approach to fire risk assessment and be used by small to medium units in order to fulfil their obligations under the Fire (Scotland) Act 2005.

Fire Risk Assessment - Food Concessions

Name of Unit / Stall	
Contact No. on site	
Location on site	

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit.
The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.
Failure to comply with this requirement will result in you being removed from the site.
You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances.
You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard food units where customers do not enter the unit

1.	Do you have an inspection / gas safety certificate for the appliances and pipe work *(copy to be available for inspection)* and are all hose connections made with "crimped" fastenings?	**Yes**	**No**	**N/A**
2.	Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	**Yes**	**No**	**N/A**
3.	Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?	**Yes**	**No**	**N/A**
4.	Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	**Yes**	**No**	**N/A**
5.	Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	**Yes**	**No**	**N/A**
6.	Do you ensure that only those cylinders in use are kept at your unit/stall? *(Spares should be kept to a minimum and in line with any specific conditions for the event)*	**Yes**	**No**	**N/A**
7.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	**Yes**	**No**	**N/A**
8.	Are the cylinders located away from entrances, emergency exits and circulation areas?	**Yes**	**No**	**N/A**
9.	Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?	**Yes**	**No**	**N/A**
10.	Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?	**Yes**	**No**	**N/A**
11.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	**Yes**	**No**	**N/A**
12.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? *(Certificates of compliance will normally be required)*	**Yes**	**No**	

13.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	**Yes**	**No**	**N/A**
14.	Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.	**Yes**	**No**	
15.	If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	**Yes**	**No**	**N/A**
16.	If the normal lighting failed would the occupants be able to make a safe exit? *(Consider back up lighting)*	**Yes**	**No**	
17.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	**Yes**	**No**	
18.	Has the fire-fighting equipment been tested within the last 12 months? *Note: a certificate of compliance will normally be required*	**Yes**	**No**	
19.	Have staff been instructed on how to operate the fire-fighting equipment provided?	**Yes**	**No**	
20.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?	**Yes**	**No**	
21.	Are you aware that petrol generators are not permitted on site?	**Yes**	**No**	
22.	Have you identified all ignition sources and ensured that they are kept away from combustible materials?	**Yes**	**No**	
23.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident?	**Yes**	**No**	
24.	Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?	**Yes**	**No**	
25.	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? *Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units*	**Yes**	**No**	**N/A**

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.

Continue on separate sheet if necessary

Stallholder / Responsible Person : ..... Signature ..... Print Name ..... Date

Designation : .....

Company : .....

PLEASE NOTE

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.

Fire Risk Assessment - Traders and Market Stalls

Name of Unit / Stall	
Contact No. on site	
Location on site	

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit.
The Risk Assessment needs to identify the fire hazards and persons at risk, you must endevour to remove or reduce these risks and protect people from fire.
Failure to comply with this requirement will result in you being removed from the site.
You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

1.	Are adequate exits provided for the numbers of persons within the unit or stall? *(Are your staff and customers able to evacuate easily if the normal exit is blocked?)*	**Yes**	**No**	
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	**Yes**	**No**	**N/A**
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	**Yes**	**No**	
4.	If the normal lighting failed would the occupants be able to make a safe exit? *(Consider back up lighting)*	**Yes**	**No**	
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	**Yes**	**No**	
6.	Has the fire-fighting equipment been tested within the last 12 months? *Note: a certificate of compliance will normally be required*	**Yes**	**No**	
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?	**Yes**	**No**	
8.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	**Yes**	**No**	
9.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	**Yes**	**No**	
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	**Yes**	**No**	
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? *Note: certificates of compliance will normally be required*	**Yes**	**No**	
12.	If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? *Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.*	**Yes**	**No**	**N/A**
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?	**Yes**	**No**	

14.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	**Yes**	**No**
15.	Are you aware that petrol generators are not permitted on site?	**Yes**	**No**

If you use LPG

16.	Do you have an inspection / gas safety certificate for the appliances and pipework *(copy to be available for inspection)* and are all hose connections made with "crimped" fastenings?	**Yes**	**No**	**N/A**
17.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	**Yes**	**No**	
18.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	**Yes**	**No**	
19.	Are the cylinders located away from entrances, emergency exits and circulation areas?	**Yes**	**No**	
20.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	**Yes**	**No**	
21.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	**Yes**	**No**	
22.	Do you ensure that only those cylinders in use are kept at your unit/stall? *(Spares should be kept to a minimum and in line with any specific conditions for the event)*	**Yes**	**No**	
23.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	**Yes**	**No**	

If the answer to any of the above questions is "NO",
please detail the actions you have taken to remedy the situation.

Continue on separate sheet if necessary

Stallholder /
Responsible Person : Signature Print Name Date

Designation :

Company :

PLEASE NOTE

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL FROM THE SITE BY THE ORGANISERS SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.