

Aberdeenshire Council
Civic Government (Scotland) Act 1982
Section 41 and Schedule 1
Miscellaneous Public Entertainment Licence -
General

1. The Licence must be displayed on the site in such a place and in such a manner as to be easily read by the public showing the maximum number of persons allowed on the site.
2. The use of the site is restricted to the **enter details**, on the date or dates specified on the Licence. The entertainment shall finish at the time in the evening shown on the Licence. The Licence holder shall write to the Council at least 28 days in advance of the event each year, providing a note of the dates of the **name of event** , a detailed list of the events taking place, a note of the location of the events and a detailed location plan (which must be drawn to scale).
3. The Licence holder shall be liable for any act or omission in contravention of, or non-compliance with, any of these conditions either by himself, any of the owners of any structures, any of the operators of any of the devices or equipment on the site or any of the attendants whether employed by him or by the said owners or operators.
4. While the site is in use for the above purposes the Licence holder, or in the absence of the Licence holder, a person holding authority from him must be in charge of the site. The Licence holder or such authorised person must inspect the site and any structures thereon before members of the public are admitted and he must ensure that he will not be engaged in duties which might prevent him from exercising general supervision of the site. He must also remain on site for at least thirty minutes after all members of the public have left.
5. A policy of public liability insurance with a reputable insurance company for a sum acceptable to the Council shall be exhibited to the Council each year, at least twenty-eight days in advance of the event.
6. The Licence holder must ensure that a minimum horizontal distance of 8 metres is maintained between the boundary of any dwellinghouse or building and all devices, equipment, structures etc., on the site. The layout of the site must take into account the following fire safety factors: -
 - a) Access and egress for the public, emergency vehicles and equipment;
 - b) Proximity of surrounding buildings and vegetation and the risks in the spread of fire;
 - c) The need for a telephone call to the Fire Brigade;
 - d) The availability of mains services; and
 - e) The slope or unevenness of the ground.
7. The layout of the site should be arranged so as to allow for adequate means of access by fire fighting vehicles to within 50 metres of any part of the site. Access routes should not be less than 4 metres wide and should have no overhead structure or cable less than 4.5 metres above the ground. Access routes must also be capable of taking the weight of fire-fighting appliance (approximately 12.5 tons) in all weathers. Access to hydrants and other water supplies must not be obstructed or obscured.
8. All approaches, passages, alleys and gaps between stalls shall be kept entirely free from obstruction and shall be of such arrangement, width and pattern as may be approved by the Firemaster. The spacing between caravans and other structures shall not be less than 6 metres.

9. Exits from the site shall not be secured in a manner likely to prevent or impede safe means of escape in the event of an emergency. All exits necessary to provide means of escape must be clearly and conspicuously indicated and must be kept lit not only by normal lighting but also by the system of emergency lighting aftermentioned. All fire safety signs, notices and graphic symbols must conform with B.S. 5499: Part 1.
10. Where the public are admitted inside structures, a sufficient number of competent attendants must be on duty. These attendants must be instructed as to their responsibilities in the event of a fire or other emergency.
11. In relation to tented structures, newly manufactured membranes and fabrics must be of inherently flame-retardant fabric or durably flame-retardant fabric when tested to B.S (i.e. British Standard) 5438. Existing materials and structures manufactured to the previous B.S. 3120 continue to be acceptable until replaced. All supporting poles, frames, guys, stakes, anchors, fastenings etc., must be regularly tested by the supplier and maintained in a safe condition. The structure must be erected by a competent person and must not readily collapse when exposed to fire. Rigid linings (e.g. wall boards) used in structures must have not less than a Class 1 surface spread of flame rating as described in B. S. 486: Part 7.
12. In all structures any decorative surface finishing, including any fabric which is permitted to be attached to any structure shall be non-toxic and either non-combustible, inherently non-flammable or durably flame-proofed. All staging, curtains, drapes and fabrics in use shall be rendered and maintained flame resistant.
13. A central fire point under the control and protection of either the Licence holder or a person authorised by him must be established to contain portable fire-fighting equipment. Adequate numbers of fire-fighting appliances must be provided and such appliances and equipment must always be kept in good working order and condition to the satisfaction of the Firemaster. The fire point should comprise multi-purpose dry powder type extinguishers with a capacity of at least 2.5Kg. per 200 square metres of entertainment area. The location of the fire point must be known not only to the Licence holder and the authorised person but also to the owners and operators of any devices or equipment, the attendants and any performers of entertainment. The Licence holder shall ensure that all owners and operators of equipment as well as employees attendants while on duty while the site is in use are instructed in the fire safety precautions to be observed and the action to be taken in the event of fire or other emergency and shall ensure in particular that adequate precautions are taken to provide for the safe evacuation of children and handicapped persons in such circumstances.
14. No article shall be placed on top of, in front of or near any fire appliance to prevent, hinder or delay the said appliance being used immediately. Any direction issued by the Firemaster shall be complied with immediately.
15. The use of stage and sound effects, smoke bombs, smoke generators, flash powder, flash boxes, detonators and similar items shall not be used except with the approval of the Firemaster.
16. Except with the prior special permission of the Council, no exhibition, demonstration or performance of hypnotism within the meaning of the Hypnotism Act 1952, shall be given within the site.
17. All temporary or permanent electrical installations at the site shall comply with the current legislation and with the Regulations of the Institute of Electrical Engineers applicable at the time of the installation or any subsequent replacement or renewal. Any temporary electrical installation must be carried out by or under the supervision of a competent electrician. Residual current protection devices shall be provided between any amplification or ancillary lighting system and the electricity supply. The protection device must have an adequate load rating and a 30 milliamp tripping circuit with a maximum operating time of 30 milliseconds.

18. Any stage, platform, circus ring or element in a fairground to which the public are admitted shall be lit to the satisfaction of the Firemaster. Where the public have access inside structures which could be plunged into darkness if the lighting was to fail a separate system of emergency lighting shall also be provided to comply with B.S. 5266: Part 1 and which shall be kept lit throughout the whole time the site is open to the public.

19. Every structure on the site shall comply with the following requirements where appropriate as regards exits and exit routes: -

- a) Where the structure or any room within a structure is intended to hold less than 50 persons one emergency exit in addition to the normal exit will be sufficient;
- b) Where the structure or any room within a structure is intended to hold more than 50 persons then there must be not less than two emergency exits in addition to the normal exit;
- c) None of the exits must be less than 1.05 metres in width. They must also be distributed evenly around the structure in order to ensure that genuine escape routes are available from all parts of the structure;
- d) From any part of a room or structure having more than one exit the distance to travel for any person must not be more than 18 metres. For a room or structure having only one exit the distance to travel must not be more than 6.5 metres.
- e) While any person is within a structure, the doors of the structure and of any room within the structure which affords a means of exit, should not be locked or fastened in such a manner that they cannot easily and immediately be opened from the inside. All doors on an exit route should open outwards in order that in an emergency all persons can escape without impediment. Exit routes must be kept clear of obstruction at all times.

20. The Licence holder shall ensure:-

- a) that the site is maintained in a clean and tidy condition;
- b) that there are sufficient suitable refuse collection receptacles provided both at the site and within all structures for use by the public and by the said owners, operators and attendants;
- c) that adequate toilet provision for use both by the public and by the said owners, operators and attendants is made. Chemical toilets shall be disposed of at the local Public Conveniences. The toilets must be left in a clean and tidy condition.
- d) that adequate arrangement for the disposal of chemical toilets from residential caravans are made; and
- e) The site licence holder shall be responsible for making arrangements for the uplifting and removal of refuse and for ensuring the area is litter free. Waste from events is commercial waste and any waste collection should be made in accordance with the Duty of Care regulations.

Prior to leaving the site at the end of each day the licence holder shall ensure that it is left in a clean and tidy condition. Sites should be cleaned in accordance with the Code of Practice for Litter and Refuse (2006) issued under section 89 of the Environmental Protection Act 1990.

If no arrangements be made and the site is not left in a clean and tidy condition at the end of the event, Aberdeenshire Council or its appointed contractor may carry out the necessary works to

return the site to the required standard. The costs of this clean up will then be recovered from the Licence holder.

Aberdeenshire Council can provide a service for event waste collection, including a recycling service or clean up. Consideration should always be given to reducing, re-using and recycling of waste generated at events. For further information or advice contact the Trade Waste Team on 0845 600 3 900 or by e-mail to trade.waste@aberdeenshire.gov.uk.

21. The Council or any person authorised by them, and any police officer or duly authorised representative of any statutory authority, shall have access to the site at any reasonable time for the purpose of inspecting and examining the same.
22. Good order and decency shall be maintained on the site, and in the case of the Police being required to deal with any incidence of disorder, the Licence holder and the said owners, operators and attendants shall assist to their utmost in the restoration of good order.
23. The Licence holder shall, except in so far as already provided for herein, comply with all relevant parts of the HMSO "Event Safety Guide".
24. The Licence holder shall comply with the conditions listed in the Firemaster, Environmental Health and Building Control conditions. These conditions are specific to the event and are over and above the general conditions contained herein.
25. The Licence holder shall have due regard to the safety of any members of the public and of any animals/livestock/birds taking part in or attending the event.
26. If any entertainment provided at the site or any advertisement relating to the entertainment is, in the opinion of the Council, indecent, vulgar or lacking in good taste in whole or part, they may direct the Licence holder to stop such entertainment or remove such advertisement or to modify it in such a way as to remove the cause of the offence, and if the Licence holder refuses or fails or neglects to comply with the direction of the Council he shall be deemed to be in breach of these conditions.
27. The Licence holder shall surrender the Licence if and when called upon by the Head of Service to do so for the purpose of alteration in accordance with any decision of the Council.
28. Definitions:-
 - a) "Council" means Aberdeenshire Council;
 - b) "Head of Service" means the Head of Service of the relevant division of the of the Law and Administration service of Aberdeenshire Council;
 - c) "Head of Environmental Health" means the Head of Service for the Planning and Environmental Health Service Aberdeenshire Council;
 - d) "Firemaster" means the Firemaster of Scottish Fire and Rescue Service.

Additional Conditions by Police Scotland:

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1.	An adequate number of staff/volunteers/stewards should have knowledge of first aid procedure.
2.	Appropriate steps must be taken to ensure that the number of patrons within the public area does not exceed the agreed capacity of the premises or venue.
3.	Appropriate Stewarding will be in place to provide adequate control of the premises and is to be in accordance with the Stewarding plan submitted. The said Stewarding Plan must be adhered to for the duration of the event.
4.	The applicant will comply with all reasonable / lawful requests made by authorised officers of the Local Authority and/or Police Officers.
5.	All reasonable requests, which do not have an operational impact, made by the Police or Local Authority officials should be complied with.
6.	The Chief Constable or the most senior officer present may, if he or she reasonably believes that there is, or is likely imminently, to be a serious threat to public safety on, or in the vicinity of the licensed event, including where a breach of licensing conditions would pose a serious threat to public safety, close the event immediately for such a period as may be necessary.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
PUBLIC ENTERTAINMENT LICENCE**

Standard Conditions

General Safety Management:

1. The licence holder shall ensure that every task associated with the preparation of the site and the staging of the event is fully assessed with regard to possible risks to health and safety of anyone associated with the staging of the event and members of the public attending the event.
2. Exits from the site shall not be secured in a manner likely to prevent or impede safe means of escape in the event of an emergency. Exits to entrances shall be clearly signposted.
3. The main entrance gates to the event shall be manned at all times by competent stewards with direct links to the main control point in order to efficiently sterilise the route for emergency access and egress. Entrances and exits to the site shall be clearly signposted.
4. A suitable public address system shall be available for the broadcast of information in the event of an emergency.

Stewarding/Marshalling:

5. There shall be competent stewards/attendants on duty during the whole time that the public are on the premises. These stewards shall receive suitable instructions as to their essential responsibilities in the event of a fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled persons and children.
6. The licence holder shall ensure that a minimum of one steward for any 100 members of the audience is provided within the site.

Electrical Installations:

7. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989. Installations must be installed, tested and maintained in accordance with the latest edition of the Institute of Electrical Engineers Regulations for Electrical Installations (The IEE Wiring Regulations), which also form BS 7671 The Requirements of Wiring Installations.
8. All temporary or permanent electrical installations must be carried out by or under the supervision of a competent electrician. Residual current protective devices shall be provided between any amplification or ancillary lighting system and the electricity supply. The protective device must have an adequate load rating and a 30 milliamp tripping circuit with a maximum operating time of 30 milliseconds. Any such protective device in use outside or in wet conditions shall have a minimum IP rating of 5/5.

9. All electrical equipment shall be installed so far as is reasonably practicable so that it cannot be interfered with by the public or unauthorised persons.

Gas Installations and Pipework:

10. The installation and work on gas appliances or fittings shall only be undertaken by competent persons such as gas suppliers or installers, registered with the Gas Safe Register and accredited to work on LPG Non-domestic gas appliances/installations.
11. Any LPG cylinders should be protected against unauthorised interference and accidental leakage. Full and empty cylinders should be kept in a safe position in the open air away from other flammable materials.

Sanitary Accommodation:

12. The licence holder shall ensure that adequate toilet provisions for use by both the public and by the said organisers, operators and attendants is made based on the maximum occupant capacity figure as stated on the licence application form.

Sanitary conveniences shall be provided as follows:

- | | |
|-----------------------|---|
| Female conveniences - | 1 WC per 100 females |
| Male conveniences - | 1 WC per 100 or less males |
| | 2 WC s for 101 – 500 males |
| | 1.5 metres of urinal accommodation per 500 males. |

Wash hand basins shall be provided in the following ratio:

- 1 per 5 sanitary conveniences (WC s and urinals)

First Aid Provision:

13. A minimum of 2 first aiders shall be available at all times during the whole event.
14. Each first aid post shall be maintained in a clean and hygienic condition free from dust and adequately heated, lit and ventilated. They shall also have a supply of hot and cold running water and if this is not possible, in the case of an outdoor event, sterile water or sterile normal saline.

Noise:

15. It shall be the responsibility of the licence holder to ensure that no undue disturbance, in terms of noise emitted from the premises, is caused to nearby residents as a result of noise created during an activity or event held within the said licensed premises, or before or immediately after such activity or event.

Inflatable Play Equipment:

16. Inflatable play equipment, including bouncy castles shall remain under close supervision of either the operator or competent stewards at all times whilst in operation.

17. All inflatable play equipment shall be certificated and tagged in accordance with the PIPA scheme administered by the Performance Textile Association (PERTEXA).

Waste and Litter

18. The site licence holder shall be responsible for making arrangements for the uplifting and removal of refuse and for ensuring the area is litter free. Waste from events is commercial waste and any waste collection should be made in accordance with the Duty of Care regulations.

19. Prior to leaving the site at the end of each day the licence holder shall ensure that it is left in a clean and tidy condition. Sites should be cleaned in accordance with the Code of Practice for Litter and Refuse (2006) issued under section 89 of the Environmental Protection Act 1990.

20. If no arrangements are made and the site is not left in a clean and tidy condition at the end of the event, Aberdeenshire Council or its appointed contractor may carry out the necessary works to return the site to the required standard. The costs of this clean up will then be recovered from the Licence holder.

E-Coli Controls:

Prior to the event:

21. At least 3 weeks prior to the event, all livestock shall be removed from areas to be used during the licensed event. All obvious animal droppings shall be removed and disposed of hygienically.

22. Grassed areas on which animals have been in contact shall be closely mown and clippings collected and disposed of hygienically. These areas shall remain free from livestock leading up to the event.

After the event

23. All obvious animal droppings shall be removed and disposed of hygienically.

24. Grassed areas on which livestock have been in contact shall be closely mown immediately after the event and cuttings collected and disposed of hygienically.

25. Grassed areas with which livestock have been in contact shall be fenced off for a period sufficient to allow the decay of possible residual *E. coli* 0157 contamination. This period, however, shall not be less than 3 weeks following the event.

26. Warning signs shall be erected at the aforementioned fenced off areas informing members of the public of the risks and instructing them not to enter the said areas.

27. If the land is Council owned, the applicant will require to liaise with Aberdeenshire Council's Principal Landscape Services Officer regarding the above issues.

General E-Coli controls

28. Hand washing facilities shall be provided at all penned areas for the duration of the licensed event.

29. Areas where both livestock enter and leave the show ring and over which the public are permitted to walk shall be kept clear of droppings so far as is reasonably practicable.

Livestock and Horse Events:

30. Livestock shall be kept separate from the public so far as is reasonably practicable by means of physical barriers or distance and the stock movement routes shall be cleared of members of the public, prior to use.

31. Clear defined access shall be provided from the collecting/penned areas to the main show ring which ensures safe passage and complete segregation from members of the public.

32. Competitors and participants in the horse riding/jumping events shall wear the recommended approved protective head wear and body protectors. Such protective wear shall be fastened at all times during participation.

33. The collecting areas and show rings shall be of suitable design, construction and dimensions in order to accommodate the relevant number of participants etc.

Stage and Platforms:

34. The temporary stage construction shall be so designed and constructed as to be capable of bearing the loads placed upon it.

35. In order to assess stability as regards the load bearing capacity, consideration requires to be given to dead loads including self weight of the structure and all equipment on it, together with the live loads of persons using or working on it.

36. The stage shall be blanked off or suitably screened to prevent access to areas underneath the stage by unauthorised personnel.

Stage Lighting:

37. All suspended apparatus shall be fitted with a safety chain and an independent secondary means of suspension.

38. No stage lighting equipment shall be suspended over parts of the site occupied by members of the public unless fitted with a safety chain and an independent secondary means of suspension.

Food Safety:

39. Any operation involving the transportation of food to the event, the storage, preparation, packing, labelling, cooking, hot holding, service and/or sale of food for human consumption at the event must be carried out in compliance with current food law requirements.

40. Any food operation to be carried out at the event shall be maintained under the supervision, at all times, of at least one person holding a food hygiene qualification at an appropriate level commensurate with the food activity.
41. The proposed catering companies must provide the following to the satisfaction of the Environmental Health service at least 28 days prior to the date of the event:
- Details of the Local Authority where they are registered as a food business in accordance with Article 6(2) of Regulation (EC) 852/2004 - The Hygiene of Foodstuffs
 - Evidence of a "Pass" result achieved at the last food hygiene inspection of the premises under the Food Hygiene Information Scheme or evidence of a Hygiene Rating of 3 or above under the Food Hygiene Rating Scheme.

(The requested evidence will verify that the catering businesses are registered food businesses and have been assessed as broadly compliant at their last food hygiene inspection in accordance with food law.)

Private Water Supplies:

42. If it is proposed to utilise water from a private source for drinking, catering or washing, including hand washing in toilets, then the supply shall be on the Council's records, have been risk assessed and be in regular use. Additionally suitable microbiological treatment requires to be provided at the event site to treat the water. (Note suitable microbiological treatment means a ultra-violet or equivalent system sized to cope with the expected usage).
43. The water supply, including microbiological treatment plant shall be in place at least 5 working days before the event and the Environmental Health Service notified at that time in order that they may sample the water. The cost of the analysis will require to be borne by the licence holder.