**Dundee City Licensing Board**

**Large Events & Alcohol Licensing**

**Guidance on Alcohol Management Plans (AMP) and Layout Plans for Large Events with a licenced capacity 500 or more patrons**

Dundee Licensing Board will require a detailed Alcohol Management Plan (AMP) for all large scale and one off events with a capacity of 500 or more patrons that will include the sale of alcohol by way of an occasional licence. The AMP must be to the satisfaction of Licensing Standards Officers and Police Scotland. This plan must be submitted at the earliest opportunity and may be required to be submitted with a Public Entertainment Licence (PEL) application.

The AMP will consist of but will not be limited to the following:

The Licensing Objectives are listed below, with example of controls that may be applied to prevent possible breaches of the objectives

**Preventing Crime and Disorder**

Examples:

SIA licensed staff will be controlling access to the event, any person deemed to be under the influence of alcohol will not be permitted

Bag searches will be carried out by SIA staff to prevent any alcohol being brought into the event

SIA staff will search all persons deemed over 12 years of age using a metal detector wand to search for hidden metal objects

**Securing Public Safety**

Examples:

Policy for dealing with individuals that have consumed too much alcohol or may be in a distressed vulnerable state

Number of SIA door supervisors, their roles throughout the event and static locations

Smoking Policy

**Preventing a Public Nuisance**

Examples:

What roles will SIA door supervisors have with the end/closure of the event and persons leaving the area?

Dealing with complaints with regards to loud music

Preventing alcohol from being removed from the event unless an off sales licence has been granted

**Protecting Children and Young Persons from Harm**

Examples:

Policy for distressed or lost children and young persons

Policy for identifying young person in possession of alcohol

Challenge 25 at all bars

Wristbands for person 18 and over

**Protecting and Improving Public Health**

Example:

A policy in place for dealing with persons who have consumed too much alcohol

**Weights and Measures**

What type of drinking vessels will be used and that they are compliant with weights and measures legislation?

<https://www.businesscompanion.info/en/quick-guides/weights-and-measures/the-sale-of-alcohol-in-licensed-premises#Stampedmeasuringequipmentglasses>

**General Information**

Layout plan of the event to include but not limited to locations of: bars, water points, stage, speakers (including direction), toilets, bar queuing locations, first aid area and smoking areas and waste locations

Sizes of bars including the amount of staff on each bar

A list of all drinks being sold at the event and the cost of those alcoholic drinks

Age verification policies and identification checks by bar staff using ‘challenge 25’ as a benchmark

A list of signage that will be displayed at each bar e.g. Section 110 notice, weights and measures signage, age verification policy, challenge 25 posters and price lists, statutory no smoking signs

What time the event is to finish and what time last orders will be called at the bars and how drinking up time (15mins) will be monitored?

Will there being queuing system in place? And if so, what kind, layout and will it be monitored? If there is no queuing system will there be equipment stored in case one has to be implemented during the course of the event?

Will there be security/radios at the bar areas? If so how many and where?

**Drugs Policy**

What is the event organisers policy on dealing with person who have taken or are seen to be taking drugs? What is the event organisers policy on persons dealing drugs at the event? What is the policy for staff members who find drugs in the venue?

**Staff Training**

All staff that do not hold a personal licence will be required to be trained in line with the Staff Training Regulation 2007. How will this be carried out?

Where will all required documents be held? These should include staff training records, personal licenses, occasional licence and drugs policy. All documents should be made accessible to the LSO and or police

**Refusal Logs** – should be retained at each bar and be made accessible to the police

Large notice informing patrons of the bar closing times.

Will persons 18 and over be issued with wrist bands for age restriction purposes?

Single use plastic policy. Dundee City Council are aware of the damage that single use plastic causes to the environment. We expect event organisers to adopt a policy that restricts the use of this type of product at the event e.g. use paper cups instead of single use plastic, don’t offer straws, use paper straws instead of plastic, ask people to bring their own non single use plastic water bottle, sell cans of soft drinks instead of single use plastic soft drinks, do not give out or use plastic stirrers.

Waste Disposal Policy, who will be cleaning the area during and after the event? Waste contract?