

Theatre Standard Licence Conditions

STANDARD CONDITIONS WHICH APPLY TO ALL PREMISES

NOTE

- (1) The Council has adopted Technical Regulations concerning the necessary standards for licensed premises that have to be satisfied before the issue of a licence. It is a Condition of the licence that there is continued compliance with Regulations, which are set out in full in Appendix I. They form the basis of the approved arrangements for the issue of the licence.
- (2) Note are provided for guidance and do not form part of these Conditions.
- (3) All conditions must be complied with fully and to the satisfaction of the licensing authority. Failure to comply with any condition is failure to comply with the license and may result in prosecution and revocation of the licence.
- (4) Clarification or further information regarding these conditions may be obtained from the Licensing Unit on 10432 260105

PART 1 GENERAL

1 Application

These Conditions and Definitions shall apply whenever the premises are in use under the terms of a licence issued by the Council.

Note: *In order to ensure the safety of staff and performers, it is generally advisable to extend the operation of arrangements provided for the safety of the public to all times when the premises are occupied.*

2 Definitions

In these Conditions the following words have the meanings indicated. Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.

'Accommodation limit' The maximum number of people, not being staff or performers, permitted by the Council to be within the premises or a designated area of the premises when they are in use under the terms of a licence issued by the Council.

- Note:**
- (1) *Experience has shown that where accommodation limits including staff, Licensees may reduce the number of staff present as the entertainment area becomes more crowded in order to comply with the accommodation limits on the licence. Such reduction is undesirable. Therefore accommodation limits exclude staff and performers.*
 - (2) *In exceptional circumstances the Council may also limit the numbers of staff and performers.*

'Approved' Permitted in advance by the Council in writing.

'Approved arrangements' The arrangement of the premises, (including the layout, fittings, installations and all other things in connection therewith) as approved by the Council.

'Attendant' A member of staff on duty to assist the public entering or leaving auditoria and to assist in the event of fire or other emergency.

'Authorised Officer' Any police or fire officer or any person authorised in writing by the Council.

'Balcony front' The barrier at the front edge of a balcony which prevents people from falling on to the floor or tier beneath the balcony.

'BS' The appropriate British Standard, which may be an equivalent harmonised European Standard. All references to British Standards are to the current edition unless a date is shown.

'Certificate' A written report or reports of inspection and satisfactory condition completed by an appropriately qualified engineer or other competent person and normally submitted to the Council within one month of inspection.

Note: *The competent person, when completing the certificate, may indicate the period of validity of the certificate, which will normally be accepted by the Council.*

'Competent person' A person who has such practical and theoretical knowledge and such experience as is necessary to carry out the work and who is aware of the limits of his own ability, expertise and knowledge.

'Consent' Permission given in advance by the Council in writing.

'Council' The licensing authority named on the licence.

'Door Supervisor' Any person employed at or near the entrance to the premises to ascertain or satisfy himself as to the suitability of members of the public to be allowed on the premises or any person employed to maintain order on the premises .

Note: *The Council will not normally consider the Licensee or Duty Manager to be a Door Supervisor.*

'Duty Fire Officer' A member of staff who has been adequately trained in fire prevention and fire-fighting to the satisfaction of the Council.

'Duty Manager' A person appointed by the Licensee in writing to be in charge of the premises.

'Durably-treated flame-retarded fabric' See under flame-retarded fabric

'Emergency lighting' See under Lighting

'Entertainment area' That part of the premises which is constructed and arranged for use for entertainments including any stage or auditorium.

'Escape lighting' see under Lighting

'Film exhibition' Any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act 1990.

'Flame-retarded fabric' A fabric that has been tested using the methods in BS 5438: 1989 Tests 2A (face ignition) and 2B (bottom ignition) using a 10 second flame application time in each case. The results of tests on the fabric shall show that no part of any hole nor the lowest boundary of any flaming reached the upper or either vertical edge of the specimen and that there was no separation of any flaming debris. (This performance standard is akin to that set out in BS 5867-2: 1980 Type B.)

'Durably-treated flame-retarded fabric' A fabric that has been chemically treated to render it flame-retarded. Prior to the ignitability tests set out above the fabric is subjected to appropriate wetting or cleaning procedure set out in BS 5651: 1989. After this washing or cleansing procedure, the fabric shall meet the performance standard for flame-retarded fabric set out above.

'Inherently flame-retarded fabric' A fabric which, although not non-combustible and not subjected to any flame-retarding process or finish, meets the performance standard for flame-retarded fabric set out above throughout its thickness. The BS 5651 'durability' procedure can be omitted before testing fabrics composed entirely of thermoplastic materials such as nylon, polyester or modacrylic, to which a flame-retarding treatment has not been applied.

'Indoor sports' See under Sports entertainment

'Inherently flame-retarded fabric. see under flame-retarded fabric

'Inspect/inspection' To carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the competent person carrying out the inspection, to enable the completion of a certificate of (satisfactory) condition.

'Licensee' The person (or body) to whom the Council has granted the licence or who is deemed to be the holder of the licence under the relevant statutory provision.

'Lighting'.

'Emergency lighting' Lighting provided for use in the event of the failure of the normal lighting system. Emergency lighting includes escape lighting. Any reference in these Conditions to an emergency lighting battery shall be taken to apply all batteries provided as part of the emergency lighting installation.

'Escape lighting' That part of the emergency lighting which is provided to ensure that the escape routes are illuminated at all material times. In these Conditions any reference to emergency lighting shall be taken to apply likewise to any escape lighting not provided as part of an emergency lighting installation.

'Management lighting' The combination of the emergency lighting and that part of the normal lighting which, in the absence of adequate daylight, is intended to facilitate safe movement about the premises.

Note: *In closely-seated auditoria this would be the usual performance mode.*

'Normal lighting' All permanently installed electric lighting operating from the normal supply which, in the absence of adequate daylight, is intended for use during the whole time that the premises are occupied.

Note: *Normal lighting does not include emergency lighting, purely decorative lighting and stage or performance lighting.*

'Local Fire Control Centre' The address and telephone number which the Licensee has confirmed with the Fire Authority as appropriate for the Licensee to use in order to make contact with the fire brigade in a non-emergency but immediate manner.

'Log-book' Any log- book required under these Conditions shall be:

- (i) accurate and up to date;
- (ii) bound and consecutively numbered;
- (iii) retained in a safe and secure place on the premises for a minimum of 5 years after the date of last entry or for such longer period as required; and
- (iv) readily available for examination by an Authorised Officer.

Note: *Log-books may be kept in a manual form. The Council will accept records in electronic form provided the Licensee can demonstrate adequate security and integrity of the information.*

'Management lighting' see under Lighting

'Normal lighting' see under Lighting

'Open stage' see under Stage

'Pop concert' An event at which live or recorded amplified music is played and which could reasonably be expected to attract an audience of such a nature as could lead to problems with crowd control, over-excitement and/or unruly behaviour.

'Premises' All parts of the premises as licensed by the Council including the ancillary parts of the building such as offices, changing rooms, workshops, stores etc which are used in connection with the entertainment area.

'Public' Persons, other than staff or performers, who are on the premises, whether or not they are members of a club and irrespective of payment.

'Required' Specified by the Council in writing.

'Scenery' Includes cloths, drapes, gauzes, artificial foliage and fabric decorations.

'Separated stage' see under Stage

'Special effects' Any device or effect which was not included in the original licensing risk assessment for the premises which, if not properly controlled, may present a hazard. Examples include the use of dry ice machines, cryogenic fogs, smoke machines, fog generators, pyrotechnics and fireworks, real flame, firearms, motor vehicles, strobe lighting and lasers.

'Special risks' Any entertainment which falls outside the normal use of the premises and which, if not properly controlled, may present a hazard. Examples include foam parties, skating to music and performances especially for children.

'Sports entertainment' Contests, exhibitions or displays of any sport where physical skill is the predominant factor (except dancing in any form) held indoors to which the public are invited as spectators.

'Staff' Any person, whether or not employed by the Licensee, concerned in the management, control or supervision of the premises who has been given specific responsibilities by the Licensee or Duty Manager.

'Staff alerting system' A system (whether electronically operated or otherwise) for immediately alerting staff to take appropriate action in the event of fire or other emergency.

'Stage' The specific part of an entertainment area on which performers perform which is distinct from the area occupied by the public, often elevated above level of the adjacent floor; includes, where the context permits, platform, dais or rostrum.

'Open stage' A stage which is not separated from the auditorium by a safety curtain. An open stage should, however, be separated from the rest of the premises, other than the stage fire risk area, by fire-resisting construction.

'Separated stage' A stage that is separated from the rest of the premises, other than the stage fire risk area, by fire-resisting construction and provided with a safety curtain, which affords smoke separation between the stage and the auditorium. The safety curtain is normally installed to close off a proscenium opening.

'Stage fire risk area' The stage and the auditorium together with any scene dock, workshop, stage basement, staff or other room associated with the stage. The stage fire risk area is separated from the rest of the premises by fire-resisting construction.

'Trailer' A film advertising a film exhibition.

3 Standard hours of opening

The premises shall not open to the public beforeOn Sundays, Good Fridays and Christmas Day the premises shall not open before or the performance of plays.

4 Standard hours of closing

The premises shall not be kept open afterfor plays and film exhibitions.

Note: *This is the standard terminal hour, which may be varied in particular cases.*

5. Licence

(a) The licence or a clear copy of it shall be prominently exhibited in a position where the public can easily read it. For the purpose of this Condition the licence shall be interpreted to mean the licence document containing conditions specific to the premises, including any accommodation limits.

(b) A copy of any Standard Conditions shall be readily available to the Duty Manager .

Note: *This will include any Additional Conditions attached to the licence.*

(c) The premises shall not be used for any purpose for which a licence is required unless specifically licensed for that purpose.

Note: *If the premises are licensed for several types of entertainment but are regularly used for one type of entertainment, the Council should be informed of any change to a different type of entertainment.*

6 Admission of authorised officers

Authorised Officers who carry written authorisations and proof of identity, which they will produce on request, shall be admitted immediately to all parts of the premises at all reasonable times.

Note: (1) *Authorised Officers examining entertainment areas whilst a performance is in progress should take care not to interrupt the performance and to respect privacy.*

(2) *The Licensee should ensure that reasonable assistance is given to Authorised Officers to enable them to discharge their functions.*

PART II

ACTIVITIES FOR WHICH A SPECIFIC CONSENT OR WAIVER IS REQUIRED

7 Hypnotism

- (a) The Licensee shall not permit any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. This Condition does not apply to exhibitions given under the provisions of Section 2(IA) and 5 of the Hypnotism Act 1952.

Note: *Any waiver of this Condition by the Council will be subject to Additional Conditions. The procedure for application to waive this Condition will be sent to the Licensee on request.*

8 Entertainment

- (a) The Licensee shall not permit an entertainment that involves special risks except with consent. Any approved performances especially for children shall comply with Additional Conditions E.
- (b) The Licensee shall not permit explosives or highly flammable substances to be brought onto the premises except with consent. Any storage of explosives or highly flammable substances shall comply with Additional Condition B10.

9 Entertainment using special effects

- (a) The Licensee shall not permit the use of special effects, except with consent. Any approved use of special effects shall comply with Additional Conditions B.
- (b) The Licensee shall give the Council at least 10 days' notice in writing of any proposal to use special effects. The notice shall include, save in exceptional circumstances, exact details of the proposal including the date and time when the special effects can be demonstrated.

10 Compressed gases

Compressed or liquefied gases shall not be used except with consent. At least 10 days' notice in writing shall be given to the Council of any proposal to bring storage cylinders into the premises.

Note: *This Condition does not normally apply to gas cylinders used in connection with the dispensing of beverages.*

PART III

PARTICULAR RESPONSILITIES OF THE LICENSEE

11 Overall responsibility of Licensee

- (a) The licensee shall provide the licensing authority with an accurate plan of the premises.
- (b) Any alterations or additions to the premises whether permanent or temporary shall be notified to the licensing authority prior to the alterations. The notice shall include a plan of the intended alterations and adequate specification of the proposed changes.

- (c) The Licensee shall ensure that the premises continue to comply with the Technical Regulations as set out in Appendix I. No alterations shall be made to the approved arrangements except with consent.
- (d) The Licensee shall, except with consent, retain control over all parts of the premises.
- (e) Either the Licensee or the Duty Manager shall be in charge of and within the premises whenever the public are present. However the Licensee remains responsible for the observance of all licensing conditions.

12 Duty Manager

The Licensee may authorise in writing a Duty Manager, who shall be at least 18 years old, to deputise for him. This written authorisation shall be kept on the premises and be readily available for examination by any Authorised Officer. The Licensee must be satisfied that anyone appointed as a Duty Manager understands the need to comply with the Conditions of the licence and is competent to perform the function of Duty Manager.

- Note:** (1) *Hereafter in these Conditions the term Licensee/Duty Manager will mean the Licensee or the Duty Manager as appropriate.*
 (2) *The Licensee may appoint a hirer of the premises to be Duty Manager if appropriate.*

13 Qualifications of Licensee and Duty Manager

(iii) The Licensee (if an individual) and any Duty Manager shall possess all relevant knowledge and experience required to manage such an establishment.

14 Staff

- (a) The Licensee/Duty Manager shall ensure that he has sufficient trained staff on duty to ensure the safe evacuation of the premises in the event of emergency. Such staff shall have been specifically instructed on their duties in the event of an emergency by the Licensee or by a person nominated by him. The instruction given to staff shall include training on the safe and efficient running of the premises and the safe evacuation of the premises.

Note: *It is important that the evacuation procedures are fully understood by all staff, especially where a two-stage fire alarm warning system is operated during performances*

- (b) A nominated member of staff in addition to the Duty Manager shall have responsibility for fire prevention measures and for ensuring that all escape routes including exit doors are fully available.

Note: *This person should be the Duty Fire Officer where one is employed.*

- (c) Staff with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role as set out in Appendix 2. The Licensee/ Duty Manager shall, once he is satisfied as to the competence of each member of staff, record this in the Fire log-book.

15 Fire log-book

- (a) The Licensee shall cause a Fire log-book to be kept which shall comply with Appendix 3.

Note: *Licensees are advised that it is good practice to keep a general incident log-book in which are recorded details of each day's events. This may be combined with the Fire log-book. Appendix 4 includes an example of this approach.*

- (b) Any Authorised Officer shall be entitled to obtain a photocopy of any page(s) of any log-book.

16 Staff register

The Licensee/Duty Manager shall maintain a register indicating the numbers of staff, including any Door Supervisors and all performers, who are present when the public are present. This register shall be produced immediately on the request of an Authorised

Officer. This Condition does not apply to any premises that are being used for a closely seated audience.

- Note:** (1) *A sample register is set out in Appendix 4.*
(2) *As accommodation limits exclude staff and performers, this register may be used by Authorised Officers to assist in deciding how many staff and performers are present in the premises at a given time. The register will also be used in the event of an emergency evacuation of the premises. It is essential, therefore, that the register is properly maintained and that it is readily available.*

17 Dancing

Dancing shall be restricted to the areas designated by the council.

18 Prevention of nuisance

- (a) The Licensee/Duty Manager shall ensure that no nuisance is caused by noise emanating from the premises or by vibration transmitted through the structure of the premises.
- (b) If required, clearly legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.

PART IV

CONDITIONS RELATING TO SAFETY INCLUDING FIRE SAFETY

19 Approved arrangements

- (a) The approved arrangements shall be maintained in good condition and full working order. Firefighting equipment, the fire alarm warning system and any smoke ventilators shall be Maintained in accordance with Appendix 5.
- (b) No alterations (including temporary alterations) shall be made except with consent.

20 Minimising danger

The Licensee shall ensure that all performances or activities minimise any danger to the public.

21 Disabled

The Licensee/Duty Manager shall ensure that, whenever disabled people are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency and that they are made aware of these arrangements.

Note: *Licensees are advised to obtain details of and seek to address any special needs when approached by organisers of parties of disabled people.*

22 Safety checks

- (a) The Licensee/Duty Manager shall ensure that all necessary safety checks have been carried out before the admission of the public. Details of the checks shall be entered in the Fire logbook; this may be by use of a separate check list.

Note: *A specimen check list is provided in Appendix 6.*

23 Escape routes

- (a) escape routes and exits including external exits shall be maintained unobstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified in accordance with the approved arrangements.

Note: *In restaurants and other premises where chairs and tables are provided care should be taken that clear gangways are maintained.*

- (b) exit doors shall be available and easily openable without the use of a key, card, code or similar means. Only approved fastenings shall be used.

Note: *Doors that are not in regular use should be opened in order to ensure they function satisfactorily.*

- (c) Any removable security fastenings shall be removed from the doors prior to opening the premises to the public. All such fastenings shall be kept in the approved position(s).
- (d) If required, exit doors shall be secured in the fully open position when the public are present.
- (e) All fire doors shall be maintained effectively self closing and shall not be held open other than by approved devices.
- (f) Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.
- (g) The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.

24 Curtains, hangings, decorations, upholstery, scenery

- (a) Hangings, curtains, and temporary decorations shall be maintained flame-retarded.
- (b) Any upholstered seating shall continue to meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of BS 5852: 1990.
- (c) Any scenery shall be maintained flame-retarded in accordance with Additional Conditions C.
- (d) Temporary decorations shall not be provided except with consent. When seeking consent for temporary decorations the Licensee shall advise the Council of the period for which it is desired to retain them.
- (e) Curtains, hangings and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or firefighting equipment.

25 Accommodation limits

The Licensee/ Duty Manager shall ensure that the accommodation limit(s) specified on the licence are not exceeded and shall be aware of the number of the public on the premises. This information shall be provided to any Authorised Officer immediately on request.

Note: *Where there is an unusually large number of performers the Council should be consulted*

26 Fire Notices

Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade can be summoned, shall be prominently displayed and- shall be protected from damage or deterioration.

27 Outbreaks of fire

The fire brigade shall be called at once to any outbreak or suspected outbreak of fire, however slight, and the details recorded in the Fire log-book.

28 Loss of water

The Licensee/ Duty Manager shall have readily available the telephone number of the local Fire Control Centre. The Licensee/ Duty Manager shall notify the local Fire Control Centre as soon as possible if he is aware that the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

29 Refuse

Refuse receptacles shall be emptied regularly.

30 Access for emergency vehicles

Access for emergency vehicles shall be kept clear and free from obstruction.

31 First aid

- (a) The Licensee/Duty Manager shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the premises.
- (b) If required, at least one suitably trained first-aider shall be on duty when the public are present. If more than one suitably trained first-aider is present, each person's responsibilities shall be clearly identified.

PART V

SANITARY ARRANGEMENTS, HEATING, LIGHTING AND VENTILATION

32 Toilet accommodation

- (b) Toilet accommodation shall be provided free of charge and be kept clean and in proper working order.
- (b) An adequate supply of hot and cold (or warm) water, toilet paper in holders or dispensers, soap and suitable hand and face drying facilities shall be provided in toilet accommodation.

33 Drinking water

Where free drinking water is provided for the public, it shall, except with consent, only be provided in a supervised area.

34 Heating and cooking

- (a) Heating apparatus shall be maintained in a safe and functioning condition.
- (c) Portable heating or cooking appliances shall not be used except with consent.

35 Charge of electrical installation

If required, a competent person shall be in charge of the electrical or other installation.

36 Management lighting

- (a) In the absence of adequate daylight the management lighting in any area accessible to the public shall be fully in operation whilst the public are present.
- (b) Except as permitted under (d) below there shall be adequate illumination to enable people to see their way out of the premises.
- (c) Fire safety signs shall be adequately illuminated except as permitted under (d) below.
- (d) If essential to the entertainment and subject to consent, the management lighting in the entertainment area may be reduced or extinguished provided:
 - (i) the lighting be controlled from a position with a clear view of the entertainment area; and
 - (ii) an operator remain by the controls whilst the lighting is reduced or extinguished; and

- (iii) the operator restore the management lighting at once in the event of any emergency; and
- (iv) the escape route signs remain adequately illuminated.

Note: Licensees are advised to limit any periods during which lighting levels are reduced to the minimum possible consistent with the needs of the entertainment.

37 Emergency lighting

- (a) The emergency lighting installation shall not be altered in any way except with consent.
- (b) The emergency lighting battery shall be fully charged before the admission of the public.
- (c) In the event of failure of the normal lighting:
 - (d) if the emergency lighting battery has a one hour capacity the public shall leave the premises within 20 minutes unless within that time the normal lighting has been restored and the battery is being re-charged; or
 - (e) if the emergency lighting battery has a 3 hour capacity the public shall leave the premises within one hour unless within that time the normal lighting has been restored and the battery is being re-charged.
- (f) The public shall not be re-admitted to the premises until the normal lighting has been fully restored and the battery fully recharged except
 - (i) where the emergency lighting battery has a one hour capacity and if the failure of the normal lighting was fully rectified within 20 minutes of failure and the battery is being re-charged; or
 - (ii) where the emergency lighting battery has a 3 hour capacity and if the failure of the normal lighting was fully rectified within one hour of failure and the battery is being re-charged.

38 Temporary electrical installations

- (a) Temporary electrical wiring and distribution systems shall not be provided without notification being given to the Council at least 10 days before the commencement of the work.

Note: This Condition does not normally apply to electrical equipment on a stage provided with permanently installed distribution facilities.

- (b) Temporary electrical wiring and distribution systems shall comply with recommendations of BS 7671 or where applicable BS 7909.
- (c) Temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put into use. A copy of the certificate shall be sent to the Council as soon as possible.
- (d) Temporary electrical wiring and distribution systems shall be provided only for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and inspection report being submitted to the Council at the end of each 3 month period.

Note: The Council will normally require temporary electrical wiring and distribution systems to be removed at the end of the 3 month period or to be made permanent during that period.

39 Ventilation

- (a) The premises shall be effectively ventilated.

- (b) Where the ventilation system is designed to maintain a positive air pressure within part of the premises, that pressure shall be maintained whenever the public are present in that part of the premises.

Note: *This condition applies mainly to closely seated auditoria.*

40 Cleansing ventilation ducting and filters

- (a) Ventilation ducting and other shafts shall be kept clean.
- (b) Any air filters shall be periodically cleaned or replaced so as to maintain a satisfactory air supply.
- (c) All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned as frequently as necessary to prevent the accumulation of grease and fat and at least once per year.
- (d) Grease filters in extract ventilation hoods in kitchens and serveries shall be cleaned weekly or at other intervals as required.

41 Certificates

Certificates shall be submitted to the Council as specified in Appendix 7.

ADDITIONAL CONDITIONS A:

APPLICABLE TO PREMISES USED FOR CLOSELY SEATED AUDIENCES

See also Additional Conditions D for premises used for performances on a stage

A1 Attendants

- (a) Unless the Council requires or approves otherwise the number of attendants on each floor or tier in a closely-seated auditorium shall be as set out on the table below.

Number of members of public present on a floor or tier	Minimum number of attendants required to be present on that floor or tier
1 – 100	One
101- 250	Two
251 -500	Three
501 -750	Four
751 -1000	Five
and one additional attendant for each additional 250 persons (or part thereof).	

- (b) Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of any emergency or entail their absence from that floor, tier, or auditorium where they are on duty.
- (c) Any attendant shall be readily identifiable to the public.

A2 Seating

- (a) The premises shall not be used for a closely-seated audience, except in accordance with the approved seating plan(s), a copy of which shall be kept available at the premises and shall be shown to any Authorised Officer on request.
- (b) No article shall be attached to the back of any seat which would reduce the clear width of seatways or cause a tripping hazard or or obstruction.
- (c) A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any Authorised Officer on request.

A3 Standing and sitting in gangways etc

- (a) Sitting on floors shall not be permitted except with consent.
- (b) Waiting and standing shall not be permitted except in areas designated by the Council.

- (c) In no circumstances shall anyone be permitted to:
- (i) sit in any gangway; or .
 - (ii) stand or sit in front of any exit; or .
 - (iii) stand or sit on any staircase including any landings.

.A4 Drinks

Except with consent, no drinks shall be sold to or be consumed by a closely-seated audience except in approved plastic or paper containers.

..A5 Balcony fronts

Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.

ADDITIONAL CONDITIONS B:

APPLICABLE TO THE USE OF SPECIAL EFFECTS

B1 GENERAL CONDITIONS APPLICABLE TO ALL SPECIAL EFFECTS

- (a) The Council may refuse consent or impose specific requirements for the use of any special effect(s).
- (b) The Council may require the proposed effect(s) to be demonstrated before consent can be given.
- (c) Special effects shall be operated only by a responsible person who has received appropriate instruction.
- (d) Where warning notices are required they shall be conspicuously displayed at all public entrances to the premises (or auditorium, where appropriate) so that the public may read them before entering.

Note: (1) *Appendix FX 1 provides a specimen approval form and check lists for the assistance of both inspecting officers and Licensees.*
(2) *Additional advice on the use of special effects may be found in The Event Safety Guide published by the Health and Safety Executive.*

SPECIFIC CONDITIONS APPLICABLE TO PARTICULAR SPECIAL EFFECTS

B2 DRY ICE MACHINES AND CRYOGENIC FOG

- (a) The Council may require approval of the type of fog generator proposed and may require documentary evidence of the non-toxicity and non-flammability of the fog.
- (b) The volume of fog shall be limited so that it does not seriously affect means of escape or obscure escape route signs. The penetration of fog into areas where the public are admitted shall be restricted as far as is possible.
- (c) Warning notices shall be displayed stating that fog is used as part of the effects on the premises.

Note: *Cryogenic (low temperature) fogs are produced using dry ice (solid carbon dioxide) or liquefied gas (generally liquid nitrogen or liquid synthetic air). The gases released by conversion from the solid or liquid form can displace the normal atmosphere, including the oxygen in the air, to become an asphyxiant (except liquid synthetic air, which includes oxygen). Good ventilation is essential to ensure that the gas disperses in order to prevent hazardous concentrations. This applies particularly to carbon dioxide from dry ice, which is heavier than air and can gather in low places. Particular care is necessary in respect of basements, under-stage areas, orchestra pits and auditorium stalls. Stores in which dry ice is kept should be well ventilated.*

If there is any doubt about the safety of the carbon dioxide vapour present, oxygen levels must be measured during a test of the effect before its use in performance.

Specialist advice should be sought particularly on the siting and appropriate detection levels for oxygen meters. Meters to monitor oxygen levels should be provided if there is any doubt about the gas concentrations present. Fog may cause irritation to those with respiratory sensitivity, including asthmatics.

For further guidance on the use of dry ice machines see the ABTT Code of Practice for Pyrotechnics and Smoke Effects.

B3 SMOKE MACHINES & FOG GENERATORS

- (a) The Council may require approval of the type of fog generator or smoke machine proposed and may require documentary evidence of the non-toxicity and non-flammability of the fog or smoke before the effect can be used. Only smoke machines or fog generators listed on the Council's approved list shall be used unless adequate technical information is provided to the Council in sufficient time to enable it to determine whether the type of smoke machine or fog generator proposed is acceptable.
- (b) Smoke machines and fog generators shall be sited and controlled so that they do not obstruct exit routes nor cause a hazard to surrounding curtains or fabrics.
- (c) The volume of smoke and/or fog shall be limited so that it does not seriously affect means of escape or obscure escape route signs. The penetration of smoke and/or fog into areas where the public are admitted shall be restricted as far as is possible.
- (d) Warning notices shall be displayed stating that fog or smoke is used as part of the effects on the premises.

Note: *Smoke is the product of combustion and is made up of small, solid particles. Fog is composed of liquid droplets. This difference is important. Apart from as a by-product of the use of pyrotechnics, smoke is rarely used as an effect, whilst fog or vapour effects are relatively frequent. Most smoke machines should more properly be known as "fog generators". Fog or smoke may cause irritation to those with respiratory sensitivity, including asthmatics. The HSE leaflet Smoke and vapour effects in entertainment provides guidance.*

For further guidance on the use of smoke machines see the ABTT Code of Practice for Pyrotechnics and Smoke Effects.

B4 PYRO- TECHNICS including Fireworks

- (a) All pyrotechnics shall be used strictly in accordance with the manufacturer's instructions.
 - (b) Pyrotechnics shall only be fired from an approved key-protected control/firing box (and never directly from the mains electricity supply). The key shall be kept in the possession of the operator responsible for firing the devices. The control firing box shall only be energised immediately before firing the pyrotechnic devices.
 - (c) The operator shall have a clear view of the pyrotechnic device and its immediate vicinity from the firing point.
- Note:** *This may be achieved by the use of an appropriate closed circuit television system.*
- (d) The device shall not be operated if there is any risk to anyone. In the event of a misfire the circuit shall be switched off until after the performance.
 - (e) Maroons shall only be used in suitable bomb tanks in approved locations.
 - (f) When appropriate warning notices shall be displayed stating that maroons operate as part of the effects on the premises.
 - (g) Only sufficient pyrotechnic supplies for one performance shall be withdrawn from store. At the end of the performance any unused pyrotechnics shall be returned to store.
 - (e) Storage arrangements shall comply with Additional Condition B 10.

Note: *All pyrotechnics are potentially dangerous. Only pyrotechnics supplied specifically for stage use should be used as part of a stage presentation. Specialist manufacturers supply prepacked pyrotechnics which enable strict control of the quantities of components and the easy repetition of pyrotechnic effects. For further guidance on the use of pyrotechnics on stage see the ABTT Code of Practice for Pyrotechnics and Smoke Effects.*

B5 REAL FLAME

- (a) Real flame shall be kept clear of costumes, curtains and drapes. Real flame shall not be taken into areas occupied by the public.
- (b) The lighting and extinguishing of the flame shall be supervised by the Duty Fire Officer who shall remain where there is a clear view of the flame and easy access to it until it is extinguished.

Note: *Additional fire-fighting equipment may be necessary.*

- (c) Any candle holders and candelabra shall be robustly constructed, not easily overturned and where practicable fixed in position.
- (d) Hand-held flaming torches shall incorporate failsafe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices shall be tested prior to each performance.
- (e) Only solid fuel or paraffin shall be used unless otherwise agreed by the Council. The amount of fuel in torches shall be limited to the minimum necessary for the effect.
- (f) Storage arrangements for fuel shall comply with Additional Condition B 10.

Note: *The use of real flame will only be approved if in the opinion of the Council it can be used safely.*

B6 FIREARMS

- (a) Any firearm, shotgun or ammunition shall be under the direct control of the person holding the appropriate firearms certificate. Firearms and ammunition shall not be left unattended by the responsible person.

Note: *This does not preclude the use of the firearm by the performer provided it is returned immediately after use to the responsible person.*

- (b) All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust locked container in a room which shall be kept locked when not in use. The storage arrangements shall meet the requirements of the Council and of the police, where applicable.
- (c) Firearms shall not contain any article or substance which could act as a missile.
- (d) Blank ammunition shall have crimped ends.
- (e) Firearms shall be removed from the store (together with the amount of ammunition necessary for the performance) immediately prior to the performance and be returned to the store as soon as possible after use. Any unused ammunition shall be returned to store. All discharged cartridges and percussion caps shall also be accounted for at the end of the performance.
- (f) There shall be sufficient rehearsal to ensure that any flame and hot gases are discharged safely.
- (g) Firing mechanisms and barrels shall be cleaned and checked before use.
- (h) No firearm shall be pointed directly at any person or at any readily combustible material.
- (i) Warning notices shall be displayed stating that gunfire occurs as part of the effects on the premises.

- (j) Storage arrangements for ammunition shall comply with Additional Condition B 10.

Note: *Guns used on stage should generally either be replicas or deactivated firearms; both types may be capable of firing blanks (provided they are not readily convertible to fire live ammunition.) Firearms that have been deactivated to Home Office standard and certified by a Proof House and replica guns which are not readily convertible to fire live ammunition are not treated as firearms for legal purposes and do not at present require a licence. The same security arrangements should, however, be applied to replica guns and deactivated firearms as apply to licensed weapons. The use of a working firearm, including a shotgun, would require the issue of a Firearms Licence or a Shotgun Certificate as appropriate by the police as well as the consent of the Council. Some firearms, notably automatic weapons and most pistols, are classified as prohibited weapons. The use of any prohibited weapon would require the consent of the Home Secretary and the attendance of a registered firearms dealer whilst such firearms are on the premises as well as the consent of the Council.*

For further guidance on the use of firearms on stage see the ABTT Code of Practice for Firearms and Ammunition.

B7 MOTOR VEHICLES

- (a) If the Council consents to the use of a production line motor vehicle on stage the following precautions shall be taken:

- (i) The fuel tank shall be drained so as to retain only the minimum quantity of fuel necessary for the action.
- (ii) The fuel cap shall be (preferably locked) in place.
- (iii) The fuel tank shall not be replenished when the public are on the premises .
- (iv) A drip tray shall be provided under the engine when the vehicle is not in use.
- (v) Arrangements shall be made to minimise the hazards of exhaust fumes.
- (vi) A Duty Fire Officer shall be present whilst the public are on the premises.
- (vii) Additional and appropriate fire-fighting equipment shall be provided in the proximity of the vehicle.

Note: *Foam extinguishers will usually be required.*

- (viii) The storage arrangements of any spare fuel shall comply with Additional Condition B.10.

- (b) If the Council consents to a special effect using a vintage motor vehicle or specially Constructed engine the following additional precautions shall be observed:

- (ix) The quantity of flammable liquid in the engine shall not exceed 0.3 litre and shall be wholly taken up by a suitable absorbent material in a detachable container of an approved type.
- (x) A screen of metal gauze or other suitable means shall be provided between the container and the inlet valve to the engine to prevent backfiring to the container.
- (xi) The exhaust pipe shall be carried well clear of the engine.

Note: *Similar conditions would apply to any other use of an internal combustion engine. Engines fuelled by liquid petroleum gas (LPG) would additionally need to fully meet the requirements of the Gas Safety (Installation and Use) Regulations, 1998, where, applicable.*

B8 STROBE LIGHTING

- (a) The Council may require approval of the type of stroboscopic lighting units proposed.

- (b) Stroboscopic lighting units shall be mounted at high level and wherever appropriate the beams deflected off matt surfaces to reduce the glare. Strobes shall not be sited on escape routes, corridors or stairs or other changes of level.

- (c) Where stroboscopic effects are used in public areas, the sources shall be synchronised and locked off to operate at a fixed frequency outside the band of 4 to 50 flashes per second.

Note: *The above Condition may be relaxed for purely momentary effects in theatrical productions.*

- (d) Warning notices shall be displayed stating that stroboscopic lighting operates as part of the effects on the premises.

Note: *Photosensitive people (about 1 in 10,000 of the population according to the Guidance Note published by the Health & Safety Executive (HSE) and the Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA) are particularly sensitive to light. Tests have shown that gazing at stroboscopic lighting may induce epileptic attacks in photosensitive individuals. For this reason stroboscopic lighting effects should operate at the lower frequencies which have been shown to be likely to affect only about 5% of the flicker sensitive population. The HSE/HELA Guidance Note Disco lights and flicker sensitive epilepsy contains useful additional guidance.*

B9 LASERS

- (a) The installation and operation of any laser shall comply with the HSE Guide The Radiation safety of lasers used for display purposes [HS(G)95] and BS EN 60825: Safety of laser products.

- (b) Laser beams shall be at least 3 metres above the highest affected floor level at all times and arranged so that they cannot scan onto any member of the public, performer or staff Supporting structures shall be rigid to avoid any accidental misalignment of the laser(s). Any mirrors shall be securely fixed in position.

- (c) Laser equipment, including mirrors, shall be placed out of reach of the public.

- (d) The alignment of the laser installation including any mirrors shall be checked on a daily basis.

Note: *Lasers produce very intense light beams, which could blind, cause skin burns or even start a fire if used improperly. Even reflected beams can be dangerous. These Conditions do not apply to Class 1 or Class 2 lasers (such as are used in CD players, barcode readers, etc.) The HSE publication Controlling the radiation safety of laser display installations [INDG224] gives further guidance.*

B10 STORAGE OF EXPLOSIVES & HIGHLY FLAMMABLE SUBSTANCES

- (a) The storage arrangements for any explosives or highly flammable substances shall be approved by the Council.

Note: *Explosives and highly flammable substances include pyrotechnics, maroons, blank ammunition, petrol, flammable gases and liquids.*

- (b) The storage receptacle shall be kept locked shut at all times except when withdrawing material from store. The key shall be kept under the direct control of the person responsible for the safe storage.

- (c) Quantities

Quantities shall be limited to the practicable minimum necessary for the requirements of the presentation.

Note: *No more than 0.6litres of flammable liquid nor 2.3kg gross weight of pyrotechnics will normally be allowed on the premises unless kept in a store licensed by the appropriate authority.*

- (d) Smoking & naked flame prohibited

Smoking and naked flame shall be prohibited in areas where any explosives or highly flammable substances are stored and notices or signs shall be displayed both in rooms and on containers to this effect.

- (e) Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.

- (f) **Firearms**
All ammunition and firearms including deactivated, replica and imitation firearms shall be stored in a robust locked container in a room, which shall be kept locked when not in use.
Note: *The police will also require approval of the storage arrangements for any firearms and ammunition.*
- (g) **Pyrotechnics**
When not in use all pyrotechnics shall be stored in a suitable container, which may be a metal or wooden trunk, box, cupboard or drawer. All exposed metalwork, including any nails or screws, shall be non-ferrous, preferably of copper, brass or zinc, or be otherwise covered with a thick layer of non-ferrous metal, not-easily ignitable material or paint at least 1mm in thickness.
- (h) The opening face of the storage receptacle shall carry the explosives symbol together with a sign reading **Danger – No smoking - No naked flame** in letters no less than 25mm high or the equivalent signs.
- (i) Storage receptacles shall be resealed and replaced in the main storage receptacle and the main storage receptacle relocked.
Note: *For further advice on the storage of pyrotechnics see the ABU Code of Practice for pyrotechnics and Smoke Effects. ,*
- (j) **Withdrawal from store**
Only the minimum amount of any explosives or highly flammable substances shall be withdrawn from store as is necessary for the particular performance.

**REAL FLAME SMOKE/FOG/DRY ICE SPECIAL EFFECTS SPECIMEN
APPLICATION FORM & CHECK-LIST**

I. APPLICATION FOR CONSENT TO USE REAL FLAME SMOKE/FOG/DRY ICE

This form is intended to be made up in duplicate pad-form for completion by the inspecting officer on the premises with one copy retained by the Licensee or his representative.

Premises

Address

Licensee

Name of Production

Details of Proposed Use

Dates of Proposed Use

DECISION

* Consent is given for the use of REAL FLAME/SMOKE/FOG/DRY ICE as demonstrated at hours on (date) as described below subject to the Conditions overleaf marked as applicable.

* PERMISSION IS REFUSED FOR nrm USE OF REAL FLAME/SMOKE/FOG/DRY ICE for the reason detailed below.

Description of effect/reason for refusal

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I, undersigned, receive and accept the above decision.

.....

LICENSEE/LICENSEE'S REPRESENTATIVE

.....
A REPRESENTATIVE OF THECOUNCIL

Date

* Delete as appropriate

STANDARD CONDITIONS: REAL FLAME/SMOKE/FOG/DRY ICE

- 1 The effect shall remain as demonstrated.
- 2 The Duty Fire Officer shall supervise the lighting and extinguishing of the flame.
- 3 The Duty Fire Officer shall remain where there is a clear view of the flame and easy access to it until it is extinguished.
- 4 Additional fire-fighting equipment shall be provided as specified on this consent and shall be maintained available for use in the stage area.
- 5 Real flame shall be confined to the stage area and shall not be taken into areas occupied by the public.
- 6 Properties such as candelabra shall be robustly constructed, not be easily overturned and where practicable fixed in position.
- 7 Hand-held torches shall incorporate fail-safe devices so that if the torch is dropped the flame is automatically extinguished.
- 8 Torches shall be examined before each performance and fail-safe devices shall be tested. Any damage or deterioration shall be made good. Each examination and test is to be recorded in the Fire log-book.
- 9 The amount of fuel in the torch shall be the minimum necessary for its use on anyone occasion.
- 10 Only solid fuel or paraffin as demonstrated shall be used.
- 11 The stock of fuel shall be kept to the minimum and stored in an approved store for flammable materials.
- 12 The volume of smoke and/ or fog entering the auditorium shall be restricted and shall not seriously affect the means of escape or obscure the escape route signs.
- 13 Ventilation plant shall be running whilst the smoke/fog effects are in use.
- 14 Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating, as appropriate, that dry ice, smoke or fog effects operate as part of the entertainment.

Note: *In case of doubt consult the ABTT Code of Practice for Pyrotechnics and Smoke Effects.*

Additional Conditions

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**PYROTECHNICS/FIREARMS SPECIAL EFFECTS SPECIMEN
APPLICATION FORM & CHECK-LIST**

2 APPLICATION FOR CONSENT TO USE PYROTECHNICS/FIREARMS

This form is intended to be made up in duplicate pad-form for completion by the inspecting officer on the premises with one copy retained by the Licensee or his representative.

Premises

Address

Licensee

Name of Production

Details of Proposed Use.....

Dates of Proposed Use

DECISION

- * Consent is given for the use of PYROTECHNICS as demonstrated at hours on(date) as described below subject to the Conditions overleaf marked as applicable.
- * PERMISSION IS REFUSED FOR THE USE OF PYROTECHNICS for the reason detailed below.
- * Consent is given for the use of FIREARMS as demonstrated at hours on (date) as described below subject to the Conditions overleaf marked as applicable.

NOTE: This consent is not issued in lieu of a Police Licence/Certificate

- * PERMISSION IS REFUSED FOR THE USE OF FIREARMS for the reason detailed below. Description of effect/reason for refusal.

I, undersigned, receive and accept the above decision.

.....

LICENSEE/LICENSEE'S REPRESENTATIVE

.....

A REPRESENTATIVE OF THE COUNCIL

Date

* Delete as appropriate

STANDARD CONDITIONS: FIREARMS

- 1 The effect shall remain as demonstrated.
- 2 No firearm, shotgun or ammunition shall be allowed on the premises unless under the direct control of the person holding the appropriate firearms certificate. This does not preclude the use of the firearm by the performer provided it is returned immediately after use to the responsible person.
- 3 When not in use all firearms and ammunition shall be stored in a robust container in a part of the premises to which the public do not have entry and shall be secured against access to all but the person holding the appropriate firearms certificate.
Note: The police will require approval of any storage arrangements for firearms and ammunition.
- 4 Blank ammunition shall have crimped ends and be stored, handled and transported in accordance with the relevant Explosives Acts.
- 5 Only sufficient ammunition shall be withdrawn from store for use in one performance. At the end of the performance any unused ammunition shall be returned to store and all used cartridges accounted for.
- 6 Firearms and ammunition shall not be left unattended by the responsible person.
- 7 Firearms shall not be pointed directly at any person or any readily combustible material nor fired towards the public.
- 8 There shall be sufficient rehearsal to ensure that the action can be safely performed having due regard for the flame and hot gases discharged on firing.
- 9 Firing mechanisms and barrels shall be cleaned and checked before use.
- 10 All accidents shall be recorded in the Accident Book and investigated.
- 11 Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating that gun shots operate as part of the entertainment.
Note: In case of doubt consult the ABTT Code of Practice for Firearms & Ammunition.

STANDARD CONDITIONS: PYROTECHNICS

- 12 The effect shall remain as demonstrated.
- 13 The Duty Fire Officer shall be present in the stage area on every occasion that pyrotechnics are used.
- 14 pyrotechnics shall be confined to the stage area and shall not be taken into areas occupied by the public.
- 15 Additional fire- fighting equipment shall be provided as specified and shall be maintained available for use in the stage area.
- 16. Ventilation plant shall be running whilst pyrotechnics are in use.
- 17 When not in use all pyrotechnics shall be stored in a suitable container, which may be a metal or wooden trunk, box:, cupboard or drawer. All exposed metalwork, including any nails or screws, shall be non-ferrous, preferably of copper, brass or zinc, or be otherwise covered with a thick layer of non-ferrous metal, not-easily ignitable material or paint at least 1mm in thickness.
- 18 The opening face of the storage receptacle shall carry the explosives symbol together with a sign reading **Danger- No smoking -No naked flame** in letters no less than 25mm high or the equivalent signs.
- 19 The storage receptacle shall be kept locked shut at all times except when withdrawing pyrotechnics from store. The key shall be kept under the direct control of the person responsible for the safe storage of the pyrotechnics. At the end of the performance any unused pyrotechnics shall be returned to store.
- 20 There shall be no source of possible ignition before withdrawing pyrotechnics from store.
- 21 Only sufficient pyrotechnic supplies for one performance shall be withdrawn from store. Storage receptacles shall be resealed and replaced in the main storage receptacle and the main storage receptacle relocked.
- 22 The firing of pyrotechnics shall be from an approved key-protected firing box and the key kept in the possession of the operator responsible for firing the devices.
- 23 The operator shall have a clear view of each pyrotechnic device and its immediate vicinity from the firing point. This may be by using CCTV.
- 24 The control firing box shall only be energised immediately before firing the pyrotechnic device(s).
- 25 The pyrotechnic device(s) shall not be fired if there is any danger to anyone.
- 26 In the event of a misfire no further attempt shall be made to fire the device and the firing circuit shall be disconnected from the device.
- 27 Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating that maroons operate as part of the entertainment.
Note: In case of doubt consult the ABTT Code of Practice for Pyrotechnics & Smoke Effects.

Additional Conditions

**STROBOSCOPIC LIGHTING SPECIMEN APPLICATION FORM
& CHECK-LIST FOR SPECIAL EFFECTS**

3 APPLICATION FOR CONSENT TO USE STROBOSCOPIC LIGHTING EFFECTS

This form is intended to be made up in duplicate pad-form for completion by the inspecting officer on the premises with one copy retained by the Licensee or his representative.

Premises

Address

Licensee

Name of Production

Details of Proposed Use

Dates of Proposed Use

DECISION

* Consent is given for the use of STROBOSCOPIC LIGHTING EFFECTS as demonstrated at hours on(date) as described below subject to the Conditions overleaf marked as applicable-

* PERMISSION IS REFUSED FOR THE USE OF STROBOSCOPIC LIGHTING EFFECTS for the reason detailed below.

Description of effect/reason for refusal

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I, undersigned, receive and accept the above decision.

.....
LICENSEE/LICENSEE ' S REPRESENTATIVE

.....
A REPRESENTATIVE OF THE COUNCIL

Date

* Delete as appropriate

STANDARD CONDITIONS: STROBES

- 1 The effect shall remain as demonstrated.
- 2 Where strobe lighting is used in public areas, the sources shall be synchronised to operate at a fixed frequency outside the band of 4 flashes to 50 flashes per second.
- 3 After setting the equipment the controls shall be locked off so as to prevent alteration during the entertainment.
- 4 Clear notices shall be displayed at the main entrance(s) or within the foyer for the public to read before entering stating that stroboscopic lighting effects operate as part of the entertainment.
- 5 Similar notices shall be printed in any programmes produced for the event.

Additional Conditions

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SCENERY PROPERTIES AND FURNITURE ADDITIONAL CONDITIONS

C1 SCENERY

(a) All scenery shall be maintained flame-retarded to the Council's satisfaction.

Note: *Where non-durably flame-retarded fabrics have been approved, these shall be tested for flame-retardancy at intervals as required and be re-treated as necessary.*

(b) On a separated stage, scenery made of the following materials may be used subject to any requirements the Council may impose in any particular case:

- (i) materials acceptable on an open stage;
- (ii) flame-retarded fabrics;
- (ii) plywood, hardboard or similar boards; any boards under 6mm thick shall be treated by a process of impregnation which meets at least class 2 when tested in accordance with BS 476-7;
- (iv) any other materials approved by the Council.

(c) On an open stage, scenery made of the following materials may be used subject to any requirements the Council may impose in any particular case:

- (i) non-combustible material;
- (ii) inherently flame-retarded fabrics;
- (iii) durably-treated flame-retarded fabrics;
- (iii) fabrics rendered and maintained flame-retarded to the Council's satisfaction by a non-durable process;
- (iv) timber, hardboard or plywood treated by a process of impregnation which meets class 1 when tested in accordance with BS 476-7;
- (vi) timber framing of minimum 22mm nominal thickness;
- (vii) medium-density fibreboard (MDF), plywood or chip-board not less than 18mm in thickness;
- (viii) plastics material subject to special consideration by the Council;
- (ix) any other materials approved by the Council.

(d) The use of plastics or polystyrene shall be avoided whenever possible.

(e) Decorative items, such as statues, made of expanded polystyrene shall be enclosed by a non-combustible skin of, for example, plaster and care shall be taken that this skin is maintained undamaged.

Note: *Sheet materials such as hardboard or plywood laid in direct contact with a structural floor need not be treated flame-retarded.*

Note: *Whilst detailed calculations are unlikely to be required, the amount of flammable scenery that the Council will permit depends upon consideration of a number of factors including the structure of the premises, the fire spread control provisions, the fire-fighting arrangements and the specific risks presented by the performance; all of which will determine the Council's requirements in any particular case. Lower or less permanent standards of fire retardancy may be acceptable in premises provided with a separated stage, a sprinkler installation and a Duty Fire Officer than may be approved on an open stage.*

C2 PROPERTIES AND FURNISHINGS

(a) Curtains, drapes and new soft furnishings, shall be maintained flame-retarded. .

Note: *Some flame retardancy treatments may cause dermatitis or irritation to sensitive skins.*

(b) Any carpets and other textile floor coverings and underlays when tested appropriately in accordance with BS 4790 shall either not ignite or have the effects of ignition limited to a radius of 35mm on both upper and under surfaces.

Note: *Similar considerations apply to the use of properties and furnishings as to the use of scenery. Where the action does not involve the use of naked flame or smoking lesser standards may be acceptable. As a general rule hand-held properties and antique furnishings will be approved without flame retardancy treatment. However the Council will generally apply the same standards as apply to scenery to large properties, large quantities of furnishings and to items especially constructed for the presentation.*

ADDITIONAL CONDITIONS D.

ADDITIONAL CONDITIONS FOR PERFORMANCES ON A STAGE

D1 Scenery and properties

- (a) Any scenery and properties shall comply with Additional Conditions C.
- (b) The Licensee shall give the Council at least 10 days' notice in writing of any change of production.
- (c) Scenery and properties shall only be stored in approved areas
- (d) Unless otherwise approved, the doors to any scenery store shall be kept closed during performances.
- (e) Unless otherwise approved, any scenery and properties kept on a stage shall be restricted to the requirements of the current presentation. Any storage in the stage fire risk area shall be limited to the approved amounts.

D2 Fire prevention

- (a) If required, at least one member of staff shall be adequately trained in fire prevention and extinction. Such person shall act as Duty Fire Officer and shall not be engaged in other duties which conflict with this primary duty and shall be readily identifiable and distinguishable from other members of staff. Additional trained staff shall be provided if required.

Note: *This Condition is likely to apply to theatres and other premises where the entertainment involves special risks or the use of special effects.*

- (b) All parts of the premises shall be inspected by a member of staff at the end of every separate performance in order to ensure no fire exists and to identify any risk of fire.

D3 Safety curtain (where provided)

- (a) The release points for the safety curtain, drencher and ventilator(s) shall be maintained unobstructed and in good working order.
- (b) The safety curtain shall be tested immediately before or during each performance.
- (c) Unless otherwise approved, the plane of descent of the safety curtain shall be kept clear and unobstructed at all times.
- (d) Unless otherwise approved, scenery or properties shall not be placed on the auditorium side of the safety curtain.
- (e) The Licensee/ Duty Manager shall as soon as possible notify the local Fire Control Centre and the Council if the safety curtain is out of order.

D4 Front curtain

Where a stage with a proscenium arch is not equipped with a safety curtain any curtains provided between the stage and the auditorium shall be heavy-weight and be made of non-combustible material or inherently or durably-treated flame-retarded fabric.

D5 Smoking within stage area

Smoking shall be strictly prohibited within any stage area (other than as part of the action of the performance.) Signs prohibiting smoking shall be prominently displayed.

D6 Temporary dressing rooms

- (a) Temporary dressing rooms shall not be provided except with consent.
- (b) Unless otherwise approved, quick change arrangements which affect the means of escape or fire- fighting arrangements shall not be made.

D7 Pop concerts

- (a) Pop concerts shall not be given except with consent.
- (b) The Licensee shall give the Council at least 28 days' notice in writing of any intention to stage a pop concert. :
- (c) The application shall give the names of the groups or artists booked to appear (if known) together with an indication of the age and profile of the expected audience.

D8 Animals etc

The Licensee shall give the Council at least 10 days' notice in writing of any intention to use any live animal, bird or fish in a performance.

D9 Children

No child shall be permitted on any stage, whether or not as a performer, without consent.

Note: *If the Council permits children to perform on a stage the guidance in Additional conditions G should be followed as applicable.*

ADDITIONAL CONDITIONS E.

**APPLICABLE TO PERFORMANCES ESPECIALLY
FOR CHILDREN**

E1 Attendants

When performances are specially presented for children an attendant shall be stationed in the area(s) occupied by the children in the vicinity of each exit provided that, on each level occupied by children, the minimum number of attendants on duty shall be one attendant per 50 children or part thereof.

E2 Standing

Standing shall not be allowed, except in the stalls of permitted by the Council.

**GUIDANCE NOTE
Children in Performances**

Managers are recommended to pass copies of this guidance to the organisers of such events.

I Introduction

There are many productions each year that are one performance shows where the cast is made up almost entirely of large numbers of children. They may be taking part as individuals or as part of a drama club, stage school or school group. The age of the children ranges on average from 5 years through to 18 years.

The Children (Performances) Regulations 1968 as amended set out the requirements for children performing in a show over a period of time. However many of the Regulations are not applicable to single shows.

The children appearing for a single performance will not normally be familiar with the layout or workings of the venue.

These guidelines are designed to assist in the planning of such shows to help assure the safety and welfare of the children taking part. The guidelines are issued without prejudice to any statutory legislation or to any specific requirements of the local education authority and/or the local Council.

2 The Venue

It is important to establish that the backstage facilities are large enough to safely accommodate the number of children taking part when starting discussions with the management of the proposed venue.

To assist the organisers with planning the event, the venue management will need to know:

- the exact number of children taking part
- how the children are to be grouped for dressing room accommodation, including numbers, age and sex.
- that 'chill out' areas will be necessary for the children to relax with refreshment provided.

It is important that the Council is involved in the discussions at a very early stage to ensure that the production is at least agreed in principle and that any problems that could arise are identified and resolved.

3 Fire Safety

All exits should be available and any security fastenings removed from all exit doors while the children are on the premises.

All chaperones and production crew on the show must receive instruction on the fire procedures applicable to the venue prior to the arrival of the children. In addition it is strongly recommended that a copy of the fire instructions (including a location plan showing the escape routes) is provided in all dressing rooms and in any other changing areas or refreshment / 'chill out' areas. The Duty Fire Officer or Duty Manager should carry out regular patrols of the dressing room corridors and all exit routes.

4 Scenery and Special Effects

Any scenery brought into the venue for the production should comply with the standards required by the Council. It is recommended that special effects are not used in children's productions. The use of special effects, including smoke, dry ice, rapid pulsating or flashing lights, may trigger allergies or an adverse reaction in some cases. If special effects are proposed full details should be submitted to the Council for separate approval.

5 Dressing Rooms

There is no specific formula for calculating the acceptable number of children that may safely occupy a dressing room but every child should have a seat and not be expected to sit on tables or to stand. All costumes etc. for the children should be kept within the dressing rooms and the corridors kept clear of all obstructions at all times.

Other suitable areas of the premises may be used as additional dressing rooms, subject to the agreement of the venue management and of the Council.

It is important that when not on stage, the children remain in their allocated area(s) to prevent localised overcrowding or obstruction of the corridors or escape routes.

Where dressing room accommodation is to be provided in another building away from the venue hosting the performance, the Council and the fire authority should be advised. This will enable them to inspect the premises to check on the suitability for the intended use and the fire safety arrangements.

6 Care of Children

Theatres, concert halls and similar premises are places of work and can have a lot of potentially dangerous equipment. Therefore it is very important that children are kept under adult supervision at all times including transfer from stage to dressing rooms and anywhere else in the premises.

It is important that the children can be accounted for at all times in case of an evacuation or emergency. To achieve this the following actions need to be taken prior to the arrival of the children at the venue:

- allocation of dressing rooms/changing areas with a list of the names of the children using each dressing room plus the names of the chaperones responsible for each dressing room/changing area.
- each chaperone to have a list of the children for whom they are responsible.
- the venue manager and management team to have copies of all the lists including any last minute alterations.

7 Chaperones

Chaperones are responsible for the welfare and safety of the children in their care. It is very important that each chaperone is a fit and proper person to carry out the requirements of the job. The use of persons who have been checked and approved for work with children either through a Council by a recognized children's or youth organisation is strongly recommended (and may be required by the local education authority and/or the Council.)

Chaperones should be clearly identified, including their name and dressing room number.

The ratio of chaperones to groups of children must be sufficient to ensure that children remain under supervision at all times including escorting to and from the stage. Chaperones should only be responsible for the children in one dressing room.

Additional chaperones may be required to assist with children with disabilities.

To assist the chaperones to carry out their functions effectively the following information needs to be provided prior to the arrival of the children:

- instruction on the means of escape and fire safety procedures (including code words and directions to the assembly points) operated by the venue.
- a plan of the dressing rooms/changing areas being used with the exit routes clearly indicated thereon for each chaperone.

8 Arrival of the Children

Upon arrival at the venue the children should be directed to an area where there is the space to sort the children into their groups and introduce them to their chaperones.

Each chaperone should check that the names on their list correspond with the children present in the group and any changes necessary are made and reported to the organiser to ensure that the manager's lists are up to date.

The children should be given a briefing on the importance of remaining in their groups and doing what they are told, when they are told.

9 Emergency evacuation during a performance

It is very likely that parents, guardians and relatives will be in the audience. It is important that, in the unlikely event of an emergency evacuation, all members of the audience follow the instructions of the venue staff and not attempt to go backstage to find their child, who will be evacuated from the premises and accounted for along with the other children. It is advisable to remind the audience of these arrangements either by announcement or notice.

10 Collection of Children

Very careful consideration needs to be given to ensure that all children are accounted for and that, where they are not in school parties or similar groups, they are returned to the correct person.

A free-for-all collection at the stage door is not satisfactory.

Parents and guardians should be asked to remain in the auditorium until called to a collection point. The chaperones bring the children to the collection point where each child can be handed over and their name crossed off the chaperone's list.

The area chosen for the hand over of the children must be large enough to prevent overcrowding. If the area is restricted there needs to be a management structure in place to bring groups of children forward in turn for collection.