

## Helen Farman-McKenna

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**From:** Martyn Manning  
**Sent:** 15 July 2020 12:29  
**To:** Helen Farman-McKenna  
**Cc:** EHTECHNICAL  
**Subject:** RE: New Premise Licence Application- National Forest Adventure Farm

Hi Helen

Please find the following suggested Condition:

Condition

***A Noise Management Plan shall be submitted to and agreed by the Environmental Health Department at East Staffordshire Borough Council prior to any licensed activities with the potential to create noise beyond the premise boundary being undertaken.***

Let me know if this is not suitable or needs rewording.

Regards

Martyn Manning  
Environmental Protection Officer  
East Staffordshire Borough Council

Tel: 01283 508509

Email: [martyn.manning@eaststaffsbc.gov.uk](mailto:martyn.manning@eaststaffsbc.gov.uk)

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**From:** Helen Farman-McKenna  
**Sent:** 14 July 2020 15:45  
**To:** Martyn Manning <[martyn.manning@eaststaffsbc.gov.uk](mailto:martyn.manning@eaststaffsbc.gov.uk)>  
**Subject:** RE: New Premise Licence Application- National Forest Adventure Farm

Martyn

Further to the below for the relevant condition to be attached to the Licence, you will need to word this condition so it can be added, therefore can you advise what that condition would be.

Also I note you say a Noise Management Plan is to be agreed by the Licensing Department unfortunately we are not trained in noise therefore it would be Environmental Health that would have to agree to this plan therefore the condition would have to reflect this.

Again it would be Environmental Health's decision in relation to background music as you are the responsible authority to comment on Applications.

Regards  
H

Helen Farman-McKenna  
Licensing Officer  
Regulatory Services  
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*"Help save paper - do you really need to print this email?"*

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**From:** Martyn Manning  
**Sent:** 14 July 2020 15:38  
**To:** Licensing <[Licensing@eaststaffsbc.gov.uk](mailto:Licensing@eaststaffsbc.gov.uk)>  
**Subject:** New Premise Licence Application- National Forest Adventure Farm

Hello

Jus spoken to the Applicant- we are both in agreement for a noise management plan to be attached as a Condition requirement of the new Premise Licence. This should be submitted to and agreed by the Licensing Dept prior to any relevant events taking place that fall under the new licence. This department will check the noise management plan is sufficient.

The Applicant asked whether background music for the maize maze needs to be included in any noise management plan but I'm happy this doesn't need to be covered.

Regards

Martyn Manning  
Environmental Protection Officer  
East Staffordshire Borough Council

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## Helen Farman-McKenna

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**From:** Martyn Manning  
**Sent:** 07 July 2020 09:26  
**To:** Ivor robinson  
**Cc:** Licensing; Jake Bayne; EHTECHNICAL  
**Subject:** Premise Licence application- National Forest Adventure Farm  
**Attachments:** Noise Management Plan - 20-09-2013.pdf

Hello Ivor

The Environmental Health Department at the Council is a consultee for the above application, primarily for consideration of noise nuisance.

I have no issue in principle with the proposal but given the Premise Licence will allow for more regular events, I would like to ask that you submit a Noise Management Plan (NMP) for our agreement as a Condition of Premise Licence being granted.

I enclose a guidance note of what the NMP should contain. We are now regularly requesting these from premises.

I ask that in particular, that you consider the outdoor events. This includes where stages, speakers etc., will be located/orientated and supervision of events, particularly those undertaken by third parties. All potential noise from your premise should be considered however, where there may be an effect on the local community.

The Condition would be for the NMP to be submitted and agreed by the Council prior to the first undertaking of any activities which fall under the new Premise Licence.

If you would like to discuss this issue further or you would like this Department to visit your site then please do not hesitate to contact me.

Regards

Martyn Manning  
Environmental Protection Officer  
East Staffordshire Borough Council

Tel: 01283 508509

Email: [martyn.manning@eaststaffsbc.gov.uk](mailto:martyn.manning@eaststaffsbc.gov.uk)



## Noise Management Plan

### Advice Sheet

***The details on this advice sheet are provided by the Pollution Team at East Staffordshire Borough Council as information only. We accept no liability for the use or inclusion of the advice contained in this leaflet. Where necessary, specialist independent advice should be sought from an acoustic consultant.***

The following sections are recommended to be included within a Noise Management Plan. The procedures you develop should be fully implemented, enforced and reviewed regularly to ensure they achieve your aims and objectives. The suggested section titles are highlighted in bold, although you may wish to alter these or include others that you deem necessary.

1. **Aim/ Objectives** of the Noise Management Plan
2. Details of **noise sensitive receptors**, including an annotated map.
3. Details of the **type of noise** the Management Plan is to be used to control.
4. Identification of areas where **noise break-out** could occur from the premises, including an annotated map.
5. Details of **mitigation** to reduce noise break out.
6. Procedures for the undertaking and recording of **sound checks**, prior to and during an event, including an annotated map of measurement/ observation locations. Sound checks without the use of a sound level meter should be undertaken by someone who has a good sense of hearing and has not been subject to high levels of entertainment noise during an event.
7. Procedures for **communication** with relevant/ interested parties (Local Authority/residents), including example press releases, event notification letters for residents, responsible authority contacts, e.g. Police, Fire Brigade, Environmental Protection and Licensing officers.
8. Procedure for **responding to complaints** from members of the public/responsible Authority's, including logs to record complaints and actions taken.
9. Inclusion of adherence to the noise management plant in your Premises Hire **Terms and Conditions**. The hirer agreement should also include a requirement to provide details of DJ's or bands due to perform in good time so they can be checked against the exclusion policy.

10. **Exclusion Policy** for those breaching the hire terms and conditions and for bands and DJ's that do not adhere to the Noise Management Plan.
11. Record of **staff training** on the Noise Management Plan. Those that will be responsible for an event should have this training and it should be documented and reviewed annually or earlier if necessary. The staff working during an event should have the authority to have the music noise level reduced, if required.
12. The Noise Management Plan should have at least an **annual review** to ensure it is up to date and fit for purpose. The review should be undertaken earlier if necessary.

## **General Advice**

### **Noise sensitive Receptors**

This may vary depending on the day or times of your events and could include:

- Residential properties – including indoor/outdoor areas.
- Schools/lecture theatres
- Hospitals and other medical Premises
- Religious Premises
- Areas known for their peace and tranquillity
- Libraries/Museums
- Offices
- Cinemas/Concert Halls/Theatres/Recording Studio's

### **Type of Noise**

The weighting of the Noise Management Plan will need to reflect the size and scale of the events it intends to cover. A one-man band without amplification is less likely to have an impact compared to a full band with drums and amplifiers and therefore, may not need extensive sound checks compared to the latter type of event. It may not require any control depending on the artist! Having only recorded music is easier to control than live music, however, the more bass there is in the music, the more likely it will travel and cause annoyance to neighbours.

### **Noise break-out**

When considering noise break-out of a building, this should consider weak areas of the building, usually, but not always, doors, windows, extraction fans and most predominantly the roof!

Doors & windows should be kept closed during entertainment to contain as much as possible. If a door is regularly used for ingress and egress, use where possible, one that is as far from the noise source as possible or through a lobby. If windows are to be kept closed, alternative means of ventilation may be required. If alternative ventilation is provided, it must not also cause a nuisance, for example, condensers from air-conditioning units.

In older halls/buildings and new ones not originally designed for the events they are holding, one of the main areas where noise will escape is from the roof, especially if this is of a greater surface area than doors or windows in the event hall. This could cause the noise to affect receptors further away from the premises. Specialist advice should be sought in these cases.

### **Noise mitigation**

There are a number of measures that can be taken to mitigate noise impact on receptors, this includes, but not limited to:

- Improving the acoustic insulation in the premises, such as installing lobby doors, acoustic glazing and installing acoustic insulation in the roof. If this approach is adopted, it is recommended to consult an acoustic consultant who can provide the best advice on the benefits of each measure on a site specific case. If the roof, for example, is the significant source of noise break-out, improving other areas may be of little benefit if this cannot be rectified.
- Locating and orientating speakers away from noise sensitive receptors.
- Having limits on the type, frequency, duration and times of certain events, i.e. limiting "live" performances to once per month and must finish by 9pm.
- Do not use bands/DJ's that do not adhere to your Noise Management Plan.
- Ensure there is a member of staff onsite that has the authority to reduce the music level during an event.
- Use only your own amplification equipment for DJ's so that they cannot override your master volume settings.
- Use of your own directional speakers installed at raised levels pointing back on to the dance floor, these can be used to target music noise in a specific area. Specific speakers are available for this.
- Installation of a sound limiter. This should be on the advice of an acoustic consultant. There are a number available on the market that will cut the power if the noise level within a venue exceeds a set level. This does not just work on the sound level of music, but also noise from people and therefore require expert advice when being installed. In most instances, it may just be the level of the bass music that causes a problem rather than the music level itself. Therefore, a sound limiter installed in conjunction with your own amplifier system can be setup to compress only the lower frequencies of noise that the

bass music produces. This method of limiter is not affected by people noise, but requires expert advice to be installed. Initially this may be the more costly option of the types of limiters available, but in the long term could be more beneficial.

### **Sound checks**

DJ's and bands should arrive with good time before an event is due to start so that you are able to undertake a sound check and set a noise level with the acts (although this is likely to change throughout an event)

Background noise, i.e. noise generated by everyday sounds, such as, traffic, people, machinery and animal noise, during the day will become quieter at night making noise from events more noticeable as the night goes on if you stick to one level. This is why regular sound checks should be undertaken during an event to ensure the music noise is unlikely to affect noise sensitive receptors. As a rule of thumb, past 11pm at night, the music noise level should only just be audible outside of a noise sensitive receptor. In this instance, it will be possible to determine that an event is on, but not possible to identify tracks or artists if they were recognised to the person undertaking the checks. The person undertaking the checks should record in a logbook, their name, the date, time of the observations, the monitoring locations, the acceptability of the noise, any actions taken and weather conditions.

With terraced pubs, it may not be possible to undertake a sound check in your neighbour's living room. It is therefore, essential to have good communication with your neighbours, be responsive to any issues that they may raise. When undertaking your checks, work with them to set an acceptable level inside their property, then an alternative monitoring location can then be agreed to "represent" their living space, i.e. if the noise level when stood outside of the pub window is representative of the noise through the party wall with the neighbouring property, this could be used as an alternative monitoring position. You should also regularly check with your neighbours to see if they have experienced any problems with events. Just because they have not approached you, you cannot assume that everything has been ok.

Care should be taken when relying on the use of sound level meters alone. These can be very useful when used as part of a noise management plan, but only when used by a competent operator who can interpret the results, such as an acoustic consultant. Subjective assessments should always be made when using sound level meters, if it sounds too loud, although it may meet a specific sound level it can still cause a problem and you should be prepared to have the music level reduced.

### **Communication**

This could be in the form of an annual events list to neighbours or regular email updates.

## **Complaints**

Maintain a complaints record, detailing date, time, and source of complaint, who took the complaint, what action was taken and what response was provided. This may aid in identifying “hotspots” to focus any sound checks on.

## **Licensing Act 2003**

If you submit an application for a new Premises Licence or to vary an existing Premises Licence, this Department may request the submission of a Noise Management Plan prior to your application being granted.

Below are examples of conditions that have been applied to Premises licences:

- Signage shall be placed at all exits to the Premises to remind customers to be mindful of neighbours when leaving the Premises and to keep the noise down.
  
- The DPS shall ensure acts are onsite with sufficient time to undertake sound checks before an event is due to start, to ensure noise levels are acceptable at the boundary with noise sensitive receptors so as not to cause a nuisance.
  
- Sound checks are to be undertaken during the event by the DPS or other nominated person with sufficient authority to have the noise levels reduced where necessary. Sound checks shall be undertaken at the boundary with all noise sensitive receptors.
  
- An exclusion policy for noisy acts and noisy customers shall be in place.
  
- A complaints procedure for responding to complaints received at the premises by members of the public in relation to entertainment noise shall be in place with a log book available onsite to record details of complaints, which shall be made available for inspection by the LLA on request.
  
- Doors and windows shall be kept closed during an event.
  
- The Noise Management Plan shall be reviewed at least annually.



## **Further Reading**

Pollution Team leaflet "Complaints About Noise from Entertainment Premises"

<http://www.eaststaffsbc.gov.uk/Services/Pollution/Pollution%20Advice%20Leaflets/Entertainment%20Noise%20Leaflet.pdf>

## **The "Pop Code"**

In addition, the following document is available from the CIEH and may aid in the development of your Noise Management Plan where it involves environmental noise control at outside pop concerts.

[http://www.cieh.org/uploadedFiles/Core/Policy/Environmental\\_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf](http://www.cieh.org/uploadedFiles/Core/Policy/Environmental_protection/Noise/NoiseCouncilCodeonNoiseControlatConcerts.pdf)

## **Contact**

If you have any queries, please do not hesitate to contact the Pollution Team:

Pollution Team, East Staffordshire Borough Council, The Maltsters, Wetmore Road, Burton upon Trent, Staffordshire, DE14 1LS

Tel: 01283 508524 / Fax: 01283 508388 / Email: [pollution.team@eaststaffsbc.gov.uk](mailto:pollution.team@eaststaffsbc.gov.uk)