



NORWICH
City Council

Licensing sub committee

Date: **Wednesday, 24 September 2025**
Time: **14:30**
Venue: **Council chamber City Hall, St Peters Street, Norwich, NR2 1NH**

Pre-meeting briefing for members of the committee only
30 minutes before the start of the meeting

Committee members:

Councillors:

Huntley (Chair)
Maguire
Stutely

For further information please contact:

Committee officer: Leonie Burwitz
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Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website.



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Agenda

Page nos

1 Apologies

To receive apologies for absence

2 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

3 Consideration of a variation application for a premises licence under the Licensing Act 2003 - application ref: 25/01313/PREMTR

Purpose - To consider the application for a variation of the premises licence under the Licensing Act 2003 for Norwich City Football Club, Carrow Road, Norwich, NR1 1JE.

EXEMPT ITEMS:

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

Page nos

Date of publication: **Tuesday, 16 September 2025**



Committee Name: Licensing sub

Committee Date: 24/09/2025

Report title: Consideration of a variation application for a premises licence under the Licensing Act 2003 – application ref:25/01313/PREMTR

Portfolio: Councillor Giles, cabinet member for planning and regulatory services

Report from: Head of planning and regulatory services

Wards: Thorpe Hamlet

Purpose

To consider the application for a variation of the premises licence under the Licensing Act 2003 for Norwich City Football Club, Carrow Road Norwich NR1 1JE

Recommendation:

That the members of the Licensing sub-committee determine the application for a variation of the premises licence for Norwich City Football Club, Carrow Road Norwich NR1 1JE in accordance with the Licensing Act 2003 and subsequent regulations, the guidance issued under Section 182 of the Licensing Act 2003 and Norwich City Council's Statement of Licensing Policy

Policy Framework

The council has five corporate priorities, which are:

- A prosperous Norwich.
- A fairer Norwich.
- A climate responsive Norwich.
- A future-proof Norwich.
- An open and modern council.

This report meets the prosperous Norwich corporate priority

This report helps to meet Statement of Licensing Policy adopted policy of the Council

Report Details

The application

1. The applicant is Norwich City Football Club Plc.
2. The application seeks to vary the current premises licence to:
 - Amend condition 1 Annex 3 to read: The outside areas of the premises which are marked in yellow on the plan marked 'full plan of variation' and which are licensed for the sale by retail of alcohol may only be used for the purpose of the sale by retail of alcohol for a maximum of 3 days per calendar year and only on those days when music concert is taking place in the Norwich City Football Club Stadium save that the car parking area (shown in yellow with black shading) alone may also be used for an additional 6 days per calendar year for the purpose of the sale by retail of alcohol during other event days when those events are held on the car parking area. In addition, the outside area marked yellow on the plan can be used for every Norwich City Football Club home match for a period of 3 hours before kickoff only

This variation is set out in the application form, which is attached at Appendix A. This also includes the steps proposed to promote the licensing objectives (operating schedule).

Attached at appendix B is a copy of the plan they are referring to in their application.

Relevant representations

3. The responses from the Responsible Authorities are as follows:

Police – representation received however, the applicant has agreed to their condition (copy attached at appendix C)

Public Protection – representation received (copy attached at appendix D)

Fire Officer – no representations

Planning Officer – no representations

Area Child Protection Committee – no representations

Trading Standards – no representations

Primary Care Trust – no representations

Local Resident – 1 representation received (copy attached at appendix E)

A copy of the current premises licence is attached as appendix F to the report.

A copy of Norwich City Football Club Fan Zone Noise Impact Assessment is attached at appendix G

Summary

4. The following extracts from the guidance issued under Section 182 of the Licensing Act 2003 may be relevant to this application and assist the Licensing Sub-Committee:
5. The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.
6. The licensing objectives are:
 - a. The prevention of crime and disorder;
 - b. Public safety;
 - c. The prevention of public nuisance; and
 - d. The protection of children from harm.
7. Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.
8. Each application must be considered on its own merits and in accordance with the licensing authority's statement of licensing policy; for example, if the application falls within the scope of a cumulative impact policy.
9. Conditions attached to licences and certificates must be tailored to the individual type, location and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions.
10. Standardised conditions should be avoided and indeed may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in an individual case.
11. The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

12. It is possible that in some cases no additional conditions will be appropriate to promote the licensing objectives.
13. The sub-committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be appropriate in order to promote the licensing objectives.

Implications

Financial and Resources

14. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its community-led plan "We are Norwich" and budget.
15. There are no proposals in this report that would reduce or increase resource

Legal

16. Human rights considerations:
- a. Under the Human Rights Act 1998, it is unlawful for a public authority to act in a way which is incompatible with a Convention right.
 - b. Decisions which determine 'civil rights and obligations must comply with the requirements of a fair hearing under Article 6 of the European Convention on Human Rights. Article 6 is relevant to local authority decision-making in exercising licensing functions.
 - c. The applicant has been invited to attend the meeting, has been sent a copy of this report and informed of his right to be legally represented at the meeting.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	No implications, no proposed measures
Health, social and economic impact	No implications, no proposed measures
Crime and disorder	Norfolk Constabulary are a responsible authority under the legislation, and have been consulted, no proposed measures
Children and adults safeguarding	Social Services and Children's Safeguarding Board are responsible authorities under the legislation, no proposed measures

Consideration	Details of any implications and proposed measures to address:
Environmental impact	No implications, no proposed measures

Risk management

Risk	Consequence	Controls required
Legal	Risk of challenge to incorrectly made decision	Consideration of legislation and application information. Legal advisor to support members in making their decision.
Reputational risk to the council	Problems arise following a decision to grant or if a decision is made incorrectly	Legal advisor to support members in making their decision

Other options considered

17. Having regard to the representation received, the sub-committee are requested to consider the application, this report and take such steps as it considers appropriate for the promotion of the licensing objectives. These steps are:

- a. To grant the application under the terms and conditions applied;
- b. To grant the application with conditions that the sub-committee considers appropriate for the promotion of the licensing objectives;
- c. To refuse all or part of the licence application.

Reasons for the decision/recommendation

18. Members of the sub-committee are asked to make a decision at the end of the hearing after all parties have been given the opportunity to speak.

19. The sub-committee are reminded that full reasons for their decision must be given as both the applicant and persons making representations have a right of appeal against that decision to the Magistrates' Court.

Background papers

Licensing Act 2003

Revised Guidance issued under section 182 of the Licensing Act 2003

Norwich City Council - Statement of Licensing Policy

Appendices:

- A – Application form
- B – Plan
- C – Police representation
- D – Environmental Protection representation
- E – Local resident representation
- F – Copy of current premises licence
- G – Copy of noise impact assesment

Contact officer: Licensing Adviser

Name: Maxine Fuller

Telephone number: 01603 989400

Email address: licensing@norwich.gov.uk



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

* required information

Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	NOR005-2-0	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Norwich City Football Club PLC
* Family name	.
* E-mail	[REDACTED]
Main telephone number	[REDACTED]
Other telephone number	[REDACTED]



Include country code.

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number	154044
Business name	Norwich City Football Club PLC
VAT number	- [REDACTED]
Legal status	Private Limited Company

If the applicant's business is registered, use its registered name.

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 18

APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable
value of premises (£)

890,000

Section 3 of 18

VARIATION

Do you want the proposed
variation to have effect as
soon as possible?

Yes

No

Do you want the proposed variation to have effect in relation to the
introduction of the late night levy?

Yes

No

You do not have to pay a fee if the only
purpose of the variation for which you are
applying is to avoid becoming liable to the
late night levy.

If your proposed variation
would mean that 5,000 or
more people are expected to
attend the premises at any
one time, state the number
expected to attend

Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

The proposed variation is to amend Condition 1 of Annex 3 which currently reads "The outside areas of the premises which are marked in yellow on the plan marked 'full plan of variation' and which are licensed for the sale by retail of alcohol may only be used for the purpose of the sale by retail of alcohol for a maximum of 3 days per calendar year and only on those days when a music concert is taking place in the Norwich City Football Club Stadium save that the car parking area (shown in yellow with black shading) alone may also be used for an additional 6 days per calendar year for the purpose of the sale by retail of alcohol during other event days when those events are held on the car parking area".

To read "The outside areas of the premises which are marked in yellow on the plan marked 'full plan of variation' and which are licensed for the sale by retail of alcohol may only be used for the purpose of the sale by retail of alcohol for a maximum of 3 days per calendar year and only on those days when a music concert is taking place in the Norwich City Football Club Stadium save that the car parking area (shown in yellow with black shading) alone may also be used for an additional 6 days per calendar year for the purpose of the sale by retail of alcohol during other event days when those events are held on the car parking area. In addition the outside area marked yellow on the plan can be used for every Norwich City Football Club home match for a period of 3 hours before kick off only".

Section 4 of 18

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes

No

Section 5 of 18

PROVISION OF FILMS

Continued from previous page...

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

Section 6 of 18

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes No

Section 7 of 18

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes No

Section 8 of 18

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes No

Section 9 of 18

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes No

Section 10 of 18

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes No

Section 11 of 18

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Continued from previous page...

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes No

Section 12 of 18

PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes No

Section 13 of 18

SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes No

Section 14 of 18

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

Section 15 of 18

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

We are amending Condition 1 of Annex 3 as per the description of this variation application. We do not seek to remove any conditions.

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Continued from previous page...

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

Section 16 of 18

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The proposed variation is to seek an amendment to a current Condition of the Premises Licence. The style and operation of the premises will not change and all Conditions of the Premises Licence will be complied with.

b) The prevention of crime and disorder

Please see a) above.

c) Public safety

Please see a) above.

d) The prevention of public nuisance

Please see a) above.

e) The protection of children from harm

Please see a) above.

Section 17 of 18

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 18 of 18

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000	£900.00
Band E - £125001 and over	£1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39999	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the

Continued from previous page...

* licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/norwich/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

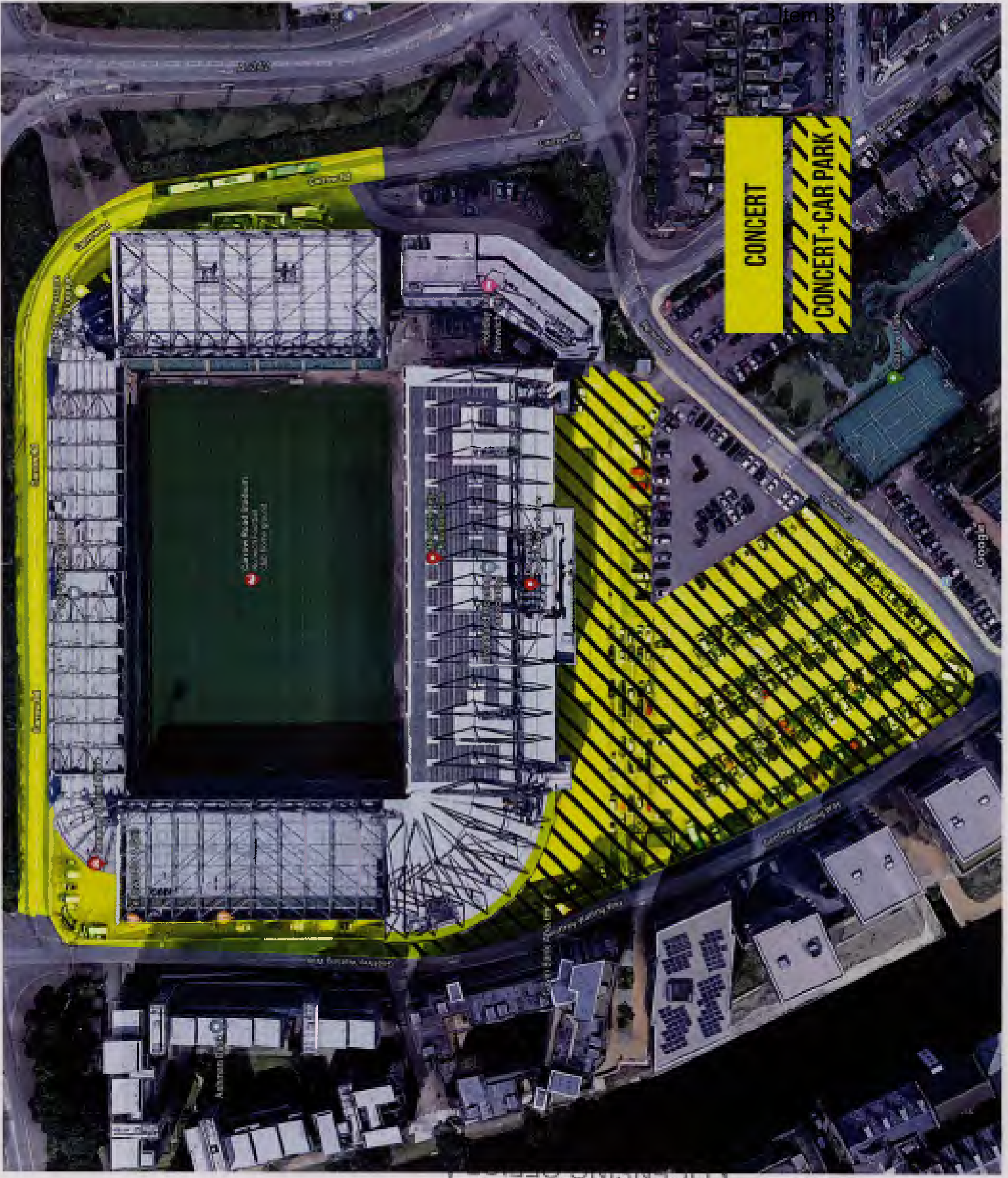
Approval deadline

Error message

Is Digitally signed

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SP



Item B

RECEIVED
 - 7 DEC 2019
 LICENSING DEPT

Fuller, Maxine

From: Bartram, Michelle [REDACTED]
Sent: 26 August 2025 17:31
To: Fuller, Maxine
Cc: INNES, Emily; Andrew Woods
Subject: RE: Variation of a premises licence - Norwich City Football Club

External Email: Be cautious about the sender email address, attachments and links. If uncertain please delete the email.

STOP: Were you expecting this e-mail? Does it look genuine?
THINK: Before you CLICK on links or OPEN any attachments.

Good evening licensing

I can confirm that Norfolk Police have been consulted on the application to vary the premises licence for Norwich City Football Club.

The current condition relating to the use of the outside area is already complicated and although I can understand the rationale to extend this condition, I do fear it is open to interpretation.

I understand there are plans for a further variation to take place at a later date, so hopefully this will tidy up the licence and clarify things.

To ensure there will be sufficient staffing of the outside fan zone, I request that the following condition is added to the premises licence:

- **When the outside area is in operation as a designated fan zone prior to Norwich City Home games, the DPS will ensure sufficient levels of staffing and security staff are in place to manage this area.**

With this condition added, there are no Police objections

Michelle Bartram
Licensing Officer
Community Safety Operational Unit
Norfolk Constabulary
Building 7, OCC
Falconers Chase, Wymondham
Norfolk, NR18 0WW
Tel: [REDACTED]

Fuller, Maxine

From: Bartram, Michelle [REDACTED]
Sent: 29 August 2025 11:25
To: LICENSING; Fuller, Maxine
Cc: INNES, Emily
Subject: FW: Variation of a premises licence - Norwich City Football Club

External Email: Be cautious about the sender email address, attachments and links. If uncertain please delete the email.

STOP: Were you expecting this e-mail? Does it look genuine?
THINK: Before you CLICK on links or OPEN any attachments.

Good Morning Licensing

In relation to my representation to the application for Norwich City Football Club to add an addition condition to the premises licence, please see the email below from the applicant's agent agreeing to this. Therefore no outstanding representations from Norfolk Police.

- **When the outside area is in operation as a designated fan zone prior to Norwich City Home games, the DPS will ensure sufficient levels of staffing and security staff are in place to manage this area.**

Thanks

Michelle Bartram
Licensing Officer
Community Safety Operational Unit
Norfolk Constabulary
Building 7, OCC
Falconers Chase, Wymondham
Norfolk, NR18 0WW



From: Andrew Wood [REDACTED]
Sent: 29 August 2025 08:56
To: Bartram, Michelle [REDACTED]



CAUTION: This email originated from outside of the organisation.
Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Michelle

Happy to confirm the condition is agreed.

Andy

Fuller, Maxine

From: Dawson, Tom
Sent: 27 August 2025 11:43
To: LICENSING
Subject: RE: Variation of a premises licence - Norwich City Football Club

Good Afternoon,

I am getting in contact to submit representations regarding the below licence.

This is due to no new conditions being proposed to mitigate the potential noise impact on the residents nearby.

I am in discussions with the club over proposed conditions, however given that tomorrow is the deadline for representations I feel it is necessary to raise an objection.

I'm hopeful that these discussions will end up with a positive outcome, and I will update you accordingly if this is the case.

Kind Regards

Tom Dawson
Environmental Protection Officer
Regulatory Services
Norwich City Council

0344 980 3333

My working days are Monday, Wednesday, Thursday and Friday

PUTTING PEOPLE
AND THE CITY FIRST



www.norwich.gov.uk

From: ENVIRONMENTAL PROTECTION <EnvironmentalProtection@norwich.gov.uk>
Sent: 20 August 2025 10:37
To: Dawson, Tom <TomDawson@norwich.gov.uk>
Subject: FW: Variation of a premises licence - Norwich City Football Club

From: Fuller, Maxine <MaxineFuller@norwich.gov.uk>
Sent: 31 July 2025 15:28
To: 'Licensing Team (Norfolk)' <licensingteam@norfolk.pnn.police.uk>
Cc: 'claire.boer@norfolk.gov.uk' <claire.boer@norfolk.gov.uk>; FOOD & SAFETY <foodandsafetyteam@norwich.gov.uk>; ENVIRONMENTAL PROTECTION <EnvironmentalProtection@norwich.gov.uk>; Scheduler, Civica <CivicaScheduler@norwich.gov.uk>; PLANNING <planning@norwich.gov.uk>; 'nscb@norfolk.gov.uk' <nscb@norfolk.gov.uk>; 'trading.standards@norfolk.gov.uk' <trading.standards@norfolk.gov.uk>; 'licensingapplications@norfolk.gov.uk' <licensingapplications@norfolk.gov.uk>
Subject: Variation of a premises licence - Norwich City Football Club

Hi,

We have received on 31 July an application to vary the premises licence for Norwich City Football Club, Carrow Road NR1 1JE.

The end consultation date is **28 August 2025**.

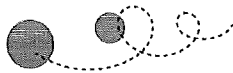
Regards

Maxine Fuller
Public Protection Licensing Advisor
Development and City services
Norwich City Council

(01603) 989400
Working hours: Monday to Thursday
maxine.fuller@norwich.gov.uk



A fair and thriving city, full of ambition



Fuller, Maxine

From: Miktoemy8
Sent: 28 August 2025 09:29
To: LICENSING
Subject: Norwich City Football Club - License application dated 31.07.25

[You don't often get email from [redacted] contact at
<https://aka.ms/LearnAboutSenderIdentification>]

External Email: Be Cautious about the sender email address, attachments and links. If uncertain please delete the email

STOP: Were you expecting the email? Does it look genuine?
THINK: Before you CLICK on links or OPEN any attachments

Dear Sirs

I object to the recent license application submitted by the football club.

Firstly I would like to note that the plan of the proposed extended area for bars is not available to view or download from the Council's website. I also question whether the correct fee has been paid for this application given attendance is in the 20- 29,999 bracket.

The existing license has allowed the football club to open a bar the full length of the northern Barclay Stand with open bar frontage at either end. This was permitted without consultation with local residents including those whose homes face this bar. At the last music event in May, loud music was played in this bar until midnight despite it opening onto residential housing. Despite complaints about the noise the loud music it was not turned down and continued until 12pm. A complaint to the Council received the response that the bar was acting under the terms of it's existing license.

As well as this bar running the entire length of the Barclay Stand the club has many more inside the ground and also uses portable and temporary bars within the confines of it's car park on match days and during events.

There is no reason whatsoever why the club should require further bars to be situated on the road next to the public highway during events and before every home game. There is no requirement or reason to place bars on the road outside an existing bar running the length of the stand.

This proposal will include games that start at lunchtime, mid and late afternoon and evenings, on weekends and week days. Fans will be allowed to buy alcohol and loiter at bars in the street while residents and traffic pass by. Not only will this lead to noisy and antisocial behaviour it would also be dangerous. The proposal would allow bars in the street being placed directly in front of residential housing on Carrow Road and Geoffrey Watling Way.

The football club has already been given the benefit of the most far reaching alcohol and events license in the county if not the entire country by this Council. I would ask those voting on this decision to compare the existing alcohol and events license with that of the club's nearest comparable organisation in Ipswich. The generosity of the clubs existing license is staggeringly apparent when compared with similar organisations.

The club has this already overreaching license despite being in the center of a residential area. It also adjoins one of the busiest junctions in the city, a junction with inner ring roads running alongside two of the three roads where bars are proposed. These are roads that are not closed before kick off on match days and are not closed for events.

It should be clear that this proposal is not safe, it poses the likelihood of antisocial behaviour, and it is entirely unnecessary. It is another example of mission creep by the football club and it's plans to develop outside the stadium and over the land recently purchased from the Council on which it recently felled every tree.

I strongly urge this entirely unnecessary proposal be rejected. If it is passed questions will need to be raised with the **LGO**.

Kind regards

Mr M Smith



Premises Licence

Premises Licence Number

25/01313/PREMTR

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Norwich City Football Club
Carrow Road
Norwich
Norfolk
NR1 1JE

Telephone number 01603 760760

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence.

- Boxing - Activity takes place both indoors and outdoors
- Ent like live/recorded music/dance - Activity takes place both indoors and outdoors
- Films - Activity takes place both indoors and outdoors
- Indoor Sporting Events - Activity takes place both indoors and outdoors
- Late Night Refreshment - Activity takes place both indoors and outdoors
- Live Music - Activity takes place both indoors and outdoors
- Performances of Dance - Activity takes place both indoors and outdoors
- Plays - Activity takes place both indoors and outdoors
- Sale by Retail of Alcohol
- Recorded Music - Activity takes place both indoors and outdoors

Private Entertainment as defined under section 2 of the Private Places of Entertainment (Licensing) Act 1967

The times the licence authorises the carrying out of licensable activities

Boxing Sunday 09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Boxing Monday to Thursday 09:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Boxing Friday and Saturday 09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.

Indoor Sporting Events	New Years Eve	09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Indoor Sporting Events	Sunday before Bank Holiday	09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	Sunday	23:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	Monday to Thursday	23:00 - 02:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Late Night Refreshment	Friday and Saturday	23:00 - 03:00
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Late Night Refreshment	Sunday before Bank Holiday	23:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Live Music	Sunday	09:00 - 02:00
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Performances of Dance	Friday and Saturday	09:00 - 03:00
On up to 12 occasions in any one year to extend the hours to up to 24 hours on giving 7 days prior written notice to the police and subject to police veto.		
Performances of Dance	New Years Eve	09:00 - 03:00

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Norwich City Football Club Plc
Norwich City Football Club
Carrow Road
Norwich
Norfolk
NR1 1JE

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number 154044

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Sean Crisford

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Party Reference:

Licensing Authority:

Annex 1 – Mandatory conditions

- 1 No supply of alcohol may be made under a premises licence -
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- 2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- 3 No moving picture shall be exhibited unless: -
 - (i) it has received a "U", "PG", "12A", "15" or "18" certificate of the British Board of Film Classification; or
 - (ii) it is a current newsreel which has not been submitted to the British Board of Film Classification; or
 - (iii) the permission of the Licensing Authority is first obtained and any conditions of such permission are complied with.
- 4 No person under the age of 18 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received an "18" certificate from the British Board of Film Classification.
- 5 No person under the age of 15 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "15" certificate from the British Board of Film Classification.
- 6 No person under the age of 12 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "12A" certificate from the British Board of Film Classification.
- 7 Where, at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.
- 8 (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.
 - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 9 The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 10 (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

- (2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-
- (a) a holographic mark or
- (b) an ultraviolet feature.
- 11 The responsible person shall ensure that:
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
- (i) beer or cider half pint
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- 12 A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 13 . For the purposes of the condition set out in paragraph 1:
- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
- (b) "permitted price" is the price found by applying the formula:
- $$P = D + (D \times V)$$
- Where:
- (i) P is the permitted price
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence:
- (i) The holder of the premises licence
- (ii) The designated premises supervisor (if any) in respect of such a licence, or
- (iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
- 14 (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
- 15 Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
- 16 Where the film classification body is specified in the licence, unless subsection (12)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
- 17 Where
- (a) The film classification body is not specified in the licence, or
- (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.
- 18 In this section "children" means any person aged under 18; and

"film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

19 Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of the Act.

20 But nothing in subsection (1) requires such a condition to be imposed:

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or

(b) in respect of premises in relation to:

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

21 For the purposes of this section:

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

22 The following conditions apply to the Jarrold Stand Executive Restaurant only:

23 All parts of the licensed premises shall be open to inspection during any function authorised under the licence or at any other reasonable time by a Police Officer or a Fire Officer or a duly authorised officer of the City Council.

24 Whilst the licensed premises are being used in pursuance of this licence no drunken or disorderly person or common prostitute shall be permitted to remain therein, no drunkenness or disorderly conduct or proceeding, no unlawful gaming whatever, no indecency or profanity and no performance of a kind commonly known as a strip-tease act involving the removal of garments while the performer (including a performer whose movements or a reflection of whose movements can be seen by the audience through or on a translucent screen or similar device) is within the view of the audience, or any performance of a similar nature shall be permitted therein, but good rule and order shall be kept and maintained.

25 The Licensee or responsible person nominated by The Licensee in writing, not being a person under 18 years of age, shall be in charge of and upon the licensed premises whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind and that person shall not be engaged in any duties which will prevent him/her from exercising general supervision. The responsible person shall produce his/her written authorisation on request by an authorised officer of the Licensing Authority or a Police Officer or the Fire Officer.

26 The number of persons permitted to use the licensed premises at any one time (including staff and performers) shall not exceed the following limits:-

(i) When used for dancing - 300

(ii) When used for functions utilising seating at tables - 150

(iii) When used for purposes combining (i) and (ii) above - 200

(iv) When used for closely seated audience (removable seating) - 150

27 The maximum number of persons permitted on the licensed premises shall be prominently displayed together with plans as approved by the Licensing Authority showing the accommodation open to the public gangways and exit routes.

28 There shall be adequate provision made to account for the number of persons on the licensed premises during any entertainment authorised under the licence.

- 29 Printed notices shall be displayed at suitable positions in the building stating in concise terms the
essentials of the action to be taken upon discovering a fire and on hearing the alarm.
- 30 Nothing shall be done or permitted to be done on or in the proximity of the licensed premises which
may impede or endanger the speedy exit of persons from the licensed premises and, all gangways,
corridors, staircases and external passages intended for exit purposes shall be kept entirely free
from obstruction whether permanent or temporary.
- 31 The Licensee shall do what is reasonably practicable to prevent obstruction of exits, external courts,
passageways, stairways and ramps leading to the outside of the licensed premises by persons
waiting to gain admission thereto.
- 32 The public shall be permitted to leave by all doors marked "EXIT" after each performance.
- 33 Mats and other floor coverings shall be secured and maintained so that they will not ruck or in any
way be a source of danger to persons using the licensed premises. New floor coverings should be
approved by the Chief Fire Officer.
- 34 (i) Where so required by the Licensing Authority no fastenings, other than automatic bolts, shall be
fitted on exit doors used by the public except of such a pattern and in such positions as the
Licensing Authority may determine. Automatic bolts shall be of such a pattern that horizontal
pressure on the crossbars will open the doors. The crossbars shall, where practicable, be placed at a
height of 1 metre from the bottom of the door. Doors fitted with automatic bolts shall have the
words "PUSH BAR TO OPEN" painted upon them in block letters at least 100 millimetres high.
- (ii) If the Licensing Authority give consent to the use of chains, padlocks or other locking devices for
securing exit doors when the public are not on the premises, a responsible person shall be required
to remove such chains padlocks or other devices before the admission of the public and such chains,
padlocks or other devices shall not be replaced during the whole time the public are present in the
licensed premises.
- 35 Where collapsible gates or roll up shutters are used, these must be locked in the open position
whilst the public are present. Revolving doors shall not be counted as exits.
- 36 At all times when the licensed premises are being used in pursuance of this licence all exit doors
shall be kept unlocked and shall be maintained in such a condition as to be immediately available for
use.
- 37 All exits, other doors or openings used by the public for the purpose of exit shall be indicated by exit
signs complying with The Health and Safety (Safety Signs and Signals) Regulations, 1996. (B.S.
5499 signs comply with this standard). The signs to be sited at a height of at least 2.1 metres above
floor level above or beside the exits.
- 38 All barriers and doors shall be made to swing or open outwards, unless the Licensing Authority are
satisfied that this is unnecessary with regard to any particular door or doors, and the method of
opening shall be indicated thereon.
- 39 All stairs and steps comprising parts of the means of escape in case of fire shall be maintained with
non-slippery and even surfaces and shall be provided with appropriate handrails.
- 40 On those occasions when people with disabilities are present on the licensed premises such special
arrangements as may be necessary in the circumstances shall be made so as to enable all persons
to leave the licensed premises safely in the event of fire.
- 41 The arrangements for a closely seated audience on movable seating shall be as follows:-
- (i) The seating must at all times be so disposed as to provide unobstructed access to all exit
doors.
- (ii) Chairs or other single seats should be secured together in lengths of not fewer than four
seats and not more than twelve so that the seats cannot be separated from each other merely by
pushing one or more seats in a row (the only exception being chairs in boxes or other approved
enclosures) ; and
- (iii) Provision should be made for the rows of seating flanking the gangways to be fixed to the
floor effectively preventing the individual seats or rows of seats from being dislodged into the
gangways or from being toppled over, except that :-
- (i) only end seats of such rows need to be fixed to the floor if all seats in each row are secured
together ; or

(ii) only the end seats of each length of seating referred to in paragraph (ii) above from such rows need to be fixed to the floor.

(iv) No person, except staff, shall be allowed to stand or sit other than on approved seating in the gangways or passages whilst the public are on the premises. The gangways or passageways shall be kept entirely free from chairs and other obstructions.

42 Two separate and independent systems of lighting sufficient to enable persons to see their way out of the premises should be provided.

(i) Normal Lighting

All parts of the premises to which the public have access and all external exitways should be provided sufficient illumination of those parts of the premises for the public to leave the premises safely. In the absence of adequate daylight whenever the public are on the premises the normal lighting should be kept on.

(ii) Emergency lighting

All parts of the premises to which the public have access and all external exitways should be provided with emergency lighting capable of providing sufficient illumination for the public to leave the premises safely.

On failure of a local lighting circuit the emergency lighting should be brought into use immediately and automatically.

The system should be a combination of maintained and non maintained units. All fire exit notices should be of the maintained type. Maintained emergency lighting units are required to be illuminated at all times the public are present on the premises.

Non maintained emergency lighting units are only required to be illuminated when the normal local lighting circuit fails.

The emergency lighting system shall be tested monthly, six monthly and three yearly in accordance with the guidelines contained in BS.5266 Part 1:1988. A record of the tests shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

43 No smoking shall be permitted to take place on any stage except as part of the performance, and real flames shall not be used on any stage or other part of premises where a performance is taking place unless approved by the Licensing Authority.

44 All curtains or drapes hung in places of entertainment should be of a durably flame-retarded fabric or inherently flame retarded fabric and should conform with the British Standard 5867: Part 2 fabric type B. Suitable documentary evidence should be provided to this effect. Visiting acts/discos etc. shall also provide equivalent documentary evidence for any drapes etc. they bring into the premises. The documentary evidence produced must clearly identify the drapes etc to which they apply. Curtains or drapes should not conceal notices and should be hung so as not to trail on the floor.

45 The void beneath the stage shall not be used for the storage of combustible materials.

46 Decorations, artificial and dried foliage to be approved by the Fire Officer.

47 Promotional displays in foyers and public areas to be approved by the Fire Officer.

48 Surfaces of walls and ceilings etc:

Apart from small areas of wall surface the surface finish of walls and ceilings should correspond to a standard not lower than that indicated in the appropriate surface spread of flame classification given below :-

Class 0 In circulation spaces and escape routes.

Class 1 In rooms, including auditoria and places of assembly other than small rooms.

Class 3 In small rooms (not exceeding 4m²)

Class 1 & 3 means tested in accordance with BS 476 : Part 7.

- 49 Suitable guards to prevent contact with scenery or any other combustible materials shall be fitted to all lamps, lanterns, lighting appliances and other apparatus in the licensed premises which are liable to become heated whether under normal or abnormal conditions.
- 50 Subject to condition (24), explosives, flammable liquids (including liquefied petroleum gas) or highly flammable articles shall not be brought into or used in any part of the licensed premises, but this shall not prevent the use of flammable liquids used in cooking at the table and lighted candles as table decorations, provided that where naked flame is present in these circumstances, only flame retardant table cloths, napkins and table decorations shall be used.
- 51 Subject to condition (31) (Prohibition of Flammable Materials), heating appliances, other than hot water radiators, shall be adequately guarded or fixed in positions out of reach of the public. Mobile heating appliances of whatever kind shall not be operated whilst the licensed premises are open to the public.
- 52 (i) Where new or replacement upholstered furniture is provided for the premises or the existing furniture refurbished, the upholstered furnishings provided should conform with British Standard 7176: 1989 "Resistance to ignition of upholstered furniture" and be suitable for "Medium Hazard" situations.
- (ii) The outer covering of all upholstered furniture provided in the premises should be maintained in good repair to ensure that the filling materials are not exposed.
- 53 Suitable fire fighting equipment shall be provided on the licensed premises and placed in suitable positions ready for immediate use. All fire equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually in accordance with BS5306 Part 3 : 1985. The dates of such tests shall be clearly marked on the extinguisher attached to a stout label. A record shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or the Fire Officer on request. Hose reels shall be tested at least annually to ensure that they are in good working order and will produce a satisfactory jet of water.
- 54 Fire alarm systems will be required in premises on the following basis.
- | | | |
|----------------------------------|---|-------------------|
| All types | - | Minimum type M. |
| Accommodating over 300 persons - | | Voice evacuation. |
- Electrical fire warning systems shall be installed and maintained in accordance with BS.5839: Part I: 1988. The fire warning system is to incorporate relays to cut out all entertainments sound systems as soon as the fire warning system is activated.
- 55 Fire alarms and automatic fire detection where fitted, shall be maintained in efficient working order and shall be tested or examined whenever required by the Licensing Authority or the fire Officer. In addition, the alarms shall be tested weekly using a different call point for each successive test to ensure the alarm operates satisfactorily. It must be examined once a year by a competent person. A record of the tests and examinations shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.
- 56 Whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind there shall also be during that time sufficient competent attendants on duty. These attendants must have been instructed in the safety precautions to be observed and in the action to be taken in case of fire or other emergency. Fire routines and evacuation procedures shall be regularly checked and practice and a record of such checks and practices shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.
- 57 The Licensee shall ensure that records of staff training are kept, to include the names of the staff attending each practice drill, and details of the training and instruction given. The following are examples of matters which need to be included in such a record :-

- (a) date of the instruction or exercise;
- (b) duration;
- (c) name of the person giving the instruction;
- (d) name of the person(s) receiving the instruction; and

- (e) the nature of the instruction, training or drill.
- 58 (i) Practice fire drills shall be held at least once every month and shall be conducted by the Licensee or a competent person appointed by him/her. They shall be attended by at least one-third of the staff including any member who has been appointed since the previous practice drill or who has not attended a practice drill within the preceding three months. Where one-off performances are given, all staff should be made aware of their duties prior to the event.
- (ii) Premises managed by voluntary organisations. All voluntary management committees shall provide instruction for their committee members and booking secretaries in emergency procedures at least once every year.
- 59 The Licensee shall satisfy himself by annual inspection as to the safety of the ceiling structures of the licensed premises and produce at his/her own expense on the request of the Licensing Authority a certificate from an Architect or Surveyor as to the safety of the ceiling structures of the licensed premises.
- 60 (i) The electrical installation in the premises shall be subjected to tests no less stringent than those required by BS 7671: 1992. A current completion certificate, or periodic inspection report in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the licence.
- (ii) On an application for the renewal of the licence, the licence holder shall be required to sign a declaration to the effect that the electrical installation has sustained no damage and been the subject of no alteration or extension since the date on the current inspection certificate. In the event of damage, alteration or extension to the electrical installation, a new electrical inspection certificate, in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the renewal of the licence.
- 61 (i) A residual current device(s) shall be mounted and maintained as part of the fixed wiring installation of the premises. The device(s) shall conform to the appropriate British Standard/Euro norm with no intentional time delay included, and shall have a rated residual operating current no greater than 30mA.
- (ii) The device(s) shall protect the electrical installation which serves those parts of the entertainment premises to which the public and performers have access. No unprotected electrical supply shall be introduced into those parts of the premises.
- 62 The licensee shall ensure that the electrical installation for the premises is properly maintained and used in a safe manner.
- 63 (i) All electrical equipment shall be maintained so as to prevent, so far as is reasonably practicable, danger to any person on the licensed premises. Electrical equipment includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.
- (ii) The licensee shall ensure that any item of electrical equipment brought onto the premises for the purpose of an entertainment shall have a current certificate to verify that it has been subjected to necessary test/inspections to guarantee it is safe to use.
- 64 No lasers, strobes or other form of high intensity lighting should be installed or used without the express written consent of the Licensing Authority. An application for consent shall be in writing and signed by the Licence Holder and should be made not less than 28 days before installation or use. No such lighting shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority. All such systems to comply with the current health and safety codes of practice and guidance. In the case of lasers the licence holder shall appoint a competent laser safety officer to advise him/her.
- 65 Application for the Licensing Authority's consent to the use of pyrotechnics and special effects should be made by the licensee in writing at least 14 days before the first performance of the entertainment or special effect and give full details of the proposed use and the date and time on which a demonstration can be witnessed by a representative of the Licensing Authority and the Fire Officer. No pyrotechnic device or special effects shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority.
- 66 All public parts of the premises shall be kept properly and sufficiently ventilated to the satisfaction of the Licensing Authority.

- 67 An adequate number of hand wash basins shall be provided to the satisfaction of the Licensing Authority.
- 68 At least one separate closet shall be provided for each sex, and where accommodation for males is more than 50, sufficient urinal accommodation shall be provided in addition.
- 69 Urinal stalls shall be fitted with automatic flushing devices. Closets, urinals and drains shall be constructed and fitted in accordance with the Building Regulations.
- 70 The several lavatories, closets, urinals and wash hand basins serving the licensed premises shall at all times be kept in good order and repair and be properly and effectually cleansed, disinfected, ventilated, supplied with water where necessary, and lighted.
- 71 (i) Structural alterations or additions, whether permanent or temporary, to the licensed premises shall not be carried out except with the prior consent of the Licensing Authority. The licensee must give the Licensing Authority written notice of the proposed alterations and additions, such notice to be accompanied by a plan (in triplicate) clearly indicating the existing licensed area in red and any proposed area for increased facilities must be delineated in some other colour. The work shall not be started until the written consent of the Licensing Authority has been obtained. This consent is in addition to any building regulation approval, planning permission, listed building consent and conservation area consent which may also be required. Where the consent of the Licensing Authority is subject to conditions, those conditions shall be deemed to form part of this licence until the works have been completed to the satisfaction of the Licensing Authority.
- (ii) In the event of any premises being closed for the purpose of effecting alterations, repairs or decorating they shall not be reopened to the public unless and until the consent of the Licensing Authority has been obtained. At least seven days notice in writing to the Licensing Authority shall be given by the licensee of his intention to reopen the premises, in order that necessary inspections and tests may be carried out at the premises by the Licensing Authority and the Fire Officer. Except with the prior consent of the Licensing Authority, no work in connection with any alterations, additions, repairs or decorating shall be carried out whilst the public are on the premises.
- 72 (i) On any day on which door supervisors are to be engaged at the premises the licensee or the responsible person on his/her behalf must enter in a register kept for that sole purpose the name, registration number and hours of duty of each door supervisor to be engaged on that day before that supervisor starts his/her duties.
- (ii) The register must be kept at the premises at all times and be produced for inspection at any time on request by an authorised officer of the Licensing Authority or a Police Officer. Any entry in the register shall be kept at the premises for at least 6 months from the date of that entry before being removed or erased.
- 73 Any exhibition, demonstration or performance (hereafter referred to as a "performance") of hypnotism (as defined in the Hypnotism Act 1952) on any person requires the express written consent of the licensing authority and must comply with any attached conditions. The authority may consent either under the terms of the public entertainments licence or the provisions of the Hypnotism Act 1952.
- 74 An application for consent under condition 59 shall be in writing and signed by the applicant or his /her agent and shall normally be made not less than 28 days in advance of the performance concerned. This period may be reduced in the case of a hypnotist who has performed at the same venue within the last three years without any problems occurring. The authority will normally respond within 7-14 days, less where the hypnotist has previously performed at the same venue. A copy of the application shall at the same time be forwarded to the chief officer of police and the fire authority. The application shall contain the following particulars:-
- (a) the name (both real and stage, if different) and address of the person who will give the performance (hereafter referred to as the "hypnotist") along with the details of their last three performances (where and when) and;
- (b) a statement as to whether, and if so giving full details thereof, the hypnotist has been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of a performance of hypnotism on any person at a place licensed for public entertainment. (Refusal of consent by another authority does not necessarily indicate that the particular hypnotist is unacceptable and will not of itself prejudice the application).
- 75 The following conditions shall apply to any consent given:

Publicity

(a) no poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied, by or on behalf of the licensee either at the premises or elsewhere;

(b) every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly the following statement

"Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance".

Insurance

(c) the performance shall be covered to a reasonable level by public liability insurance. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance;

Physical Arrangements

(d) The means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction;

(e) a continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as a part of the performance;

Treatment of audience and subjects

(f) before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same:

"I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no one volunteers if they have a history of mental illness, are under the influence of alcohol or drugs or are pregnant".

(g) no form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, hypnotists shall not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (e.g., asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage;

(h) if volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants as agreed with the licensing authority shall be in attendance throughout to ensure their safety;

Prohibited actions

- (i) the exhibition shall be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject;
- (j) the performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular the performance shall not include:-
 - (i) any experiment involving the age regression of the subject (i.e. asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc);
 - (ii) any suggestion that the subject has lost something (e.g. a body part) which, if it really occurred, could cause considerable distress;
 - (iii) any experiment in which the subject is suspended between two supports (so called "catalepsy"); or
 - (iv) the consumption of any noxious or harmful substance;
 - (v) any demonstration of the power of hypnosis to block pain (e.g. pushing a needle through the skin)
 - (k) the performance shall not include giving hypnotherapy or any other form of treatment
 - (l) all hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed;
 - (m) all hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects shall have the suggestions removed both individually and collectively and the hypnotist shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed);
 - (n) the hypnotist shall remain available for at least 30 minutes after the show to help deal with any problems which might arise. (Such help might take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell.)

Authorised Access

(o) where-

- i. a constable, or
- ii. an authorised officer of the licensing authority, or
- iii. an authorised officer of the fire authority

has reason to believe that a performance is being, or is about to be, given he may enter the venue with a view to seeing whether the conditions on which approval for the performance was granted are being complied with.

- 76 All doors and windows shall be kept closed at all times whilst entertainment is taking place in the premises.
- 77 The following conditions apply to the Barclay Stand only:
- 78 All parts of the licensed premises shall be open to inspection during any function authorised under the licence or at any other reasonable time by a Police Officer or a Fire Officer or a duly authorised officer of the City Council.
- 79 Whilst the licensed premises are being used in pursuance of this licence no drunken or disorderly person or common prostitute shall be permitted to remain therein, no drunkenness or disorderly conduct or proceeding, no unlawful gaming whatever, no indecency or profanity and no

performance of a kind commonly known as a strip-tease act involving the removal of garments while the performer (including a performer whose movements or a reflection of whose movements can be seen by the audience through or on a translucent screen or similar device) is within the view of the audience, or any performance of a similar nature shall be permitted therein, but good rule and order shall be kept and maintained.

80 The Licensee or responsible person nominated by The Licensee in writing, not being a person under 18 years of age, shall be in charge of and upon the licensed premises whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind and that person shall not be engaged in any duties which will prevent him/her from exercising general supervision. The responsible person shall produce his/her written authorisation on request by an authorised officer of the Licensing Authority or a Police Officer or the Fire Officer.

81 The number of persons permitted to use the licensed premises at any one time (including staff and performers) shall not exceed the following limits:-

BARCLAY STAND 1ST FLOOR (LEVEL 2 AS PLAN) WHEN 2nd FLOOR NOT IN USE

(i)	When used for dancing -	1080
(ii)	When used for functions utilising seating at tables -	550
(iii)	When used for purposes combining (i) and (ii) above -	715
(iv)	When used for closely seated audience (removable seating) -	1080

BARCLAY STAND 2ND FLOOR (LEVEL 3 AS PLAN) WHEN 1ST FLOOR NOT IN USE

(i)	When used for dancing -	1080
(ii)	When used for functions utilising seating at tables -	465
(iii)	When used for purposes combining (i) and (ii) above -	605
(iv)	When used for closely seated audience (removable seating) -	1080

BARCLAY STAND 1ST FLOOR (LEVEL 2 AS PLAN) WHEN 2ND FLOOR IS ALSO IN USE

(i)	When used for dancing -	652
(ii)	When used for functions utilising seating at tables -	550
(iii)	When used for purposes combining (i) and (ii) above -	652
(iv)	When used for closely seated audience (removable seating) -	652

BARCLAY STAND 2ND FLOOR (LEVEL 3 AS PLAN) WHEN 1ST FLOOR IS ALSO IN USE

(i)	When used for dancing -	652
(ii)	When used for functions utilising seating at tables -	465
(iii)	When used for purposes combining (i) and (ii) above -	605
(iv)	When used for closely seated audience (removable seating) -	652

- 82 The maximum number of persons permitted on the licensed premises shall be prominently displayed together with plans as approved by the Licensing Authority showing the accommodation open to the public gangways and exit routes.
- 83 There shall be adequate provision made to account for the number of persons on the licensed premises during any entertainment authorised under the licence.
- 84 Printed notices shall be displayed at suitable positions in the building stating in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the alarm.
- 85 Nothing shall be done or permitted to be done on or in the proximity of the licensed premises which may impede or endanger the speedy exit of persons from the licensed premises and, all gangways, corridors, staircases and external passages intended for exit purposes shall be kept entirely free from obstruction whether permanent or temporary.
- 86 The Licensee shall do what is reasonably practicable to prevent obstruction of exits, external courts, passageways, stairways and ramps leading to the outside of the licensed premises by persons waiting to gain admission thereto.
- 87 The public shall be permitted to leave by all doors marked "EXIT" after each performance.
- 88 Mats and other floor coverings shall be secured and maintained so that they will not ruck or in any way be a source of danger to persons using the licensed premises. New floor coverings should be approved by the Chief Fire Officer.
- 89 (i) Where so required by the Licensing Authority no fastenings, other than automatic bolts, shall be fitted on exit doors used by the public except of such a pattern and in such positions as the Licensing Authority may determine. Automatic bolts shall be of such a pattern that horizontal pressure on the crossbars will open the doors. The crossbars shall, where practicable, be placed at a height of 1 metre from the bottom of the door. Doors fitted with automatic bolts shall have the words "PUSH BAR TO OPEN" painted upon them in block letters at least 100 millimetres high.
- (ii) If the Licensing Authority give consent to the use of chains, padlocks or other locking devices for securing exit doors when the public are not on the premises, a responsible person shall be required to remove such chains padlocks or other devices before the admission of the public and such chains, padlocks or other devices shall not be replaced during the whole time the public are present in the licensed premises.
- 90 Where collapsible gates or roll up shutters are used, these must be locked in the open position whilst the public are present. Revolving doors shall not be counted as exits.
- 91 At all times when the licensed premises are being used in pursuance of this licence all exit doors shall be kept unlocked and shall be maintained in such a condition as to be immediately available for use.
- 92 All exits, other doors or openings used by the public for the purpose of exit shall be indicated by exit signs complying with The Health and Safety (Safety Signs and Signals) Regulations, 1996. (B.S. 5499 signs comply with this standard). The signs to be sited at a height of at least 2.1 metres above floor level above or beside the exits.
- 93 All barriers and doors shall be made to swing or open outwards, unless the Licensing Authority are satisfied that this is unnecessary with regard to any particular door or doors, and the method of opening shall be indicated thereon.
- 94 All stairs and steps comprising parts of the means of escape in case of fire shall be maintained with non-slippery and even surfaces and shall be provided with appropriate handrails.
- 95 On those occasions when people with disabilities are present on the licensed premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the licensed premises safely in the event of fire.
- 96 The arrangements for a closely seated audience on movable seating shall be as follows:-
- (i) The seating must at all times be so disposed as to provided unobstructed access to all exit doors.
- (ii) Chairs or other single seats should be secured together in lengths of not fewer than four seats and not more than twelve so that the seats cannot be separated from each other merely by pushing one or more seats in a row (the only exception being chairs in boxes or other approved enclosures) ; and
- (iii) Provision should be made for the rows of seating flanking the gangways to be fixed to the floor effectively preventing the individual seats or rows of seats from being dislodged into the gangways or from being toppled over, except that :-

(i) only end seats of such rows need to be fixed to the floor if all seats in each row are secured together ; or

(ii) only the end seats of each length of seating referred to in paragraph (ii) above form such rows need to be fixed to the floor.

(iv) No person, except staff, shall be allowed to stand or sit other than on approved seating in the gangways or passages whilst the public are on the premises. The gangways or passageways shall be kept entirely free from chairs and other obstructions.

97 Two separate and independent systems of lighting sufficient to enable persons to see their way out of the premises should be provided.

(i) Normal Lighting

All parts of the premises to which the public have access and all external exitways should be provided sufficient illumination of those parts of the premises for the public to leave the premises safely. In the absence of adequate daylight whenever the public are on the premises the normal lighting should be kept on.

(ii) Emergency lighting

All parts of the premises to which the public have access and all external exitways should be provided with emergency lighting capable of providing sufficient illumination for the public to leave the premises safely.

On failure of a local lighting circuit the emergency lighting should be brought into use immediately and automatically.

The system should be a combination of maintained and non maintained units. All fire exit notices should be of the maintained type. Maintained emergency lighting units are required to be illuminated at all times the public are present on the premises.

Non maintained emergency lighting units are only required to be illuminated when the normal local lighting circuit fails.

The emergency lighting system shall be tested monthly, six monthly and three yearly in accordance with the guidelines contained in BS.5266 Part 1:1988. A record of the tests shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

98 No smoking shall be permitted to take place on any stage except as part of the performance, and real flames shall not be used on any stage or other part of premises where a performance is taking place unless approved by the Licensing Authority.

99 All curtains or drapes hung in places of entertainment should be of a durably flame-retarded fabric or inherently flame retarded fabric and should conform with the British Standard 5867: Part 2 fabric type B. Suitable documentary evidence should be provided to this effect. Visiting acts/discos etc. shall also provide equivalent documentary evidence for any drapes etc. they bring into the premises. The documentary evidence produced must clearly identify the drapes etc to which they apply. Curtains or drapes should not conceal notices and should be hung so as not to trail on the floor.

100 The void beneath the stage shall not be used for the storage of combustible materials.

101 Decorations, artificial and dried foliage to be approved by the Fire Officer.

102 Promotional displays in foyers and public areas to be approved by the Fire Officer.

103 Surfaces of walls and ceilings etc:

Apart from small areas of wall surface the surface finish of walls and ceilings should correspond to a standard not lower than that indicated in the appropriate surface spread of flame classification given below :-

Class 0 In circulation spaces and escape routes.

Class 1 In rooms, including auditoria and places of assembly other than small rooms.

Class 3 In small rooms (not exceeding 4m2)

Class 1 & 3 means tested in accordance with BS 476 : Part 7.

104 Suitable guards to prevent contact with scenery or any other combustible materials shall be fitted to all lamps, lanterns, lighting appliances and other apparatus in the licensed premises which are liable to become heated whether under normal or abnormal conditions.

105 Subject to condition (24), explosives, flammable liquids (including liquefied petroleum gas) or highly flammable articles shall not be brought into or used in any part of the licensed premises, but this shall not prevent the use of flammable liquids used in cooking at the table and lighted candles as table decorations, provided that where naked flame is present in these circumstances, only flame retardant table cloths, napkins and table decorations shall be used.

106 Subject to condition (31) (Prohibition of Flammable Materials), heating appliances, other than hot water radiators, shall be adequately guarded or fixed in positions out of reach of the public. Mobile heating appliances of whatever kind shall not be operated whilst the licensed premises are open to the public.

107 (i) Where new or replacement upholstered furniture is provided for the premises or the existing furniture refurbished, the upholstered furnishings provided should conform with British Standard 7176: 1989 "Resistance to ignition of upholstered furniture" and be suitable for "Medium Hazard" situations.

(ii) The outer covering of all upholstered furniture provided in the premises should be maintained in good repair to ensure that the filling materials are not exposed.

108 Suitable fire fighting equipment shall be provided on the licensed premises and placed in suitable positions ready for immediate use. All fire equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually in accordance with BS5306 Part 3 : 1985. The dates of such tests shall be clearly marked on the extinguisher attached to a stout label. A record shall be kept in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or the Fire Officer on request. Hose reels shall be tested at least annually to ensure that they are in good working order and will produce a satisfactory jet of water.

109 Fire alarm systems will be required in premises on the following basis.

All types	-	Minimum type M.
Accommodating over 300 persons -		Voice evacuation.

Electrical fire warning systems shall be installed and maintained in accordance with BS.5839: Part I: 1988. The fire warning system is to incorporate relays to cut out all entertainments sound systems as soon as the fire warning system is activated.

110 Fire alarms and automatic fire detection where fitted, shall be maintained in efficient working order and shall be tested or examined whenever required by the Licensing Authority or the fire Officer. In addition, the alarms shall be tested weekly using a different call point for each successive test to ensure the alarm operates satisfactorily. It must be examined once a year by a competent person. A record of the tests and examinations shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

111 Whenever the licensed premises are being used for the purposes of public dancing or music or other public entertainment of a like kind there shall also be during that time sufficient competent attendants on duty. These attendants must have been instructed in the safety precautions to be observed and in the action to be taken in case of fire or other emergency. Fire routines and evacuation procedures shall be regularly checked and practice and a record of such checks and practices shall be recorded in a book kept on the licensed premises at all times and open to inspection by an authorised officer of the Licensing Authority or Fire Officer on request.

112 The Licensee shall ensure that records of staff training are kept, to include the names of the staff attending each practice drill, and details of the training and instruction given. The following are examples of matters which need to be included in such a record :-

(a) date of the instruction or exercise;

(b) duration;

(c) name of the person giving the instruction;

(d) name of the person(s) receiving the instruction; and

(e) the nature of the instruction, training or drill.

113 (i) Practice fire drills shall be held at least once every month and shall be conducted by the Licensee or a competent person appointed by him/her. They shall be attended by at least one-third of the staff including any member who has been appointed since the previous practice drill or who has not attended a practice drill within the preceding three months. Where one-off performances are given, all staff should be made aware of their duties prior to the event.

(ii) Premises managed by voluntary organisations. All voluntary management committees shall provide instruction for their committee members and booking secretaries in emergency procedures at least once every year.

114 The Licensee shall satisfy himself by annual inspection as to the safety of the ceiling structures of the licensed premises and produce at his/her own expense on the request of the Licensing Authority a certificate from an Architect or Surveyor as to the safety of the ceiling structures of the licensed premises.

115 Adequate access must be provided to roof spaces above suspended fibrous plaster and other forms of suspended ceilings of the licensed premises, thereby allowing access to all parts of the ceiling for purposes of inspection and repairs.

116 (i) The electrical installation in the premises shall be subjected to tests no less stringent than those required by BS 7671: 1992. A current completion certificate, or periodic inspection report in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the licence.

(ii) On an application for the renewal of the licence, the licence holder shall be required to sign a declaration to the effect that the electrical installation has sustained no damage and been the subject of no alteration or extension since the date on the current inspection certificate. In the event of damage, alteration or extension to the electrical installation, a new electrical inspection certificate, in the prescribed form, completed by an N.I.C.E.I.C./E.C.A. electrical contractor, and schedule of test results, shall be submitted with the application for the renewal of the licence.

117 (i) A residual current device(s) shall be mounted and maintained as part of the fixed wiring installation of the premises. The device(s) shall conform to the appropriate British Standard/Euro norm with no intentional time delay included, and shall have a rated residual operating current no greater than 30mA.

(ii) The device(s) shall protect the electrical installation which serves those parts of the entertainment premises to which the public and performers have access. No unprotected electrical supply shall be introduced into those parts of the premises.

118 The licensee shall ensure that the electrical installation for the premises is properly maintained and used in a safe manner.

119 (i) All electrical equipment shall be maintained so as to prevent, so far as is reasonably practicable, danger to any person on the licensed premises. Electrical equipment includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

(ii) The licensee shall ensure that any item of electrical equipment brought onto the premises for the purpose of an entertainment shall have a current certificate to verify that it has been subjected to necessary test/inspections to guarantee it is safe to use.

120 No lasers, strobes or other form of high intensity lighting should be installed or used without the express written consent of the Licensing Authority. An application for consent shall be in writing and signed by the Licence Holder and should be made not less than 28 days before installation or use. No such lighting shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority. All such systems to comply with the current health and safety codes of practice and guidance. In the case of lasers the licence holder shall appoint a competent laser safety officer to advise him/her.

121 Application for the Licensing Authority's consent to the use of pyrotechnics and special effects should be made by the licensee in writing at least 14 days before the first performance of the entertainment or special effect and give full details of the proposed use and the date and time on

which a demonstration can be witnessed by a representative of the Licensing Authority and the Fire Officer. No pyrotechnic device or special effects shall be used other than strictly in accordance with any terms and conditions which may be imposed by the Licensing Authority.

122 All public parts of the premises shall be kept properly and sufficiently ventilated to the satisfaction of the Licensing Authority.

123 Suitable and sufficient cloakrooms and sanitary accommodation shall be provided in accordance with BS6465, part 1 1994 and indicated by such notices and signs as the Licensing Authority may consider necessary for persons frequenting the licensed premises.

124 An adequate number of hand wash basins shall be provided to the satisfaction of the Licensing Authority.

125 At least one separate closet shall be provided for each sex, and where accommodation for males is more than 50, sufficient urinal accommodation shall be provided in addition.

126 Urinal stalls shall be fitted with automatic flushing devices. Closets, urinals and drains shall be constructed and fitted in accordance with the Building Regulations.

127 The several lavatories, closets, urinals and wash hand basins serving the licensed premises shall at all times be kept in good order and repair and be properly and effectually cleansed, disinfected, ventilated, supplied with water where necessary, and lighted.

128 (i) Structural alterations or additions, whether permanent or temporary, to the licensed premises shall not be carried out except with the prior consent of the Licensing Authority. The licensee must give the Licensing Authority written notice of the proposed alterations and additions, such notice to be accompanied by a plan (in triplicate) clearly indicating the existing licensed area in red and any proposed area for increased facilities must be delineated in some other colour. The work shall not be started until the written consent of the Licensing Authority has been obtained. This consent is in addition to any building regulation approval, planning permission, listed building consent and conservation area consent which may also be required. Where the consent of the Licensing Authority is subject to conditions, those conditions shall be deemed to form part of this licence until the works have been completed to the satisfaction of the Licensing Authority.

(ii) In the event of any premises being closed for the purpose of effecting alterations, repairs or decorating they shall not be reopened to the public unless and until the consent of the Licensing Authority has been obtained. At least seven days notice in writing to the Licensing Authority shall be given by the licensee of his intention to reopen the premises, in order that necessary inspections and tests may be carried out at the premises by the Licensing Authority and the Fire Officer. Except with the prior consent of the Licensing Authority, no work in connection with any alterations, additions, repairs or decorating shall be carried out whilst the public are on the premises.

129 (i) On any day on which door supervisors are to be engaged at the premises the licensee or the responsible person on his/her behalf must enter in a register kept for that sole purpose the name, registration number and hours of duty of each door supervisor to be engaged on that day before that supervisor starts his/her duties.

(ii) The register must be kept at the premises at all times and be produced for inspection at any time on request by an authorised officer of the Licensing Authority or a Police Officer. Any entry in the register shall be kept at the premises for at least 6 months from the date of that entry before being removed or erased.

130 Any exhibition, demonstration or performance (hereafter referred to as a "performance") of hypnotism (as defined in the Hypnotism Act 1952) on any person requires the express written consent of the licensing authority and must comply with any attached conditions. The authority may consent either under the terms of the public entertainments licence or the provisions of the Hypnotism Act 1952.

131 An application for consent under condition 59 shall be in writing and signed by the applicant or his /her agent and shall normally be made not less than 28 days in advance of the performance concerned. This period may be reduced in the case of a hypnotist who has performed at the same venue within the last three years without any problems occurring. The authority will normally respond within 7-14 days, less where the hypnotist has previously performed at the same venue. A copy of the application shall at the same time be forwarded to the chief officer of police and the fire authority. The application shall contain the following particulars:-

(a) the name (both real and stage, if different) and address of the person who will give the performance (hereafter referred to as the "hypnotist") along with the details of their last three performances (where and when) and;

(b) a statement as to whether, and if so giving full details thereof, the hypnotist has been previously refused, or had withdrawn, a consent by any licensing authority or been convicted of an offence under the Hypnotism Act 1952 or of an offence involving the breach of a condition regulating or prohibiting the giving of a performance of hypnotism on any person at a place licensed for public entertainment. (Refusal of consent by another authority does not necessarily indicate that the particular hypnotist is unacceptable and will not of itself prejudice the application).

The following conditions shall apply to any consent given:

Publicity

(a) no poster, advertisement or programme for the performance which is likely to cause public offence shall be displayed, sold or supplied, by or on behalf of the licensee either at the premises or elsewhere;

(b) every poster, advertisement or programme for the performance which is displayed, sold or supplied shall include, clearly and legibly the following statement

"Volunteers, who must be aged 18 or over, can refuse at any point to continue taking part in the performance".

Insurance

(c) the performance shall be covered to a reasonable level by public liability insurance. The hypnotist must provide evidence of this to the local authority if requested; and it must be available for inspection at the performance;

Physical Arrangements

(d) The means of access between the auditorium and the stage for participants shall be properly lit and free from obstruction;

(e) a continuous white or yellow line shall be provided on the floor of any raised stage at a safe distance from the edge. This line shall run parallel with the edge of the stage for its whole width. The hypnotist shall inform all subjects that they must not cross the line while under hypnosis, unless specifically told to do so as a part of the performance;

Treatment of audience and subjects

(f) before starting the performance the hypnotist shall make a statement to the audience, in a serious manner, identifying those groups of people who should not volunteer to participate in it; explaining what volunteers might be asked to perform; informing the audience of the possible risks from embarrassment or anxiety; and emphasising that subjects may cease to participate at any time they wish. The following is a suggested statement, which might be amended as necessary to suit individual styles so long as the overall message remains the same:

"I shall be looking for volunteers aged over 18 who are willing to be hypnotised and participate in the show. Anyone who comes forward should be prepared to take part in a range of entertaining hypnotic suggestions but can be assured that they will not be asked to do anything which is indecent, offensive or harmful. Volunteers need to be in normal physical and mental health and I must ask that no one volunteers if they have a history of mental illness, are under the influence of alcohol or drugs or are pregnant".

(g) no form of coercion shall be used to persuade members of the audience to participate in the performance. In particular, hypnotists shall not use selection techniques which seek to identify and coerce onto the stage the most suggestible members of the audience without their prior knowledge of what is intended. Any use of such selection techniques (e.g., asking members of the audience to clasp their hands together and asking those who cannot free them again to come onto the stage) should only be used when the audience is fully aware of what is intended and that participation is entirely voluntary at every stage;

(h) if volunteers are to remain hypnotised during an interval in the performance, a reasonable number of attendants as agreed with the licensing authority shall be in attendance throughout to ensure their safety;

Prohibited actions

(i) the exhibition shall be so conducted as not to be likely to cause offence to any person in the audience or any hypnotised subject;

(j) the performance shall be so conducted as not to be likely to cause harm, anxiety or distress to any person in the audience or any hypnotised subject. In particular the performance shall not include:-

(i) any experiment involving the age regression of the subject (i.e. asking the subject to revert to an earlier age in their life; this does not prohibit the hypnotist from asking subjects to act as if they were a child etc);

(ii) any suggestion that the subject has lost something (e.g. a body part) which, if it really occurred, could cause considerable distress;

(iii) any experiment in which the subject is suspended between two supports (so called "catalepsy"); or

(iv) the consumption of any noxious or harmful substance;

(v) any demonstration of the power of hypnosis to block pain (e.g. pushing a needle through the skin)

(k) the performance shall not include giving hypnotherapy or any other form of treatment

(l) all hypnotised subjects shall remain in the presence of the hypnotist and in the room where the performance takes place until all hypnotic suggestions have been removed;

(m) all hypnotic or post-hypnotic suggestions shall be completely removed from the minds of the subjects and the audience before the performance ends. All hypnotised subjects shall have the suggestions removed both individually and collectively and the hypnotist shall confirm with each of them that they feel well and relaxed (the restriction on post-hypnotic suggestions does not prevent the hypnotist telling subjects that they will feel well and relaxed after the suggestions are removed);

(n) the hypnotist shall remain available for at least 30 minutes after the show to help deal with any problems which might arise. (Such help might take the form of reassurance in the event of headaches or giddiness but this condition does not imply that the hypnotist is an appropriate person to treat anyone who is otherwise unwell.)

Authorised Access

(o) where-

- i. a constable, or
- ii. an authorised officer of the licensing authority, or
- iii. an authorised officer of the fire authority

has reason to believe that a performance is being, or is about to be, given he may enter the venue with a view to seeing whether the conditions on which approval for the performance was granted are being complied with.

133 During any entertainment to which this licence applies all windows and doors to the licensed area shall be kept closed.

Annex 2 – Conditions consistent with the Operating Schedule

- 1 **General - all four licensing objectives**
- 2 The licence holder will give 7 days written prior notice to the police of their intention to provide licensable activities on up to 12 occasions in any one year for hours not otherwise authorised by this licence, subject to veto by the police, in respect of matters taking place in the Norwich City Football Club stadium. The licence holder will not extend the hours of any licensable activity taking place in any part of the outside areas marked in yellow on the plan marked "Full plan of Variation" under this condition.
- 3 The licence holder will give 28 days written prior notice to the police of its intention to hold an event where licensable activities will take place within the stadium (i.e. the pitch, concourse and seating areas).
- 4 On the occasion of special events held in accordance with condition 3 of annex 2 only, the area licensed for the sale of alcohol and late night refreshment is to be extended to include the area outside of the premises as identified on the plan marked A.
- 5 On match days alcohol will only be sold for a maximum period of 7 hours - starting 3 hours before kick off - in all areas open to the public. This condition does not apply to Yellows, Delia's Restaurant and Bar, Top of the Terrace, Norfolk Lounge, The Business, The Top, The board room or the Jarrold Stand executive boxes.
- 6 **The Prevention of Crime and Disorder**
- 7 The club has its own event security company (Event Guard) which will supply adequate Security Industry Authority licensed stewards for all events and functions held at the premises.
- 8 A full CCTV system will be in operation on match days.
- 9 No glass will be dispensed in areas which have access to the pitch.
- 10 Regular collections of bottles and glasses will take place.
- 11 A risk assessment will be undertaken in conjunction with the police in relation to the use of CCTV in the event that there is any change of use of any part of the premises.
- 12 Subject to the relevant provisions of the Sporting Events (Control of Alcohol Etc) Act 1985 being repealed, alcohol may not be sold or consumed in any room in the premises from which a match may be directly viewed and to which the general public are not admitted for a period beginning 15 minutes before the start of the match and ending 15 minutes after the end of the match except in those rooms where the glassed viewing area is screened with one way mirrored glass.
- 13 Subject to the relevant provisions of the Sporting Events (Control of Alcohol Etc) Act 1985 being repealed the restrictions relating to licensing hours within sports grounds imposed by Section 3 (1) of that Act be removed but only in respect of those areas of the premises from which a designated sporting event may not be directly viewed.
- 14 There will be a seat in the ground for all customers attending at the premises to watch a match.
- 15 Norwich City Council Noise Pollution Team and Police Licensing would receive written notification (including the event management plan, security deployment plan and noise management plan) at least six weeks prior to an event date.
- 16 During events, patrons will be prevented from taking open vessels of alcohol off the premises.
- 17 **BEER WALLS**
 - (a) A member of staff (over 18 supervisor level) will be employed to oversee the service points, on each wall. They will ensure that all customers using the walls are over 18 and follow the 'Challenge 25' guidelines. They will also assist with guidance on usage and pouring techniques.
 - (b) A separate member of staff (over 18) will also be employed to look after the cellar area for each wall. They will ensure that each product is ready to be served when the customer's order is placed.
- 18 **Public Safety**
- 19 All match days and specified events are subject to the scrutiny and recommendations of the Safety Advisory Group. This will include all events held in the stadium.
- 20 Adequate lighting will be provided all around the premises and in the car parks.
- 21 **The Prevention of Public Nuisance**
- 22 The premises will be well insulated to prevent noise nuisance.
- 23 Staff will keep areas around and inside the premises clear of litter.
- 24 Regular litter collections will take place.
- 25 No live or recorded music will be played in the stadium after 00:00.
- 26 **The Protection of Children From Harm**
- 27 The premises operate an effective proof of age scheme including the Portman Scheme Prove It Scheme.

Annex 3 – Conditions attached after a hearing by the licensing authority

- 1 The outside areas of the premises which are marked in yellow on the plan marked "Full plan of Variation" and which are licensed for the sale by retail of alcohol may only be used for the purpose of the sale by retail of alcohol for a maximum of three days per calendar year and only on those days when a music concert is taking place in the Norwich City Football Club Stadium, save that the car parking area (shown in yellow with black shading) alone may also be used for an additional six days per calendar year for the purpose of the sale by retail of alcohol during other event days when those events are held on the car parking area.

NORWICH CITY FOOTBALL CLUB FAN ZONE

NOISE IMPACT ASSESSMENT

AJA Report no. 14428/1

Adrian James Acoustics Document Control Sheet

Client	Norwich City Football Club Carrow Road Norwich NR1 1JE
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-	16 January 2025	Ben Hunt MIOA	Gary Percival MIOA	Gary Percival MIOA

Revision History

Rev	Details
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TABLE OF CONTENTS

1	INTRODUCTION.....	4
1.1	BACKGROUND	4
1.2	STATEMENT OF TECHNICAL COMPETENCY	4
1.3	LOCAL AUTHORITY CONSULTATION	5
2	DESCRIPTION OF SITE AND PROPOSALS	6
2.1	DESCRIPTION OF SITE AND PROPOSALS.....	6
2.2	DESCRIPTION OF SOUND SOURCES.....	8
3	SOUND MEASUREMENTS	9
3.1	INTRODUCTION.....	9
3.2	SURVEY METHODOLOGY	9
4	RESULTS	11
4.1	SUBJECTIVE IMPRESSIONS	11
4.2	BROADBAND RESULTS.....	12
4.3	OCTAVE-BAND RESULTS.....	15
4.4	PREDICTED INTERNAL NOISE LEVELS.....	17
4.5	DISCUSSION	19
5	CONCLUSIONS.....	21
APPENDIX A	TECHNICAL TERMS AND UNITS RELEVANT TO THIS REPORT	22
APPENDIX B	NATIONAL PLANNING POLICY AND GUIDANCE	24
APPENDIX C	MEASUREMENT SYSTEMS AND CALIBRATION.....	27

1 INTRODUCTION

1.1 Background

We have been appointed by Norwich City Football Club (NCFC) to assess noise from the Fan Zone located on the south side of the stadium. The Fan Zone comprises stalls selling food and beverages (including alcohol), a stage where live music is performed, and a large television screen which broadcasts pre-match commentary via loudspeakers. The proposals will see the Fan Zone operating for approximately two hours prior to every men's first team home match per season - i.e. a minimum of 23 days per year, but potentially up to 30 times depending on the team's success in various tournaments. The proposals also include variation to the existing alcohol sale licence (currently allowed for up to 9 days per year) to allow alcohol sales whenever the Fan Zone is operating (up to 30 days per year).

The Licensing Authority (Norwich City Council) have expressed concerns regarding noise from the Fan Zone, primarily due to its proximity to residential dwellings on the opposite side of Geoffrey Watling Way. This assessment responds to the concerns regarding noise raised by the Norwich City Council (NCC) Environmental Protection Officer, Tom Dawson.

1.2 Statement of technical competency

The survey and assessment described in this report were carried out by Ben Hunt, a full member of the UK Institute of Acoustics (MIOA).

Ben's educational qualifications include a first-class BSc (Honours) in Sound Design Technology from the University of Hertfordshire (2016) and full merits in the IOA Diploma in Acoustics & Noise Control (2022).

Supervision was provided by Gary Percival, an associate with 16 years' experience in acoustics consultancy and a full member of the UK Institute of Acoustics (MIOA).

Gary's educational qualifications include a first-class BSc (Honours) degree in Audio and Music Technology from Anglia Ruskin University (2009), the IOA Diploma in Acoustics & Noise Control (2012) and most recently a Master's degree in Architectural and Environmental Acoustics from London South Bank University (2019).

Gary has carried out hundreds of comparable assessments over his career and has the necessary technical competency to provide appropriate supervision for this assessment.

1.3 Local authority consultation

We consulted with Tom Dawson, Environmental Protection Officer at NCC on 07 November 2024 and again on 07 January 2025, to discuss his concerns, and agree suitable assessment methodology and criteria for the NCFC Fan Zone.

Mr Dawson confirmed that the following criteria should be met:

- Overall noise levels from the Fan Zone should not exceed 70 dB $L_{Aeq,T}$ at the nearest noise-sensitive receptors,
- Low frequency noise (up to 250 Hz) should not exceed NR40 inside the nearest noise-sensitive receptors with doors closed, or NR50 with doors partially open.

2 DESCRIPTION OF SITE AND PROPOSALS

2.1 Description of site and proposals

The NCFC Fan Zone is located on the south side of Carrow Road stadium, directly to the west of the NCFC carpark. Geoffrey Watling Way is directly to the south of the Fan Zone and is lined on the opposite side by blocks of flats, with the nearest flats approximately 14 m from the Fan Zone. During our survey, access for road traffic on Geoffrey Watling Way was limited only to residents accessing the flats and coaches bringing fans to/from the stadium.



Figure 1 - Annotated aerial photograph of site and surroundings © Google 2024

The layout of the Fan Zone is shown in Figure 2 and Figure 3.

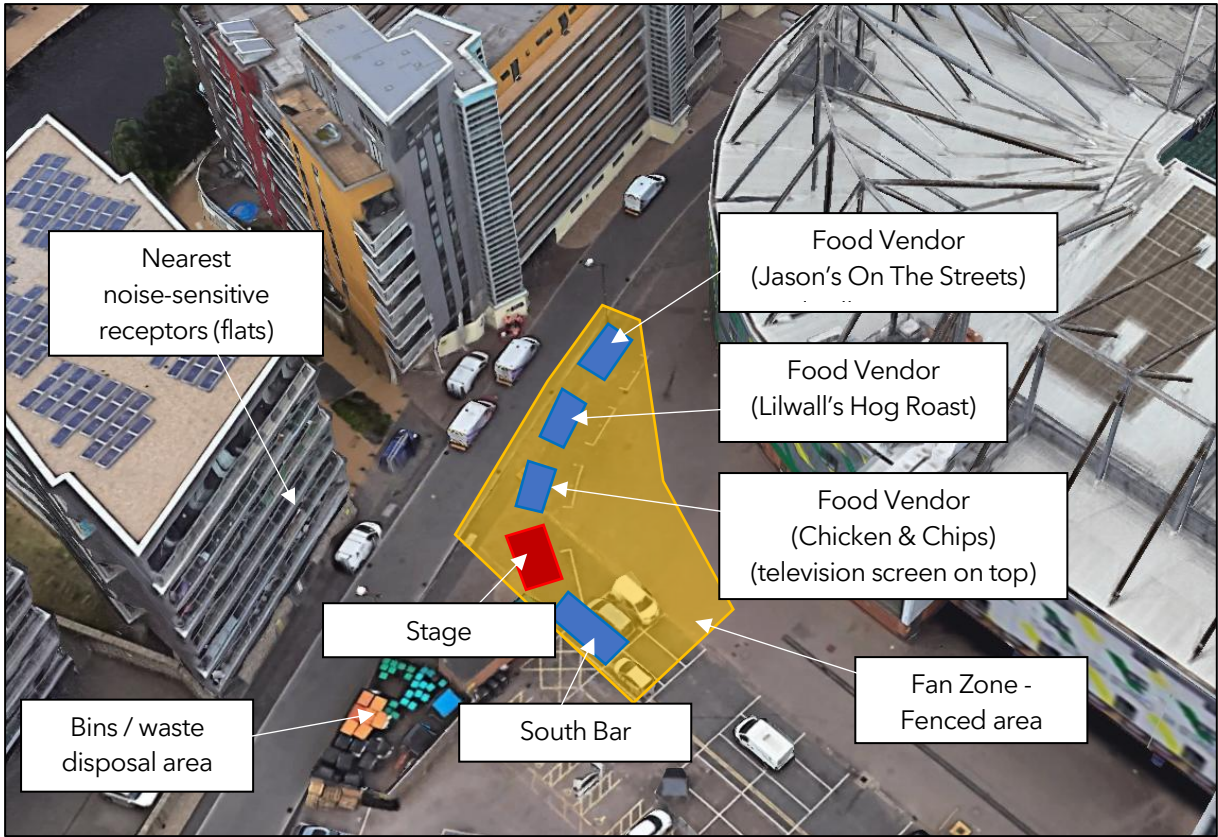


Figure 2 - Annotated aerial photograph showing NCFC Fan Zone layout © Google 2024

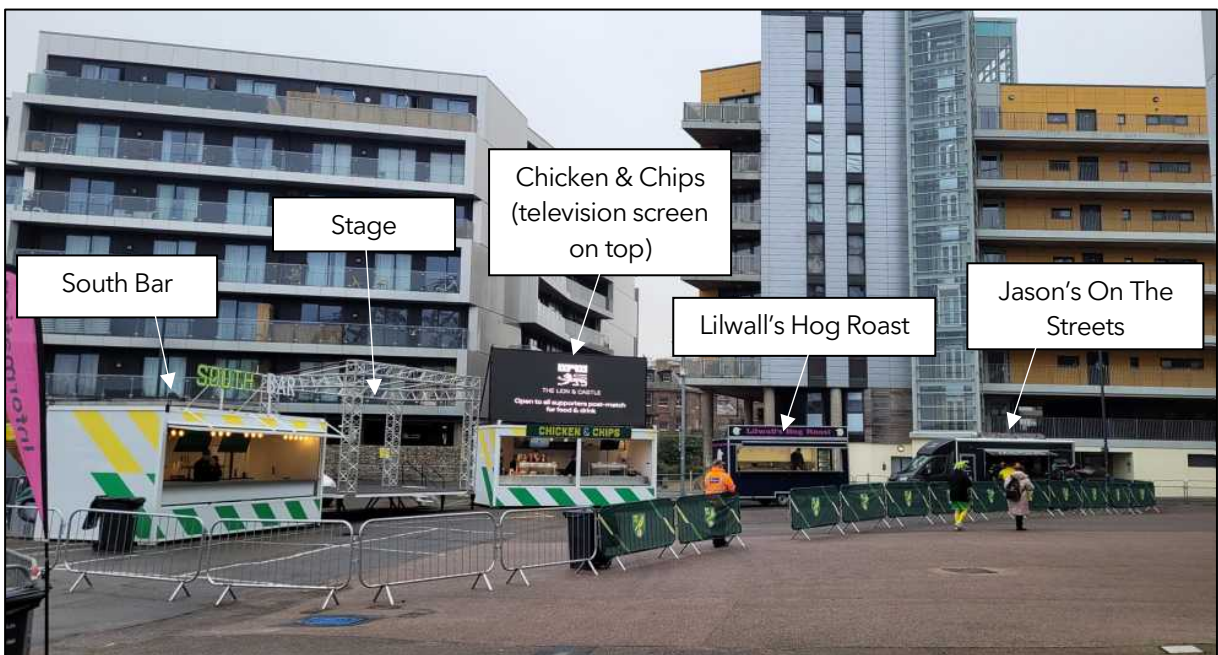


Figure 3 - NCFC Fan Zone layout

2.2 Description of sound sources

2.2.1 General information

The primary sources of noise from the Fan Zone are as follows:

- Fans congregating in the Fan Zone
- Music from the stage
- Amplified commentary from the large television screen

As discussed in Section 1.1, these sources are proposed to be present for approximately two hours prior to every men's first team home match, which we understand to be up to a maximum of 30 times per year.

2.2.2 Fans congregating in the Fan Zone

We understand that the Fan Zone has a maximum capacity of 499 people within the fenced area. The fence is, however, primarily intended to monitor and control the consumption of alcohol, and fans wishing to congregate and listen to the music emanating from the Fan Zone may do so from outside of its confines. In theory, therefore, the number of people congregating in the general area could exceed this amount.

2.2.3 Music

We understand that music is intended to be played on the stage when the Fan Zone is operating. In practice, and depending on weather conditions, music may not be present on every occasion. We understand that the music played in the Fan Zone typically comprises live DJs and/or acoustic guitarists/singer-songwriters (with the latter presumably connected to an amplification system). Furthermore, we understand that all sound systems used on the stage (including speakers, amplification, etc.) are currently provided by the performers, and not the Club.

2.2.4 Amplified commentary

We understand that pre-match commentary is intended to be broadcast through the large television screen on top of the 'Chicken & Chips' food vendor, with amplified audio played through loudspeakers located within the Fan Zone.

3 SOUND MEASUREMENTS

3.1 Introduction

We visited site on 30 November 2024 to measure pre-match and post-match noise levels in the Fan Zone and surrounding areas. We arrived on site to begin our survey at 12:00 hrs, with the match scheduled to begin at 15:00 hrs. We performed attended measurements using a Class 1 logging sound level meter, mounted on a tripod at a height of 1.2 m.

We measured at 3 positions, typically for 10 minutes per measurement, rotating between positions after each measurement until the match started and the Fan Zone subsequently closed. In addition, we measured post-match noise levels at 2 positions, in the absence of noise from the Fan Zone, with the intention of comparing pre/post-match noise levels with and without the Fan Zone operating.

3.2 Survey methodology

3.2.1 Measurement positions

The measurement positions are shown in Figure 4.

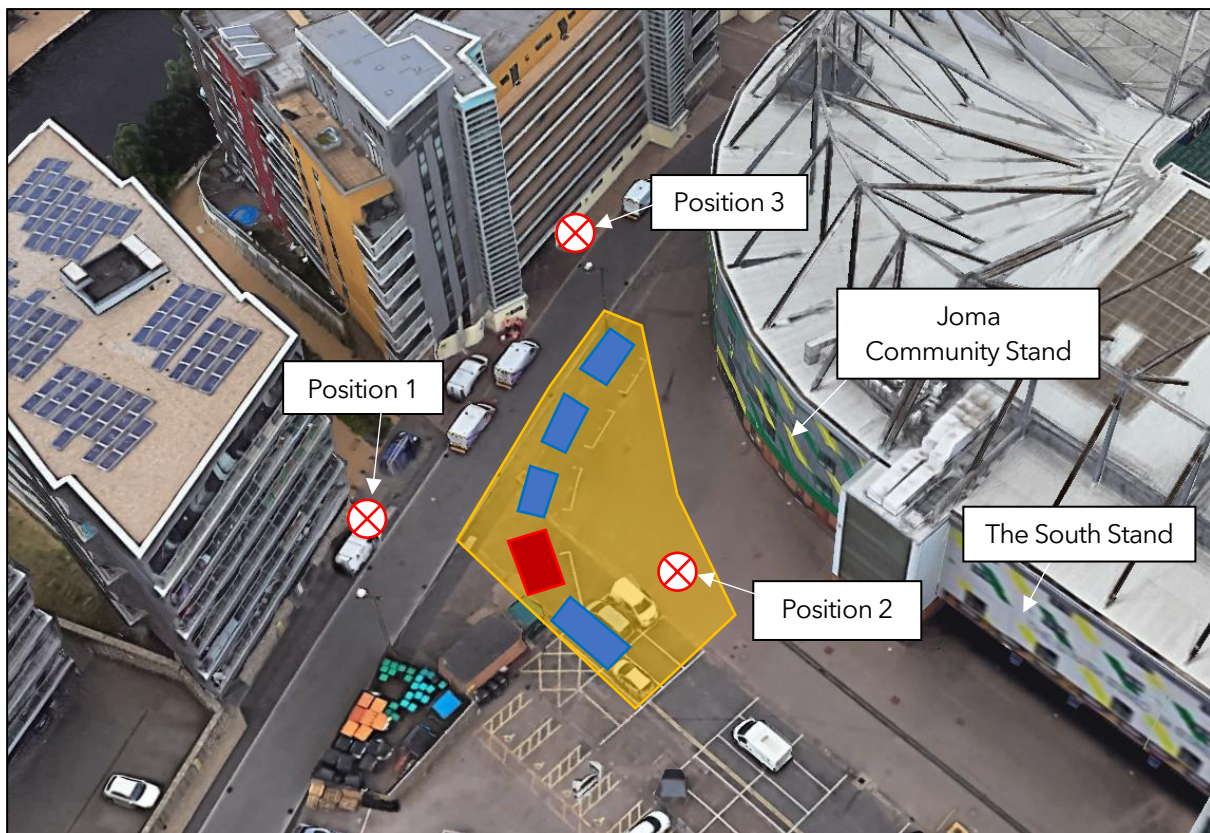


Figure 4 - Annotated aerial photograph showing measurement positions © Google 2024

3.2.2 Instrumentation

Details of the sound measurement systems used are presented in Appendix C.

The measurement systems were calibrated before and after use using the reference calibrator described in Appendix C. The results of the test are presented in Table 1.

Instrument	Calibrator reference level (dB)	Level before (dB)	Level after (dB)	Calibration drift (\pm dB)
NTi XL2-TA	113.9	113.9	113.9	0.0

Table 1 - Details of operational calibration test

4 RESULTS

4.1 Subjective impressions

Upon our arrival at 12:00 hrs, the Fan Zone was open, the vendors were present, however there were very few fans on site. No music was playing at this time. By 13:00 hrs, the number of fans had significantly increased, with groups congregating inside of the Fan Zone, as well as in the general area of the Joma Community Stand and The South Stand. As no music was playing at this time, we expect that some fans typically congregate in this general area regardless of whether the Fan Zone is operating. A constant stream of pedestrian arrivals was observed along Geoffrey Watling Way. The number of fans in the general area steadily increased until approximately 14:45 hrs, at which point most were making their way into the stadium. Fans' voices were generally conversational, with minimal raised voices/shouting.

In addition to foot traffic, many fans arrived by coach. Coach arrivals were continuous throughout the pre-match survey, with most (if not all) parking along Geoffrey Watling Way. By 14:20 hrs, coaches were observed to line almost the entirety of this road.

The DJ arrived onsite at approximately 13:00 hrs, and began playing at 13:20 hrs. The music played was electronic/dance music with significant low frequency/bass content and was constant until 15:00 hrs, by which time most of the fans were in the stadium awaiting the kick-off.

Pre-match noise levels were largely dominated by music in the Fan Zone and coach arrivals. General conversation / noise from congregating fans was also significant, both inside and outside of the Fan Zone.

Towards the end of the match, most (if not all) of the coaches turned on their engines in anticipation of the fans exiting the stadium. Coaches were observed to idle their engines for approximately 30 minutes whilst waiting for fans to board, prior to their departure.

Post-match noise levels, in the absence of the Fan Zone, were dominated by the idling coaches. Fans were noted to exit the stadium and swiftly disperse, with minimal lingering observed. Additional sources of post-match noise included the disposal of waste, including glasses/bottles, into the bins on the south side of the Fan Zone.

4.2 Broadband results

The broadband results of our measurements at Position 1 (nearest noise-sensitive receptor) are shown in Table 2.

Pre/post-match	Start Time (hh:mm)	Duration (mm:ss)	L _{Aeq,T}	Notes
Pre-match	13:02	10:00	59	No music in Fan Zone. Fans arriving, beginning to congregate in Fan Zone and surrounding areas. Some traffic also observed on Geoffrey Watling Way (residents)
Pre-match	13:34	10:00	64	Music playing in Fan Zone - DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas. Some traffic also observed on Geoffrey Watling Way (residents)
Pre-match	13:45	05:00	64	Music playing in Fan Zone - DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas. Fan Zone reasonably full. Some traffic also observed on Geoffrey Watling Way (residents and coaches arriving)
Pre-match	14:22	10:00	65	Music playing in Fan Zone - DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas. Fan Zone reasonably full. Some traffic also observed on Geoffrey Watling Way (residents and coaches arriving)
Post-match	16:47 *	08:00 *	74 *	Measurement includes nearby coaches idling engines. Noise from nearby coaches dominant. Minimal noise from fans, some noise from waste disposal.
Post-match	16:47 *	08:00 *	65 *	Measurement excludes nearby coaches idling engines. Noise from further away coaches dominant. Minimal noise from fans, some noise from waste disposal.

* Note: These results were taken from the same measurement, with coach noise included/omitted from the results.

Table 2 - Measurement results at Position 1

The results of our measurements at Position 2 (inside the Fan Zone) are shown in Table 3.

Pre/post-match	Start Time (hh:mm)	Duration (mm:ss)	L _{Aeq,T}	Notes
Pre-match	13:15	06:19	58	No music in Fan Zone. Fans arriving, beginning to congregate in Fan Zone and surrounding areas.
Pre-match	13:21	10:00	66	Music playing in Fan Zone - DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas.
Pre-match	14:09	10:00	69	Music playing in Fan Zone - DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas. Noise from general conversation in close proximity to microphone is significant. Fan Zone reasonably full.
Pre-match	14:45	10:00	71	Music playing in Fan Zone - DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas. Noise from general conversation in close proximity to microphone is significant. Fan Zone reasonably full.
Post-match	16:56	10:00	67	Measurement includes noise from nearby coaches - engines idling. Noise from coaches dominant. Minimal noise from fans, some noise from waste disposal.
Post-match	17:07	10:00	66	Measurement includes noise from nearby coaches - engines idling. Noise from coaches dominant. Minimal noise from fans, some noise from waste disposal.

Table 3 - Measurement results at Position 2

The results of our measurements at Position 3 are shown in Table 4.

Pre/post-match	Start Time (hh:mm)	Duration (mm:ss)	L _{Aeq,T}	Notes
Pre-match	13:51	10:00	61	Music playing in Fan Zone – DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas. Fan Zone reasonably full. Some traffic also observed on Geoffrey Watling Way (residents and coaches arriving)
Pre-match	14:34	10:00	65	Music playing in Fan Zone – DJ. Music noise is dominant. Fans observed congregating in Fan Zone and surrounding areas. Fan Zone reasonably full. Some traffic also observed on Geoffrey Watling Way (residents and coaches arriving). Noise from fans in close proximity to microphone becoming more significant.

Table 4 - Measurement results at Position 3

4.3 Octave-band results

The octave-band results for our pre-match measurements, comparing noise levels at Position 1 with/without music playing in the Fan Zone, are shown in Table 5 and Figure 5.

	Start Time (hh:mm)	Duration (mm:ss)	Frequency (Hz)									dB(A)
			31.5	63	125	250	500	1000	2000	4000	8000	
Without Music	13:02	10:00	61	60	60	57	55	54	52	46	40	59
With Music	14:22	10:00	61	80	72	66	63	59	55	49	41	65

Table 5 - Pre-match noise levels at Position 1 with and without music playing

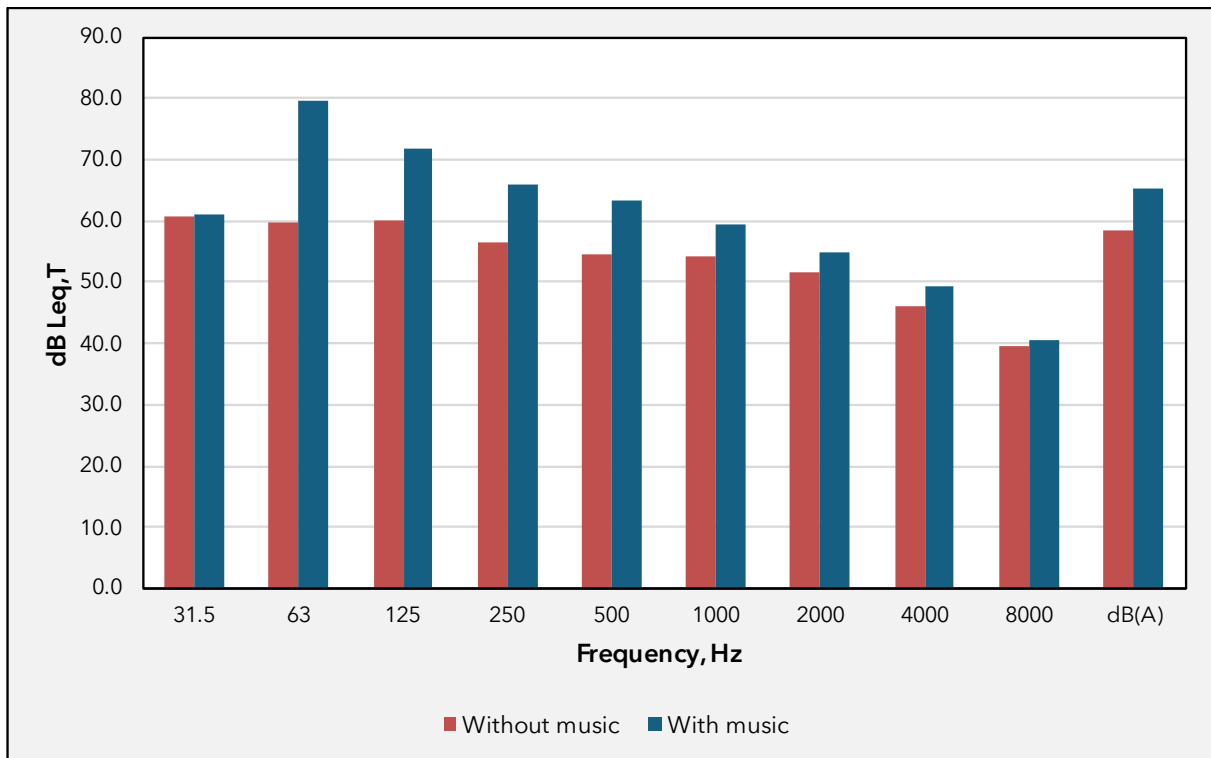


Figure 5 - Pre-match noise levels at Position 1 with and without music playing

Table 6 and Figure 6 compare pre-match noise levels with music playing and post-match noise levels with coach engines running at Position 1.

	Start Time (hh:mm)	Duration (mm:ss)	Frequency (Hz)									dB(A)
			31.5	63	125	250	500	1000	2000	4000	8000	
Pre-Match With Music	14:22	10:00	61	80	72	66	63	59	55	49	41	65
Post-Match With Engine Noise	16:47	10:00	81	69	66	68	69	70	67	64	57	74

Table 6 - Pre-match and post-match noise levels at Position 1

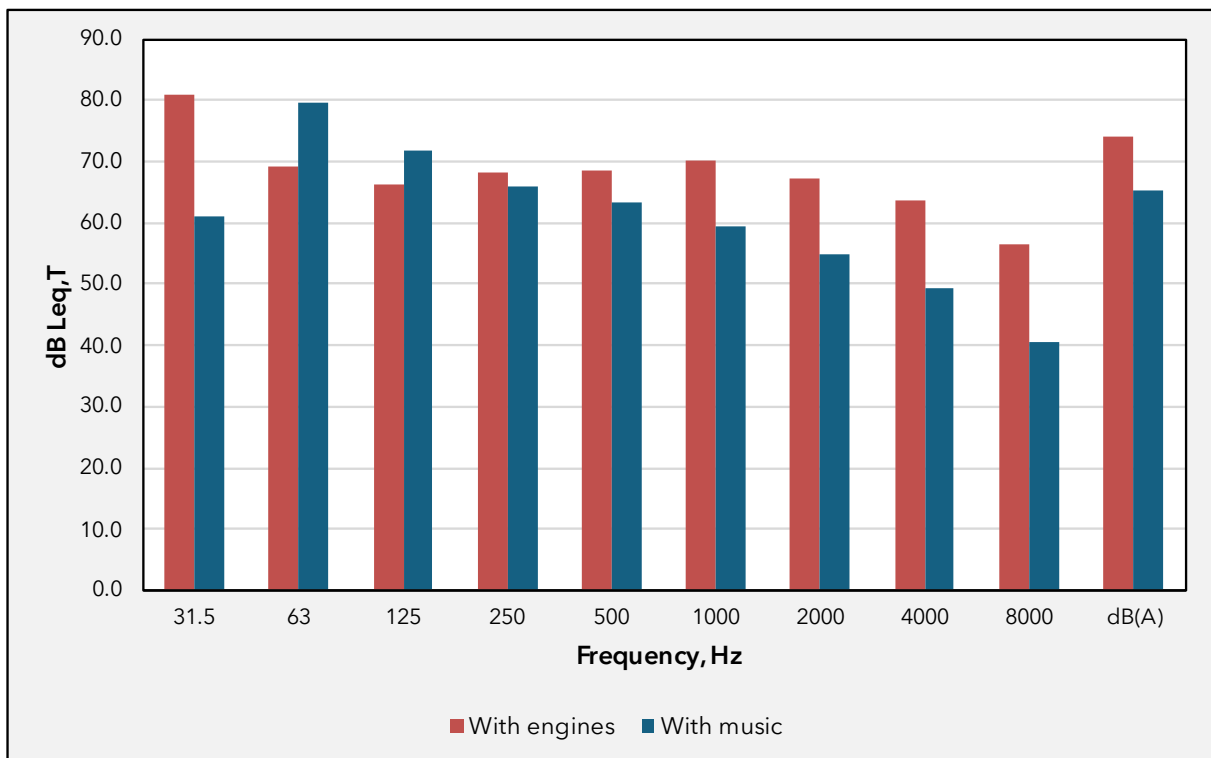


Figure 6 - Pre-match and post-match noise levels at Position 1

4.4 Predicted internal noise levels

Based on our survey results, we have calculated noise levels inside the nearest noise-sensitive receptors. We have assumed standard 4-12-4 mm double-glazing on the nearest façades, with a weighted sound reduction index of 29 dB R_w . Given that the façades facing the Fan Zone are mostly glazed, external noise ingress is very likely to be dictated by the glazing, and we have therefore not included any sound reduction from other façade elements such as the external wall, ventilators etc. Additionally, the balcony balustrades are likely to provide some screening of sound from the Fan Zone. The effects of this were not included in our calculations, so the actual internal levels may be lower than calculated.

Our results, based on pre-match noise levels with music playing, with balcony doors closed, and balcony doors partially open, are shown in Table 7 and Figure 7.

	Frequency (Hz)									dB(A)
	31.5	63	125	250	500	1000	2000	4000	8000	
Doors closed	61	57	48	47	37	20	12	9	-7	41
Doors open	61	68	60	55	51	47	43	37	28	54

Table 7 - Predicted internal noise levels

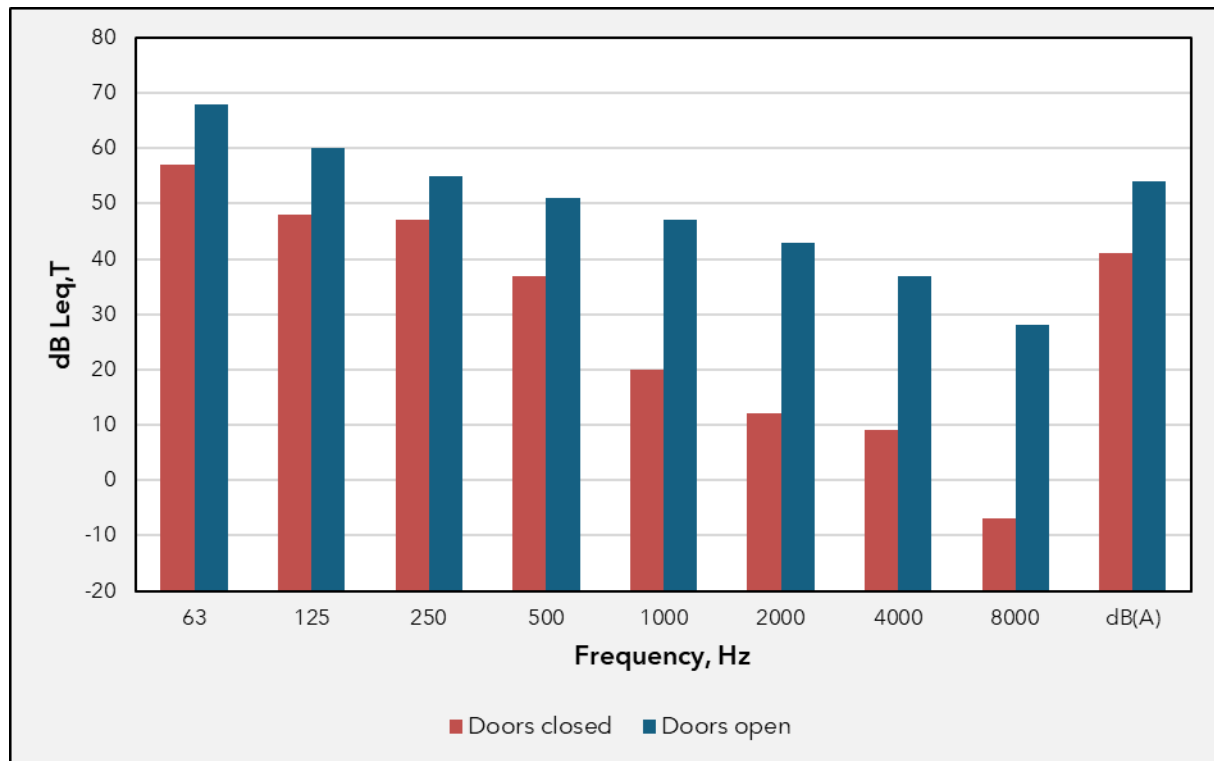


Figure 7 - Predicted internal noise levels

Figure 8 compares the predicted noise levels at low frequencies (up to 250 Hz) with the relevant NR curves.

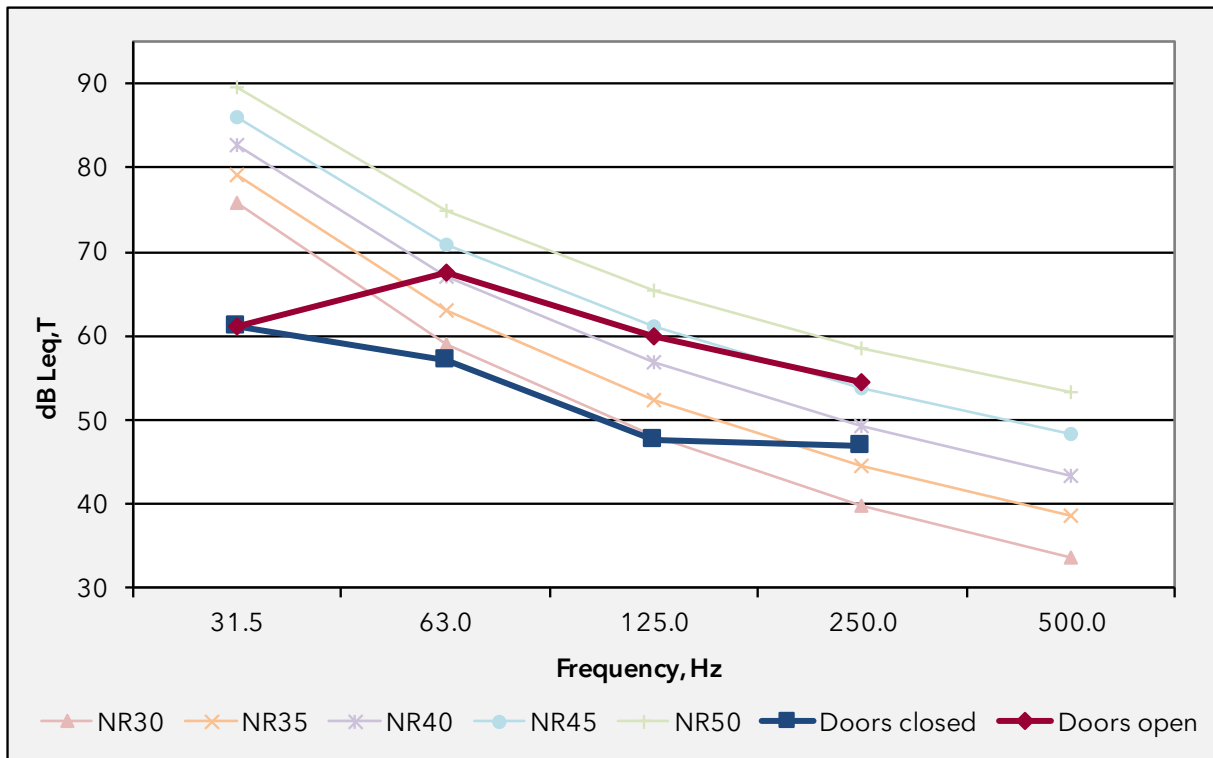


Figure 8 - Predicted internal noise levels with doors closed and doors partially opened

4.5 Discussion

Our survey results show that overall noise levels from the NCFC Fan Zone did not exceed the NCC criterion of 70 dB $L_{Aeq,T}$ at the nearest dwellings. Furthermore, based on our measurements and calculations, we expect the internal noise level criteria to also be met.

Our results therefore show that noise generated by the Fan Zone is capable of meeting NCC's requirements. However, care must be taken to ensure that noise levels generated by the Fan Zone at future events do not significantly exceed those measured.

Whilst noise from fans was observed, it was not the dominant source, and an increase in the number of fans in the Fan Zone (i.e. up to maximum capacity) is unlikely to significantly increase the overall noise levels. Furthermore, whilst some consumption of alcohol was observed, no clear correlation could be made between this and noise levels from the fans.

No pre-match commentary was broadcasted from the television screen during our survey. At future events, where the television screen is used, noise levels from this should be carefully controlled to ensure that it does not significantly increase the overall noise level from the Fan Zone.

Music dominated the noise climate during our pre-match survey, particularly at low frequencies. Whilst the levels measured met the criteria agreed with NCC, music at future events must be carefully controlled to ensure that the levels do not substantially increase.

Post-match noise levels were dominated by the engines of coaches lining Geoffrey Watling Way. Overall noise levels from the coaches exceeded the recorded pre-match levels from the Fan Zone, and therefore, assuming that the engine idling is typical, nearby residents are already exposed to higher noise levels on matchdays than those produced by the Fan Zone.

Controlling noise from music and amplified commentary could be achieved by installing a sound system with a noise limiting device. This method would be suitable for DJs and acoustic guitarists/singers (amplified through the same system) but would not be suitable for bands with drum kits, or electric guitars played through amplifiers. This approach would therefore restrict the type of artist that could be booked to play during pre-match events.

Alternatively, periodic monitoring of noise levels by onsite staff could be implemented to ensure that noise levels do not significantly exceed those that we measured. This approach would allow greater flexibility of the type of artist that could be booked; however, it would require a staff member with suitable training to undertake the periodic monitoring. Additionally, it would require the performers to exercise some level of restraint to ensure that their playing does not exceed the limits; in practice, this may be difficult to achieve, and in this scenario the onsite staff may be required to instruct performers to reduce noise levels.

The noise limits to be achieved from the Fan Zone at Position 1 (see Figure 4) are:

- Overall noise levels should not exceed 70 dB $L_{Aeq,T}$
- Average low frequency noise levels should not exceed:
 - 87 dB L_{eq} at 63 Hz
 - 78 dB L_{eq} at 125 Hz
 - 70 dB L_{eq} at 250 Hz

The recommendations above could also form the basis of a formal noise management plan.

To summarise:

- Our survey indicated that noise levels from the Fan Zone measured during our survey met the criteria agreed with NCC.
- Noise from additional fans in the Fan Zone is unlikely to significantly affect the overall noise levels produced.
- We do not expect the sale and consumption of alcohol in the Fan Zone to have a significant effect on the overall noise levels.
- Noise levels from music and live commentary need to be carefully controlled to ensure they remain within the acceptable limits at any future events.

5 CONCLUSIONS

- We understand that the Fan Zone is proposed to be open for approximately 2 hours prior to every men's first team home match, up to a maximum of 30 times per year.
- We took measurements to understand typical noise levels associated with the NCFC Fan Zone. At the nearest noise-sensitive receptors (flats on the opposite side of Geoffrey Watling Way), pre-match noise levels were measured as 59 dB $L_{Aeq,T}$ without music playing, and 65 dB $L_{Aeq,T}$ with music playing. We expect these levels to be fairly typical of the noise output from the Fan Zone. This therefore meets the Local Authority criterion of 70 dB $L_{Aeq,T}$. The sound from amplified commentary may increase overall noise levels but the 70 dB $L_{Aeq,T}$ would still be likely to be achieved.
- We calculated noise levels inside the nearest flats based on assumed details of the building envelope. We expect low frequency noise (up to 250 Hz) from the Fan Zone to achieve NR35-40 inside the flats with the balcony doors closed, and NR45-50 with the balcony doors open. This therefore also meets the criteria agreed with NCC.
- Care must be taken to ensure that amplified sound from the Fan Zone during future events does not significantly exceed the recommended noise limits. This could be achieved with an in-line noise limiting device connected to whatever amplification system is used, or by periodic monitoring and control of noise levels by onsite staff.
- Provided that the Fan Zone continues to operate in the same way and that the proposed noise limits are achieved, we see no reason not to allow the license to be varied to permit the Fan Zone to operate up to a maximum of 30 times per year.

APPENDIX A

TECHNICAL TERMS AND UNITS RELEVANT TO THIS REPORT

A1 General acoustic terminology

Decibel (dB) - This is the unit used to measure sound level. The range of human hearing from the quietest detectable sound to the threshold of pain is very large. If a normal linear scale of measurement were used, it would have to range from 20 μPa to 200,000,000 μPa . Using such large figures would be unmanageable and for this reason sound pressure levels are expressed on a logarithmic scale, which corresponds to the almost logarithmic response of the ear and which compresses the range to a manageable 0 dB to 140 dB.

Sound Pressure Level (L_p or SPL) - This is a function of the source and its surroundings and is a measure in decibels of the total instantaneous sound pressure at a point in space. The SPL can vary both in time and in frequency. Different measurement parameters are therefore required to describe the time variation and frequency content of a given sound.

Frequency - This refers to the number of complete pressure fluctuations or cycles that occur in one second. Frequency is measured in Hertz (Hz). The rumble of thunder has a low frequency, while a whistle has a high frequency. The sensitivity of the ear varies over the frequency range and is most sensitive between 1 kHz and 5 kHz.

Octave and One-Third Octave Bands - The human ear is sensitive to sound over a frequency range of approximately 20 Hz to 20,000 Hz and is more sensitive to medium and high frequencies than to low frequencies. To define the frequency content of a sound, the spectrum is divided into frequency bands, the most common of which are octave bands. Each band is referred to by its centre frequency, and the centre frequency of each band is twice that of the band below it. Where it is necessary for a more detailed analysis octave bands may be divided into one-third octave bands.

'A' Weighting - A number of frequency weightings have been developed to imitate the ear's varying sensitivity to sound of different frequencies. The most commonly used is the 'A' weighting. The A-weighted SPL can be measured directly or derived from octave or one-third octave band SPLs. The result is a single-figure index which gives some idea of the subjective loudness of the sound, but which contains no information as to its frequency content. The addition of the subscript 'A' to any of the indices described above indicates that these have been measured using the A-weighting (e.g. $L_{Aeq,T}$ or L_{Amax}).

Statistical Analysis - These figures are normally expressed as L_N , where L is the sound pressure level in dB and N is the percentage of the measurement period. The L_N figure represents the sound level that is exceeded for that percentage of the measurement period. L_{90} is commonly used to give an indication of the background level or the lowest level during the measurement period. L_{10} may be used to measure road traffic noise.

A2 Assessment of non-steady sound

Most sounds are not steady, such that the sound pressure level fluctuates with time. A measurement is therefore meaningless unless we know whether it represents a minimum, maximum or some kind of time-averaged level. Various parameters have been derived to measure sounds of differing characters, and the most relevant to this report are as follows:

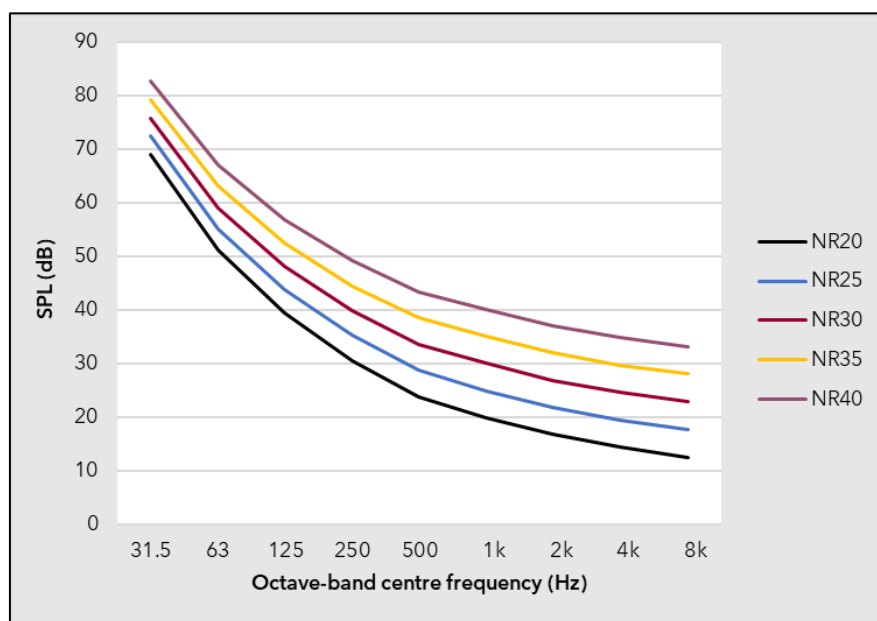
$L_{eq,T}$ - The equivalent continuous noise level is used widely to measure noise that varies with time. It is defined as the notional steady noise level that would contain the same acoustic energy as the varying noise. Because the averaging process used is logarithmic, the $L_{eq,T}$ level tends to be dominated by the higher noise levels measured.

$L_{90,T}$ and $L_{95,T}$ - These are the sound pressure levels exceeded for 90% and 95% of the measurement period T. They are indications of the lowest noise levels during the measurement period and are widely used to measure background noise and to assess inaudibility.

L_{max} - This is the maximum level measured and is used to assess sleep disturbance from intermittent sources such as aircraft and train noise. L_{max} is normally defined as the maximum reading given by a sound level meter set to "Fast" response (with a 0.125 second time constant).

A3 Noise Rating (NR) curves

A-weighted levels cannot be used to define a spectrum or to compare sounds of different frequencies. NR curves convey frequency information in a single-figure index by defining the highest measured or specified level at each frequency. To measure the noise rating of a given environment, the SPL is measured in octave or one-third octave bands and the noise rating is then the highest NR curve touched by the measured levels. The graph below shows curves NR20 to NR40:



APPENDIX B NATIONAL PLANNING POLICY AND GUIDANCE

B1 National Planning Policy Framework

The latest version of the National Planning Policy Framework (NPPF) was released in February 2019 and was last updated in December 2024.

The NPPF does not set out quantitative criteria for assessing noise affecting proposed developments, but in paragraph 187 states that planning policies and decisions should actively contribute to the enhancement of the natural and local environment by:

“preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability.”

According to paragraph 198, planning policies and decisions should also ensure new development is appropriate for its location, particularly considering the likely effects on health and living conditions. Planning policy and decision makers should aim to:

- a) *“mitigate and reduce to a minimum potential adverse impacts resulting from noise from new development - and avoid noise giving rise to significant adverse impacts on health and the quality of life,*
- b) *identify and protect tranquil areas which have remained relatively undisturbed by noise and are prized for their recreational and amenity value for this reason”.*

The ‘agent of change principle’ has been part of the NPPF since the July 2018 revision. This principle means that a person or business (i.e. the agent) introducing a new land use is responsible for managing the impact of that change. Paragraph 200 states:

“Existing businesses and facilities should not have unreasonable restrictions placed on them as a result of development permitted after they were established. Where the operation of an existing business or community facility could have a significant adverse effect on new development (including changes of use) in its vicinity, the applicant (or ‘agent of change’) should be required to provide suitable mitigation before the development has been completed.”

The NPPF also promotes “good design” (including good acoustic design) as a means of ensuring that development creates high quality, sustainable buildings, and places. Paragraph 131 states that “good design is a key aspect of sustainable development” while paragraph 135 promotes the benefits of good design early in the process.

B2 Noise Policy Statement for England

The Noise Policy Statement for England (NPSE) published by DEFRA in March 2010 sets out the Government's policy on noise, which is:

"to promote good health and a good quality of life through the effective management of noise within the context of Government policy on sustainable development."

The NPSE also introduces concepts from toxicology currently being applied to noise impacts by the World Health Organisation. These are:

- NOEL - No Observed Effect Level: This is the level below which no effect can be detected.
- LOAEL - Lowest Observed Adverse Effect Level: This the level above which adverse effects on health and quality of life can be detected.
- SOAEL - Significant Observed Adverse Effect Level: This is the level above which significant adverse effects on health and quality of life occur.

The three aims of the NPSE are in alignment with the categories described above.

These aims are:

1. *"Avoid significant adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development.*
2. *Mitigate and minimise adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development.*
3. *Where possible, contribute to the improvement of health and quality of life through the effective management and control of environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development."*

B3 National Planning Practice Guidance

Guidance on interpretation of the policy aims of the NPPF and NPSE is provided in the online National Planning Practice Guidance (NPPG) published in March 2014.

It reiterates the guidance within the NPPF, stating that:

"Noise needs to be considered when new developments may create additional noise and when new developments would be sensitive to the prevailing acoustic environment."

The NPPG provides advice regarding how to determine the impact of noise, including whether or not a significant adverse effect or adverse effect is occurring or likely to occur and whether or not a good standard of amenity can be achieved.

The NPPG proposes a noise exposure hierarchy based on likely average response. The guidance contained in the NPPG is summarised in Table 8.

Perception	Examples of Outcomes	Increasing Effect Level	Action
Not noticeable	No effect	No Observed Effect	No specific measures required
Noticeable and not intrusive	Noise can be heard but does not cause any change in behaviour or attitude. Can slightly affect the acoustic character of the area but not such that there is a perceived change in the quality of life.	No Observed Adverse Effect	No specific measures required
		Lowest Observed Adverse Effect Level	
Noticeable and intrusive	Noise can be heard and causes small changes in behaviour and/or attitude, e.g. turning up volume of television; speaking more loudly; where there is no alternative ventilation, having to close windows for some of the time because of the noise. Potential for some reported sleep disturbance. Affects the acoustic character of the area such that there is a perceived change in the quality of life.	Observed Adverse Effect	Mitigate and reduce to a minimum
		Significant Observed Adverse Effect Level	
Noticeable and disruptive	The noise causes a material change in behaviour and/or attitude, e.g. avoiding certain activities during periods of intrusion; where there is no alternative ventilation, having to keep windows closed most of the time because of the noise. Potential for sleep disturbance resulting in difficulty in getting to sleep, premature awakening, and difficulty in getting back to sleep. Quality of life diminished due to change in acoustic character of the area.	Significant Observed Adverse Effect	Avoid
Noticeable and very disruptive	Extensive and regular changes in behaviour and/or an inability to mitigate effect of noise leading to psychological stress or physiological effects, e.g. regular sleep deprivation/awakening; loss of appetite, significant, medically definable harm, e.g. auditory and non-auditory	Unacceptable Adverse Effect	Prevent

Table 8 - Noise exposure hierarchy from the NPPG

APPENDIX C MEASUREMENT SYSTEMS AND CALIBRATION

Job reference and title:	14428 NCFC Fan Zone
Measurement location:	See Section 3 of this report
Measurement date(s):	30/11/2024

Equipment used on survey:

Equipment description / serial number	Type number	Manufacturer	Date of calibration expiration	Calibration certificate number
Precision sound level meter serial no. A2A-10758-E0	XL2-TA	NTi Audio	2026-01-30	45918
Microphone serial no. A25896	MC230	NTi Audio	2026-01-30	45917
Microphone pre-amplifier serial no. 5308	MA220	Neutrik	2026-01-30	45918
Microphone calibrator serial no. 34541	NOR-1251	Norsonic	2025-11-08	45916

Other information:

Person in charge of measurements:	Ben Hunt MIOA
Measurement parameters	Octave-band and A-weighted $L_{eq,T}$ Octave-band and A-weighted $L_{F90,T}$



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