



**DEDDF DRWYDDEDU 2003 | LICENSING ACT 2003**  
**TRWYDDED ANHEDDAU | PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council

Rhif trwydded | Premises licence number:

**PRM 0474 (Cyhoeddwyd | Issued : 14/06/2021)**

**Rhan 1 – Manylion am y safle | Part 1 - Premises details**

**Cyfeiriad post y safle, neu os nad oes un, cyfeirnod map ordnans neu ddisgrifiad:  
Postal address of premises, or if none, ordnance survey map reference or description:**

**YR YMDDIRIEDOLAETH GENEDLAETHOL  
THE NATIONAL TRUST  
LLANERCHAERON, CILIAU AERON**

**Tref bost | Post town**

**LLANBEDR PONT STEFFAN  
LAMPETER**

**Côd Post | Post code**

**SA48 8DG**

**Rhif ffôn | Telephone number**

**01545 573 011**

**Os oes cyfyngiad ar yr amser, y dyddiadau | Where the licence is time limited the dates  
NID OES CYFYNGIADAU AMSER AR Y DRWYDDED  
PREMISES LICENCE IS NOT TIME LIMITED**

**Gweithgareddau trwyddedadwy a ganiateir gan y drwydded:  
Licensable activities authorised by the licence:**

**ADLONIANT | REGULATED ENTERTAINMENT**

**DRAMA / PLAYS**

**FFILMIAU / FILMS**

**CHWARAON DAN DO /INDOOR SPORTING EVENTS**

**CERDDORIAETH FYW | LIVE MUSIC**

**CERDDORIAETH WEDI'U RECORDIO | RECORDED MUSIC**

**DAWNSIO | DANCING**

**PAFFIO A RESLIO | BOXING AND WRESTLING**

**UNRHYW BETH SY'N DEBYG I GERDDORIAETH FYW, CERDDORIAETH WEDI EI RECORDIO  
NEU PERFFORMIADAU DAWNS | ANYTHING OF A SIMILAR NATURE TO LIVE MUSIC,  
RECORDED MUSIC OR PERFORMANCES OF DANCE**

**CYFLUSTERAU AM ADLONIAENT / FACILITIES FOR ENTERTAINMENT**

**CREU CERDDORIAETH / MAKING MUSIC**

**DAWNSIO / DANCING**

**UNRHYW BETH SY'N DEBYG I CREU CERDDORIAETH NE DAWNSIO / ANYTHING OF A SIMILAR NATURE TO MAKING MUSIC OR DANCING**

**ADNEWYDDU NOS HWYR / LATE NIGHT REFRESHMENT**

**ADWERTHU ALCOHOL / SALE OF RETAIL OF ALCOHOL**

**Yr amseroedd y mae'r drwydded yn caniatáu cynnal gweithgareddau trwyddedadwy**  
**The times the licence authorises the carrying out of licensable activities**

**POB GWEITHGAREDDAU UCHOD / ALL ABOVE ACTIVITIES**

**LLUN-SUL / MON – SUN: 08:00 – 03:00 HRS**

**ADNEWYDDU NOS HWYR / LATE NIGHT REFRESHMENT**

**LLUN-SUL / MON-SUN: 23:00 – 02:00 HRS**

**ADWERTHU ALCOHOL / SALE OF RETAIL OF ALCOHOL**

**LLUN-SUL / MON-SUN: 08:00 – 03:00 HRS**

**Oriau agor y safle | The opening hours of the premises**

**LLUN – SUL / MON-SUN: 08:00 – 03:00 HRS**

**Os yw'r drwydded yn caniatáu cyflenwi alcohol, a yw hyn yn golygu ar gyfer yfed ar y safle neu oddi yno**

**Where the licence authorises supplies of alcohol whether these are on and/ or off supplies**

**AR AC ODDI AR Y SAFLE | ON AND OFF SALES**

**Enw, cyfeiriad (cofrestredig), rhif ffôn ac e-bost (os yw'n berthnasol) deilydd y drwydded safle**  
**| Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

**THE NATIONAL TRUST**

**HEELIS**

**KEMBLE DRIVE**

**SWINDON**

**SN2 2NA**

**TEL: 01545 573011**

**Rhif cofrestredig y deilydd, er enghraifft rhif cwmni, rhif elusen (os yw'n berthnasol)  
Registered number of holder, for example company number, charity number (where applicable)**

**205846**

**Enw, cyfeiriad a rhif ffôn Goruchwyliwr Safle dynodedig os yw'r drwydded safle yn caniatáu cyflenwi alcohol | Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**

**LUCY MEG ANTHONY**

**Rhif trwydded bersonol ac enw'r awdurdod sy'n rhoi'r drwydded bersonol a ddelir gan y Goruchwyliwr Safle dynodedig os yw'r drwydded safle yn caniatáu cyflenwi alcohol  
Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

**SJ 07663**

**ABERTAWE / SWANSEA**

## **ATODIAD 1 - AMODAU GORFODOL**

### **1 Amodau gorfodol pan fydd trwydded yn awdurdodi cyflenwi alcohol**

- (1) Pan fydd trwydded safle'n awdurdodi cyflenwi alcohol, rhaid i'r drwydded gynnwys yr amodau canlynol.
- (2) Yr amod cyntaf yw na ellir cyflenwi alcohol dan y drwydded safle-
  - (a) ar adeg pan nad oes yna oruchwyliwr safle dynodedig yn unol â'r drwydded safle, neu
  - (b) ar adeg pan nad oes gan y goruchwyliwr safle dynodedig drwydded bersonol neu pan fydd ei drwydded bersonol wedi'i hatal.
- (3) Yr ail amod yw bod unrhyw alcohol a gyflenwir dan y drwydded safle'n gorfod cael ei gyflenwi neu'i awdurdodi gan berson sydd â thrwydded bersonol.

### **2 Amod gorfodol: dangos ffilmiau**

- (1) Pan fydd trwydded safle'n awdurdodi dangos ffilmiau, rhaid i'r drwydded gynnwys amod bod mynediad i blant pan fydd unrhyw ffilm yn cael ei dangos yn cael ei gyfyngu yn unol â'r adran hon.
- (2) Pan fydd y corff categoreiddio ffilmiau'n cael ei nodi yn y drwydded, oni bai bod is-adran (3)(b) yn berthnasol, rhaid cyfyngu mynediad i blant yn unol ag unrhyw argymhelliad a wneir gan y corff hwnnw.
- (3)
  - (a) pan nad yw'r corff categoreiddio ffilmiau wedi'i nodi yn y drwydded, neu
  - (b) pan fydd yr awdurdod trwyddedu wedi hysbysu deiliad y drwydded bod yr is-adran hon yn berthnasol i'r ffilm dan sylw, dylid cyfyngu mynediad i blant yn unol ag unrhyw argymhelliad a wneir gan yr awdurdod trwyddedu hwnnw.
- (4) Yn yr adran hon -  
Mae "plant" yn golygu pobl dan 18 oed; ac mae "corff categoreiddio ffilmiau" yn golygu'r person neu'r personau a ddynodwyd fel yr awdurdod dan adran 4 o Ddeddf Recordiadau Fideo 1984 (c.39) (yr awdurdod sy'n pennu addasrwydd ffilmiau fideo ar gyfer categoreiddio).

### **3 Amod gorfodol: goruchwyllo drysau**

- (1) Pan fydd trwydded safle'n cynnwys amod bod yn rhaid i un berson neu ragor fod ar yr eiddo ar adegau penodol i gwblhau gweithgaredd diogelwch, rhaid i'r drwydded gynnwys amod bod yn rhaid i unrhyw berson o'r fath feddu ar drwydded Awdurdod y Diwydiant Diogelwch.
- (2) Ond does dim byd yn is-adran (1) sy'n gofyn am osod amod o'r fath -
  - (a) ar gyfer safleoedd o fewn paragraff 8(3)(a) o Atodlen 2 Deddf y Diwydiant Diogelwch Preifat 2001 (c.12) (safleoedd gyda thrwyddedau safle sy'n awdurdodi dramâu neu ffilmiau, neu
  - (b) ar gyfer safleoedd mewn perthynas ag-
    - (i) unrhyw achlysur a grybwyllir ym mharagraff 8(3)(b) neu (c) o'r Atodlen honno (safleoedd sy'n cael eu defnyddio gan glwb sydd â thystysgrif safle clwb yn unig, dan hysbysiad digwyddiad dros dro sy'n awdurdodi dramâu neu ffilmiau, neu dan drwydded hapchwarae, neu
    - (ii) unrhyw achlysur o fewn paragraff 8(3)(d) o'r Atodlen honno (achlysuron a bennir gan reoliadau dan y Ddeddf honno).
- (3) At ddibenion yr adran hon -
  - (a) mae "gweithgaredd diogelwch" yn golygu gweithgaredd y mae paragraff 2(1)(a) o'r Atodlen honno'n berthnasol ar ei gyfer, a
  - (b) bod paragraff 8(5) o'r Atodlen honno (dehongli cyfeiriadau at achlysur) yn berthnasol, am ei fod yn berthnasol mewn perthynas â pharagraff 8 o'r Atodlen honno.

## Gorchymyn Deddf Trwyddedu 2003 (Amodau Trwyddedu Gorfodol) 2014

### Yn effeithiol o 6 Ebrill 2014

1. Rhaid i berson perthnasol sicrhau na chaiff unrhyw alcohol ei werthu na'i gyflenwi i'w yfed ar y safle nac oddi arno am bris sy'n llai na'r pris a ganiateir.
2. At ddibenion yr amod a nodir ym mharagraff 1-
  - (a) mae "treth" i'w dehongli yn unol â Deddf Trethi ar Ddiodydd Alcoholaidd 1979(6);
  - (b) "y pris a ganiateir" yw'r pris a geir drwy ddefnyddio'r fformiwla –
$$P = D + (D \times V)$$
pan mai –
    - (i) P yw'r pris a ganiateir
    - (ii) D yw cyfradd y dreth sy'n daladwy mewn perthynas â'r alcohol fel pe bai'r dreth yn cael ei chodi ar ddyddiad gwerthu neu gyflenwi'r alcohol, a
    - (iii) V yw cyfradd y dreth ar werth sy'n daladwy mewn perthynas â'r alcohol fel pe bai'r dreth ar werth yn cael ei chodi ar ddyddiad gwerthu neu gyflenwi'r alcohol
  - (c) ystyr "person perthnasol", mewn perthynas â safle lle y mae trwydded safle mewn grym, yw
    - (i) Deiliad y drwydded safle,
    - (ii) Goruchwylydd dynodedig y safle (os oes un) mewn perthynas â thrwydded o'r fath, neu
    - (iii) Deiliad trwydded bersonol sy'n cyflenwi alcohol o dan drwydded o'r fath neu sy'n caniatáu iddo gael ei gyflenwi;
  - (d) ystyr "person perthnasol", mewn perthynas â safle lle y mae tystysgrif safle clwb mewn grym, yw unrhyw un o aelodau neu swyddogion y clwb sy'n bresennol ar y safle mewn rôl sy'n galluogi'r aelod neu'r swyddog i atal y cyflenwad o dan sylw; ac
  - (e) ystyr "treth ar werth" yw treth ar werth sy'n daladwy yn unol â Deddf Treth ar Werth 1994(7)
3. Os nad yw'r pris a ganiateir a roddir gan Baragraff (b) o baragraff 2 (ar wahân i'r paragraff hwn) yn rhif cyfan o geiniogau, rhaid cymryd mai'r pris a roddir gan yr is-baragraff hwnnw yw'r pris a roddir mewn gwirionedd gan yr is-baragraff hwnnw wedi'i dalgrynnu i fyny i'r geiniog agosaf.
4. (1) Mae is-baragraff (2) yn gymwys os yw'r pris a ganiateir gan Baragraff (b) o baragraff 2 ar y naill ddiwrnod ("y diwrnod cyntaf") yn wahanol i'r pris a ganiateir ar y diwrnod nesaf ("yr ail ddiwrnod") o ganlyniad i newid i gyfradd y dreth neu'r dreth ar werth.  
  
(2) Mae'r pris a ganiateir sy'n gymwys ar y diwrnod cyntaf yn gymwys i werthiant neu gyflenwad alcohol sy'n digwydd cyn i'r cyfnod o 14 diwrnod sy'n dechrau ar yr ail ddiwrnod ddod i ben.

## **Gorchymyn Deddf Trwyddedu 2003 (Amodau Trwyddedu Gorfodol) (Diwygio) 2014**

Mae'r Amodau Gorfodol isod yn **disodli** Gorchymyn Deddf Trwyddedu 2003 (Amodau Trwyddedu Gorfodol) 2010 a daethant i rym ar **1 Hydref 2014**.

**Mae amodau 1 i 4 yn cyfeirio at yr holl safleoedd sy'n gwerthu neu gyflenwi alcohol i'w yfed ar y safle. Mae amod 3 yn berthnasol i safleoedd sy'n gwerthu alcohol i'w yfed oddi ar y safle.**

1. (1) Rhaid i'r person cyfrifol sicrhau nad yw staff ar y safle perthnasol yn ymgymryd â, yn trefnu neu'n cymryd rhan mewn unrhyw hyrwyddo anghyfrifol mewn perthynas â'r safle.

(2) Yn y paragraff hwn, mae hyrwyddo anghyfrifol yn golygu un neu fwy o'r gweithgareddau a ganlyn, neu weithgareddau sy'n sylweddol debyg, sy'n digwydd er mwyn hyrwyddo gwerthiant neu gyflenwad o alcohol i'w yfed ar y safle -

(a) gemau neu weithgareddau eraill sy'n gofyn am neu'n hybu, neu sydd wedi'u dylunio i ofyn neu i hybu unigolion i -

(i) yfed swm o alcohol o fewn cyfyngiad amser (heblaw yfed alcohol a werthwyd neu a gyflenwyd ar y safle cyn terfyn y cyfnod y mae'r unigolyn cyfrifol wedi'i awdurdodi i werthu neu gyflenwi alcohol), neu

(ii) yfed cymaint o alcohol â phosib (un ai mewn cyfyngiad amser neu fel arall);

(b) darparu swm diddiwedd neu amhenodol o alcohol am ddim neu am bris penodedig neu ar ddisgownt i'r cyhoedd neu i grŵp a gaiff ei ddiffinio gan nodwedd benodol sy'n peri risg sylweddol o danseilio amcan trwyddedu;

(c) darparu alcohol am ddim neu ar ddisgownt neu unrhyw beth arall fel gwobr i annog neu i wobrwyo prynu ac yfed alcohol dros gyfnod o 24 awr neu lai mewn modd sy'n peri risg sylweddol o danseilio amcan trwyddedu;

(d) gwerthu neu gyflenwi alcohol mewn cysylltiad â phosteri neu bamffledi ar, neu yng nghyffiniau'r safle, a ellir ei ystyried yn rhesymol fel ei fod yn caniatáu, neu'n annog neu'n cyfeirio at effeithiau meddwdod ac ymddygiad gwrthgymdeithasol mewn modd ffafriol;

(e) unigolyn yn tywallt alcohol yn uniongyrchol i geg unigolyn arall (heblaw pan fo unigolyn yn methu yfed heb gymorth oherwydd anabledd).

2. Rhaid i'r unigolyn cyfrifol sicrhau fod dŵr yfed am ddim yn cael ei ddarparu ar gais i gwsmeriaid pan fod hyn ar gael yn rhesymol.

3. (1) Rhaid i ddeilydd y drwydded eiddo neu ddeilydd y dystysgrif eiddo clwb sicrhau y gweithredir polisi gwirio oed ar y safle mewn perthynas â gwerthu neu gyflenwi alcohol.

(2) Rhaid i oruchwyliwr dynodedig y safle mewn perthynas â'r drwydded eiddo sicrhau bod gwerthiant alcohol ar y safle yn digwydd yn unol â'r polisi gwirio oed.

(3) Rhaid i'r polisi fynnu bod unigolion sy'n edrych dan 18 oed i'r person cyfrifol (neu'r oed hŷn a nodir yn y polisi) ddangos ar gais, cyn cael prynu alcohol, tystiolaeth yn cynnwys eu llun, dyddiad geni a naill ai -

(a) marc holograffig, neu

(b) nodwedd uwchfioled.

**4.** Rhaid i'r unigolyn cyfrifol sicrhau -

(a) os caiff unrhyw un o'r diodydd alcoholig canlynol eu gwerthu neu eu cyflenwi i'w hyfed ar y safle (heblaw am ddiodydd alcohol sy'n cael eu gwerthu neu eu cyflenwi ar ôl eu gwneud yn barod i'w gwerthu mewn cynhwysydd wedi'i gau'n ddiogel), bydd yr alcohol ar werth i gwsmeriaid yn y mesurau a ganlyn -

(i) cwrw neu seidr: ½ pint;

(ii) jin, rym, fodca neu wisgi: 25 ml neu 35 ml; a

(iii) gwin llonydd mewn gwydryn: 125 ml;

(b) caiff y mesurau hyn eu dangos mewn bwydlen, ar restr brisiau neu ddeunydd printiedig arall sydd ar gael i gwsmeriaid ar y safle; a

(c) lle nad yw cwsmer, mewn perthynas â gwerthiant alcohol, yn manylu ar y swm o alcohol i'w werthu, bydd y gwerthwr yn hysbysu'r cwsmer fod y mesurau hyn ar gael.

## **Annex 1 - MANDATORY CONDITIONS**

### **1 Mandatory conditions where licence authorises supply of alcohol**

- (1) Where a premises licence authorises the supply of alcohol, the licence must include the following conditions.
- (2) The first condition is that no supply of alcohol may be made under the 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.
- (3) The second condition is that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

### **2 Mandatory condition: exhibition of films**

- (1) 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.
- (2) Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
- (3) 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.
- (4) In this section - "children" means persons 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 (c.39) (authority to determine suitability of video works for classification).

### **3 Mandatory condition: door supervision**

- (1) 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, the licence must include a condition that each such individual must be licensed by the Security Industry Authority.
- (2) 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 (c.12) (premises with premises licenses 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).
- (3) For the purposes of this section-
  - (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, 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.

### **The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2014**

**With effect from 28<sup>th</sup> May 2014**

1. 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.
2. 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 rate 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
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price 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.

## **The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014**

The below Mandatory Conditions **replace** the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and comes into effect **on 1<sup>st</sup> October 2014**

**Conditions 1 to 4 refer to all premises that sell or supply alcohol for consumption on the premises. Condition 3 is relevant to Premises that sell for consumption off the premises.**

1. (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).

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

3. (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 licence 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.

**4. The responsible person must 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: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(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.”

## **Atodiad 2 – Amodau sy'n gyson â'r Rhestr weithredu**

### **Annex 2 - Conditions consistent with the operating Schedule**

#### **a) Cyffredinol | General**

Mae Yr Ymddiriedolaeth Genedlaethol yn mynd uwchlaw'r hyn sy'n angenrheidiol wrth gydymffurfio â'r ddeddfwriaeth berthnasol ynghylch rheoli risg, er enghraifft - tân, iechyd a diogelwch, lles a diogelwch ymwelwyr. Bydd yn sicrhau, drwy reolaeth gadarn a rhag-gynllunio, drwy asesiadau risg a rheoli risg bod y pedwar amcan trwyddedu yn cael eu hyrwyddo. Gellir cael rhagor o wybodaeth yn y blychau isod ac yn atodiad 1. Yn ychwanegol at y manylion a ddarperir, lle'n briodol, defnyddir diogelwch trwyddedig cymwys i ategu'r ddarpariaeth staff a gwirfoddolwyr.

The National Trust's complies over and above with the relevant legislation regarding risk management for example – fire, health and safety, safe and visitor welfare. It will ensure through sound management and pre-planning via risk assessment and risk management that all four licensing objectives are actively promoted. Further details can be found in the boxes below and in appendices 1. In addition to the details provided, where appropriated competent licensed security will be employed to supplement staff and volunteers.

#### **b) Atal trosedd ac anrhefn | The prevention of crime and disorder**

Bydd Yr Ymddiriedolaeth Genedlaethol yn cymryd pob mesur rhesymol i amddiffyn staff, gwirfoddolwyr ac ymwelwyr ar safleoedd yr Ymddiriedolaeth ac i ddiogelu eiddo'r Ymddiriedolaeth yn erbyn gweithredu troseddol. Mae'r prif ofynion polisi fel a ganlyn: Diogelwch staff, gwirfoddolwyr ac ymwelwyr yr Ymddiriedolaeth fydd yr ystyriaeth bennaf wrth bennu polisiâu, arferion a chanllawiau. Ymgymerir â dadansoddiadau risg ac asesiadau o fygythiadau a datblygir gwrthfesuau diogelwch priodol. Bydd y rhain yn cymryd amryw gyflyrau gweithredol yr eiddo/safleoedd/lleoliadau i ystyriaeth. Bydd y mesurau diogelwch presennol yn cael eu harchwilio i ddynodi gwendidau a bydd camau unioni yn cael eu cymryd. Bydd gweithdrefnau diogelwch priodol yn cael eu datblygu a rhoddir hyfforddiant rheolaidd i staff/gwirfoddolwyr wrth eu gweithredu.

The National Trust shall take all reasonable measures to protect staff, volunteers and visitors to Trust sites and to secure Trust property against criminal action. Principal Policy requirements are: In determining policies, practice and guidance, the safety of the Trust's staff, volunteers and visitors shall be the primary consideration. Risk analysis and threat assessment shall be undertaken and appropriate security countermeasures developed. These shall take account of the various operational states at the property/site/location. Existing security measures shall be audited to identify shortcomings and remedial action shall be taken. Appropriate security procedures shall be developed and staff/volunteers provided with regular training in their implementation.

#### **Asesiad Risg / Risk Assessment**

Cynhelir asesiad risg ar gyfer unrhyw ddigwyddiad ar eiddo Yr Ymddiriedolaeth, wrth i'r eiddo ddod yn lleoliad yn hytrach na ffocws sylw ymwelwyr (a staff). Dylai'r meysydd i'w hystyried wrth adolygu'r risg ar gyfer unrhyw ddigwyddiad gynnwys:

- Mynediad gan bersonau diawdurdod

- Mwy o risg o ddwyn neu ddifrod i gynnwys y tŷ a'r ardd
- Diogelwch yr arian a gymerir o'r digwyddiad
- Diogelwch meysydd parcio
- Risgiau ychwanegol yn sgil presenoldeb ymwelwyr pwysig iawn
- Diogelwch eiddo personol (perfformwyr, staff ac eraill)

A risk assessment will be undertaken for any event at a Trust property, as the property becomes a setting rather than the focus of visitors' (and staff's) attention. Areas that will be considered when reviewing the risk for any event should include:

- Entry by unauthorised persons
- Increased risk of theft of and damage to house and garden contents
- Security of takings from the event
- Security of car parks
- Additional risks posed by the presence of particular VIPs
- Security of personal possessions (artistes, staff and others)

### **Rheoli Gwrthdaro / Conflict Control**

Ni ddylai staff a gwirfoddolwyr Yr Ymddiriedolaeth Genedlaethol, o dan unrhyw amgylchiadau, geisio cadw personau sy'n cyflawni trosedd (neu y gwyddys eu bod wedi cyflawni trosedd) ac, ar ôl rhybudd priodol, naill ai fygwth trais neu geisio dianc. Yn hytrach na hyn, dylai manylion ymddangosiad corfforol a gwisg gael eu cofnodi a, lle'n bosibl, rhif cofrestru unrhyw gerbyd a ddefnyddir. Bydd pob darn o wybodaeth yn cael ei drosglwyddo i'r heddlu ar unwaith drwy'r system 999 yn ogystal ag i'r Rheolwr Ardal. Dylai staff a gwirfoddolwyr gydymffurfio bob amser â gofynion a wneir dan fygythiad trais gan y gall troseddwyr fod mewn cyflwr meddyliol anwadal ac o dan ddylanwad alcohol neu gyffuriau, efallai. Bydd staff a gwirfoddolwyr yn cydweithredu, felly, ac yn osgoi gwrthdaro, ond yn chwilio am gyfle cynnar i seinio rhybudd.

National Trust staff and volunteers shall not, under any circumstances, attempt to detain persons committing (or who are known to have committed) a crime and, after due warning, either threaten violence or attempt to escape. Instead, details of physical appearance and clothing shall be recorded and, if possible, the registration number of any vehicle being used. All such information shall be passed immediately to the police, via the 999 system and also to the Area Manager. Staff and volunteers shall always comply with demands made under threat of violence, as criminals may be in a volatile mental state and possibly influenced by alcohol or drugs. Staff and volunteers will therefore co-operate and avoid confrontation, but look for an early opportunity to raise the alarm.

### **c) Diogelwch y cyhoedd | Public safety**

Gweler Atodiad 1 am fanylion gweithdrefnau Yr Ymddiriedolaeth Genedlaethol ynghylch diogelwch y cyhoedd mewn digwyddiadau.

Please see attached Appendix 1 for details of the National Trust procedures in relation to public safety at events.

#### **d) Atal niwsans cyhoeddus / The prevention of public nuisance**

Bydd yr asesiadau risg amrywiol a'r rheolaeth strwythuredig o'r digwyddiadau yn sicrhau bod niwsans i'r cyhoedd yn ardal Llanerchaeron yn cael ei atal.

The events various risk assessments and structured management of the event will ensure that nuisance to the public in the locality of Llanerchaeron will be prevented.

#### **e) Amddiffyn plant rhag niwed The protection of children from harm**

Yn ychwanegol at yr asesiadau risg ar y digwyddiadau a nodir yn y blychau uchod - gwneir gwiriad y Swyddfa Cofnodion Troseddol ar staff a gwirfoddolwyr newydd a fydd mewn cyswllt uniongyrchol â gweithgareddau i blant/pobl fregus. Bydd angen cael gwiriad y Swyddfa Cofnodion Troseddol gan ddiddanwyr allanol ac ati sy'n rhyngweithio'n uniongyrchol â phlant. Bydd holl staff Yr Ymddiriedolaeth Genedlaethol sy'n rhyngweithio'n uniongyrchol â phlant neu oedolion bregus hefyd yn derbyn hyfforddiant ar safonau Yr Ymddiriedolaeth Genedlaethol - ymddiried ynom ni (cwrs hyfforddiant mewnol ar gyfer gweithio gyda Phlant ac Oedolion Bregus).

In addition to the vents risk assessments detailed in the boxes above all – new staff and volunteers who will be directly involved with children's/vulnerable activities will undergo a Criminal Records Bureau check. CRB clearance will also be sought from outside entertainers etc who have direct interaction with children. All National Trust staff with direct interaction with children or vulnerable adults will also be trained to the National Trust – placing their Trust in us standards (internal training course for working with Children and Vulnerable Adults).

## Events Manual: Health and Safety

- ▶ Health & safety and emergency plan
- ▶ Risk assessment
- ▶ Stewarding
- ▶ Fire safety

The single most important aspect of an event is Health & Safety. As an organisation the Trust has a duty to ensure the care and safety of its staff and visitors. The legislation on Health & Safety is becoming ever tighter and we live in a litigious society, so it is imperative that we adhere to the regulations surrounding Event Health & Safety.

This chapter includes guidance on Health & Safety and the official Health & Safety Guidance note issued by the National Trust Health and Safety department can be found on the intranet.

**Please note** that this information is intended merely as a guideline and contains only the main principles to follow in order to minimise health and safety risks. The full details on every aspect of Health & Safety can be found in the **Event Safety Guide** which can be purchased from the HSE for £20. The Event Safety Guide, also known as the purple book, was also sent out with hard copies of the Events Manual and your regional office if not your property should have a copy

### Health & safety and emergency plan

An event safety plan must be produced when applying for a Public Entertainment licence and should contain the following:

#### Policy statement

Detailing the organisation charts and levels of safety and responsibility.

#### Risk assessment

To include all details of the event, including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, fire precautions, first aid, special effects, access and exits, music levels, etc.

#### Site safety plan

Detailing the site safety rules, site crew managers and safety coordinator, structural safety calculations and drawings.

#### Major incident planning

The consequences of a major incident at a NT property could be catastrophic. It is necessary to plan for such an occurrence. A major incident would require a multi-agency approach in which the event organiser, police, fire authority, NHS, local emergency planning officers, stewards and first aiders play a part. Have clearly defined duties and agree responsibilities. Agree procedures in writing, including checking the PA system before each event.

#### Sanitary facilities

Provide details of facilities and waste management – a method for calculating toilet facilities is given in the Event Safety Guide.

#### Crowd management plan

Should detail the number and type of stewards, methods of working and chains of command.

#### Transport management plan

Covers parking arrangements, highway management issues and public transport arrangements.

#### Emergency plan

This details the action to be taken by designated people in the event of a major incident or

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contingency.

#### **First-aid plan**

The first-aid plan details procedures for administering first aid on site and arrangements with local hospitals.

#### **Communication plan**

Clear plans of communication must be established so that the whole team is aware of how, what and to whom they should be communicating. From naming control points to establishing emergency protocols and rendezvous points, all information must be documented and all staff trained so that there are no discrepancies. This is crucial for emergency procedures and crowd management.

#### **Structures and barriers**

A complete risk assessment must be made of all demountable structures: marquees, stages, barriers, raked seating etc.

#### **Electrical installations and lighting**

As above

#### **Food, drink and water**

- There must be risk assessments for every supplier bringing food into the event. Site plans of the position of catering outlets must be included in the overall site plan.
- Provision must be made for the supply of free drinking water from a mains supply.

#### **Special effects, fireworks and pyrotechnics**

There are many types of special effect, from fog machines to lasers and fireworks. Each effect must have a detailed risk assessment and appropriate insurance cover.

#### **Children**

Consider provision for children at each event. Establish help points and policy for dealing with lost children.

#### **Performers**

Provide a site map with stage plans, artists' entrance, accommodation, changing area, security and separate toilets close to the stage.

**Examples of completed risk assessments and Health & Safety plans are at the end of this section. If you require blank electronic copies of these documents please contact the central events team.**

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### **Risk assessment**

The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks from those hazards and decide on suitable measures to eliminate or control the risks.

A hazard is anything that is a potential source of harm to people. This could be a dangerous property of an item or substance, a condition, a situation or an activity.

Risk is the likelihood that the harm from the hazard will occur and the extent of it. A risk assessment should reflect both the likelihood that harm will occur and its severity.

Hazards associated with large assemblies of people will vary according to the nature of the event and each hazard must be assessed in terms of risk. The previous history of the performers and the audience they attract can provide valuable information in assessing any risk. The overall risk assessment for the event will then indicate any risks that need to be reduced to acceptable levels.



Detailed information about completing a risk assessment is given in Chapter 1 Planning and Management, of the **Event Safety Guide**. An **example of a completed risk assessment** is at the end of this sub-section.

Emergency scenarios that should be considered include:

- Fire
- Structural failure (stage, marquees, towers)
- Power failure (no PA for announcements, no lighting)
- Crowd surge/crushing
- Malicious or criminal acts by ticket holders, gate-crashers and the general public
- Security alert/bomb threat
- Anti-social behaviour
- Flooding and adverse weather conditions
- Medical emergency
- Missing persons
- Failure of traffic management or road traffic accident
- Third-party emergencies (audience unable to leave site because of external emergency)
- Unable to start performance (illness or non-arrival of performer(s)).

The following will need to be considered:

- The line of communication and command. How will incidents be reported and who is the final decision maker? Contact details for key personnel.
- In what circumstances will an event be stopped or abandoned? How will this be managed? What information will the audience need, how will they be told?
- Entrances/exits for the emergency services: identified on the site plan; stewarded while the audience and contractors are on site.
- What role will the stewards play in any emergency procedures? Do they understand their role?
- Coded messages to alert event staff
- Pre-prepared script of announcements for the audience
- Location of first-aid area. Can this be accessed by paramedic unit if required?
- Details of emergency equipment and its location, eg fire extinguishers and fire blankets, all-terrain vehicles, etc.
- Location of rendezvous points
- Evacuation and containment procedures.

The completed document must be read and fully understood by those responsible for the management and implementation of any action listed in the plan. While it may not be feasible to brief every steward on the full details of the plan, they should understand their role in any emergency procedure. In the case of volunteer stewards it is imperative that they are aware they have an important role to play in ensuring the safety and well-being of the audience.

The safety and emergency plan should be sent to the local authority (for licensed events) and the local police, fire and ambulance service (licensed events and large scale non-licensed events). A site map should be included as well as a risk assessment, details of the event/entertainment and contact details for senior events personnel.

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## **Stewarding**

Stewarding is an essential element of crowd management and the use of stewards will be integral to the risk assessment as they may be cited as a means of limiting particular on-site risks. Anyone taken on as a steward must understand the role they are undertaking, and that they have a responsibility to ensure the safety of the audience and must receive appropriate training in order to carry out their job. While the use of volunteer and staff stewards is acceptable for many National Trust events (small concerts, theatrical productions, etc.), local authorities are increasingly insisting that professional stewarding/security companies should undertake crowd management at pop concerts and larger events. If an event is planned where professional stewards are likely to be needed then include this in

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the budget from the start of the planning process.

Volunteer stewards cannot be used for traffic management at events where the audience capacity is over 5000. Nor can they direct traffic onto main highways unless with authority from the local police.

The number of stewards required is linked to the risk assessment and the areas that are seen as causing potential safety problems, eg at barriers, pit areas (if used), entrances, exits and gangways, mixer desk and delay towers.

Because of the transient nature of volunteer stewarding, there is a temptation to spend little time on training and preparation, but if volunteer and staff stewards are to be used, they must receive training in how to deal with any on-site emergencies and their duties include:

- Knowing the layout of the site and being able to assist the public by giving information about the available facilities, especially facilities provided for those with special needs
- Knowing the location of entrances/exits and first-aid points
- Ensuring that overcrowding does not occur in any part of the venue by managing and directing the crowd, particularly at entrances and exits, and queues at concession stands/toilets
- Keeping gangways and exits clear at all times
- Immediately investigating disturbances and/or incidents and reporting them to senior stewarding staff for action where necessary
- Making sure that litter does not build up around the venue
- Communicating with supervisors
- Knowing and understanding the arrangements for evacuating the venue, including coded messages and undertaking specific duties in an emergency
- And in some cases controlling vehicle parking and marshalling traffic on site.

If there are a number of volunteers who are involved with the property on a long-term basis and are likely to be available in subsequent years, then it is worth training them to take on senior stewarding roles.

If a professional stewarding company is to be used, make sure that they have:

- a copy of the risk assessment
- a detailed site plan
- running order of the entertainment
- a list of contractors with access to the site
- specimen backstage/production/performers/staff passes
- a written statement of their duties
- details of who they are to report to and when (if) they are allowed to act without referring to this person.

If separate companies have been contracted to take on security and stewarding, it is the role of the event safety coordinator to ensure that the two liaise with each other on site. Some companies will offer both services (and take the view that these are integrated services anyway) and this may prove to be an easier option than hiring two separate companies.

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## **Fire safety**

As fire safety is a crucial part of the event risk assessment I have not attempted to summarise the information. It is imperative that the event's Health & Safety officer is aware of the legislation on fire safety so must read that section of the **Event Safety Guide**. The National Trust's **Fire Standards Manual** is available on the Trust's Intranet.

If you need further advice, please contact Colin Packer, the Fire Adviser, on 01454 616313.

Following this is a **Health & Safety checklist** which should help you to ensure that you have included  
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all the necessary areas in your safety plan.

**Health & safety at events  
Checklist**

Answer Owner Date  
Yes/No

**Planning and management** – have you identified the chain of command and the responsibilities of the team?

**Venue and site design** – have you carried out preliminary site inspection to assess suitability? Have you a final site plan? Has it been submitted to the local authority?

**Fire safety** – have you completed a fire safety plan?

**Major incident (emergency) planning** – have you completed a plan for an emergency? Have you contacted the local authority? How will you report any incidents post event?

**Communications** – have you identified and documented a clear communication plan for all staff/stewards/crew/suppliers etc?

**Crowd management** – have you profiled your audience? Have you done a crowd management plan?

**Transport management** – do you have a transport manager? Is there a transport plan?

**Structures** – have you completed risk assessments for all structures? Do the suppliers have adequate insurance?

**Barriers** – have you stage and crowd barriers? Have risk assessments been done for them?

**Electrical installations and lighting** – have you completed risk assessments?

**Food, drink and water** – what provision has been made? Have you completed catering H&S documents and risk assessments?

**Licensing** – have you liaised with the local authority and the local police with regard to obtaining a public entertainment licence?

**Amusements, attractions and promotional displays** – have you completed risk assessments? Have you applied for extra insurance cover to run these?

**Sanitary facilities** – have you completed the sanitary assessment to make sure you have adequate facilities?

**Waste management** – do you have a WM plan? How will the site be cleaned?

**Sound: noise and vibration** – have you completed risk assessments? If hiring equipment do you have appropriate insurance cover?

**Special effects, fireworks and pyrotechnics** – have you completed risk assessments and do you have extra insurance?

**Facilities for people with special needs** – have you made adequate provisions for special needs?

**Medical, ambulance and first-aid management** – have you completed the emergency score table to ensure that you have adequate cover?

**Information and welfare** – do you have adequate information systems and meeting points?

**Children** – have you made adequate provision for children in your risk assessments?

**Performers** – have you a signed contract with your performers? Do they have adequate insurance? Has a risk assessment been completed for their performance?

**TV and media** – have you had any pre-event media focus? Are media attending? If so do you have provision for them?

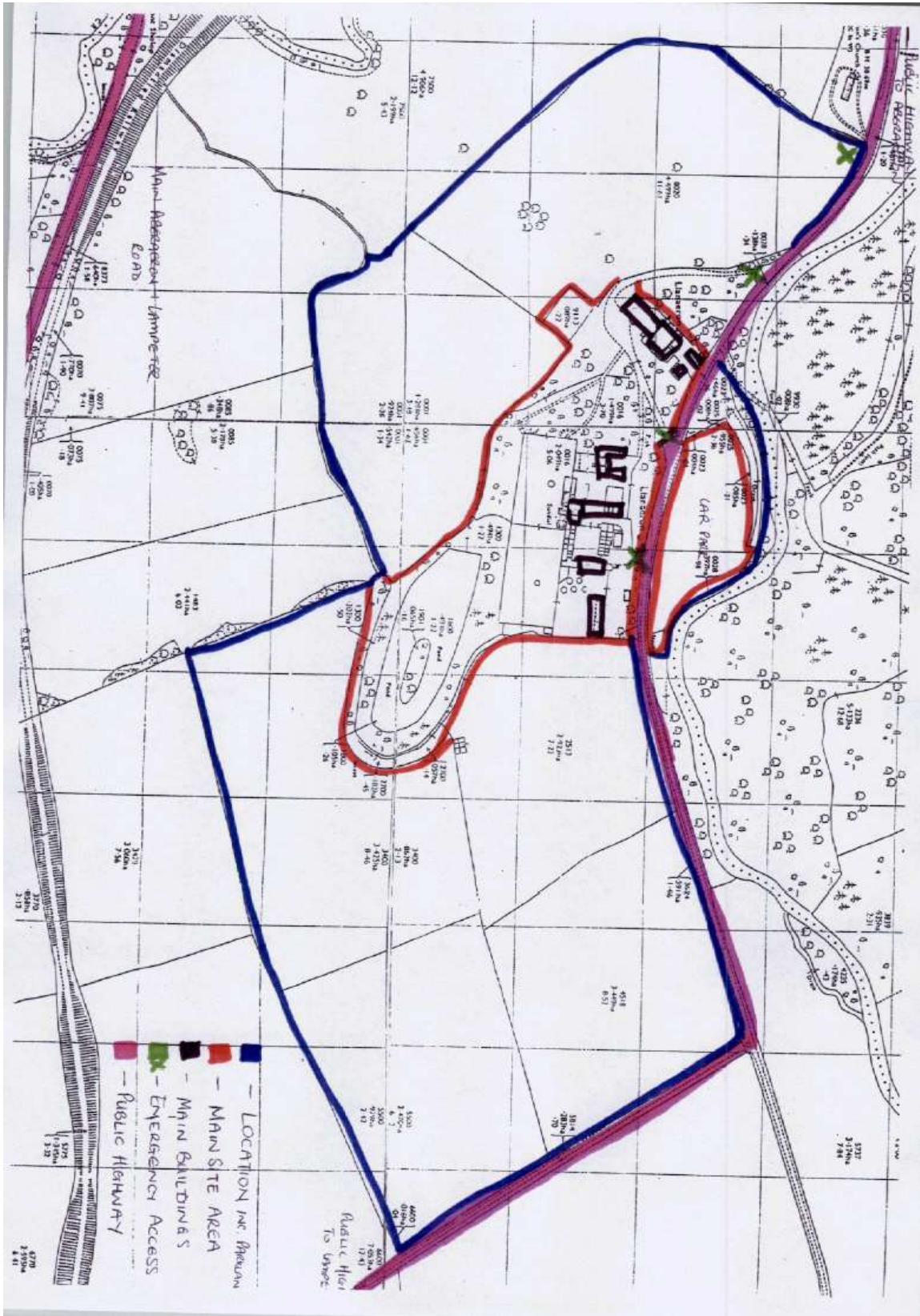
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**Perfformiadau awyr agored i ddod i ben am 2330 / Open air performances to end at 23:30**

**Atodiad 3 – Amodau yn atodedig yn sgil gwrandawriad gan yr awdurdod trwyddedu/cyfarfod cyfryngu**

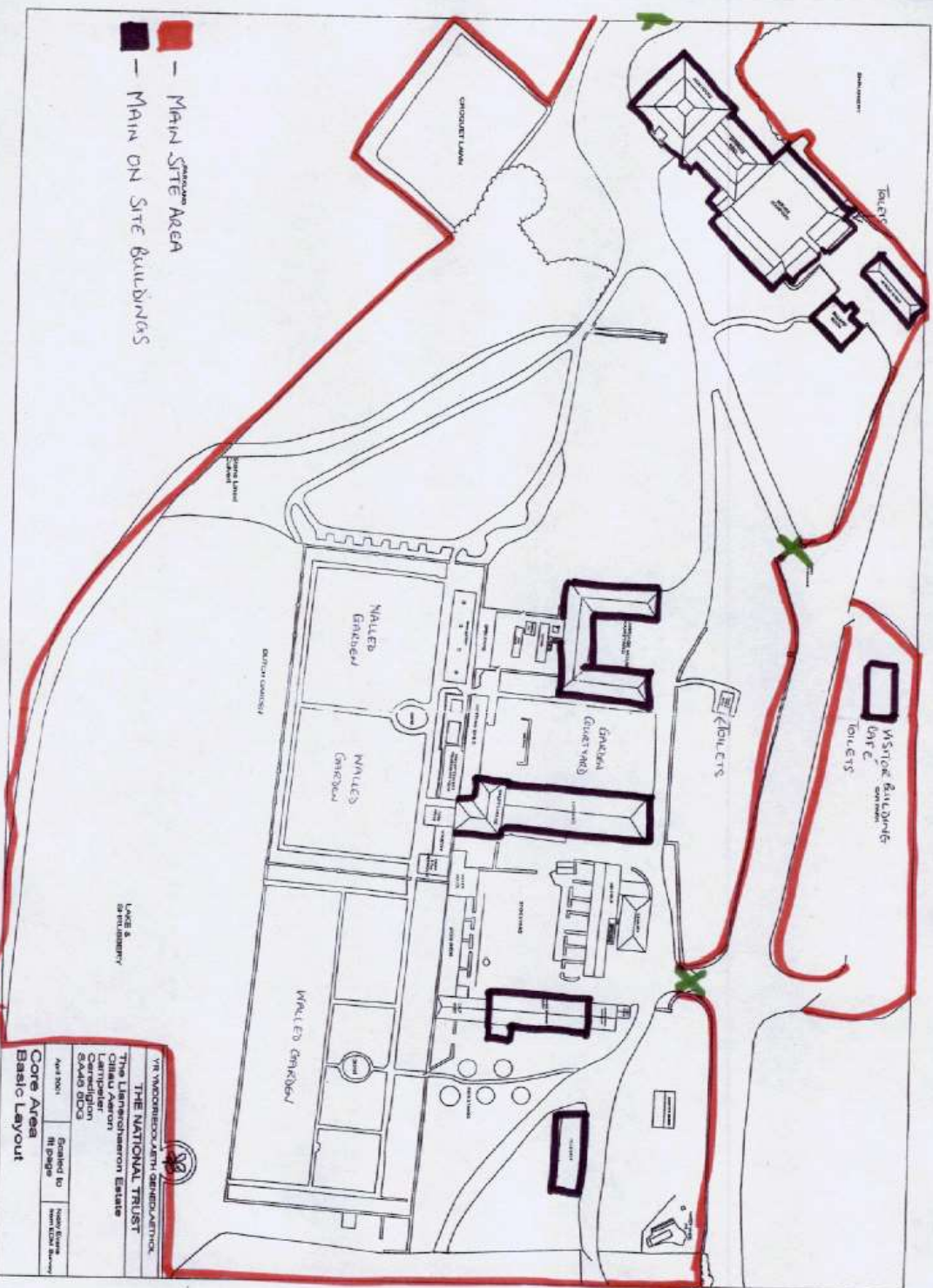
**Annex 3 - Conditions attached after a hearing by the licensing authority/ Mediation meeting**

# Atodiad 4 – Cynlluniau | Annex 4 – Plans





— Main SITE AREA  
— MAIN ON SITE BUILDINGS



THE NATIONAL TRUST  
The Larne Colonnade  
Larne  
County Down  
BT57 7JG  
028 2633 3333

Drawn by  
M. J. O'Connell

Checked by  
M. J. O'Connell

Scale 1:1000

Site Plan

Basic Layout