

Noise Management Plans - Advisory Note

Licensed premises, sites and events should operate in harmony with their neighbours. By their very nature they often cause disturbance to people living and working nearby and the aim of a Noise Management Plan (NMP) is to put in place reasonable measures to reduce the noise impact of sources associated with the premises/site/event. Particular attention should be paid to eliminating 'avoidable' noise. This note identifies some of the issues which may be considered when preparing a NMP although each plan will be premises/site/event specific and examples given are not exhaustive and do not apply in all circumstances. Although preparation and compliance with a NMP may be a requirement of a premises licence this note also applies to events permitted under Temporary Event Notices and for unregulated entertainment. Note for larger events such as open air music festivals a comprehensive noise assessment by a qualified noise consultant in accordance with the Noise Council's Code of Practice 'Environmental Noise Control at Concerts 1995' is likely to be required. In these cases a NMP often forms part of a wider Event Management Plan which will be developed following consultation with the Council's Safety Advisory Group (SAG), who will assist in the preparation of the event as well as any license application needed for the event.

Guidance on what to include in a Noise Management Plan with examples/comments	
Summary of Premises/Site/Event	<ul style="list-style-type: none"> Dates, times and size of event(s) What music, where (inside or outside), when and times Other activities which could generate noise. For example: gardens, smoking and play areas; people arriving and leaving; traffic routes; campers; mobile catering vehicles; generators; erection and dismantling activities etc
Statement of intent/key objectives (purpose of NMP)	<ul style="list-style-type: none"> Minimise impact on local residents/prevent public nuisance Satisfy local authority following a licence agreement/hearing Identify noise sources and acceptable noise levels Identify steps to manage and control noise Define a program to monitor noise Respond to complaints and unacceptable noise
Location Plan and Site Plan	<ul style="list-style-type: none"> Site boundary and surrounding noise sensitive properties Location of different events/activities Location of stages and speakers (including orientation) Location of other noise generating plant/activities Noise monitoring points on and off site
Inventory of Noise Sources	<ul style="list-style-type: none"> Gardens, smoking and play areas – note when they will be used Stages – note orientation and shut down times All sound systems/speakers – note details of equipment Marquees – note when they will be used Tents and campers – note arrival/departure times Fairground rides – note when they will be used Sound checks – note times Generators – note locations and when they will be used Fireworks – note times Impromptu parties (staff and guests) People arriving and leaving including traffic routes Erection and dismantling activities – note dates and times Delivery, waste disposal and collection
Noise Controls including noise limits (usually agreed with the Council)	<p>Assess the impact of noise sources and what controls are needed. Pay attention to low frequency/bass noise, it can travel considerable distances causing problems.</p> <ul style="list-style-type: none"> Evaluate any history and learning points Specification and selection of equipment that emit low noise levels Keeping doors and windows shut Limit times and volume of music/amplified sound Use a sound limiter, contact Council to agree levels Structural works to buildings to improve sound insulation Restrict times gardens, smoking areas and play areas can be used and if they

	<ul style="list-style-type: none"> need to be served by external speakers • Is there a need for music in a marquee which has little sound insulation • Location, orientation and design of temporary structures and speakers • Noise limits at site boundary/noise sensitive properties e.g. 'residents must be able to use and enjoy of their property/garden without being disturbed by excessive noise', or (for bigger events) a noise level to be achieved, contact Council to agree limits • Sound checks before an event to comply with noise limits • Design and location of public address system • Acoustic enclosures/insulation for generators, chiller units, extract ventilation, waste disposal etc. • Other barriers or screening to control or reduce noise • Limit times for deliveries , waste disposal and collection • Limit times for the erection and dismantling of structures such as stages, marquees, tower mixers etc • Use an external noise management consultant to help plan/monitor event (provide evidence to make sure they are competent to fulfil this role) • Management of impromptu parties (often in the middle of the night) • Use traffic routes with least impact on neighbours • Management of noisy customers/people leaving an event/venue
Noise Monitoring	<ul style="list-style-type: none"> • Proposed monitoring (on and off site) to check compliance with noise limits • How noise will be monitored (and by whom) • What equipment will be used (and by whom) • Where and when will monitoring take place • How/where monitoring results will be logged/recorded
Communication with the Public including a hot line to receive complaints	<ul style="list-style-type: none"> • How local residents, parish/town councils will be informed about an event • Which residents will be informed • Provision of a hot line to receive/respond to complaints of noise during an event • The need to be sympathetic and listen to complainant's concerns • How/where complaints/actions taken in response will be logged
Action to be taken in the event of complaints or if noise limits are exceeded	<ul style="list-style-type: none"> • What actions will be taken and by whom • Timescales to respond to complaints • Immediate response if noise limits are exceeded. • How/where will actions be logged
Management command and communication structure	<ul style="list-style-type: none"> • Who is responsible for what sources of noise • How entertainment contractors, facility hirers, mobile caterers etc will be made aware of the NMP and noise limits set/agreed • What is the chain of command during the event • Designation of person with full control over sound levels and with authority to require others to comply with the NMP including finish times
Schedule of contact details including person with overall control for sound levels	<ul style="list-style-type: none"> • Details for people responsible for sound systems • Details for person with full control over sound levels and authority re NMP • On site contact details of someone the Council can contact during the event if problems arise
Follow up report/review	<p>Evaluation report within 21 days of the event</p> <ul style="list-style-type: none"> • Detail: complaints received, results of noise monitoring, any problems that arose and remedial actions taken • Include: logs completed at the time of the event and noise monitoring results • Make recommendations for further events/review of the NMP
Note on Timescales - Draft NMP should be submitted to the Council for approval in good time with a final NMP circulated nearer to the event.	

Further advice on Noise Management Plans can be obtained from **Public Protection Partnership**
A shared service provided by Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council
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