

# THINGS TO DO CHECKLIST

Before the event (where applicable)	Done?
1. Decide who will be the Noise Control Person for your event.	
2. Contact the Environmental Protection Team to discuss your proposed event, any requirements that they may have with regards to noise control including in some circumstances the appointment of a noise consultant.	
3. Where necessary appoint a noise consultant. Suitable consultants can be found through local search engines /business directories or through contacting Association of Noise Consultants or the Institute of Acoustics: www.association-of-noise-consultants.co.uk. Tel: 01727 896092. www.ioa.org.uk. Tel: 01727 848195	
4. Give your noise consultant a copy of the Requirements for Noise Consultants sheet attached to this advice sheet.	
5. Visit the event site and identify all properties which are likely to be affected by noise from the event. Make a list of all the addresses.	
6. Choose a mobile phone number which will act as a Complaint Hotline. The noise control person must have this mobile phone with them throughout the duration of the event.	
7. Write a letter and deliver it to all the addresses on the list you have made above. This letter should tell people about the event, the start and finish times and should suggest that people call the Complaint Hotline number if they want to make a noise complaint.	
8. Email a copy of your letter to the Environmental Protection Team, <a href="mailto:envhealth@dover.gov.uk">envhealth@dover.gov.uk</a> In your email, include: <ul style="list-style-type: none"> <li>• a list of addresses your letter has been delivered to,</li> <li>• the name and contact details of the noise control person,</li> <li>• the name and contact details of your noise consultant.</li> </ul>	
<b>During the event</b>	
9. Test the Complaint Hotline number to make sure it's working. It's usually best to have the phone on 'vibrate' as you may not hear incoming calls during the performance.	
10. Test the contact numbers you have for your consultant.	
11. Deal with any noise complaints in a professional way and take them seriously: <ul style="list-style-type: none"> <li>• Ask the caller for their name, address and contact number.</li> <li>• Advise the person that their complaint will be investigated by your noise consultant.</li> <li>• Where appointed pass the details to your noise consultant and ask them to investigate.</li> <li>• Ask your consultant to let you know the outcome of their investigation.</li> </ul>	

<ul style="list-style-type: none"> <li>• Re-contact the person who made the complaint to let</li> <li>• them know what action has been taken.</li> </ul> <p><b>If your consultant tells you the noise is too loud, you must ensure that volume levels are reduced.</b> With respect to music noise it is usually the bass component of the music is the most disturbing, so reducing the volume of the bass is likely to help</p>	
<p>12. Make sure the event finishes at the advertised time and does not over run.</p>	
<p><b>After the event</b></p>	
<p>Provide to the Environmental Protection Team within 24hrs a list of all complaints received, actions taken and any other necessary information. If you have been advised to appoint a noise consultant also provide within 14 days a post-event report</p>	

# Requirements for Noise Consultants

## Before the event:

1. Carry out a background noise survey at the nearest residential properties prior to the event commencing. The background noise level should be measured using a sound level meter complying with type 2 or better of BS5969. Time weighting F (fast response) should be used.
2. Carry out a sound test to ascertain the maximum music noise level that can prevail at the mixer desk so as to ensure that the specified noise levels in Table 1 below are met. This effectively calibrates the system.
3. Liaise with sound system suppliers to ensure all loudspeakers are aligned and orientated so as to minimise noise disturbance.
4. Any changes in plans made on the day relating to noise issues i.e. stage orientation, speaker positions must be noted and referenced in the post event report.
5. You should be present for the whole duration of the event. You should not carry out any other activities related to the event.

## During the event.

6. The following noise levels shall be complied with:

Music Noise Level (MNL) should not exceed the background noise level (LA90) by more than 15dB(A) when measured over any 15 minute period during both the sound checks and the event. This level applies between 09.00 and 23.00. Measurements should be taken 1 metre from the façade of any noise sensitive premises\*.

The Sound Pressure Level, at 1 metre from the facade of any noise sensitive premises, should not exceed 71dB in either of the 63Hz or 125Hz octave frequencies.

For events occurring between 23.00 and 09.00, the music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.

\*Noise sensitive premises includes premises used for residential purposes, hospitals or similar institutions, education establishments or places of worship or any premises used for any other purposes likely to be affected by the music noise.

7. You must ensure all specified music noise levels in the table above are adhered to. You are responsible for liaising with sound engineers on noise issues. You should advise the sound engineer of any breaches in the specified music noise levels or the noise condition, and require sound engineers to make adjustments to the music noise levels in order to meet the requirements of Table 1. You must also advise the sound engineer of any occasions where the specified music noise levels have only just been met.

8. You should carry out noise monitoring within the venue at the sound mixer position, and at locations outside the venue throughout the event.
9. The music noise level should be measured using an integrating averaging sound level meter complying with type 2 or better of BS6698. Time weighting F (fast response) should be used. The MNL in Table 1 is in terms of 15 min LAeq, however useful control can be exercised by monitoring the LAeq over 1 minute period. This enables an early warning of possible breaches to the 15 minute level.
10. When measuring LAeq in order to determine the music noise level, care must be taken to avoid local noise sources influencing the result. Where the local noise is intermittent, a series of short term LAeq measurements should be made of the music noise while the local source is absent or has subsided to typically low or mean minimum values. An average of these short term readings will give an estimate of the music noise level. A further option would be to measure the A weighted sound pressure level on a sound level meter complying with type 2 or better of BS5969 with the time weighting set to S (slow response) when the music is at its loudest and not influenced by local noise. If the local source is continuous, a measurement of the LAeq of the local source when the music is not occurring should be made and a correction to the measured LAeq when the music is occurring made to obtain an estimate of the music noise level.
11. As with many events, the sound volume level is often increased during the event to enhance the performance. The music noise levels should be borne in mind so that the sound volume at the start of the event is not too high, hence allowing scope for an increase during the event.
12. You should be advised of all noise complaints received. You should investigate all noise complaints and take appropriate action.

### **After the event**

13. Send a post-event report to the Environmental Protection Team including:
  - Complaints received and action taken.
  - Monitoring results collected on the day.
  - Details of any breaches of the noise levels specified in Table 1 and action taken
  - Any recommendations for future events.