

Public Loudspeaker System

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

Current Document Status			
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Date	11.03.2025	Responsible Officer	AJT
Minute no.	164/24/25c(12)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
Feb 2023	1 DRAFT	AJT	-	-	NEW
Oct 2023	2 DRAFT	AJT	P&F 09.01.2024	133/23/24a	REVISED DRAFT – updated responsibility re PPL PRS licence and decibel levels. REC to FTC
01.2024	01.2024	AJT	FTC 11.01.2024	302/23/24c	Adopted.
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03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec. from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(11)	Readopted

09.2024	2024	AJT	P&F 24.09.2024	74/24/25d	Reviewed by committee. No amendments required.
03.2025	2025	AJT	P&F 11.03.2025	164/24/25c(12)	Reviewed

Document Retention Period

Until superseded

Public Loudspeaker System

Background

The Town Council has installed a 12 speaker, weather resistant, outdoor sound system in Fore Street.

The system is provided to enhance and support community events, allowing announcements and entertainment to be heard throughout the street.

Restrictions

Use of the system is regulated by the Control of Pollution Act 1974 c.40 Pt III s.62.

The loudspeakers may not be operated for any purpose between the hours of 9.00pm and 8.00am.¹

Advertising of any entertainment, trade or business is not permitted at any time².

Hire

The system comprises an amplifier, mixer, wireless microphone system and media player and is available to hire on application in writing to the Guildhall. Acceptable licensed activities are listed in the STC Premises Licence which is available on the STC website. Hirers should note that the restrictions on loudspeaker operating times above apply under the Premises Licence Appendix 2 Clause 2.4.3 Prevention of public nuisance.

Hire is free of charge.

The hirer is responsible for providing a Phonographic Performance Limited/ Performing Rights Society (TheMusicLicence from PPL PRS) licence where required. A copy of the licence should be submitted with the application.

Applications will be reviewed by the Town Clerk, concerns raised from Applications will be raised with the Chairman of the Town Council and/or Chairman of the Services Committee.

The decision of the Town Council is final.

¹ Control of Pollution Act 1974 c.40 Pt III s.62 (1)(a)

² Control of Pollution Act 1974 c.40 Pt III s.62 (1)(b)

Conditions of Hire

Planning:

Users of the loudspeaker system should be aware when planning their event that there is residential accommodation in close proximity to Fore Street. Not everyone will enjoy musical entertainment and there may be a negative impact, which may lead to complaints. The event organizer is responsible for appropriate and effective noise management and control.

The Town Council will publish notice of events via social media and notice boards. The hirer should provide adequate notice of events in any promotional material.

Use of the equipment:

All electrical equipment being attached to the equipment should have a current PAT testing certificate and a copy (copies) should be provided with the application.

The decibel level has been set and users should not attempt to adjust this level or any other settings on the equipment.

During the event:

During the event users may be asked to reduce volume levels. If you are asked to reduce volume levels you should immediately comply with the request.

Amplified live music should not be played continuously for more than an hour in a built up area. Users are asked to be mindful of this and ensure a break of a minimum of 15 minutes is applied.

The Town Council reserves the right to terminate a hire of the loudspeakers where conditions are not complied with and/or numerous complaints are received.

After the event

The results of noise monitoring and any complaints are to be reported to the Town Clerk. Where future applications are received, consideration will be given to compliance with conditions, the number of complaints received and the applicants ability and co-operation in controlling noise levels from the event.

Complaints

Anyone wishing to make a complaint about an event should follow the Town Council Code of Practice for Handling Complaints. This can be viewed on the Town Councils website on the following weblink <https://www.saltash.gov.uk/policies.php>

SALTASH TOWN COUNCIL

Booking form for consent to use the loudspeakers in Saltash Fore Street for the following:

Applicant Details

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Is the person responsible for the event on the day, and testing of equipment before the event different from the above?

Yes: ☐

No: ☐

Please provide details of the person/s responsible for the event:

Title:Click or tap here to enter text.

First Name:Click or tap here to enter text.

Last Name:Click or tap here to enter text.

Address:Click or tap here to enter text.

Postcode:Click or tap here to enter text.

Mobile Telephone Number:Click or tap here to enter text.

Email:Click or tap here to enter text.

Event Information

Name of the Event:

Address of the Event:

Estimated number of participants:

Date of Event: Click or tap to enter a date.

Start Time: Click or tap here to enter text.

End Time: Click or tap here to enter text.

Hours of Loudspeaker Operation:

Please check the type of sound to be emitted:

Speech: ☐ Recorded Music: ☐ Live Music: ☐ Other: ☐

It is the responsibility of the person / organisation applying to obtain a PRS\PPL license for the use of the loudspeakers.

PRS\PPL License has been obtained Yes: ☐ Not applicable: ☐

If not applicable state why is it not applicable.....

Is the event a Fundraiser? Yes: ☐ No: ☐ Beneficiary:

Details of the nature of activities at this event (e.g. demonstration, march, speeches, instructions to participants):

Click or tap here to enter text.

State the reason why there is a need to use a loudspeaker for the period / hours / days applied for (e.g. incidental music, announcements, demonstration)

Click or tap here to enter text.

Will you require use of the wireless microphones:

Yes: ☐ No: ☐

Applicant's Statement of Agreement:

I hereby affirm that the above information is true and correct in describing the intent of this application. I _____ the undersigned, agree to use the loudspeakers in a careful and prudent manner so as not to cause complaints from neighbours. I understand the decibel range has been capped at 85dB therefore should I require to, I will lower or terminate the amplification levels when requested. I will ensure that where amplified music is played in a built up area there will be a break of a minimum of fifteen minutes every hour. I understand it is an offense to use loudspeakers for any purpose in the street at night between 9pm and 8am and that the Town Council does not authorise use of the loudspeakers during that period of time. I understand it is my responsibility to obtain a PRS licence if required.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved: <input type="checkbox"/>	Not approved: <input type="checkbox"/>
By: _____ Date: Click or tap to enter a date.	
(Administration Department Staff)	
Reason for Denial: _____	