

EDINBURGH



EXAMPLE

EVENT AND FILMING GUIDELINES

EXAMPLE - EDINBURGH EVENTS AND FILMING GUIDELINES

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1. Introduction

Welcome to Edinburgh and thank you for considering us for your event or filming. We want to make your experience here a pleasurable one. The purpose of this document is to provide guidance to anyone considering staging an event or filming in Edinburgh by providing guidelines, suggestions, links and contacts with various organisations and documents that may help you when planning your event.

These guidelines may be updated from time to time, so please make sure you have the most up to date version, which will always be available on our website:

<https://cultureedinburgh.com/plan-my-event>

Mission statement

The City of Edinburgh is a world-class location for filming and special events, and we aim to balance managing the enormous demand on Edinburgh as a location venue alongside our commitment to residents, businesses, and visitors to ensure that Edinburgh's public spaces are used in a way that enhances the city's cultural identity, reputation and quality of life. The use of public spaces must be balanced to function for the wide range of people who live, work and visit the city, throughout the year.

We do this by ensuring that we support events and filming that contribute to our vibrant culture, environment, and economy, working together to reach a fair and transparent balance considering that:

- The use of space must balance the needs of different users
- The use of a space must support and reinforce the special 'place' quality of its surrounds
- Each space must have periods of 'rest' when it is free from temporary events or activities
- The use of spaces must reflect Edinburgh's unique city offering
- The use of public space should encourage all people to access the city, throughout the year
- The spread of activities to spaces across a wider area of the city will be encouraged
- Temporary activities or events in public spaces must be well managed and adhere to standard terms and conditions.

The Right Activity, in the Right Place, at the Right Time – for Edinburgh

On roads, pavements, squares and plazas - Following extensive consultation with citizens, partner organisations and stakeholders, and careful testing and review involving a wide range of Council services, a set of guiding principles for the use of public spaces was developed. These are the Guiding Principles in the Mission Statement above.

In parks, greenspaces and cemeteries - The Edinburgh Parks Events Manifesto was first approved in 2010 and is regularly revised. It has been developed as a strategic and proactive approach to the planning and managing of events within Edinburgh's parks and greenspaces and provides a

framework through which a balanced and sustainable events programme can be achieved, whilst ensuring that the quality of the land is maintained to the highest standard possible.

For major events - The Council's Strategic Events Partnership with representatives of the City's key stakeholders, reviews proposed events, assesses potential commitment by member organisations and allows the City to compete effectively to secure major events. The Council's Festival and Events All Party Oversight Group considers all major events and filming. Major events have a reputational impact on the city and benefit from additional elected member oversight.

Edinburgh's commitment to Filming in Edinburgh is sealed in the Film Charter and operational information and advice is detailed in the Code of practice for Filming in Edinburgh.

The Guiding Principles, along with the Film Charter, Edinburgh Parks Events Manifesto and the Festival and Events All Party Oversight Group, work together to allow filming and event proposals to be assessed and processed by Specialist Events and Filming Officers to achieve the Right Activity, in the Right Place, at the Right Time. However, Edinburgh is continually evolving and changing, which in turn can change what is the Right Activity, in the Right Place, at the Right Time. Proposed and agreed Filming and Event activities are published on the Council's Events and Filming [arcgis map \(have link\)](#) for all to view. Edinburgh's community (resident, business, education, visitor etc), local to the activity as well as the wider Edinburgh community, partner organisations and stakeholders are encouraged to provide feedback on activities via the web portal. This feedback is assessed annually for each area and where feedback indicates that it is not always the Right Activity, in the Right Place, at the Right Time, further investigation and analysis will be carried out and if appropriate, changes made to the conditions for the area.

Your Health & Safety Responsibilities

Everyone organizing or running an event, filming or activity of any kind has a "duty of care" under Health & Safety Legislation. You must demonstrate awareness of these duties throughout application, planning and licensing and this will normally be done with the Risk Assessment process.

2. About us

The City of Edinburgh Council Events and Filming Office manages the application and permission process from start to finish for Events, Festivals, Filming and Processions in Edinburgh. Specialist Officers support Filming, activities in Parks, Events in Public Spaces and Marches and Processions; the Events and Filming Office will assign your proposal to the appropriate Specialist Officer to support you and process your application.

If the Events and Filming Office considers your proposal to be for a major event or filming, they will seek approval from the Council's Festival and Events All Party Oversight Group to progress it as a proposal. Major events have a reputational impact on the city and benefit from additional elected member oversight at the earliest possible stage.

The organisation of a major or complex event in the city, especially one that impacts on multiple Council services, requires careful co-ordination. At an operational level, this is achieved by the [Events Planning and Operations Group](#) (EPOG). The EPOG is an advisory, multi-agency team made up of all relevant Council services and partner agencies, including the emergency services, in conjunction with venue owners, managers and event/filming organisers. Where required, EPOGs need to commence early in the planning cycle of events or filming.

3. Before You Apply

There are a few things to consider before applying to us, which will save some time.
Some key considerations;

a. WHERE and WHO?

There are areas within Edinburgh that are privately owned or managed, and not within Edinburgh Council's jurisdiction.

When you have decided where you want to hold your event or film, check who owns or manages the venue. You will need to obtain the permission of the landowner (this may or may not be Edinburgh Council) and follow their guidance relating to their venue.

b. SAFE and SUITABLE?

You need to consider whether the location is safe and suitable for your event or filming, and for all those who may attend.

If you are looking for a location within Edinburgh, please see our section on popular and iconic venues within Edinburgh (you are not restricted to these) and note each area's conditions of use.

c. WHEN?

Check our online web portal here [insert link to arcgis](#) to ensure that the area you want is available.

Check our 'application timing check tool', available [here](#) to make sure you have enough time to go through the application process and obtain all the necessary permissions and licences. The City of Edinburgh Council and our partner agencies need a certain amount of notice to be able to support your event, filming, festival or procession effectively. We will always do our utmost to help but be aware; the earlier we know about what you want to do, the more likely it is we can give approval and support you. Some events/filming can require 6 months or even longer to plan, and it can take up to 12 weeks for certain licenses or permissions to be processed.

d. WHAT?

Is your event/filming suitable for the proposed location? See the 7 key points under [Mission Statement](#) above, our Public Space Management Plan, area conditions on the web portal and questions within the application form.

4. Applying for your event or filming

- a The application process (overview)

Proposal: You can start the application process for your event, filming or procession by completing our online application form. If - your application has enough lead in time for processing; the site you have chosen is suitable for your type/duration of activity; its available on your dates; and you are likely to get any licences, permits or permissions you will need, then it will be assigned to an Events and Filming Officer as a proposal for processing. Your proposal is assessed for its complexity and against policies and guidelines, as well as relevant legislation or other factors, to allow an 'in principle' yes or no decision to be made on your proposal. If the Events and Filming Officer is satisfied it can progress, they will advise you and of information that will be required from you such as Risk Assessment, Event Plan, Health Plan, and will also make key information from your proposal available on our public Events and Filming Web Portal. If the Events and Filming Officer considers your proposal to be for a major event or filming activity, they will refer it to the Council's Festival and Events All Party Oversight Group for approval to progress as a proposal.

Proposal rejected: Something within your proposal means we are unable to progress any further. If the basics have been met (your application has enough lead in time for processing, the site you have chosen is suitable for your type/duration of activity, its available on your dates and you are likely to get any licences, permits or permissions you will need) we will let you know what the issues are and where possible suggest amendments that would allow event planning to proceed. To find out more about how we decide which events we will support [click here](#)

Proposal Approved: This means there are no 'in principle' issues with what you propose and detailed planning can proceed. We will let you know what further information and actions are required and by what date. *Please note this is approval of your Proposal only, not your actual event/filming!* Please also note that in many cases, this second stage of planning can incur additional charges for **licenses, permissions and administration time.**

Event/Filming Approved: The final stage of the approval process. If we are satisfied that all the required elements are in place, including licences, permits, permissions etc, and conditions have or will be met, we will send you a formal approval on behalf of the whole of The City of Edinburgh Council for your Event/Filming.

b What to include in your application

We can only approve an application if we have a good idea of what you want to do, so it's best to provide us with as much information as you can, as soon as you can. We appreciate you may not have all the details at an early stage but there are some key pieces of information we require and these are marked on the application form.

In addition, you should outline how your event/filming fits with our Public Space Management Plan principles and what services you might require from us (for example parking suspensions or road closures). This is all outlined on our web portal [application form](#).

You will also need to sign our indemnity form and provide a copy of your public liability insurance. The minimum acceptable cover is usually £5 million; however, this may need to be more depending on your activity.

5. Planning your Event or Filming

a The Event Plan

If you are planning a very simple local event, you may not need this, but most events will need an Event Plan of some kind. Your Event Plan is a live document which records the development of your event. It changes to reflect any agreements, changes or issues that come up. It usually includes key sections like a layout, production schedule, list of key contacts, any risk assessments and so on. Your assigned event and filming officer can give you an event plan template to follow, scaled to match your proposal. To begin with it may be better to have a basic outline, to which you can add detail as your event takes shape. We can provide more detailed guidance on putting together your Event Plan and many of the common elements needed, once we begin working with you on your event.

b The Filming Plan

Your Filming Plan is a live document which records the development of your filming. It will contain and dynamically expand information you will provide in your proposal application, such as:

- Name of the production company, type of production, contact person and telephone number.
- Scale of production in terms of numbers of personnel and vehicles
- Road closures, removal, alteration and disguising of street furniture and carriageway markings.
- Use of cranes, aircraft, cherry pickers, track, low-loaders, A-frames and other potentially hazardous equipment in a public place
- Parking of production vehicles on yellow lines, in meter bays or residents' bays
- Use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways.
- Productions which depict subjects of a controversial nature
- Filming involving children or animals.

c Using a Park or Greenspace

Parks are settings where celebrations are held, where social exchanges take place, where friends mix, where cultures blend into each other, where nature thrives and where people revive themselves from the pressures of urban living. A quality park is accessible, diverse and environmentally rich and it fulfils the cultural, social and recreational needs of the people. Parks make excellent arenas for a wide range of events, but it is important that the integrity of the park is not compromised by over or improper use.

Further information on Edinburgh's strategic and proactive approach to the planning and managing of events within Edinburgh's parks and greenspaces can be found in ["Edinburgh Parks Events Manifesto"](#).

d Communications

Events, festivals and filming bring major benefits to residents and visitors, but largescale filming and events will bring a degree of disruption. Communication and engagement with residents and businesses are therefore a core component of any Event or Filming Plan, not least to understand and, where possible, mitigate any negative impacts. Communications plans must be a part of the very early planning for your event or filming and must be proactive, rather than at the later stages of your planning process.

e The Process

The planning process can vary in scale and complexity but is essentially an ongoing consultation with the landowner (usually the Council), regulatory agencies, local businesses and residents and other stakeholders, to ensure your final draft plans comply with the 7 key points in the Mission Statement above and are legal, safe, successful, fair and satisfactory to those affected. For large or more complex events and filming, an [Event Planning Operations Group](#) meeting with relevant stakeholders may be called to discuss your plans. For more guidance on some key aspects of the planning process please see Appendix 1.

6. Licenses and Permissions

The application form will give an indication of required licenses and permissions based on the detail of your application. Some more common examples of licenses and permissions relating to events and filming include street trading license, entertainment licence, temporary structure, road closure, planning permission, cranes, cherry pickers. To find out more about these and other licenses and permissions (including the fees, processes and timescales involved), please see Appendix 1. Please note, receiving the licences, permits or permissions that may be required for elements of your filming or event does not give it approval to take place; that can only be given by the Events and Filming Office on behalf of the whole Council.

APPENDIX I – Common activities: licenses, permissions and further guidance

This section gives a brief overview of some of the more common event/filming activities and the approvals, licences and permissions associated with them, as well as some useful links for further information.

IMPORTANT: At the end of the planning process, the Council's Events and Filming Team issue a formal approval for your overall event/filming on behalf of the City of Edinburgh Council as a whole.

This is the final part of the approval process, **and is separate to any licenses, permits and permissions which may also be required. Any licences permits or permissions you may have been granted are for that element only, they are not a formal approval for your overall event.**

Information to be added on licenses, permissions and further guidance

APPENDIX II - Popular Locations

- The following is a list of areas in Edinburgh which are most commonly requested for events. We encourage the spread of activities to spaces across a wider area of the City, so please don't feel you are restricted to these areas.

Contents : to be added

- List of areas (all areas – streets, plazas, parks etc)

Detail for each area

Image

Introduction overview for area

Location map image

Site map image

Arcgis web portal link

Area conditions

GUIDE TO USING HIGH DEMAND, CENTRAL PUBLIC SPACES

High Street Pedestrianised area	Castle Street Paved precinct	George Street	Grassmarket Public Events Space	Mound Precinct	St Andrew Square Garden	Festival Square
Profile of public space						
Pedestrianised street Historic heart of the Old Town, and procession route between Castle, Cathedral and Palace	Pedestrianised precinct with limited seating.	Street space available for temporary cultural uses. Central axis of first New Town street grid.	Pedestrianised public space with trees and seating. Hard standing areas BID area	Open piazza style precinct Flexible hard standing space, close to cultural institutions	Formal garden with paths and cafe. Mostly soft landscaping with limited hard standing area.	Piazza-style area - limited views. Flexible hard standing space, close to cultural institutions.
8 mins to train 10 mins to tram 4 mins to bus Cycle parking	15 mins to train 6 mins to tram 2 mins to bus Cycle parking	15 mins to train 6 mins to tram 2 mins to bus Cycle parking	20 mins to train 20 mins to tram 1 min to bus Cycle parking	5 mins to train 6 mins to tram 2 mins to bus Cycle parking	5 mins to train 1 mins to tram 2 mins to bus Cycle parking	20 mins to train 10 mins to tram 2 mins to bus Cycle parking
Drainage Water	Drainage Water Electricity	Drainage Water	Drainage Water Electricity	Drainage Water	Drainage Water Electricity	Water
Residential area Mixed business: Shopfronts, tourism, cultural, hospitality, offices, Civic and religious.	Few residences Mixed business: High end retail and offices.	Few residences Mixed business: High end, independent retail, hospitality and offices	Residential area Mixed business: Independent retail, hospitality, offices.	No residences Cultural precinct	Few residences Mixed business: Executive offices, hospitality, accommodation.	Few residences Cultural precinct Mixed Business: Executive offices and hotels

High Street Pedestrianised area	Castle Street Paved precinct	George Street	Grassmarket Public Events Space	Mound Precinct	St Andrew Square Garden	Festival Square
Preferred Uses and Events						
<p>Preferred events</p> <p>Two Council supported 'seasonal' festival events per year; summer and winter.</p> <p>Short duration Council supported events touring / race events civic processions, announcements, ceremonial events.</p> <p>Other short-term events that promote city's cultural life and built heritage.</p> <p>Art installations or public art.</p> <p>Acceptable day to day uses A managed number of street trading stances, approved tables and chairs areas.</p>	<p>Preferred events</p> <p>Programme of short duration events, throughout the year.</p> <p>High quality markets must be low impact, or day duration, or occasional short stay markets.</p> <p>Art installations or public art.</p> <p>Acceptable day to day uses A managed number of street trading stances, hot food sellers and tables and chairs areas.</p> <p>Promotional activities.</p>	<p>Preferred events</p> <p>Short duration one-off sporting or cultural celebration events may be considered</p> <p>Two main Council supported seasonal / festival events in a year, in summer and winter can be considered where there are strong links to cultural festivals in the city</p> <p>Up to four additional short term (seven day each maximum) events per year.</p> <p>Acceptable day to day uses Tables and chairs on pavement areas adjacent to premises</p>	<p>Preferred events</p> <p>Three low impact, occasional Council supported activities such as Science Festival activities.</p> <p>Low impact art installations or public art.</p> <p>Maximum of two very short duration Council supported events that may involve noise or impact on amenity can be considered per year, such as touring or race events.</p> <p>Low profile processions.</p> <p>Low impact seasonal / festive activities may be consented in summer or winter.</p> <p>Acceptable day to day uses A managed number of approved tables and chairs areas and a food seller stance.</p>	<p>Preferred events</p> <p>Two large scape feature festival events per year; summer and winter.</p> <p>High profile 'exhibition' events outside of key festival times.</p> <p>Art installations or public art.</p> <p>Acceptable day to day uses A managed number of street trading stances, hot food sellers</p>	<p>Preferred events</p> <p>One winter event (alcohol restricted) <i>may</i> be consented per year.</p> <p>A programme of low impact and/or short duration, occasional events may be consented in spring, summer and autumn. Examples may include lighting installations, performances, film, art installations, small scale exhibitions, or photography.</p> <p>Acceptable day to day uses Café and casual outdoor seating.</p> <p>Privately owned, formal garden. Leased by Council for public access to green space.</p>	<p>Preferred events</p> <p>Higher profile single events or mixed uses, that compliment or form part of other festivals, in particular during the winter festival period.</p> <p>Diverse elements can be accommodated, including film, lighting, temporary cultural venues and feature structures.</p> <p>Events that bring temporary greening or dressing to the Square.</p> <p>Time limited markets.</p> <p>Promotional events.</p> <p>Art installations or public art.</p> <p>Acceptable day to day uses Marketing activities</p>

High Street Pedestrianised area	Castle Street Paved precinct	George Street	Grassmarket Public Events Space	Mound Precinct	St Andrew Square Garden	Festival Square
Site Specific criteria and conditions of use (in addition to the Standard Terms and Conditions of Use for a public space or precinct, please observe the following requirements)						
<p>No event related noise between 21:00 and 08:00</p> <p>A period of time between Council supported events will be provided.</p> <p>Event structures must not interfere with historic place markers or memorials.</p> <p>Proposals must evidence engagement with surrounding residents and businesses.</p> <p>Comply with Licensing Policy for High Street</p>	<p>No event related noise between 21:00 and 07:00</p> <p>A Licensing Policy is in place for Castle Street and must be adhered to.</p> <p>Currently, proposals must adhere to the Licensing Policy in place that limits the number, size and type of market stalls and other licensed events.</p> <p>Wind management plan required for structures on Castle St.</p> <p>Emergency vehicle route must be left available.</p> <p>Comply with Licensing Policy for Castle Street</p>	<p>No event related noise between 23:00 and 07:00</p> <p>Cycle route NCR1 must be maintained during events with input from Council cycling team, and a 4m road width must be maintained for loading.</p> <p>Only time-limited alcohol licence applications will be considered on areas of carriageway.</p> <p>A cultural offering or experience must be the predominant activity.</p> <p>If multiple blocks are used an overall site manager must be named.</p> <p>A contribution towards lost parking revenue is required, with level set by the Council.</p> <p>Proposals must evidence engagement with surrounding businesses, and enhance the visual amenity of the street.</p>	<p>No event related noise between 21:00 and 08:00</p> <p>Sound testing, management and monitoring is required to minimise disturbance to upper floors. Sound should be directed to street level only.</p> <p>Use on-site power or a super silent generator.</p> <p>Notify residents three weeks before an event of any disruption to access or living amenity, and provide the out of hours contact details for a site / event manager.</p> <p>Event structures must not interfere with historic place markers or memorials.</p> <p>2m wide pedestrian access to be maintained during events.</p> <p>Proposals must evidence engagement with surrounding residents and businesses.</p>	<p>No event related noise between 24:00 and 07:00</p> <p>Council will agree in partnership with the National Galleries of Scotland.</p> <p>Observe weight limitations on roof of Galleries.</p> <p>Provide additional crowd management measures if required by Council.</p> <p>Comply with Mound Agreement.</p>	<p>No event related noise between 22:00 and 07:00</p> <p>Apply to Essential Edinburgh to seek permission to lease space in the Garden.</p> <p>Comply with Terms of Lease Agreement, and limited use of garden as far as possible to hard standing areas within the Garden, avoiding areas under tree branches.</p>	<p>No event related noise between 22:00 and 07:00</p> <p>Event organisers</p> <p>Rental charges and administrative fees will apply.</p> <p>Risk assessment, and equalities questionnaire to be completed.</p> <p>Apply for Licence to Occupy, and sign missive agreement with Council</p>

GRASSMARKET EVENT MANAGEMENT RULES

Notification and communication with residents and businesses

For events that may cause disruption to residents or businesses (through changes to access, bus services, or increased noise) neighbours must be 'notified' in writing three weeks in advance, by door to door delivery, retaining a note of all undeliverable addresses, and following up notification to those properties via royal mail post. (events@edinburgh.gov.uk can advise on appropriate area). This should happen ideally between 3 and 2 weeks before your event.

Notification must include general event information, and a named out of hours contact and phone number provided, for urgent issues.

Noise management during events, and hours of operation

Careful sound management is required for this site given the physical properties of the street. Event organisers should aim to entertain crowds at street level only, using speakers that provide a focussed sound stage over the audience area only.

For music performances, PA and sound system set up and positioning should aim to minimise disturbance to local residents and offices above ground floor level, and be set to a minimum acceptable level for a music performance event during sound check. Noise levels should be periodically monitored by sound engineers, and adjustments made where appropriate, to minimise disturbance to residents. Be prepared to reduce the noise level if required by Police Scotland or Council officers.

The latest time noise can be made at this site is 9.00pm. The site should then remain silent until 7.00am the following day. This means no PA, machinery, heavy plant, crowds, waste removal, build up or dismantling of site infrastructure or other noisy activity.

Use available power supply, or use a 'Super Silent' generator.

If an event may not be able to meet these sound requirements organisers must tell events@edinburgh.gov.uk and the proposal may then be considered through further internal processes. In exceptional circumstances, it may still be that the proposal can proceed with agreed modifications.

Site management

Regular removal of litter, and appropriate removal from site of all recycling and waste caused by event without use of domestic waste bins or litter bins.

Portaloos and placement should be planned according to needs.

A site plan should allow for safe and neat storage of equipment.

Stewards must be on site to ensure emergency access, or access to Sheltered Housing or for elderly or infirm residents.

Events that may need some of the Tables and Chairs space will require permission from the Council before event is agreed.

No event structures may be placed in a way that interferes with any historic place markers or memorials, such as the Covenanter's memorial.

Traffic management, access, and placement of structures

Footways should be maintained during events to ensure continuous pedestrian movement through the Grassmarket. This includes allowing sufficient space for people entering and exiting communal stair properties. 1.5m minimum is normally advised, however in areas of heavy footfall 2m will be required.

An emergency vehicle access lane must be maintained at all times and not impeded by any event structures that can't be moved quickly in the case of an emergency. A 4m lane is a minimum requirement of Scottish Fire & Rescue Service (SFRS). Site layout plans should be agreed with SFRS in advance.

Any temporary changes that further restrict access to the time limited service road must be communicated to local businesses by the event organiser.

Example not for use

GEORGE STREET EVENT AND MANAGEMENT REQUIREMENTS

The Council will consider granting temporary road closures for events in George Street, that help deliver cultural and economic benefits of festivals to the New Town area, without detriment to the quality of the street.

Cultural offering must be the predominant activity

Event organisers must demonstrate in advance that the greatest part of any proposal is cultural offering, that helps encourage enjoyment of George Street as one of the city's iconic streets.

The proposed event should have a clear link to one of the festivals taking place in the city. Any involvement from adjacent businesses in the event area must contribute to the overall event feel, and avoid feeling disjointed.

Site management and licensing requirements

A named overall site coordinator must manage all activity in the event area. An out of hours contact and phone number must be provided to all surrounding businesses, for urgent issues. Stewards must be on site to ensure emergency access, facilitate servicing and loading, frequently check signage and barriers are correct and in place.

Licensing arrangements on this site are key. An overall Public Entertainment Licence (PEL), should be planned to be in effect over full boundary area(s). Any adjacent Liquor license holders must ensure they are able to operate within the overall area by seeking explicit permission from the PEL holder. Alcohol licenses and permits must, through satisfactory mechanism, ensure that they are time limited, and restricted to the event operation dates. The Council may seek evidence of a service level agreement, or other, between PEL holder/site manager, and individual liquor license holders, showing that the management of licenced areas will operate within the coordination of the TTRO / PEL area's overall management.

Regular removal of litter, and appropriate removal from site of all recycling and waste caused by event without use of existing litter bins.

Portaloo provision and placement should be planned according to an event's expected numbers and needs.

Site plans must show how pedestrians and crowds will operate within in the area (and space for queuing and circulating as well as through the event area).

Traffic management access for cycling, deliveries, and emergency services

Event organisers are required to maintain George Street's National Cycling Route 1 in both directions, throughout any event, build and de-rig, ensuring there is adequate signage for pedestrians and cyclists.

Adequate access must be provided for servicing and loading of the event and surrounding businesses during set, limited hours of the day, finishing before or at 10.00am each day. A minimum of 4m width is required for loading. Some space, outside the event arena at each end of the block, must be provided for any late deliveries.

provide approved access and working spaces for emergency services along the route and within events.

Support for the New Town

Proposals must demonstrate how the offering will support local business, and show evidence of consultation with local businesses and possibly offices in each block, on the overall proposal, and the specific elements of each block's proposed activities.

Proposals must set out how they will positively enhance the surrounding area and its visual amenity and appeal to shoppers.

Example not for use

Parking Operations

Events & Filming in Edinburgh

INTRODUCTION

This document is intended to assist companies requiring to host events or undertake filming on location in Edinburgh with respect to the services offered by Parking Operations.

The City of Edinburgh Council's Events and Filming Team will usually be the first point of contact for any events or requests for filming and should be able to offer advice on the best approach in each scenario. The Events and Filming Team will organise any Temporary Traffic Regulation Orders (TTROs) and advise on Traffic Management as required, however the following services are also available from the Council's Parking Operations team should they be required:

Service	Description
Parking Bay Suspensions	<p>Parking bays can be suspended for use by an event to accommodate vehicles, equipment or to ensure an area is kept clear, but suspensions only apply during the hours of operation of the parking bay (i.e. not evenings or overnight).</p> <p>Further information on the suspension of parking bays is contained in Section 1.</p>
Dispensations	<p>Parking dispensations can be authorised for vehicles which require extended periods for loading / unloading activity on yellow line restrictions. Dispensation identifiers are also available for long term dispensation requirements.</p> <p>Further information on the Council's dispensation service is contained in Section 2.</p>
Special Event Resources	<p>Parking operations can supply dedicated resources, such as parking attendants and removal trucks, for events in order to ensure that suspensions and TTROs are cleared on time.</p> <p>Further information on the Council's special event resources is contained in Section 3.</p>

Please use this document to determine which type and level of assistance you require from The City of Edinburgh Council and we will try to accommodate your request wherever possible.

Should your requirements not be covered by this document or you have any special requests please contact us for more information in the first instance.

Email: parking.contract@edinburgh.gov.uk

Telephone: 0131 469 3610

SECTION 1 - PARKING BAY SUSPENSIONS

Some parking bays can be suspended for use by an event to accommodate vehicles, equipment or to ensure an area is kept clear, but suspensions only apply during the hours of operation of the parking bay.

In most cases a Temporary Traffic Regulation Order (TTRO) will be the preferred option for an event which extends into the evening/night or takes place over several days. TTROs should also be used in cases where an entire section of street is required, including yellow line areas. It should be noted that the Council is only able to suspend the following bay types:

- Pay and Display parking bays
- Permit parking bays
- Shared Use parking bays

Charges are payable for all parking bay suspensions and the map overleaf outlines the hourly rates that apply to the suspension of parking bays across the city.

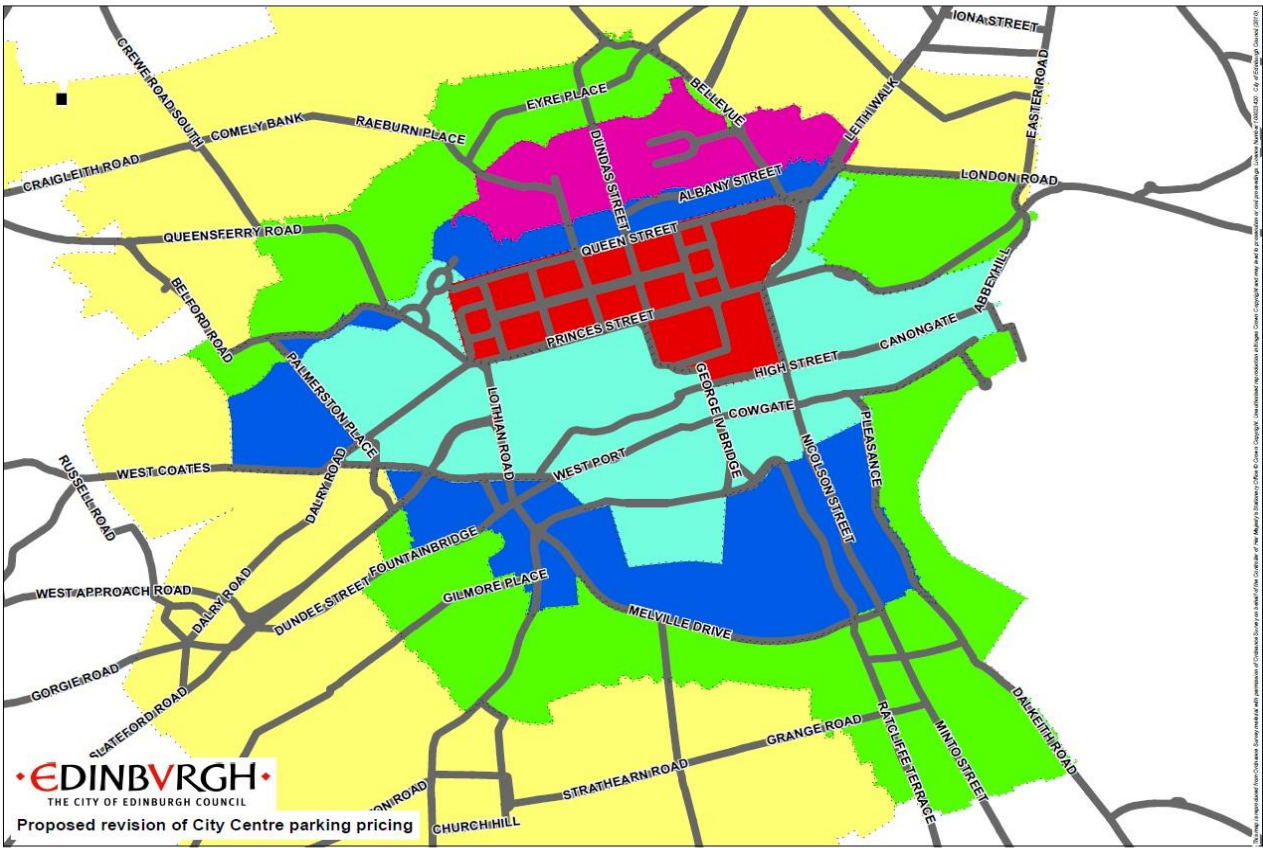
Payment for parking bays suspensions should be made at the point of sale by debit/credit card. In some instances, it may be possible for The City of Edinburgh Council to collate all charges and invoice a company at the end of the month or at the end of an event.

Please note that whilst the number of suspended parking bays required for an event will be discussed and agreed with the Council before your event details are finalised, it is your responsibility, as the event organiser, to ensure that you have adequate suspensions in place to facilitate your event.

In order to process a suspension we will require:

- a contact name; company name & company address
- the start and end dates of the suspension
- the location of the suspension and number of bays required

To arrange for a parking bay suspension for your event, please contact us via email at edinburghsuspensions@nslservices.co.uk alternatively visit our website at <http://www.edinburgh.gov.uk/parkingsuspensions> for further information.



HOURLY CHARGES – 2019-20

	£4.60		£3.10
	£4.10		£2.70
	£3.50		£2.30

SECTION 2 – DISPENSATIONS

Parking dispensations can be issued for a number of different events across Edinburgh. Dispensations are available to facilitate extended periods of loading/unloading activity and for instances where a vehicle needs to be parked at or near a location because the vehicle is essential to the work that is taking place.

The dispensation allows the vehicle to use a single yellow line, double yellow line or loading bay in the agreed streets and is not valid in areas where a loading prohibition is in effect.

If more than one vehicle is required to park then a separate dispensation should be applied for.

Dispensation charges are as follows:

- One off dispensations for £10 per vehicle, per location
- Daily dispensations for £10 per vehicle, per day (for multiple locations)
- Weekly dispensations for £25 per vehicle, per week.

Payment for dispensations should be made at the point of sale by debit/credit card. In some instances it may be possible for The City of Edinburgh Council to collate all charges and invoice a company at the end of the month or at the end of an event.

In order to process a dispensation we will require:

- a contact name; company name & company address
- details of the vehicle(s) the dispensation is for
- the start date of the dispensation
- the end date of the dispensation
- location of where they wish to park the vehicle.

To arrange for a parking dispensation, please contact us via email at edinburghdispensation@nslservices.co.uk or alternatively visit our website at <http://www.edinburgh.gov.uk/parkingdispensations> for further information.

SECTION 3 – EVENTS RESOURCES

Parking Operations will endeavour to clear all TTROs and parking suspensions each day in advance of each TTRO or suspension coming into effect, however the sheer volume of TTROs and suspensions in place means that it is not always possible to clear them all on time.

Additionally, the Council's car pound only operates between 8.00am and 6.30pm, Monday to Saturday, so there is no standard vehicle removal service available outwith these times.

Event organisers can therefore arrange to have dedicated special event resources allocated to their TTRO / suspension, in the form of parking attendants and removal trucks, in order to ensure that their event can be cleared and proceed on time.

The table overleaf outlines the hourly rates that apply to any dedicated parking enforcement resources that we can supply for an event. Please note that whilst the resource levels required for an event will be discussed and agreed with the Council prior to the event taking place, it is your responsibility, as the event organiser, to ensure that you have adequate resources in place to facilitate your event.

The rates provided in the table overleaf include all administration and support services that are required in Order to facilitate the provision of resources to the event, such as:

- Radio coverage
- Back office administration
- Car Pound opening charges (where applicable)

Requests for enforcement resources should be made **at least** one week prior to the event taking place in order that there is enough time to organise dedicated parking enforcement resources.

To arrange for a parking dispensation, please contact us via email at:

parking.contract@edinburgh.gov.uk

Parking Enforcement Resources – Rates for Events – 2019/20			
	Removal Truck (includes one on board PA) (per hour)	Parking Attendants (PAs) (per PA) (per hour)	Parking Attendant Supervisor (needed for 2+ PAs) (per hour)
Monday to Saturday			
07.00 to 23.59	£45.00	£17.50	£20.00
00.00 to 07.00	£60.00	£25.00	£30.00
Sunday (6 hour minimum requirement) *			
07.00 to 23.59	£50.00	£20.00	£25.00
00.00 to 07.00	£60.00	£25.00	£30.00
Public Holidays (6 hour minimum requirement) *			
07.00 to 23.59	£75.00	£30.00	£35.00
00.00 to 07.00	£75.00	£30.00	£35.00
<p>* Please note that the Council will require at least one weeks notice in order to arrange special event deployment involving removal trucks on Sundays or on Public Holidays as arrangements have to be made to open the Council's Car Pound site when it would normally be closed.</p>			

APPENDIX IV- FEES

The City of Edinburgh Council operates a cost recovery system for its Events and Filming Team's services, designed to recover the costs incurred in processing applications, assisting in the event planning process and supporting events.

Please also note Edinburgh's approval process is split into two stages; approval of the initial proposal, and approval of the final event/filming plan.

Application fee - Tiered

This fee is payable at the point of proposal application and covers the time it takes us to process your proposal and issue a decision. If your application is simple and can be processed with minimal time spent, this will be the only fee paid. For events the application fee is tiered based on the main beneficiaries of the event, and the size and nature of their business.

This fee is non-refundable, regardless of whether your application is successful or not.

Event/Filming Planning fee

Many applications will require more officer time than the application fee allows for, either to process the application or (in the case of successful applications) to plan the event/filming in detail. In these cases, an additional planning charge will be applied. Again, this is payable regardless of whether the activity goes ahead or not as it covers the officer's time spent in planning.

Consultation fee

There may be times when you are not in a position to submit an application due to lack of information but would still like to make use of our expertise and guidance. On these occasions, we can offer a consultation service.

Type of Applicant	Application Fee	Event/Filming Planning Fee	Consultation Fee (optional)
Community Organiser / Charity	£	£ per hour	£ per hour
Micro, small or medium Enterprise	£	£ per hour	£ per hour
Large Enterprise (or Other)	£	£ per hour	£ per hour

THE CITY OF EDINBURGH COUNCIL EVENTS CHARGES FROM APRIL 2019 TO MARCH 2020

*** Please note that fees and charges may change, typically on the 1st April each year. You will be charged the applicable fee based upon the date of application ***

Parks

- Princes Street Gardens (small event including community or CEC supported) from £900 / day
- Princes Street Gardens (Standard Event) from £1600/day
- Princes Street Gardens (large event) from £2,550 / day
- Princes Street Gardens (small, free, low key) decision on fees when all details received
- Events Within the Ross Bandstand – Vehicle Access through the Gardens £50 per vehicle
- Community Gala – No charge
- The Meadows and Bruntsfield Links (large event) from £750 / day
- The Meadows and Bruntsfield Links (small event) from £450 / day
- Calton Hill from £440 / day
- Calton Hill vehicle access charge fee from £100 + additional fee of £50/hour for out of hours access)
- Leith Links from £400 / day
- Inverleith Park from £520 / day
- Other city parks from £350 / day
- Wedding Ceremonies with no marquees – dependant on size – per day from £160 / day
- Lauriston Castle Grounds from £850 / day
- Lauriston Castle Grounds Wedding Ceremony with Marquee from £895
- Lauriston Castle Grounds Wedding Ceremony without Marquee from £445

All events are charged at a minimum of half day rental for up to 4 hours. Additional fees will apply for the preparation of a lease and for any Council staff support. When damage to the park is considered likely a refundable bond must be paid in full and received by the Council prior to the event. Failure to provide a bond, when requested, will result in event permission being withdrawn.

Filming / Photography – Park, Greenspaces and Cemeteries

- City Centre Cemeteries – Greyfriars Kirkyard, Calton Old and New Cemeteries, St Cuthbert's Churchyard – from £250 / hour
- All other cemeteries – from £125 / hour

Actual costs will be confirmed on receipt of each application.

Please note - You will be invoiced by the Council for filming/photography permission. All charges are re-invested into maintaining and improving our city's cemeteries and graveyards.

Roads fees

TTRO	
Provision of a Temporary Traffic Regulation Notice (TTRN) up to 5 days duration	£475 + VAT
Provision of a Temporary Traffic Regulation Order (TTRO) greater than 5 days duration	£639 + VAT plus advertising costs
ROAD OCCUPATION PERMITS (S.58*)	
Scaffolding Permit	£140 for the first 28 days; £79 for each additional full or part 28-day period. A further £129 will be charged if a site or office meeting is needed.
Access Tower – up to 6 months duration	£68 for the first day and then £16 for each additional day applied for.
Cabin or Container (or Bus Shelter – up to 3 months duration)	£149 for the first 28 days; £59 for each additional full or part 28-day period.
Crane	£67 for the first day and £35 per additional day.
Crane (to erect a Tower Crane)	£97 for the first day and £35 per additional day.
Hoarding	£224 for the first 28 days; £118 for each additional full or part 28-day period.
Hoist	£67 for the first day and £16 per additional day.
Materials Storage or Site Hut	£149 for the first 28 days; £67 for each additional full or part 28-day period.
SUSPENSION OF PARKING BAYS / DISPENSATIONS / SPECIAL EVENTS RESOURCES (See separate document for full list of charges)	
Suspension of parking bays (all parking bays)	Parking bays can be suspended for use by an event to accommodate vehicles, equipment or to ensure an area is kept clear, but suspensions only apply during the hours of operation of the parking bay (i.e. not evenings or overnight). Each individual parking bay which is suspended will be chargeable, at the relevant hourly pay and display rate for that location, for all operating hours during the period of the suspension. Hourly rates vary from £2.30 - £4.60 (as of April 2019).
Loss of parking revenue	As per above.
Dispensations	<p>Parking dispensations can be authorised for vehicles which require extended periods for loading / unloading activity on yellow line restrictions. Dispensation identifiers are also available for long term dispensation requirements.</p> <ul style="list-style-type: none"> • One off dispensation for £10 per vehicle, per location. • Daily dispensations for £10 per vehicle, per day (for multiple locations). • Weekly dispensations for £25 per vehicle, per week.

Special Event Resources	Parking operations can supply dedicated resources, such as parking attendants and removal trucks, for events to ensure that suspensions and TTROs are cleared on time.
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*Roads (Scotland) Act 1984

Example not for use

APPENDIX V – Event and Filming FAQs

General

1. How do I apply to hold my event or filming?

Visit <https://cultureedinburgh.com/plan-my-event> If you have a short time before your chosen date, please check your timescales before applying. You will also need to ensure that you have read through the Event Guidelines document prior to completing your application.

2. What happens after I submit my application?

Once we receive your application, we will e-mail you to acknowledge receipt of your proposal and send you the application payment request. Only when we received your payment for the application fee will we be able to look at your application and start planning your event or filming. One of our Event and Filming Officers will be assigned to you and will contact you to let you know of the next steps.

3. How much notice do I need to give you?

It depends on what you want to do. We prefer you to give us as much notice as you can, by submitting an [application](#). Please also check our [notice periods](#).

4. You have said that I applied too late, what can I do now?

We recommend re-applying with a later event or filming date, or reducing your activity based on our timescales and guidelines.

5. Do I need Public Liability Insurance?

Yes, in all cases. If you are a school, community centre or other public organisation, you probably already have Public Liability Insurance (PLI). If not, you will need to arrange PLI for your event, usually up to £5 million, although you may be asked to increase this to £10 million depending on the scale and activities involved in your event or filming.

6. What is a consultation?

A consultation is an optional service we offer for a fee, which entitles you to dedicated time with one of our experienced Events and Filming Officers, including an opportunity to discuss any areas of the application process that concern you, a detailed write up of any outcomes and a chance to review your activity. To apply for a consultation, email the Events and Filming Team @ Edinburgh.gov.uk

7. What should I do if my event or filming changes?

If your event/filming or event/filming plan changes, you need to tell us as soon as possible. If your event/filming changes so that it is outside the scope of your original application (such as the date or location changing), so that it no longer meets minimum timescales, or no longer meets policy, you may need to re-apply.

8. Can I hold an event in an Edinburgh Park?

Yes, just visit our [Parks](#) section for more information.

Event Activities

9. Can I film in parks, greenspace or in a cemetery?

Yes. For more information see [filming](#) and [Parks](#).

10. Can I take photographs for commercial purposes in either a park, greenspace or cemetery?

Yes, the form [here](#) details what you will need to provide for permission.

11. Can I hold a wedding in a park or greenspace?

Yes. If you would like to hold a wedding in a park or greenspace, complete the form [here](#).

12. Can I fly a Drone over Edinburgh?

We will only grant permission under certain circumstances. You can find further information and the application form [here](#).

13. Can I have alcohol at my event?

We don't encourage it but yes you can, provided that it does not endanger public safety and is appropriate to the size and audience profile of your event. If you decide to sell alcohol, you will need to mention this in your application and have a license. We will not approve an alcohol only event.

14. Can I sell food at my event?

Yes, as long as you have food safety measures in place, hold a Food Hygiene Certificate and have the appropriate licence. When you apply to hold your event, make sure that you mention that you want to sell food. Information and applications for licences and permits can be found [here](#).

15. Can I play music?

Yes but you have to obtain an [Entertainment Licence](#) if you want to provide entertainment - such as a dance, concert, variety show or similar for members of the public, whether or not they have to pay to get in. You should indicate this on your Application Form. If you are using a live band or music that is copyright protected, you may need to obtain a licence from the Performing Rights Society.

16. Can I hand out goodie bags or freebies as part of my event?

Yes, provided that your free gifts will not cause littering as this is a fineable offence. We do not allow free alcohol sampling and do not allow you to hand out free samples that could damage wildlife, such as balloons. We also expect you to clean up any waste that is caused as a result of your free gifts. If one of your partners or sponsors intends to hand out leaflets or samples, they will need to have written consent from you as the organiser.

Please see further information on Leafleting and sampling in the Guidelines document within Appendix I under 'Other activities'

17. How do I organise a street party?

Edinburgh Play Streets is an initiative that lets you restrict traffic for free to run children's play events. You can hold a one-off event or a series. You cannot close your street if it is a bus route or on a main road with a lot of traffic and you must seek agreement from affected residents and be

able to show that at least 70% of them support the event. There is more information and how to apply [here](#).

Additional Licenses/Forms/Requests

18. What is an Entertainment Licence?

The Council has identified specific activities that require a Public Entertainment Licence under its powers in terms of the Civic Government (Scotland) Act 1982. A list of these can be found in the [Public Entertainment Resolution](#). A Public Entertainment Licence is required by anyone who provides entertainment for the public - such as a dance, concert, variety show or similar for members of the public, whether or not they have to pay to get in.

19. What is an Event Plan?

An Event Plan is a document you create throughout your planning process and then take with you on the day of the event. It's a 'how-to' of how your event will proceed safely and holds information such as licences, your letter of no objection, contact information for key people, parking, crowd and traffic management plans and risk assessment.

20. Do I need to book parking?

If you have vehicles that are required for your event or filming, yes. Examples would be parking for event organisers, generators, food sale vans, or guests. See Appendix III for parking suspension and dispensation information. Please note there is a minimum notice period for applying.

21. Do I need a Temporary Traffic Regulation Order?

You will need a Temporary Traffic Order if you require a road to be closed for more than a few minutes. See fees for TTROs [here](#).

22. Do I need a Traffic Management Plan?

If you are suspending parking, disrupting or diverting traffic or impacting on the public highway at all, you will need a traffic management plan, which you can submit with an Event or Filming Plan if your application proposal is successful.

During the Application process

23. Do I need to do a site programme?

If you are holding an event with a lot of elements at different times (such as performances or activities), you should produce a site programme for your attendees to tell them when and where these things will be happening. We will need to see a copy of the site programme before your event.

24. Do I need to write a production schedule?

If you have an event that will be setting up, maintaining and then breaking down a designated event area, then you will need to write a production schedule. This is a plan telling everyone involved in the event when each element is expected to happen (such as 'trucks arrive 8.00, unload 8.10-8.20, stage build 8.20-9.20'), which helps the event to run smoothly.

25. How do I consult with businesses and residents?

Your Events and Filming Officer can advise you on this depending on the size of your event, but as a general rule, you should do a letter drop to all affected addresses when your application proposal is accepted. The letters should include your name and contact details and explain what, when and where the event is, the times that it will be running and any steps you have taken to reduce the impact on affected parties.

26. Do I need to make adjustments for disabled people?

Yes you do. Your event cannot discriminate against anyone with a disability in terms of access, either as an attendee or as a member of the public. Adjustments can include ensuring that there are sufficient disabled access toilets, or that dropped kerbs are not blocked and that trained stewards are on site to provide advice.

APPENDIX VI - Appeals

There are three possible appeals:

- appeal against the policy (if your proposal is not supported)
- appeal against a decision
- appeal against charges or refusal to provide financial assistance

Appeals process

You can appeal to the Head of Service – Place Management.

If you remain unsatisfied following their response, the final appeal stage will rest with the Executive Director of Place.

Support Withdrawal by City Council

Please note: your event could be jeopardised if any of the following elements occur, and you may be refused permission to continue with your planned activities;

- applications are not received in time;
- the scope of your event changes significantly and it differs considerably from the original application;
- there are major changes to the plan which means the event is no longer compatible with our policies and guidelines;
- the date changes to one that coincides with other events, road or building works that would increase the impact on the surrounding area;
- the venue changes
- Licence application is refused (where critical to the event);
- any of the timelines agreed are not met;
- a major contractor withdraws critical support;
- you fail to comply with any conditions or actions agreed;
- a partner such as Police Scotland will not support the application;
- The Events and Filming Team are not provided with sufficient assurances to support the event/filming (this could relate to resources, competence or some other issue).

Where such action is anticipated you will be advised verbally as well as in writing by the Events and Filming Team of the need to correct any matter as soon as it appears likely to become an issue. We will do everything we can to make sure that your event/filming can go ahead.

Please note: There may be occasions (such as national incidents or State funerals) when we may need to change or cancel your event, but we will do everything we can to ensure that you can proceed.

If at any time during this process we decide to refuse permission for the planning to proceed, or for the event to go ahead, you will be informed as soon as that decision is made and then provided with the reason in writing. We will also notify you of any refunds, if applicable. Where there has been a refusal to offer an approval decision and a compromise cannot be reached, if you are still unsatisfied with the explanation then you may choose to appeal that decision.

APPENDIX VII - Culture Edinburgh current web site menu

Plan my event 'home' page	Guide pages	Links from Guide pages
Process	Step by Step Guide - A guide to planning your event.	Application form
		Permissions
		Events Planning Operations Group meeting
		Advertise the event
Process	Public Spaces Protocol - Find out the Council's approach to the use of its public spaces.	Council web site
		Protocol
Process	Apply to hold an event - How to apply to hold an event in Edinburgh	Park or Green Space
		Promotional activity
		Public Spaces Events Application Form
		Guide to Using Public Spaces
		Standard Terms and Conditions of Use
Places	Parks, Greenspace and Cemeteries - Find out how to hold an event in a park or greenspace.	Council website
		Edinburgh Parks Events Manifesto
		Edinburgh Outdoors website
		Film Edinburgh
		Guidance and permission for the use of drones
		Parks Events Application Form
		Section 11 Guidance Notes & Application Form
		Parks Photography Application Form
		Parks Wedding Application Form
		Scottish Power Contacts

Plan my event 'home' page	Guide pages	Links from Guide pages
		Scottish Power HSE Guidance
Places	Public spaces - How to apply to use a public space in Edinburgh.	Public Spaces Protocol
		Events Application Form
Places	Private spaces - How to hire privately managed spaces.	Bristo Square
		Holyrood Park
		Waverley Mall
Places	Promotional Activity – How to use a space for promotional activity	JCDecaux
Places	Venue Hire - Information about hiring indoor venues.	The City Chambers
		Assembly Rooms
		Usher Hall
		Ross Theatre
		Church Hill Theatre
		Portobello Town Hall
		Meeting Edinburgh
		Council website
		Primary and Special School Lets
		Secondary School Lets
Places	Localities – information about the Locality Offices	Council website
		South East Locality Office
		North East Locality Office
		North West Locality Office
		South West Locality Office
Permissions	Roads - Information on road closures and parking suspensions.	Road occupation permit
		Locality Teams
		Trams
Permissions	Licensing - Apply for the relevant licences.	Council website

Plan my event 'home' page	Guide pages	Links from Guide pages
		Food Standards Agency (FSA)
		Chartered Trading Standards Institute (CTSI)
		Department for Business
		Energy and Industrial Strategy (BEIS)
		Licensing
Permissions	Marches and Parades - Submit a notification for a parade or march.	Marches and Parades Notification Form
Permissions	Raised Structures - Find out about permission for stages and other raised structures.	Building Warrant
		Public Safety
		Section 89 Guidance and Form
Permissions	Drones - Guidance and permission for the use of drones.	Civic Aviation Authority (CAA)
		Public Safety
		Parks Team
		Roads Network Events Team
		Drone Use Application Form
		Drone Filming Policy
Permissions	City Dressing - Apply to promote your event.	City Dressing Banner Application Form
		City Dressing Fees
		Council Approved Banner Locations
Permissions	Filming - Find out about filming in the city.	Film Edinburgh
		Council website
		Film Charter
		Filming Code of Practice
Permissions	Busking - Guidelines to busking in Edinburgh.	Council website
		Busking Guidelines

Plan my event 'home' page	Guide pages	Links from Guide pages
Permissions	Leaflet Distribution - Information on leafleting in Edinburgh.	
Plan	Event Planning & Operations Group - Find out about Public Safety and EPOGs.	The Event Safety Guide (Purple Guide)
		Guide to Safety at Sports Grounds (Green Guide)
		HSE guidance on running events safely
		5 Steps to Risk Assessment
		Managing Crowds Safely
		Organising Fireworks Displays
		Fire Safety: Open Air Events & Venues
		Fire Safety: Small & Medium Places of Assembly
		Fire Safety: Large Places of Assembly
		Risk Assessment Template
		Wind Management Plan Template
		Shaw Trust - Organising Accessible Events
		Insurance Guidance
Plan	Promote Your Event - Promote your event in Edinburgh	Marketing Edinburgh
		VisitScotland
		The List
		The Skinny
Plan	Workers' Welfare - Edinburgh Festivals Workers' Welfare Commitment, sets out what we as a Council expect for Festival workers and where we would like others to follow.	Edinburgh Festivals Workers' Welfare Commitment
People	Events Strategy - Find out more about Edinburgh's Events Strategy.	Events Strategy
		Strategy document

Plan my event 'home' page	Guide pages	Links from Guide pages
People	Events Management Group - Find out about the Events Management Group, a cross-departmental group set up to oversee and co-ordinate the overall strategic management, planning and funding of the city's events.	

Public Space Management Plan

STANDARD TERMS AND CONDITIONS OF USE - PUBLIC SPACES

1	The Organiser shall ensure that the event is covered by Public Liability Insurance. The insurance cover must indemnify City of Edinburgh Council from and against all actions, claims, losses, and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of, or in any way attributable to, the act or default of the Organiser. Any such loss, damage, injury etc will be the responsibility of the Organiser. A copy of the Public Liability Insurance must be submitted to the Council prior to the date of the event.
2	The Organiser is responsible for producing a Medical Plan and completed Health & Safety risk assessment in line with the guidance laid out in the Guide to Health Safety & Welfare at Music and other events (The Purple Guide). Consultation with NHS Lothian and Scottish Ambulance Service is advisable.
3	The Organiser shall ensure that suitable arrangements are in place for managing any fire risk. This shall include, where necessary, a suitable and sufficient Fire Safety Risk Assessment, and may require approval by Scottish Fire and Rescue Service.
4	The Organiser shall ensure that, where necessary, a suitable Weather Management Plan is established and implemented to deal with inclement weather and high winds. This is particularly necessary where temporary structures are to be erected on site Email publicsafety@edinburgh.gov.uk for advice and further information.
5	The Organiser shall be responsible for contacting Police Scotland to advise them of the proposed event. Any costs for policing must be met by the event organiser.
6	The Organiser is responsible for all stewarding of the event and where requested, producing a suitable stewarding plan, to the satisfaction of Public Safety, Licensing, the Events and Filming Team, and/or Police Scotland.
7	The Organiser shall ensure that access for emergency service vehicles is kept clear at all times. (4 metres wide) The Organiser must ensure that measures are taken to minimise public congestion caused by the event.
8	The Organiser must ensure that no vehicles, other than those for which specific permission has been given, are taken into the agreed event areas. The speed limit in event areas is 5 mph.
9	All electrical equipment brought on site should be portable appliance tested and carry inspection stickers. The temporary electrical system must be planned, designed, installed and tested by a competent person and must comply with current legislation and BS 7671 and BS 7909 . A certificate of inspection and testing, of the temporary electrical system must be provided prior to commencement of the event. Installation certification should also be available for all generators, which must be barriered to prevent public access to them. All sub-contractors, traders and performers should be notified accordingly. Any equipment not in compliance with the foregoing is likely to be deemed inoperable and may require to be removed from the event site.

10	<p>The Organiser must contact Public Safety should the event involve any temporary raised structures that are 600 mm or more above ground level. Structures that are intended to accommodate people that are 600mm or more above the ground will require a permit under Section 89 of the Civic Government (Scotland) Act 1982.</p> <p>Email publicsafety@edinburgh.gov.uk for advice and further information.</p>
11	<p>The Organiser must ensure that no assets or street furniture, e.g. fences, gates, bollards etc., are modified, dismantled or removed without the prior permission of an authorised officer.</p> <p>Email 'add name' @edinburgh.gov.uk for advice and further information.</p>
12	<p>The Organiser shall reinstate any damage to the space resulting from their activities. Should the Organiser fail to satisfactorily reinstate the area, a charge for same shall be payable by the Organiser. Reinstatement of any space or infrastructure may be arranged by the council, with cost being payable by the Organiser. (For Festival Square, reinstatement will be carried out by the Council and charged to the event organiser).</p>
13	<p>The Organiser shall ensure that refuse does not accumulate on the site and that all refuse and recyclable materials are removed appropriately from the site. Where necessary, the Organiser shall produce a Litter/Waste Management Plan to include times and methods of uplift of waste and recyclables from the site.</p> <p>Email 'add name' @edinburgh.gov.uk and 'add name' @edinburgh.gov.uk for further advice.</p>
14	<p>Any refuse created, including leaflets/flyers, giveaway items or other, must be immediately collected and recycled as appropriate.</p>
15	<p>The event must not be advertised by fly posting. Failure to comply with this condition may result in summary cancellation of the event. No refund of rent or fees would be provided.</p>
16	<p>If using a CEC Park, Greenspace or Cemetery the organiser is responsible for any charges, reinstatement bond or any additional costs incurred and can be invoiced directly to the address supplied.</p>
17	<p>The Organiser is familiar with the requirements of the Equality Act 2010, the Council's Park Management Rules, Tree Protection Policy and Recycling/Litter Management Policy and will adhere to them.</p>
18	<p>The City of Edinburgh Council reserves the right to alter the set layout of an event at any time, should ground conditions or any other circumstance so warrant.</p>
19	<p>The City of Edinburgh Council reserves the right to cancel the event in the case of exceptional circumstances. In these circumstances, City of Edinburgh Council shall not be liable for any costs incurred by the organisers in respect of the cancellation. Event Organisers should consider cancellation insurance. No refund of rent or fees would be provided.</p>
20	<p>The Noise Council's Code of Practice on Environmental Noise at Concerts requires to be complied with in addition to any public entertainment licence conditions associated with the event. Where the event is not subject to a Public Entertainment Licence, the Organiser shall seek to minimise nuisance caused to any nearby sensitive premises, such as dwellings.</p>
21	<p>The Organiser is responsible for ensuring that all necessary Licenses, Orders and permits are obtained in relation to the event. This includes: Public Entertainment Licence, Market Operator's Licence, Liquor Licence, Road Closure Order, Section 89 Permit, etc. No event can take place until all such Licences, Orders, Permits and Permissions have been granted and the event has been approved in writing/email by the Council's events management team..</p> <p>Contact 0131 529 4208 for advice and further information</p>
22	<p>Where the event is subject to Licenses required under the Civic Government Scotland Act, the organiser shall ensure that all conditions attached to any license are fully complied with.</p> <p>(Where the event has elements including noise emission, public toilet provision should be referred to Public Safety to be calculated in accordance with appropriate guidance and British standards)</p> <p>Contact 0131 529 4208 or licensing@edinburgh.gov.uk for advice and further information</p>

23	<p>The Organiser is responsible for contacting Road Events Team, where the event involves any traffic management including the closure of any road.</p> <p>Email 'add name' @edinburgh.gov.uk for advice and information.</p>
24	<p>The Organiser shall be responsible for obtaining any appropriate permissions in terms of The Land Reform (Scotland) Act 2004, to exempt land from access rights, where necessary.</p> <p>Contact the Council's Estates Team 0131 529 5828 for advice and further information</p>
25	<p>The City of Edinburgh Council is required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.</p> <p>We will not allow any of our publicly owned venues, including schools and community centres, to be used by any party, individual or group that would be in conflict with our duty under the Counter Terrorism and Security Act (2015)</p>
26	<p>The organiser is familiar with the requirements of the Protection of Children (Scotland) Act 2003 and has a legal duty to ensure that anyone recruited in a "child care position" has not been placed on the Disqualified from Working with Children list.</p>

Draft additional T&Cs	
A	Applications to hold an event will not be considered, and permission to hold an event will not be given unless the event application process has been followed. Provisional bookings will not be considered unless the event application process has been followed.
B	It is the responsibility of the Event Organiser to address any complaint and contact received that directly relates to their event and to inform the Council of the nature and number received.
C	
D	
E	