

## **PUBLIC SPACES / EVENT, FILMING & PROCESSION APPLICATION**

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EXAMPLE - NOT FOR USE

## PUBLIC SPACES / EVENT & PROCESSION APPLICATION FORM

(V.XXXX)

Application Ref: <input style="width: 100%;" type="text"/>	Ward No(s): <input style="width: 100%;" type="text"/>
Date Received: <input style="width: 100%;" type="text"/>	<b>FOR OFFICIAL USE ONLY</b>

### PART 1: YOUR CONTACT DETAILS

Please provide full details of individual(s) or organisation(s) responsible for management of the event/activity

<b>Name:</b>		<b>Organisation:</b>	
<b>Phone number:</b>		<b>Mobile number:</b>	
<b>Email address:</b>		<b>Charity number (if applicable):</b>	
<b>Postal Address (incl. postcode):</b>		<b>Invoicing Address (incl. postcode) if different from postal address:</b>	

### PART 2: DETAILS OF THE EVENT OR ACTIVITY

<p><b>A. The name of your event/activity</b></p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>	<p><b>B. The name of the person or organisation applying for permission to hold the event/activity</b></p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>
<p><b>C. The location(s)/park you wish to use for your event/activity</b></p> <p>Link to arcgis map layer that will have the conditions for each area.</p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>	<p><b>D. What date &amp; time will you need access to the site from?</b></p> <p>Link to arcgis map that shows proposed and approved activity dates, rest periods, and other disruption such as development or road works.</p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>
<p><b>E. What date &amp; time will you vacate the site?</b></p> <p>Link to arcgis map that shows proposed and approved activity dates, rest periods, and other disruption such as development or road works.</p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>	<p><b>F. The proposed date(s) of your event/activity</b></p> <div style="background-color: #cccccc; height: 40px; width: 100%;"></div>
<p><b>G. What time will your event/activity start?</b></p>	<p><b>H. What time will your event/activity finish?</b></p>

**PART 2: DETAILS OF THE EVENT OR ACTIVITY - CONTINUED**

I. Please indicate the nature of your event/activity:

J. Please provide a description of your event/activity, explaining all elements (which must include set up, start, finish and de-rig times and dates and if applicable infrastructure requirement, number of officials and volunteers, admission charges, percentage of proceeds going to charity, any entertainment, shows or displays e.g. fireworks etc):

K. Please estimate the maximum number of people likely to be at your event at any one time:

L. Please indicate if your event will include any of the following activities:

Retail *	<input type="checkbox"/>	Animals *	<input type="checkbox"/>	Fireworks/pyrotechnics *	<input type="checkbox"/>
Collections for charity/raffle *	<input type="checkbox"/>	Food or drink *	<input type="checkbox"/>	Alcohol *	<input type="checkbox"/>
Raised structures/stage ** / ***	<input type="checkbox"/>	Cinema *	<input type="checkbox"/>	Theatrical performance *	<input type="checkbox"/>
Other structure ** / ***	<input type="checkbox"/>	Market stalls *	<input type="checkbox"/>	Music (live or recorded) *	<input type="checkbox"/>
Use of drone ***	<input type="checkbox"/>	Fairground rides *	<input type="checkbox"/>	Inflatables (including bouncy castles) *	<input type="checkbox"/>

\* [May require a licence / permit](#). Contact the City of Edinburgh Council’s Licensing Team on (0131) 529 4208.

\*\* May require a S.89 permit or drone permit. Contact the City of Edinburgh Council’s Public Safety Team on (0131) 529 4559 or [publicsafety@edinburgh.gov.uk](mailto:publicsafety@edinburgh.gov.uk).

\*\*\* [May require a roads permit](#). Contact the City of Edinburgh Council’s Permits Counter on (0131) **XXX XXXX**

**PART 3: THE RIGHT ACTIVITY, IN THE RIGHT PLACE, AT THE RIGHT TIME**

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. The 7 points below are from our Mission Statement/guiding principles; please write against each one how your activity meets that point:

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	

#### PART 4: PARKS, GREENSPACES AND CEMETERIES

[A list of charges for events](#) held in parks is included in the appendix and the prices indicated are starting prices. All events are charged at a minimum of half day rental for up to 4 hours. Should your event require a lease, additional fees will apply for the preparation of this lease and any Council staff support will incur further charges. Charges apply for all days on site, including build and de-rig days. 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 (charges available upon request).

## PART 5: PARADES AND PROCESSIONS (ADDITIONAL INFORMATION)

A. Reason for Procession

B. Is the date of your procession particularly significant to the organisation please explain?

C. The proposed route (and provide plan of route)

*(Continue on separate sheet if necessary)*

D. Has your organisation held a procession along the same route before?

**E. Have there been any difficulties or tensions in the recent past with holding this procession?**

F. Number of people expected to take part

**G. Details and numbers of vehicles or any horses in the procession**

H. Chief Steward's contact details

Name:

Address:

Postcode:

Phone number:

Email address:

I. Please provide details of the arrangements for controlling the event

*(Continue on separate sheet if necessary)*

**J. Number of stewards attending**

K. Number of buses or coaches

**L. Please provide details about the return procession (if this applies)**

M. Please provide any extra information / supporting comments about the procession which you think may be relevant (reason why it is not possible for this procession to be combined with other similar ones)

*(Continue on separate sheet if necessary)*

## PART 5: PARADES AND PROCESSIONS (ADDITIONAL INFORMATION) - CONTINUED

N. Names of any bands, the names of each band member who will be taking responsibility for the bands and the approximate number of band members to take part. The named band member must be present on the day and must identify themselves to the police.

Name of bands

Band A:

Band B:

Name of responsible member for

Band A:

Band B:

Number of band members

Band A:

Band B:

*(Continue on separate sheet if necessary)*

O. At the end of the public procession, what are the arrangements for getting participants to go disperse?

P. Are you organising any other social events at the end of the public procession? (Please give details of what these are). And will you need a police presence?

## PART 6: TEMPORARY ROAD CLOSURES / PARKING RESTRICTIONS ETC

Please submit this application with a minimum of at least six months (large events) or twelve weeks (small events) prior to the event, for an event that requires a [Temporary Traffic Regulation Order \(TTRO\)](#). Ensure all supporting documents are attached (Event plan, risk assessments, route plans, traffic management plans etc). The information provided below will be used to determine if the Council will look to recover costs for the works associated with facilitating the event (charging policy available on request). The Council does not provide resources to facilitate events if costs are to be recovered. If costs are deemed to be recoverable, the individual or organisation responsible for management of the event will be required to arrange any traffic management measures required.

A. List road names to be subject to a road closure & provide a plan (include any build and de-rig dates/timings). Should your closure affect the availability of on street parking places, the Council will look to recover the suspension cost associated with your event:

B. Road closure start time(s):

C. Road closure end time(s):

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**PART 6: TEMPORARY ROAD CLOSURES / PARKING RESTRICTIONS ETC - CONTINUED**

<p><b>D. List road names to be subject to <u>parking restrictions</u> &amp; provide plan (include any build and de-rig dates/timings)</b> Should your parking restrictions affect the availability of on street parking places, the Council will look to recover the suspension costs associated with your event:</p>	
<b>E. Parking Restriction start time(s):</b>	<b>F. Parking restriction end time(s):</b>
<p>Please note that in order for the City of Edinburgh Council to enforce your parking restrictions you may need dedicated resources for which there may be a charge. It is your responsibility to arrange resources directly via Parking Operations, please contact <a href="mailto:parking.contract@edinburgh.gov.uk">parking.contract@edinburgh.gov.uk</a> for more information.</p>	
<b>G. Do you charge for entry into any part of your event and/or charge people for participation in your event? This includes any charges for participation in the event (including members of the public, stall holders, members, sub-contractors etc)?</b>	Yes / No
<b>H. Are goods sold during your event?</b>	Yes / No
<b>I. Is the event a charitable fundraising venture?</b>	Yes / No
<b>J. Does the event involve filming of a commercial nature?</b>	Yes / No

**PART 7: CHECKLIST AND DECLARATION**

**NOTE:** Your application may be delayed without the full information listed above. You may be contacted to arrange a meeting to discuss your notification in more detail.

Please note that:

A. You have read and agree to abide by the Terms and Conditions of Use └──

B. You agree to inform us of any changes to the information specified in this notification form └──

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form as soon as possible to:

XXXXX  
 Licensing Service  
 City of Edinburgh Council  
 City Chambers  
 249 High Street  
 Edinburgh  
 EH1 1YJ

or by email to: [events@edinburgh.gov.uk](mailto:events@edinburgh.gov.uk) and [marchesandparades@edinburgh.gov.uk](mailto:marchesandparades@edinburgh.gov.uk)

*Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent event. Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland. Where this occurs, the processing is done in order to fulfil our obligations to ensure the safety of the public*

and compliance with relevant legislation. More details about the Council's data protection arrangements and your rights as data subject can be found on our website: <http://www.edinburgh.gov.uk/privacy>

EXAMPLE - NOT FOR USE



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

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

**PARKS EVENT CHARGES**

- 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.

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

**ROADS EVENT CHARGES**

**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 (\$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	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. <ul style="list-style-type: none"> <li>• One off dispensation for £10 per vehicle, per location.</li> <li>• Daily dispensations for £10 per vehicle, per day (for multiple locations).</li> <li>• Weekly dispensations for £25 per vehicle, per week.</li> </ul>
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.

\*Roads (Scotland) Act 1984