[Application Process for Organisers](https://edinburghtalksclimate.dialogue-app.com/8n1rlkmoof" \l "idea-count-container)

**Background**

The Public Space Management Plan (PSMP) will set out how we can manage public open spaces (parks, greenspace, roads, plazas, squares under City of Edinburgh Council control) for events, filming and festivals. We're engaging with you to help develop and refine a draft plan.  
  
The new PSMP will combine public spaces and parks into one document and will set out a strategy for how each of the city’s public spaces can be used.

**Planning and licensing public events**

A range of Council services are involved in planning, organising and licensing activities which take place in public open spaces.

Many different organisers, some with experience of Edinburgh, some without, apply to put on a large range of events, filming and festival activities, covering many different locations across Edinburgh.

The application process for organisers needs to be clear, efficient, open and transparent.

The application process for services and stakeholders also needs to be clear, efficient, open and transparent.

**What is being proposed?**

Organisers will submit their proposal for events, filming or festivals, taking place on any public open area owned or managed by the council, on a web-based platform.

The web platform will contain or link to all the information organisers require to propose and plan their activity, taking place at a suitable location and at a suitable time.

From this web-based platform, organisers will be able to see, prior to proposing their event, filming or festival, conditions for use of an area (Area Conditions), the areas availability, the likely permits and permissions required, and the timescales and costs for all elements of the application and approval process.

Organisers will be required to detail on their proposal how their activity supports the guidelines agreed following the 2016 consultation:

1. How their use of space balances the needs of different users
2. How their use of a space supports and reinforces the special ‘place’ quality of its surrounds
3. Each space must have periods of ‘rest’ when it is free from temporary events or activities
4. How their use of a space reflects Edinburgh’s unique city offering
5. How their use of public space encourages all people to access the city, throughout the year
6. How their activities or events in public spaces will be well managed, and adhere to standard terms and conditions.

If the organisers proposal meets with the PSMP key principles, the selected area conditions and the area is available, it can be submitted to the Events and Filming Team.

The Events and Filming Team will assess the proposal. If it’s a major event or filming they will refer it to the Festival and Events All Party Oversight Group for consideration.

Otherwise they will check that it complies with key principles  and area conditions and advise the organiser that it has been accepted as a proposal, and of the next steps required.

When a proposal is accepted by the Events and Filming Office, key information will be made available for the general public on the web platform, that also holds information on all approved events, filming and festivals.

**We want to hear what you have to say about the application process.**

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**How to take part**

* Start by taking a look at a ideas we have initiated for the application process or review other ideas with the highest rating or most comments
* Use the search and filter tools to find specific topics
* Register to leave a comment
* If you have a new idea that isn’t already on the site, click *Add Idea* to submit it

There's a lot here. It's complex and we're all likely to have to make some compromises. None of us will probably get everything we want but hopefully we'll understand why and agree the outcome is fair and right for Edinburgh as a whole.

All ideas and suggestions are good ideas. They may even spark something transformational. We welcome positive input with a focus on what will work and what’s good.

If you don’t like something (and we won’t all agree!), try to come up with something better, that you feel may be accepted, possibly as a compromise, by the wider group.

**What happens after I post?**

* Ideas and comments will be published as soon as possible
* Posts that duplicate existing ideas will be locked to keep the conversation in one place
* Posts that are off-topic or don’t meet our moderation policy will not be published

Please give your input by 23rd November 2020 to allow time for it to be included in the Draft PSMP.

[IDEAS - Application](https://uk-sandbox-13.dialogue-app.com/sbylt64cny#idea-count-container) process for Organisers

1. Event and Filming Office

Establish an Event and Filming office to act as a conduit for all proposals for events, festivals and filming in Edinburgh. All proposals for events, festivals and filming, whether small, medium or major, should be applied for, assessed, processed and approved on behalf of the whole Council by this office. Major events and filming will be referred by this office to the Festival and Events All Party Oversight Group for consideration, who will then advise the Event and Filming Office how to proceed with the proposal. Any organiser of an event, filming or festival, will use the Event and Filming Office as their primary point of contact. They may have other sponsors within the Council, but an organiser’s proposal for an event, filming or festival will need to be registered with, processed by, and approved on behalf of the whole Council by the Events and Filming Office.

**Why the contribution is important**

Establishing an Event and Filming office will provide a single point of contact, supporting a ‘single source of truth’, consistency in advice provided, decisions made and clear accountability.

2. Organisers proposal planning

Organisers will submit their proposal for events, filming or festivals, taking place on any open area owned or managed by the council, on a web-based platform. The web platform will contain or link to all the information organisers require to propose and plan their event, filming or festival at a suitable location and at a suitable time. From this web-based platform, organisers will be able to see, prior to proposing their event, filming or festival, conditions for use of an area (Area Conditions), its availability, the likely permits and permissions required, and the timescales and costs for all elements of the application and approval process.

**Why the contribution is important**

Organisers will have clarity about what is required of them, what level of events, filming and festivals is supported, where and when. Timescales and many costs will be clear to organisers, enabling them to plan and develop a proposal that is likely to be accepted.

3. Organisers proposal

The application process for an event, filming or festival is started by the organiser completing an online application form to submit a proposal. Organisers will be required to detail on their proposal how their activity supports the guidelines (see these also under PSMP key principles and guidelines conversation):

1. How their use of space balances the needs of different users
2. How their use of a space supports and reinforces the special ‘place’ quality of its surrounds
3. Each space must have periods of ‘rest’ when it is free from temporary events or activities
4. How their use of a space reflects Edinburgh’s unique city offering
5. How their use of public space encourages all people to access the city, throughout the year
6. How their activities or events in public spaces will be well managed and adhere to standard terms and conditions.

If the proposal has enough lead in time for processing; the site chosen is suitable for the type/duration of activity; its available on the dates; and licences, permits or permissions required are likely to be granted, then it will be assigned to an Events and Filming Officer as a proposal for processing. The proposal will be assessed for its complexity and against principles and guidelines, as well as relevant legislation or other factors, to allow an ‘in principle’ yes or no decision to be made on the proposal. If the Events and Filming Office considers the proposal to be for a major event or filming activity, it will be referred to the Council’s Festival and Events All Party Oversight Group for approval to progress as a proposal.

**Why the contribution is important**

Proposals will meet the PSMP key principles and guidelines, supporting a healthy exchange of information and understanding between organisers, officers, stakeholders and the community.

4. Proposal decision

If the Events and Filming Office reject the proposal, something within the proposal means it is unable to progress any further. If the basics have been met (the proposal has enough lead in time for processing, the site chosen is suitable for the type/duration of activity, its available on the dates and any licences, permits or permissions required are likely to be granted) the organiser will be advised what the issues are and where possible amendments suggested that would allow event planning to proceed.

If the Events and Filming Office is satisfied there are no ‘in principle’ issues with the proposal they will approve it to progress as an application. The organiser will be advised of information that will be required such as Risk Assessment, Event Plan, Health Plan, and the Events and Filming Office will also make key information from the proposal available on the public Events and Filming Web Portal.

This is approval of the Proposal only, not the actual event, filming or festival. The application form will give an indication of required licenses and permissions based on the detail of the proposal. An organiser receiving licences, permits or permissions that may be required for elements of the filming, event or festival does not give approval for it to take place; that can only be given by the Events and Filming Office on behalf of the whole Council.

Complex events, filming and festivals will be considered, advised and refined by the Events Planning and Operations Group (EPOG); 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 organisers.

**Why the contribution is important**

There will be clarity and transparency for all on decisions made and an opportunity to amend proposals to meet requirements.

5. Approval for event, filming or festival

The final stage of the approval process. If the Events and Filming Office are satisfied that all the required elements are or will be in place, including licences, permits, permissions etc, and conditions have or will be met, they will send a formal approval on behalf of the whole of The City of Edinburgh Council to the organiser. The Events and Filming Office will also update the proposal on the public Events and Filming Web Portal and mark it as approved.

**Why the contribution is important**

It will provide an early outcome for an organiser on their application and make clear and updated information available on the public web portal, ‘booking’ an area and setting rest periods for the area.