

# OUTDOOR EVENTS POLICY

June 2017 update

## 1. Introduction

This is an updated edition of the Council's Outdoor Events Policy. The original policy was written following extensive community and stakeholder consultation and this revision is informed by results of a survey conducted with stakeholders and partners as well as drawing on knowledge and experience of officers over the last four years.

The policy is integral to delivering our Fairer Future promises. The principles of this vision being

- Treating residents as we would wish members of our own families to be treated
- Being open, honest and accountable
- Spending money as if it were coming from our own pocket
- Working for everyone to realise their potential
- Making Southwark a place to be proud of

The Fairer Future promises directly realised by outdoor events include:

Promise 1	Value for money by providing best use of the resources available to us
Promise 7	Safer communities by bringing communities together to celebrate and share experiences
Promise 8	Education, employment and training by guaranteeing education, employment or training for every school leaver, supporting 5,000 more local people into jobs and creating 2,000 new apprenticeships
Promise 9	Revitalised neighbourhoods by animating public spaces and bringing communities together
Promise 10	Age friendly borough by ensuring residents get the best out of Southwark whatever their age, including the delivery of an ethical care charter and an older people's centre of excellence

The policy is strongly aligned to Southwark Council's cultural strategy 'Creative Southwark 2017 to 2022.' The cultural strategy sets out our vision until 2022. It continues to place culture and creative industries at the heart of our priorities, shaping the context and delivering a range of programmes that support our long term ambition of Southwark being the first choice for people to live, work, study and visit.

The strategy provides a framework for cross-council work in events, arts, heritage, libraries, regeneration, licensing, public health, education, planning and other partners. The focus is on brokering partnerships to achieve Southwark's enormous potential and securing our cultural and creative landscape for generations to come.

Through our research and consultation we have developed a strategy consisting of three themes and a series of commitments, underpinned by an action plan, which will be collaboratively delivered with partners. The themes are:

- **Creative Economy**  
Ensuring that Southwark continues to provide the right environment for the creative economy and enabling our residents to access opportunities for sustainable employment to support a strong, highly skilled local economy.
- **Creative growth**  
Ensuring that the cultural needs of existing and new communities are met, by retaining viable cultural organisations, and strategically developing cultural venues and creative workspaces.
- **Creative people**  
Ensuring that everyone has access to a high quality cultural offer regardless of their background, knowledge, skills, needs or experience. We need to work with partners in an unprecedented co-operative approach to address both real and perceived barriers to participation to drive higher engagement.

The updated policy:

- Sets out principles and procedures, with the aim of providing clear and transparent processes for events organisers.
- Brings up to date clear structures and processes by which all groups and organisations must work within.
- Will be shared with partners and forms part of a binding contract for event organisers wishing to use Southwark as a location.
- Provides consistent control, management and monitoring of events in Southwark especially during pre-event consultation and planning.
- Is the guiding principle for all outdoor events in Southwark but may be supplemented by other policies that are site specific to venues that need additional practical considerations or are sensitive in other ways.

## 2. Our Priorities

The updated policy aligns itself to the Fairer Future for all vision for the borough. The principles of this vision being:

- Treating residents as we would wish members of our own families to be treated
- Being open, honest and accountable
- Spending money as if it were coming from our own pocket
- Working for everyone to realise their potential
- Making Southwark a place to be proud of

Events and associated activity positively contribute to our core priorities through celebrating diversity, untapping vast depths of potential, creating a strong sense of community, supporting young people and fostering a culture of innovation and imagination.

The objectives of this policy are to:

- Provide a framework for the application process for outdoor events in Southwark
- Reflect the aims of Southwark's Cultural Strategy
- Ensure considered pre-event consultation takes place
- Ensure effective planning and management of events

- Maximise safety for those working and attending events
- Ensure the protection of the physical environment and wildlife
- Minimise disruption to residents and businesses in Southwark
- Increase the use of Southwark's public spaces as well as the reputation and positive image of Southwark
- Maximise the opportunity for increased spending that boosts the local economy
- Ensure that events are accessible to all communities and individuals

### **3. Criteria for agreement to an event**

The following criteria will be used to determine whether approval will be given to a specific event. These criteria should be read alongside the application process to ensure compliance with the objectives of the Outdoor Events Policy and the requirements for holding an event.

- Security and public safety management
- Impact on the local environment and damage limitation
- Impact on regular users of public spaces, stakeholders and local residents
- Timing of the event
- Size of location, given the numbers estimated to attend
- Impact on transport infrastructure. e.g. parking, increased use of public transport and road closures.
- Quality of the event
- The ability to demonstrate commitment to the Council's aims for equality in Southwark
- The ability of the organisers to effectively plan, manage and control the event
- The ability to demonstrate the impact of the event on local business
- No financial risk to Southwark Council
- Legal constraints
- Compliance with conditions specific to the location

### **4. Event classification**

When event applications are made to the council, the event will be classified as one or more of the event types below. The classification will be decided by council officers and may affect any of the following:

- The type of application required
- Whether an application is accepted or not
- The size of the event and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of consultation to be undertaken.

The size classification for an event will be based around the expected 'audience capacity'. This is the maximum number of people expected to be at the event at its busiest period, and not the total number of people who may experience the event throughout the day(s).

#### **Summary table**

<b>Size</b>	<b>Audience capacity</b>
Small	up to 500
Large (1)	up to 2,000
Large (2)	up to 4,000
Large (3)	up to 6,000
Large (4)	over 6,000

**Small events** are events with audience capacity numbering under 500 at its busiest period. Applications for small events must be submitted a minimum of 4 calendar weeks before event set up on site begins.

Note: Where an event is considered to have potential for significant impact on an area, site or residents and stakeholders, the procedures necessary for a large event may be applied regardless of estimated audience size. This will be determined by council officers.

**Large events** are events with an audience capacity of 500 or more at its busiest period. Applications for large events must be submitted a minimum of 26 calendar weeks before event set up on site begins. Large events will be graded from Large (1) to Large (4), depending on the expected audience capacity at its busiest period. This grading will affect the level of fees charged (p4 Fees & charges).

**Circuses** that include performances by, or travel with, wild or exotic animals will not be permitted.

Organised acts of **religious worship** will not be considered.. Where an act of worship is ancillary to a main event and is minor in comparison it may be permitted. Where facility is made at an event for audience to pray, and as a minor part of the overall event, this will be considered so long as it complies with all other aspects of this policy and with relevant legislation regarding equalities.

**Private events**, which restrict entry to the general public, will be considered and will need to clearly demonstrate the positive benefit to the borough, through financial input and/or through other direct benefits. All private events will be subject to the same level of regulations as public events.

**Community** events are defined as any event organised by charities, not-for-profit, community or voluntary groups that directly benefit the residents and stakeholders of Southwark and do not provide significant advertising or other commercial benefit to a profit-making business or organisation.

**Commercial** events constitute any activity that does not fall in the 'community' classification. As a guideline for applications received we will use the following general criteria:

- Ticketed events
- Product launches
- Corporate events
- Marketing and promotional activities for profit making organisations
- Funfairs and circuses

**Street parties** are not considered to be public events and are covered by separate guidance, available on the council website [www.southwark.gov.uk/streetparty](http://www.southwark.gov.uk/streetparty)

**Other types of events** may occur which do not fit with these classifications. Where such activity is planned this outdoor events policy may be used as a guideline and a collaborative approach will be taken between the departments of the council to determine the specific process to be followed.

## 5. Consultation

Upon receiving any applications for events, consultation may be carried out with internal and external partners. The level of consultation is dependent on the location of the event and the impact on its surroundings. The consultation process may include the following;

- Initial information is received by the Events Team to ensure it fits within the outdoor events policy. Comments will be sought from relevant public safety agencies and council departments.
- The relevant level of stakeholder consultation will occur, as determined by the proposed event and its location.

- If objections are received through the relevant stakeholder consultation, conciliation is offered where appropriate.
- In case of continued dispute the Cabinet member will make a final decision.

**Notification of planned events.** Regular events and those with a low impact will not always require consultation to be carried out. In these cases stakeholders will be notified about these events.

## 6. Fees and Charges

The council sets an annual scale of fees and charges for the hire of its parks and open spaces for events based on the category of event, audience capacity and event duration. [Appendix 1](#) sets out current level of fees and charges.

Full payment of all fees must be made and cleared a minimum of 10 working days before any event arrives on site.

### Cancellation and termination

Once approval for an event had been granted a licence agreement will be issued. The event organiser may terminate their agreement at anytime prior to their first day on site by giving written notice to the relevant event officer.

The following cancellation fees will apply:

Notice given	Percentage of hire fee payable
28 days or more	0%
7 to 28 days	50%
Less than 7 days	100%

If at any time the event organiser fails to comply with any of the terms and conditions of their agreement and if after being notified of this, continues to act (in the reasonable opinion of the authorised officer) in breach of the terms and conditions of this agreement, the council reserves the right, to terminate the agreement.

The council may immediately terminate the agreement in any of the following circumstances:

- a) The event organiser fails to pay any amount that is due under to the council for licences, permits or services by the relevant time.
- b) The image or reputation of the council has been or is likely to be adversely affected by a breach of the agreement by the event organizer.
- c) The event organiser is or threatens to be, in the reasonable opinion of the council, subject to an insolvency or bankruptcy event.
- d) The event organiser or anyone acting on their behalf has offered, given or agreed to give any gift or consideration of any kind as an inducement or reward for doing or not doing something, or for showing favour or disfavour in relation to this or any other agreement with the Council or have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010, or have offered or given any fee or reward to any officer of the Council which if accepted is or would be an offence contrary to s.117 Local Government Act 1972 and any amendment or reenactment of this.
- e) The council requires the event site in an emergency.
- f) The council is of the opinion that the event will or is likely to compromise public health or safety.
- g) The council is of the opinion that the event will or is likely to be dangerous or cause damage to the event site.
- h) The event organiser fails to obtain or comply with any condition of a planning permission, advertising consent or legislation relating to the event, or the event site.

### **Community discounts**

The scale is set appropriate to events classified as ‘commercial’ within the Outdoor Events Policy. Events classified as ‘community’ will be charged using the commercial rates but will receive an automatic 50% discount on all fees.

For community events which demonstrate significant benefit to local people and communities, while also minimising the negative impact of the event on the same, a discretionary discount of up to 100% may be applied to the hire fee only.

### **Application fee**

An application fee will be payable on receipt of invoice once the application is submitted. Provisional bookings will only be accepted on submission of a completed application form and agreement to pay the application fee.

### **Hire fee**

The basic hire fee is worked out relevant to the size of the event as per the categories listed in ‘event classification’. The basic hire fee provides for a one day event and includes a maximum of one day for event set up and one day for clear up. Any additional days will be charged at a percentage of the basic fee, as per the current scale of charges.

Any discount to the hire fee, other than the automatic 50% for community events, will not be confirmed until a detailed application has been submitted and assessed.

### **Circus fees**

Specific charges for circuses have been developed in order to reflect the impact, audience levels and market rates.

### **Deposit**

A refundable deposit may be required where there is perceived to be a likely risk of cleaning required and or damage to the event location, to protect against potential financial risk to the council. This deposit will be due when the hire fee is due. Should any funds remain after the reinstatement is completed, the remainder will be refunded. Where the deposit is not sufficient to pay for the reinstatement, the organisers will remain liable for all additional costs.

### **Costs to the council**

Southwark staff will monitor events in situ once before, once during and once afterwards to ensure compliance with this policy and the licence agreement. The costs of these visits are not recharged. However, if it becomes necessary to extend that support, officer time may be charged. Where the council is required to provide staffing, equipment or other resources to the event, the costs for such resources will be charged to the event organiser.

These costs will be agreed before the event, but when an unforeseen situation arises which requires immediate action by council staff this action may be taken without negotiation. Where the event organiser is responsible for this situation they will remain liable for costs incurred by such action.

## **7. Environment**

This section deals with the protection of the local area. The following general regulations will apply to the staging of all outdoor events. Explicit instructions regarding specific locations around Southwark are detailed in the [site specific conditions](#).

**Hours** of operation, for rigging, de-rigging and the event will be dependent on specific locations and their individual requirements. These details are outlined in the [site specific conditions](#).

**Noise** levels are dependent on specific locations and their individual requirements. Some events will require an independent acoustic consultant on site to provide continual monitoring of noise levels. These details are outlined in the [site specific conditions](#).

**Transport infrastructure** should be a major concern for large events. Event organisers must liaise with Southwark Council's Road Network Management and Parking teams as well as Transport for London and act on any appropriate guidance. A traffic and transport plan should be drawn up and submitted as part of the application process.

**Waste management** plays an essential part in ensuring Southwark is a cleaner and greener borough. The council expects event organisers to be solely responsible for the clearance and maximum avoidance of waste. In addition, the council expects organisers to promote and facilitate recycling methods as its first option of waste management before waste disposal.

**Toilet facilities** are vital at all events, with an expectation that appropriate numbers and types of toilets are provided to service the anticipated number of people at events. The temporary toilet facilities provided must always include accessible, wheelchair friendly units.

**Environmentally friendly** - Every effort should be made to minimise environmental impact and maximise the 'green' production of events through the use of recyclable and/or reusable sustainable products and materials, e.g. Minimising power consumption, bio-diesel generators and recycled cups and plates.

**Trees** are a major natural asset to Southwark's parks and open spaces. It is therefore important to ensure that adequate arrangements are in place to prevent damage and potential loss of this asset. As a result the following restrictions to the siting of events near trees will apply:

Organisers will adhere to the protection of the borough's current tree stock accordingly:

- No structure shall touch or interfere with any tree canopy
- No tree or shrub should be pruned without authorisation
- No exhausts from heaters, generators, etc. shall be positioned next to the base of trees and where possible, exhausts shall be directed away from the tree canopy
- Nothing shall be attached to trees
- Any damage to trees as a direct result of the event shall be charged to the organiser

**Biodiversity** is very important to Southwark. By giving due prominence to this important part of our environment, we aim to safeguard the ecological future of the wildlife of the borough. Event organisers must make every effort to minimise the impact of events on the biodiversity within our parks and open spaces.

The following things should be considered:

- Avoid positioning of generators close to lakes and ponds to reduce the chance of an impact from fuel leaks into water bodies
- Ensure any fuel spillage on grass or hard standing is cleared up.
- Avoid cutting back of vegetation during nesting season (March to July).
- Avoid positioning event infrastructure close to observed bird boxes or visible nests.

**Outdoor advertising** using banners, posters or any other media must comply with the regulations set out in Southwark's guidelines on Advertising in Public Spaces, see [Appendix 2](#). Advertisers must have permission from the land owner and local authority. Where unapproved fly posting can be linked to an event, the event's organiser will be deemed in breach of their contract with the Council and will subsequently incur any associated costs arising through the Council having to remove such

material. Where possible, prosecutions will be taken and future applications from offenders will not be accepted.

**Normal service levels** are provided by the London Borough of Southwark for the day-to-day maintenance, upkeep and cleaning of public areas. All increases in these service levels will result in costs being charged directly to event organisers. These details are outlined in the application process.

## 8. Community safety

The safety and security of event visitors, organisers and other members of the public must not be compromised by any event. It is the duty of all event organisers to make such provisions necessary as to ensure this is the case. Key items for consideration are:

**Security & stewarding** personnel are key to ensuring the safety of all people in and around an event. All events must provide appropriately trained and briefed staff in positions to maintain crowd control, provide public information and to enforce any applied restrictions on entry and behaviour within the space, as well as to implement procedures in an accident or emergency situation. All staff working in a security role must be qualified to the appropriate level with the Security Industry Authority (SIA).

**Safeguarding** should be a fundamental part of the safety management of an event. Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children and vulnerable adults at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers will be expected to submit a child and vulnerable adult protection policy statement and lost child and vulnerable adult procedure as part of their application for the event.

**Counter-Terrorism** must be considered by all event organisers. Organisers must ensure that council owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

**Medical & first aid provision.** Event organisers must carry out a medical risk assessment, considering such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid and medical resources should be based upon published guidance such as [HSE Guidance on running events safely](#)

**Signage** within an event site should be clear to read, use commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees. All main toilet, medical and safety facilities, as well as emergency exits, should be signposted throughout the event site. Where signage and/or advertising are used outside of the event site, guidelines around outdoor advertising must be adhered to.

**Health and wellbeing** of your staff and audience should always be considered when planning events. Event organisers are expected to provide activities and food options (where catering is present) that support and promote a healthy, active lifestyle.

## 9. Event management

Event organisers need to produce an event management plan which must be provided to, and will be subject to scrutiny by, Southwark Council and the borough's Safety Advisory Group (SAG).

The level and extent of the information needed may vary depending on the size and impact of the event. For small events where certain items from the list below are not considered as relevant, there is still expected to be written consideration of each item, even where this is simply highlighting the non-requirement to provide plans for this area.

Information required within the event management plan will be:

- Accessibility provision
- Safeguarding statement
- Crowd management plan
- Emergency control plan
- Environmental impact assessment
- Equal opportunity statement
- Event communication plan
- Fire procedures
- Medical plan / first aid provision
- Food safety plan
- Lost child and vulnerable adult procedure
- Marketing plan
- Proof of valid and current public liability insurance (minimum cover £5million)
- Risk assessments
- Toilet and sanitation plan
- Security and stewarding provision
- Site plans
- Production and event schedule
- Traffic and transport plan
- Waste management plan

## 10. Licensing and permissions

Event organisers are responsible for ensuring that all required permissions and licences are acquired in an appropriate and timely manner. This will include, but is not limited to:

- [Consent to use council land](#)
- [Performing Rights Society \(PRS\) licence](#)
- [Phonographic Performance Limited \(PPL\) licence](#)
- [Planning permission](#)
- [Private operator licence for markets](#)
- Advertising consent
- [Temporary events notice](#) (TEN) or [time-limited premises license](#) may be required by event organisers. The issue of a TEN or time limited premises license does not itself constitute permission to use the land.
- Temporary traffic orders

## 11. Legislation, regulations and guidance

Southwark Council's events team will advise and support outdoor events organisers to create and produce safe and fun events. This will be done digitally via our [website](#), over email and the phone and face to face.

All events must conform, wherever applicable, to relevant legislation, including but not limited to:

- [Health and Safety at Work Act 1974](#)
- [Data Protection Act 1994 and 1998](#)
- [Equality Act 2010](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [RIDDOR 1995](#)
- [Town and Country Planning Act 1947 and 1990](#)
- [Licensing Act 2003](#)

- [The Children's Act 1989](#)
- [Fire and explosion](#)
- [Wildlife and Countryside Act 1981](#)
- [London Borough of Southwark Open Spaces Bylaws](#)
- [Counter-terrorism and Security Act 2015 \(CTSA15\)](#)
- [Road Traffic Regulation Act 1984](#)

In addition to the list above, events will be expected wherever possible to follow the guidance set out here:

- [HSE Guidance on running events safely](#)
- [HG 65 The Principles of Safety Management](#)
- [ISAN Access Guide](#)