



Open
Spaces

Registered Charity

Open Spaces Departmental Events Policy PART TWO: Highgate Wood

DRAFT

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1. Policy Statement

This Site-specific policy (Policy) should be read with the City of London Open Spaces Departmental Events Policy (Part One) which applies to all Open Spaces managed by the City of London.

This Policy provides guidance for completing an application to hold events at Highgate Wood. Highgate Wood is a Charitable Trust (Registered Charity Number 232986).

This Policy has been approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee in consultation with the Highgate Wood Consultative Group.

This Policy provides a framework to make decisions about events at Highgate Wood including to:

- Meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018.
- Meet the statutory obligations and charitable trust objectives to preserve Highgate Wood and to provide recreation and enjoyment.
- Facilitate events that are safe, and which are appropriate to the character of Highgate Wood.
- Assist event organisers in understanding the process for event applications and criteria for a licence being granted or refused.
- Provide a fee structure for charges that may apply to event applications.

Scope

This Policy applies to all events in Highgate Wood where the permission or assistance of the City of London is required to facilitate it.

Events covered by this policy include:

- Activities that include the setting aside of a particular area of Highgate Wood.
- Events and activities that occur over a wider course or more than one location; for example, cross-country running competitions.
- Activities that require access to additional services or infrastructure, or that may interfere with other visitors or go beyond ordinary recreational use.

The following events and activities are dealt with under separate arrangements:

- Sports activities at dedicated sporting facilities and/or with limited infrastructure requirements involving fewer than 500 people, or covered by other licensing arrangements; for example, personal training group exercise classes.
- Filming and photography – requests should be completed on the filming application form.

2. Introduction

Highgate Wood is an Ancient Woodland site, and is therefore not suitable for large events, nor is there a tradition of public events. A community based event is held on the site every year in early September organised by the City of London. Other than this annual event there are a small number of licenced activities and educational walks.

There are three types of events at Highgate Wood:

- Charity and community events run by a not-for-profit organisation, or by a community group for the benefit of the community.
- Commercial events run by profit making organisations.
- Free events organised by City of London such as the Highgate Wood Heritage Community day.

3. Legislative background

Highgate Wood and Queen's Park share the same legislation, the Highgate and Kilburn Open Spaces Act 1886.

3.1 Highgate Wood legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Highgate Wood, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Highgate and Kilburn Open Spaces Act 1886

The foundation legislation is the Highgate and Kilburn Open Spaces Act 1886. Under this Act the City of London:

- Must maintain and preserve Highgate Wood as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

3.2 City of London Corporation (Open Spaces) Act 2018

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold events at various open spaces, including Queen's Park, under section 7 of the City of London Corporation (Open Spaces) Act 2018. Under this section an "event" means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Highgate Wood for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.

- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Queen's Park.
- Charge for the use of part of Highgate Wood, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

In the exercise of these powers the City of London must prepare an events policy, which has been produced in consultation with the Highgate Wood Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event the City of London must have regard to the character and local environment of Highgate Wood (or the part of Highgate Wood in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Highgate Wood or significant impairment to the public enjoyment of Highgate Wood.
- The locations in Highgate Wood to which events are confined must be specified.
- The frequency and duration of events in Highgate Wood must be limited.

3.3 Other statutory provisions

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Highgate Wood, irrespective of which statutory enabling power is being relied upon.

These include provisions under:

- Section 76 of the Public Health Acts Amendment Act 1907
- Section 19 of the Local Government (Miscellaneous Provisions) Act 1976

Further information about the legislative framework is provided in Appendix 1.

3.4 Bylaws

Regard must also be had to the byelaws that apply in Highgate Wood which can be found at www.cityoflondon.gov.uk/highgate.

4. Event Locations

Refer to the Schedule of Locations as presented in the map (Appendix 2).

Event locations are grouped into three zones. Event applications will be considered based on an assessment of the suitability of a location, including the local character of the location, the potential impacts on the fabric of the site and on the experience of Highgate Wood visitors and neighbours.

Zone A: Sports Field

Zone B: Pavilion Café Garden

Zone C: Woodland area

Event applications will be carefully considered in consultation with specialist Officers to define conditions to ensure any potential impacts on the fabric of the site are minimised including measures to protect natural and heritage values, for example, the protection of tree root zones from soil compaction. The preparation of a condition report before and after the event may also be stipulated.

Based on the above assessment, an environmental impact fee may be applied to ensure the natural and heritage values are protected.

5. Timing and Frequency

In considering applications for events at Highgate Wood, the Open Spaces Events Policy (Part One) requires that this Policy includes restrictions on the location, duration and timing of events.

For the purposes of this Policy, events at Highgate Wood are ranked according to the number of people attending and the duration of the event as set out in Table 1 in Section 9.

Duration

Events located within Zone A will be limited to a maximum duration of two days including time for setup and break down and will be strictly controlled to minimise disruption to Highgate Wood visitors.

Timing and frequency

The number of weekends when more than one large or major event is scheduled shall be minimised to reduce the impacts on visitors, and impact on woodland environment and wildlife.

Visitor impacts

Event applications will be required to set out how potential impacts on visitors, neighbours and the woodland environment will be minimised. This should include litter, noise, lighting and vehicle movements to ensure the event is in keeping with the local character of Highgate Wood.

Exclusions

Events will be excluded from areas of high conservation value, or ecological sensitivity. Temporary and seasonal restrictions on specific areas will be enforced; for example, minimising disturbance during the bird nesting season.

Extent and infrastructure

Events that require significant infrastructure will not be considered in Highgate Wood due to access restrictions and impact on the natural environment and wildlife.

Events, such as Sponsored Walks, will be limited to surface paths and any associated small scale infrastructure will be limited to Zone A.

6. Local Authority Approvals

A Temporary Event Notice and other permissions and licences may be required from the Local Authority. Applicants are responsible for making enquiries to the following authorities as applicable:

- London Borough of Haringey

7. Local Officer Event Group

The Highgate Wood, Conservation & Trees Manager, the Leisure & Events Manager and the Operational Services Manager form the Officer Event Group which will meet monthly to consider event applications and make recommendations to the Superintendent. The Superintendent will direct the Officer Event Group recommendation to the appropriate approval pathway in accordance with the procedure described in Section 8. Other Officers and/or specialists may provide advice as appropriate to the type of event, Event Zone and potential impacts of the proposed event.

8. How we make decisions

Proposals for events will be assessed by the Officer Event Group and referred to the Superintendent and/or Consultative Group, as appropriate, in accordance with the thresholds described in Table 1. The Superintendent may choose to refer any medium or smaller event proposal to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision, for example where the proposal is unprecedented or unusual.

The Highgate Wood Consultative Group will automatically be consulted on any event proposal that is referred to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision. The Superintendent may also choose to consult the Highgate Wood Consultative Group on medium and smaller events. Such consultation may be by email or post.

8.1 Criteria for events at

When considering an event application, we will consider how effectively the proposal aligns with the following criteria:

- Aligns with the Highgate Wood Conservation Management Plan and Woodland Management.
- Is appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts One and Two.
- Is high quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event.
- Is sustainable and based on a strong business case.
- Offers quality and memorable experiences for visitors and participants that connect people with Highgate Wood and the local community.

- Identifies and delivers added value for social inclusion.
- Promotes values of shared stewardship and collective responsibility.

The performance of the event organiser throughout the event planning stages and delivery will be monitored and reviewed. This performance will be considered when assessing future event applications.

9. Applications timescale

Events are ranked according to their scale as set out in Table 1. Scale considers the size of the event in terms of the number of people attending on any one day and the duration of the event (including time for set-up and break-down). Where the anticipated attendance and duration fall within different event scales in Table 1 the applicable scale is the larger of the two.

This ranking enables the assessment of suitability of events for the range of locations listed in the Schedule of Locations. The scale of an event also informs the conditions and any restrictions that may be applicable and the calculation of the cost of services that are to be provided.

Event applications must be received within the lead-in time stipulated in Table 1. Should applications not be received within these lead-in times, event applications may be declined.

Table 1: Event Scale (proposed)

Event Scale	Daily anticipated attendance	Duration including set-up and break-down	Approval	Minimum period for receipt of application prior to proposed event date	Application Deadline
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 100	Up to a day	Superintendent	8 weeks	None - rolling application process
Medium	100 - 500	Up to 2 days	HHHWQP Committee	4 months	None - rolling application process
Large	501-1000	Up to 2 days	HHHWQP Committee	6 months	1 February 1 September

10. Application Form

An application for events at Highgate Wood can be located at Appendix 2.

11. Site Terms and Conditions of Hire

The types of charges applicable will be determined in accordance with the charging policy set out in Section 11.1. The rates charged will be in accordance with the Highgate Wood Schedule of Fees and Charges which is revised and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee annually.

Commercial events

Commercial events will be charged in accordance with the structure set out in Section 11.1.

Community and charitable events

The City of London proudly supports community and charitable events at Highgate Wood. Charity and community events will be assessed to determine an appropriate reduction or waiver of charges. Generally, the Hire Charge will be waived for community events. Additional discretionary discounts may be applied.

11.1 Charging Policy

Application fee: A non-refundable application charge will apply for all event applications to cover the administrative costs of determining event applications.

Remediation deposit: A remediation deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.

The cost of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works and related additional costs incurred by the City of London, the event organisers will remain liable for the same.

Hire charge: A hire charge may be applied to events to reflect the value of hiring this unique outdoor space to event organisers. Days associated with set-up and break-down in addition to the duration on the event will be charged for to offset the loss of amenity for that period.

A holding deposit is included within the hire charge to secure an event location on a specific day. Late cancellation may result in the forfeit of this deposit.

Service charge: Where services are provided by City of London to support events, the cost of those services will be borne by the event organiser. Rates for services that require staff time or equipment and other services, such as waste disposal, will

be based on full cost recovery, as set out in the annual Highgate Wood Schedule of Fees and Charges.

Environmental impact: This is an upfront charge for **minor** events that are likely to have a non-permanent environmental impact. Generally, this charge will be applied to events in Location Zone C.

Donation: Event organisers may wish to make additional voluntary contributions to the Highgate Wood registered charity (Number 232986) to support the cost of managing Highgate Wood.

Cancellation

The Open Spaces Events Policy Part One sets out the Cancellation Policy. Cancellation periods are specified below.

Table 2: Event cancellation period

Scale	Total anticipated attendance	Notice given for Cancellation	Refund
Minor	1 – 50	Any period	Full refund*
Small	51 – 100	At least 4 weeks	Full refund*
		Less than 4 weeks	Minus 25% of deposit
Medium	101 – 500	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*
Large	501 - 1000	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*

*minus application fee and City of London expenses

12. Review

A review of this policy will be undertaken at least every three years as set out in the Open Spaces Events Policy Part One. The Superintendent can request a review within that period as appropriate.

The revised policy will be submitted for consideration by the Highgate Wood Consultative Group and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee.

13. Site Specific Location Plan



14. Appendices

Appendix 1 – Legislative Framework

Highgate Wood legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Highgate Wood, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Under the Highgate and Kilburn Open Spaces Act 1886 the City of London:

- Must maintain and preserve Highgate Wood as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

Under section 76 of the Public Health Acts Amendment Act 1907 (as amended by section 56 of the Public Health Act 1925 and applied to Highgate Wood by section 4 of the City of London (Various Powers) Act 1933) the City of London may:

- Set apart any part of Highgate Wood as may be described in a notice board in some conspicuous position for the purpose of any game or recreation, charge reasonable sums for its use and exclude the public from the part set apart while it is in actual use for that purpose.
- Provide any apparatus for games and recreations, and charge for their use, or let the right of providing any such apparatus to any person for up to three years.
- Place, or authorise any person to place, seating in Highgate Wood and charge for, or authorise any person to charge for, its use.
- Provide and maintain pavilions or other buildings and conveniences and to charge for admission.
- Provide and maintain refreshment rooms in Highgate Wood, and either manage them themselves or let them to any person for up to three years.

Under section 19 of the Local Government (Miscellaneous Provisions) Act 1976 the City of London may:

- Provide such sporting and recreational facilities, whether indoor or outdoor, as it thinks fit.
- Provide premises for the use of clubs or societies having athletic, social or recreational objects.
- Provide such facilities in connection with recreational facilities as it considers appropriate including buildings, equipment, supplies and assistance of any kind, parking spaces and places at which refreshments may be bought from the City of London or another person.
- Contribute towards the expenses incurred by any voluntary (not for profit) organisation or local authority in providing recreational facilities.

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold events at various open spaces, including Highgate Wood, under section 7 of the City of London Corporation (Open Spaces) Act 2018. Under this section an “event” means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Highgate Wood for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.
- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Highgate Wood.
- Charge for the use of part of Highgate Wood, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

The City of London must exercise these powers having regard to an events policy prepared in consultation with such persons or bodies as it thinks appropriate. At Highgate Wood this consultation has included the Highgate Wood Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event under this section the City of London must have regard to the character and local environment of Highgate Wood (or the part of Highgate Wood in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Highgate Wood or significant impairment to the public enjoyment of Highgate Wood.
- The locations in Highgate Wood to which events are confined must be specified.
- The frequency and duration of events in Highgate Wood must be limited.

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Highgate Wood, irrespective of which statutory enabling power is being relied upon.

Appendix 2 – Highgate Wood Even Application Form



Highgate Wood

Registered Charity

Event Application Form 2019

Dear Applicant

Thank you for your interest in Highgate Wood as a location for your forthcoming event.

Please refer to The City of London Open Spaces Department Events Policy Part One & Two when completing this form.

If you have any questions relating to your application, please contact us on 020 7332 3322.

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London (Highgate Wood)
Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: hampstead.heath@cityoflondon.gov.uk

Fax: 020 8348 1677

4. Details of your proposed event

Please state the **exact** dates of your event:

i) Date and time the event opens to the public:

ii) Number of days required **before** this date for setting up (including arrival time on site):

iii) Date and time the event closes to the public:

iv) Number of days **after** this date for dismantling (please give on-site start and finish times):

5. Approximate number of people expected to attend your event

i) Participants:

ii) Adults:

iii) Children under 16:

v) Spectators:

Any additional information:

6. The Applicant

Full name, address and contact details of the **applicant** (Please use **BLOCK** capitals):

Full name, address and contact details of **second** contact (Please use **BLOCK** capitals):

7. Applying on behalf of an organisation

If you are applying on behalf of an organisation, please state the name and the address of the organisation:

Nature of organisation (please tick relevant box):

- Registered Charity ☐
- Not for profit constituted organisation ☐
- Individual ☐
- Commercial company ☐

Your capacity within the organisation:

and, the capacity within the organisation of the **second** contact:

8. Commercial Traders

Do you intend to invite any commercial traders i.e. food vendors, fairground rides, climbing apparatus?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details of all such traders including names, addresses and contact numbers for the individuals or organisations providing such attractions.

Company 1:

Company 2:

Company 3:

Company 4:

Company 5:

You **must** obtain the City of London's consent for any additions and alterations to this list. Please note that it is at the discretion of the City of London as to whether traders etc. will be permitted as part of the event.

To ensure the safety of those attending the event an Environmental Health Officer may inspect any equipment brought onto the site by yourself or a commercial trader.

They will also examine any associated documentation e.g. fire and test certificates, your Risk Assessments and the suitability of training provided to equipment operators.

9. Fund raising

If you are fund-raising, please include the name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if there are more than one. Will all income raised go to the charity/project named above? If no, please provide details: (proof may be required)

10. Will your event include music, films, dancing or live entertainment?

Music

Yes ☐ No ☐ (please tick relevant box)

If yes, is it: Recorded ☐ Live amplified ☐ Live acoustic ☐ Other ☐

Please give details:

Volume levels must not exceed 65 decibels at the nearest residence, or between Monday and Friday at the nearest place of work.

The Officer Event Group will be able to assist you in determining a level appropriate for your equipment and your event.

Films

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Dancing

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Live Entertainment

Yes ☐ No ☐ (please tick relevant box)

Please give details:

11. Will your event include alcohol and Catering?

Alcohol

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Catering

Yes ☐ No ☐ (please tick relevant box)

Please give details:

12. Will your event include animals?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

13. Will you be using a Public-Address System?

Yes ☐ No ☐ (please tick relevant box)

Please give details:

14. Will your event require an electricity supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you generate your own or is a City of London mains supply required (if feasible)?

We will generate our own* ☐ We will require a supply from the City of London ☐ **

* Organisers are required to consider the switch to cleaner technologies as well as ensuring Non-Road Mobile Machinery is compatible with the Stage V emission standards.

** This is available at an additional cost and **must** be provided by a City of London approved electrician. Under no circumstances must any attempt be made to make a connection to any electricity supply by you or any person associated with your event.

15. Will your event require a water supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you provide water or is a City of London mains water supply required (if this is feasible)?

We will generate our own ☐ We will require a supply from the City of London ☐ *

* This is available at an additional cost. Under no circumstances must any attempt be made to make a connection to any water supply by you or any person associated with your event.

16. Will you be using any artificial lighting?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

17. Toilets

Please give details of the arrangements you will be making for providing toilet facilities and cleaning?

An important aspect of any event is the provision of adequate toilet facilities. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

18. Will any other item or equipment at your event generate noise?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

It is important that the Officer Event Group have an opportunity to assess noise from all sources on site e.g. generators, vehicles, tannoy

19. Will you require vehicle access to facilitate the event i.e. articulated trucks, vans?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details:

20. Will any items of plant and heavy equipment be used i.e. cranes, forklift trucks, etc.?

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be used and on which areas of the site:

21. Will any elevated platforms, stages, marquees or other temporary structures or apparatus etc. be built?

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be built:

Structures require inspection prior to your event opening to the public. The event organisers are responsible for arranging inspections prior to the opening of the event.

22. What arrangements have been made for car parking and marshalling of vehicles during your event?

Please give details:

23. What arrangements have been made for litter collection, recycling and disposal. When and how will this take place?

Please give details:

24. What facilities will be provided for First Aid?

Please give details:

An important part of any event is the adequate provision of first aid. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

25. Will you be providing overnight security?

Yes ☐ No ☐ (please tick relevant box)

Please give details:

26. Will the event be open and accessible to all?

Please give details:

27. How will you actively encourage sustainable transport for people attending the event?

Please give details:

28. How does your event contribute to achieving event application criteria 8.1? (please refer to the Open Spaces Events Policy, Part Two: Highgate Wood)

Please give details:

Note: If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of the City of London Corporation.

Licenses

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant Local Authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a Premises Licence Application and 4 weeks for a Temporary Event Notice. Larger events may need to apply for a licence up to 6 months in advance.

More information can be found here <http://www.londoneventstoolkit.co.uk>

Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of Public Liability or third-party risks. The relevant limit of indemnity must be no less than £5 million and the City of London reserves the right to require a higher limit if deemed necessary.

Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>). This information needs to be provided at least one month prior to the event if it is a medium, large or major event.

Insurance Company:

Policy number:

Amount of indemnity (a minimum of £5M is required):

Expiry date of current certificate:

We require a copy of a valid schedule or certificate of Public Liability Insurance without which, consent to use the land will be withheld. The Corporation may also take legal action against an event organiser who proceeds with an event having not provided this documentation.

Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

Declaration

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

More information can be found <http://www.londoneventstoolkit.co.uk>

Please confirm that the following documents are either attached to your application or will be provided at least four weeks prior to the start of your event. Failure to comply may result in the City of London refusing to grant permission for your event.

	Attached	To Follow	N/A
Risk Assessments / Emergency Plan			
Copy of your Public Liability Insurance			
A site plan			
A programme			
Catering certificates and licences			
Noise management plan			
Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate)			

TERMS OF ACCEPTANCE

By returning this form, I confirm that I have read and understood the City of London Open Spaces Events Policy Part One & Two. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform the City of London if the details change.

Signed (please type on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London (Highgate Wood)
Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: hampstead.heath@cityoflondon.gov.uk

Fax: 020 8348 1677

For office use only

Confirmed by Officer Events Group: _____

Date of the Event _____ 2019 Time _____ of _____ the _____ Event

Place of the Event _____

No of people _____

Route Map

Liability Insurance _____

Risk Assessment