

Committee(s):	Date(s):	Item no.
Streets & Walkways Sub Committee	13 January 2014	
Policy & Resources Committee	19 January 2014	
Subject: Special Events on the Public Highway	Public	
Report of: Director of the Built Environment Director of Public Relations	For Decision	
<p style="text-align: center;"><u>Summary</u></p> <p>This report outlines the major events planned for 2014. The report allows Members the opportunity to comment on the proposals and consider the appropriateness of the events, taking into account the nature, scale and impact on the City streets. Most are due to take place at weekends to minimise disruption to the City and its businesses.</p> <p>The report also provides information on first time events in the City, the Children’s Parade, Tour de France Cycling Event on the 7 July 2014; and the Prudential RideLondon on 8th & 9th August 2014.</p> <p>In addition, the report includes an overview of the current approval processes for events. It also recommends that this Committee receives a further report reviewing the Event Guidelines, and that these guidelines also include procedures for considering special event lighting for the City’s River Bridges.</p> <p>Recommendations</p> <p>Members are recommended to:</p> <ol style="list-style-type: none"> 1. Agree the major events taking place in the City as detailed in Appendix 1. 2. Note the progress and planning to date in relation to the Tour de France and Prudential RideLondon cycling events. 3. Agree to a short-term road closure on the same basis as 2013 to allow the Children’s Parade event to take place on Friday 27 June 2014. 4. Note that a further report will be presented to Members in Spring 2014 reviewing the Events Guidelines, including special event lighting for the City’s River Bridges; and the introduction of an 		

Main Report

Background

1. Members are reminded that in previous years, a report has been presented to the Streets and Walkways Committee detailing the major special events for the year ahead. This report updates Members on events so far planned for 2014.
2. A significant proportion of these events take place on Transport for London's (TfL) streets. Again, some of these are aimed at promoting charitable organisations, whilst others seek to promote specific Mayoral initiatives such as cycling. Consultation on all such activities takes place well in advance as the traffic implications of closing a street on the Transport for London Road Network can still impact on the City.
3. Whilst it is acknowledged that events on the public realm have social and community benefits, it is also considered important to ensure that the impact of these events in terms of traffic management, and the impact on residents, continues to be contained to an acceptable level, and that demand is managed in a consistent and transparent manner.

Significant External Events Group (SEEG)

4. The Director of the Built Environment has delegated authority to make traffic orders to allow roads to be closed for special events. As such, formal Member approval for each major event is not required. However, the Guidelines that officers use to approve events were agreed at the Streets & Walkways Sub Committee in March 2011, and this includes provision for an annual summary report of planned events for Member information, and a process to refer events to Members for their additional consideration if deemed appropriate (namely the Streets and Walkways Committee on matters of traffic impact, or to the Policy and Resources Committee on matters of policy).
5. Typically, more than 60 applications to hold events on the City's streets are received annually. These are considered in the first instance by officers of SEEG, the Significant External Events Group, which comprises representatives from Highways, Public Relations and the City of London Police. The merits of each event are considered against a "test of reasonableness", which can include some, or all, of the following factors:

- Public safety
 - Traffic impact
 - Residential / environmental impact
 - Clash with other activities
 - Capability of event organiser
 - Past complaints
 - Cost to the City Corporation of implementation
 - Advertising / branding
 - Inappropriate content or scope
 - Absence of community benefit
6. Should an event pass this test of reasonableness, then it is given provisional approval subject to a technical assessment of the event by the Safety Advisory Group (see below).
 7. Last year, a number of event proposals were not supported by SEEG for reasons of traffic impact and absence of community benefit. For example the Coat Walk (refused on the grounds that it was a promotional event) and Shine (refused because the infrastructure on the highway required to facilitate the event would have had a significant highway and community impact).

Safety Advisory Group

8. The responsibility for the organisation of an event and its associated activities, such as traffic management and stewarding, rests with the named organiser and not with the City of London Corporation. However, officers of the Department of the Built Environment & Public Relations work closely with organisers to ensure its success and adherence to City Corporation standards and Guidelines on Special Events.
9. In line with other local authorities, the City has a Safety Advisory Group (SAG), whose purpose is to receive and assess the fine organisational detail of major events from organisers, and for the emergency services and other agencies to identify further information or action necessary to enable the event to proceed safely.

10. The SAG currently meets four times a year or more frequently if necessary. During the course of 2013, the SAG received event presentations and advised on 17 major events in the City.

London Events Steering Group

11. Following the success of last year's Olympic and Paralympic Games many large sporting organisations want to hold their major championships and tournaments in London. This is an opportunity for London to show case itself as one the leading cities in the world worthy of hosting such events.
12. In order to consider and coordinate pan-London event proposals, the GLA have established a London Events Steering Group. Its aim is to ensure effective collaboration and liaison between agencies on planned major events, advising on transport policy, and supporting the development of people movement and crowd management policies. One of the first steps taken by the Group is to re-establish a common "Events Calendar" for London, previously used during the 2012 Olympics.
13. The inaugural meeting of the Group was held in September 2013, and is chaired by a senior officer from Westminster City Council. It includes high level representatives from the GLA, TfL, the emergency services and central London highway authorities, with the City represented by the Assistant Director (Highways).

Guidelines for the Planning of Events in the City of London

14. Members are reminded that events in the City are currently classified into one of the following categories: commercial, community and statutory.
 - Commercial events are defined as those that are organised with the objective of making a financial return without a specific community or charitable benefit.
 - Community events are defined as events organised with the objective of providing a service to the community and/or making a financial gain with the surplus raised being for charitable distribution or for distribution to local community organisations.
 - Statutory events are defined as those where there is no financial gain and reflect constitutional rights, or are a royal/national celebration, or in the interests of the public e.g. Lord Mayor's Show, Submariner's Parade.

Fees and Charges

15. The Director of the Built Environment has delegated authority to set and review charges annually in order to recover costs. In general the charges cover the following:

Administrative	Physical
Traffic orders	Road closure advertising
Parking dispensations	Policing/Barrier provision
Hoarding & scaffold licenses	Street cleansing
Location fees	Promotion
General staff time	Additional parking enforcement
Parking bay suspensions	Staff overtime

16. The Guidelines on Special Events set out when Fees and Charges are applied. This is summarised below:-
- Commercial Events: Both administrative and physical costs be charged
 - Community Events: Only physical costs be charged
 - Statutory Events: No costs be charged
17. The majority of events are non-chargeable as they fall into the category of statutory (no charges applied) or community events (only physical costs applied). The Fees and Charges that are applied are not expected to raise income, but instead aimed at achieving consistency and recovering legitimate costs.
18. The current Guidelines, and fees & charges structure, were agreed in 2011, and a review is now considered timely to ensure their provisions remain relevant and appropriate. Given that the City has become an increasingly attractive location to hold events since the 2012 Olympics, it is also thought appropriate to reconsider whether anything more than a test of reasonableness needs to be applied to event applications. The outcome of the review, and any recommendations to change the current policy guidelines, will be subject to a separate report that will be presented to Members in the Spring.
19. As part of the proposed review on the Guidelines, the number and nature of events held in the City will be considered taking into account their traffic and community impact. The review will also be an opportunity to consider the appropriateness of those events that cause the most disruption

to City streets such as the Standard Chartered Great City Race and Bloomberg Square Mile, both of which take place on a weekday.

20. However, in advance of this review, it is proposed to introduce an application fee for events from April 2014. This fee is aimed at recovering reasonable costs in considering, consulting upon and facilitating applications. Fees are typically applied in other local authorities such as Westminster City Council who charge up to £300 per event application. The Director of the Built Environment has delegated authority to review fees and charges, and the introduction of proposed fees for special event applications can be included in the City's Scheme of Delegations.

Major Events in 2014

21. Brief details of the events for this year are detailed in the attached Appendix 1. Most of the events listed have taken place before, and at this point in time, are relatively certain to take place. In summary, the events are as follows, separated into their respective locations and timings.
22. Events primarily on TfL Streets (ie Upper / Lower Thames St)

Weekday

- Tour de France (7 July)

Weekend

- London Marathon (13 April)
- British 10k Road Race (13 July)
- Virgin Triathlon (3 August)
- Prudential RideLondon - Day 2 (10 August)
- Tour of Britain (14 September)
- Royal Parks Half Marathon (5 October)
- Lord Mayor's Show fireworks (8 November)
- New Year's Eve (31 December)

23. The major change in 2014 over TfL's 2013 programme is the addition of the Tour de France, which will have a significant effect on the City for that one day (see below).

24. Events primarily or extensively on City Corporation streets

Weekday

- City of London Festival Children's Parade (27 June)
- Standard Chartered Great City Race (10 July – evening)
- Cart Marking (16 July)
- Bloomberg Square Mile (18 September – evening)

Weekend

- BUPA 10k Road Race (25 May)
- Smithfield Nocturne cycle event (7 June)
- City of London Mile – Run Fast (22 June)
- Prudential RideLondon - Day 1 (9 August)
- Lord Mayor's Show (8 November)

25. The only change in 2014 from last year is the omission of the 'one-off' Beating the Bounds, and the inclusion of the London City Mile (see below).

Tour de France

26. The Tour de France is one of the largest sporting events in the world, attracting 15m spectators, broadcasting to 190 countries with a potential audience of 2.2 billion. The last time London hosted the event was in 2007.

27. After considerable negotiation, the Mayor of London succeeded in bringing the Tour back to London this year, and a briefing note was provided for Members last year to outline its impact. Planning for the event is still in its early stages, but it is expected to arrive in London on Monday 7 July 2014. The event will approach the City from Tower Hill with cyclists travelling along Byward Street, Upper & Lower Thames

Street and heading towards The Mall via Victoria Embankment (the lower route).

28. Road closures will be required from approximately 9am to 5pm. The streets that make up the lower route are managed by TfL, therefore approval for road closures does not rest with the City. However given the day of the week i.e. Monday, the impact of this event on City streets is expected to be considerable.
29. The organisers plan to undertake extensive publicity to minimise the impact this event may have on the wider community, and address specific concerns that might be raised by residents or businesses.

Prudential RideLondon

30. Members gave their support for Prudential RideLondon event in 2013 and the event is planned to take place again on 9 and 10 August 2014. RideLondon is a flagship event for the Mayor of London and TfL's cycling programme and provides an opportunity for the world's greatest cyclists to compete in front of national and international audiences.
31. The RideLondon weekend will follow the same arrangements as 2013 with a family fun ride for up to 70,000 cyclists on an eight mile loop of closed roads around London's iconic landmarks including St Paul's Cathedral, Guildhall, Mansion House, Tower of London and Victoria Embankment. The cycling event on Saturday has the greatest impact on the City streets requiring early road closures lasting for most of the day.
32. The event on Sunday is not as significant in terms of impact on the City as it is restricted to the lower route i.e. Upper & Lower Thames Street, Byward Street. However the impact on London and the south-east as a whole is considerable.
33. This weekend festival of cycling was successful in 2013 attracting over 200,000 spectators as well as worldwide TV audiences, and is an opportunity to promote cycling initiatives generally. The planning, management, organisation and communications for this event will be the same as it was for 2013.

Children's Parade

34. The Children's Parade is an annual weekday event that follows a route from Guildhall Yard to Paternoster Square via Cheapside, Newgate Street and Warwick Lane. It attracts nearly 1,000 participants and is popular with residents and businesses alike. The procession lasts approximately

10 minutes and in 2013 was facilitated for the first time by a short-term road closure (approximately 1 hour in total).

35. A road closure of a main east-west route through the City on a week day is not normally supported. The possibility of holding this event on a weekend has been considered, however the success of this particular event is dependent on it taking place during school hours to ensure attendance by pupils, and the number of teachers and support staff required to supervise the procession safely.
36. Members supported this weekday closure in 2013, subject to a review of the impact it caused and any complaints received. Only one formal complaint was received (albeit from a past Member), but to balance that, officers are also aware of much positive feedback, both from the event organisers themselves and through positive comments from spectators on social media channels.
37. Whilst there was disruption last year as a result of the short term road closure, the organiser kept the closure durations to a minimum and successfully engaged with businesses and residents to lessen the impact on City streets. Therefore, on balance, Members are recommended to support the Children's Parade with a short-term road closure on the same basis as 2013.

New Events in the City

City of London Mile (Run Fast)

38. Although received after last year's summary report, the application for this event (intended for June 2013) passed the City officers' 'test of reasonableness' and was supported in principle by Members. However, the organisers chose not to hold it in 2013 due to a need to take more time to plan it, and instead scheduled the event to take place on Sunday 22 June 2014. Planning by the organiser is now well advanced, and working closely with City of London officers a route that minimises traffic impact has been agreed.
39. The event is open to everyone, children from schools and clubs across the country, charity fund raisers, businesses and families. It is also intended to attract some of the world's elite athletes competing in an international elite race. It is the first time the event has been held and if successful may become an annual event in future.
40. The running event is raising funds for a local charity Trinity Hospice and the national charity MacMillan Cancer Support. The event is supported

by the England Athletics Association and involves around 2,000 runners through a route in the City taking in the iconic sites such as St Paul's Cathedral.

41. The route starts at St Paul's Cathedral and finishes in Cheapside with participants taking a route via Bank, Gresham Street and King Street. To facilitate the runners, there will be some directional closures of Queen Victoria Street (east-bound), Princes Street (north bound) with full closures along the remaining part of the route from around 8 am to 12 noon. Access will be facilitated during the event and the organiser has undertaken extensive engagement with businesses and residents to minimise impact.

2015 London Winter Run

42. Officers are already aware of a new proposal for a 10km run event, which is planned to take place on a Sunday in either January or February 2015. The proposed date is aimed at providing participants an opportunity to run outside the usual clustered summer months. The number of participants is expected to be in the region of 15,000.
43. The organiser is intending to engage with local schools, sports clubs and charities in the area leading up to the event. This includes annual fund raising as well as initiatives to get local residents engaged in physical activity. The event is also aiming to stage a junior run and inclusive categories for disabled participants.
44. Whilst planning is in its early stages, the run will start and end in Westminster with a route through the City closing Upper Thames Street, Lower Thames Street and Byward Street for approximately 3 hours between 9 am and midday. There might be minimal closures in the City including Puddle Dock, Queen Victoria Street, Friday Street, St Paul's Churchyard and Cannon Street, although this has yet to be confirmed. The event organisers have given a commitment to work with local communities to minimise the impact of the closures.
45. The event organisers have been given approval in principle to hold their event by TfL and City of Westminster, and its pan-authority nature supports the need for there to be a more formal and joined-up high level consideration process for large scale events, envisioned by the London Events Steering Group.

Lower Route & Number of Major Events

46. In last year's report, Members were asked to note the increase in the number of requests from event organisers to use the lower route through the City i.e. Upper Thames Street, Lower Thames Street and Byward Street. Invariably these events require lengthy road closures and consequently impacts on residents and businesses particularly in terms of access to properties and services
47. The streets that make up the lower route are managed by TfL and therefore approval for road closures to facilitate events does not rest with the City. However the City aims to balance the increasing demand on the City's streets as an attractive location for special events, alongside a commitment to businesses, residents and visitors to ensure that these events continue to be safe and successful. The City will continue to work with TfL, through the London Events Steering Group, to minimise the impact of events using the lower route.
48. Members are asked to note that as a result of organisational changes in the London Fire Brigade, a number of fire stations have been closed leaving a greater reliance on Dowgate Fire Station located in Upper Thames Street. As part of future event planning, organisers will be required to take into account the operational requirements of Dowgate Fire Station to ensure it remains open and operational at all times during events.

City River Bridges

49. The illumination of the City's bridges across the Thames was included in the "Look and Feel" celebrations programme for London 2012. The City installed LED lighting with control systems to facilitate subtle changes to the colour schemes on the Bridges during Games Time, some of which have been retained by the City Corporation and can still be used, subject to planning and operational constraints.
50. Following the success of this Olympic project, the City has received a number of subsequent requests to adapt the lighting of the Bridges for both charitable and commercial events. These requests have thus far been resisted, typically to prevent the commercial exploitation of the bridges, but no formal policy has been approved by Members on what events should be considered and when.
51. Members are asked to note that the City has recently been approached by the Embassy of Brazil (through the GLA) to install green and yellow lighting on Millennium Bridge for up to two weeks prior to the opening of the World Cup in 2014. This request is supported by officers (subject to a

full technical assessment and costs being met by the GLA or the Brazilian Olympic Authority) as it celebrates London's connection with Brazil as the next host of Olympic & Paralympic Games.

52. It is proposed that the review of the Event Guidelines mentioned previously also establishes formal guidance on the approval protocols for event lighting of the City's river bridges, which can be applied for future applications. This would take into account the planning, environmental and technical challenges, as well as any political and commercial considerations.

Legal Implications

53. The City as traffic authority may temporarily restrict the use of roads for sporting events, social events or entertainments held on a road under section 16A Road Traffic Regulation Act 1984. In carrying out its traffic authority functions the City must also have regard to its duty to secure the expeditious, convenient and safe movement of traffic (section 122 Road Traffic Regulation Act 1984), and its duty to secure the efficient use of the road network avoiding congestion and disruption (section 16 Traffic Management Act 2004).
54. The approval of an event does not remove the need for the event organiser to secure all other necessary consents (such as advertising), approvals and road closures, and these are processed separately in accordance with the applicable procedures and statutory requirements. This is made clear in the Guidance issued to applicants.

Community Strategy & Other Significant Implications

55. By facilitating special events to take place within the Square Mile, the City can help address its Community Strategy Themes of 'A World Class City' and 'A Vibrant and Culturally Rich City' through its encouragement of filming and its management of special events.

Consultees

56. The Town Clerk, the Chamberlain, Comptroller and City Solicitor, the City of London Police and the Director of Community & Children's Services have been consulted in the preparation of this report and their comments included.

Conclusion

57. The City seeks to support a series of charitable, cultural and fund-raising organisations by facilitating special events on its road network, and accommodating similar events on Transport for London's Road Network. This report summarises the major events for 2014 and provides an update on high profile events such as the Tour de France and Prudential RideLondon.
58. In addition, the report advises Members of the intention to review the Guidelines for events on the highway including the lighting of City Bridges, and consider the introduction of application fees for major events to cover officer costs of assisting organisers with the viability and safety assessment of their event.

Contact:

Ian Hughes
0207 332 1977
ian.hughes@cityoflondon.gov.uk

APPENDIX 1 - SUMMARY OF EVENTS FOR 2014

EVENT	ORGANISER	AUTHORITY	BENEFIT OF EVENT	NO.	EVENT HISTORY	ROUTE	TRAFFIC MANAGEMENT
1. London Marathon 13 April 2014 Sunday	London Marathon Limited	Transport for London	Community event. Fun Run. Surplus funds from this event are used to assist specific sporting projects.	35,000	Established event of more than 21 years	Lower route.	Roads closed along the route. 7 am to 6 pm.
2. BUPA 10K Road Race 25 May 2014 Sunday	London Marathon	Transport for London	Community event. Fun Run Funds from this race promote sporting initiatives to the City's resident and workforce population	10,000	6th year	Westminster via Embankment to Fenchurch Street area and return to Westminster	Various road closures along the route with streets. 10 am to 12.30 pm
3. Smithfield Nocturne Cycle Event 7 June 2014	Face Partnership	City of London	Community Event. Cycle races around a circuit within the City. Promotion of	500	7th year	West Smithfield circuit around market	Smithfield closed, including access to car park. Smithfield Market & Tenant Association consulted in

Sunday			cycling.				approval process. 4 pm – 10 pm.
4.City of London Mile – Run Fast 22 June 2014 Sunday	Run Fast Ltd	City of London	Community running event. Raising money for local and national charities.	2,000	1 st year	St Paul's, Cannon Street, Queen Victoria Street, Bank, Cheapside	Directional closures and full closures along the route from 8 am to 12 noon.
5. Children's Parade 27 June 2014	City of London Festival	City of London	Community event Carnival Procession for local schools.	1,000	4th year	Guildhall Yard, Gresham Street, Old Jewry, Cheapside, Newgate Street, Warwick Lane, Paternoster Square	Closure of Cheapside and along the route for approximately 1 hour
6.Tour de France	Innovision	TfL	International Cycling Event. Promoting City as a location for international events. Promoting	6,000	Last event in 2007	Lower Route	Closures from 9 am to 5 pm

			Cycling.				
7. Standard Chartered City Road Race 10 July 2014 Thursday evening	London Marathon Ltd	City of London	Community Fun Run event. Participants drawn from City institutions and is usually sponsored by a City company.	6,000	8 th year	City Road, London Wall, Bank, Cheapside, and return to City Road.	Road closures along route. 7 pm – 8.30 pm
8. British 10K Road Race 13 July 2014 Sunday	BUPA	Transport for London	Community Road Race. Raising funds for charitable organisations.	5,000	6 years	Lower route: Embankment Area	Closure of Upper & Lower Thames Street 7 am – 2 pm
9. Cart Marking 16 July 2014 Wednesday	Livery Hall	City of London	Statutory Event. Vehicle Procession	1,000	Annual Statutory Event	London Wall, Gresham Street, Guildhall	Closure London Wall 7 am – 2 pm
10. Virgin Triathlon 3 August 2014 Sunday	Upsolut Sports UK Ltd	Transport for London	Community Event.	5,000	4th time	Lower route	Closure of Upper & Lower Thames Street 5 am – 2 pm

11. RideLondon 9/10 August 2014 Saturday/ Sunday	GLA/TfL	Transport for London and City of London	Community event. Promoting Cycling.	75,000	2nd year	Central City of London streets & lower route;	Roads closed along route. Weekend event. 7 am – 6 pm
12. Tour of Britain Cycling 14 September 2014 Sunday	Tour of Britain	Transport for London	International Cycling Event. Promoting cycling.	50,000	2 nd year	Lower Route	Road closures from 7 am to 9 pm
13. Bloomberg Square Mile 18 September 2014 Thursday evening	London Marathon Ltd	City of London	Regular event that takes place in the City Participants drawn from City institutions and raising money for charity.	5,000	More than 5 years	Guildhall, central City	Footway along the route including road closures Gresham Street and approaches to Guidhall. 5 pm to 8.30 pm

14. Royal Parks Half Marathon 5 October 2014 Sunday	Royal Parks	Royal Parks and Transport for London	Fun Run. Community event for Royal Parks Foundation.	5,000	6 th year	Victoria Embankment west of Blackfriars.	Closure of Victoria Embankment. 9 am – 12 pm.
15. Lord Mayor's Show 8 November 2014 Saturday	City of London	City of London	Statutory event. Procession to facilitate the Lord Mayor's obligations to the Sovereign.	6,000	Historical event.	City area west of Bishopsgate.	City wide road closures. 7 am – 4 pm.
16. Lord Mayor's Show Day Fireworks 8 November 2014 Saturday	City of London	City of London, TfL & City of Westminster	Community Event.	2,500	2 nd Year	Blackfriars, Victoria Embankment & Waterloo Bridge	Road closures 5 pm – 6 pm
17. New Year's Eve 31 December 2014	To be Confirmed	City of London and Transport for London	Community event.	10,000	Annual Event	Blackfriars area	Extensive closures across London & City

18. 2015 London Winter Run		TfL	Community event	15,000	New Event	Lower Route	Road closures from 9 am - midday
----------------------------------	--	-----	--------------------	--------	-----------	-------------	--