

Committee(s)	Dated:
Streets & Walkways Sub Committee	4 April 2016
Subject: Special Events on the Highway	Public
Report of: Director of the Built Environment	For Decision

Summary

This report outlines the major events planned for 2016. It provides Members with an opportunity to consider and comment on the appropriateness of these events, taking into account their nature, scale and impact, as well as the benefits they bring.

There are 16 major events planned for 2016 of which:

- 12 have taken place before
- 1 has taken place before but has a new route this year (Nocturne)
- 3 are one-off events for 2016 (Household Cavalry, the Queen's 90th Birthday Celebrations and the Great Fire of London weekend)

This report also provides information on changes to the event oversight process, the impact on events of Cycle Super Highway, the current plans for 2017, the change in designation of Paternoster Square to City Walkway, and an update on the use of drones.

Recommendation(s)

Members are asked to:

- Agree to support the events as outlined in the report and detailed in Appx 1.

Main Report

Background

1. This report provides an update to Members on those events that are currently planned for 2016 including those with revised routes. It also incorporates information on events planned for 2017, it notes the change in designation of Paternoster Square to City Walkway, and it covers other alterations to the event oversight and management process.
2. Many of the events held on City streets are aimed at promoting or raising money for charitable organisations, whilst others seek to promote specific Mayoral initiatives such as cycling. Some events support the City's Visitor Strategy to drive economic benefit to City businesses, or fit the City's Community Strategy

and Health and Wellbeing agendas. Even commercial events typically raise money for charity, either directly through charitable partnerships or as an opportunity for participants to raise sponsorship.

3. Whilst these social and community benefits are understood and acknowledged, it is also important to ensure the impact of each event on residents, businesses and traffic is contained to an acceptable level, and that demand for the overall number of events is managed in a consistent and transparent manner.
4. It is essential that the planning and assessment of each major event takes place well in advance, as the implications of road closures can have a significant impact on the day-to-day life of those working and living in the City. Highway officers from the Transportation & Public Realm Division (T&PR) of the Built Environment Directorate lead this process with a structured, documented application and approval process.

Significant External Events Group (SEEG)

5. Event applications are initially considered by officers of SEEG, the Significant External Events Group, which includes highways officers and representatives from Town Clerk's Department, Remembrances, Visitor Development, and City of London Police. The merits of each event is considered by SEEG taking into account a range of factors such as traffic and residential impact, public safety, and capability of the event organiser.
6. SEEG meets every month and the process was previously managed by officers in the Town Clerk's Department. However as the majority of events are held on the highway this responsibility has now transferred to officers in T&PR Division.
7. The Director of the Built Environment has delegated authority to make traffic orders to allow roads to be closed for special events. Therefore, Member approval for each major event is not required. However there are Guidelines, which officers follow in determining the suitability of events, which also set out the procedure for event approval and provide advice for organisers. The Guidelines were agreed by the Street & Walkways Committee in 2011 and have now been updated. A copy of the updated Guidelines is detailed in Appendix 4.

Events Calendar 2016

8. The following table summarises the major events due to take place this year. A timeline for events is illustrated in Appendix 2. Those highlighted in red are outlined in more detail later in the report.

Date	Day	Event	Detail
31 Jan - (complete)	Sunday	Winter Run	Fun run
20 April	Wednesday	Household Cavalry	Ceremonial procession through the City to Guildhall
24 April	Sunday	London Marathon	Amateur & elite race raising

			funds for sporting initiatives
30 May	Bank Holiday Monday	Vitality 10K (formerly BUPA 10K) Race	Race raising funds for sporting initiatives
4 June	Saturday	Nocturne	High participant night-time cycling race
10 June	Friday	The Queen's 90th Birthday Celebrations	Service at St Paul's Cathedral, possible street parties
19 June	Sunday	City of London Mile – Run Fast	Fun run raising money for local and national charities
June (TBC)	Friday	Children's Parade	One hour carnival procession for local schools
13 July	Wednesday	Cart Marking	Ceremonial event; Livery Company
14 July	Thursday evening	Standard Chartered Great City Race	Run with participants from City institutions and businesses
30/31 July	Saturday & Sunday	Prudential RideLondon	TfL mass participation cycling event promoting Mayoral initiatives
2 – 5 September	Friday - Monday	Great Fire 350	Various events to be held over the weekend to commemorate the Great Fire of London
22 September	Thursday evening	Bloomberg Square Mile Run	Fun run with participants from City institutions and businesses
October (TBC)	Weekend	Royal Parks Half Marathon	Charitable run for Royal Parks Foundation
12 November	Saturday	Lord Mayor's Show	City of London Corporation ceremonial event
31 December	Saturday	New Year's Eve	GLA & TfL sponsored firework display

Event Calendar 2017 (for which is planning is already underway)

4 – 15 August	Throughout the week	IAAF World Athletics Championships	International athletic sporting event (Queen Elizabeth Olympic Park)
13 August 2017	Sunday	IAAF World Athletic Marathon	Route to take into account City streets with extensive road closures

Assessment Matrix

- An Event Assessment Matrix is applied to each event to determine its benefits and dis-benefits. For most events that take place annually the assessment

remains unchanged. For new events such as the Household Cavalry and those where a new route is proposed such as the Nocturne, an assessment has been undertaken and detailed later in the report.

10. Members approved the framework for the assessment matrix, which is summarised in the table below:

Assessment Matrix Criteria

Disbenefit		Benefit	
Disruption & Impact	Past / Likely Complaints	Policy Aims & Objectives	Charitable / Community Support
Daytime major road closures / Major impact (-5)	Serious, numerous & political (-5)	City heritage / cultural 'difference' / Corporate Plan (inc visitor & cultural strategies) (5)	Not for Profit' / Large charitable contribution / Overwhelming stakeholder support (5)
Evening major road closures (-4)	Numerous & political (-4)	London / National / International significance (4)	Charitable contribution (4)
Extensive weekend road closures / Medium impact (-3)	Numerous non-political (-3)	CoL Partner / City stakeholder (3)	Significant City community non-charitable benefit (3)
Limited weekend road closures (-2)	Some political (-2)	CoL Community Strategy (2)	Small charitable contribution (2)
Traffic holds / bubble / minor road closures (-1)	Small number (-1)	Member-only support (1)	Small community benefit (1)
No road closures No impact (0)	None (0)	No policy objective / No Member support (0)	Fully commercial (0)

Overall Event Assessment for Events Planned in 2016

11. The majority of events detailed in the matrix and outlined in Appendix 1 are in the 'green' zone. Events such as RideLondon are held annually and have taken significant steps towards improving the benefits they offer, and / or address problems experienced in previous years.

12. There are no events in the 'red' zone, with one (the Household Cavalry) in the 'amber' zone.

Revised Events

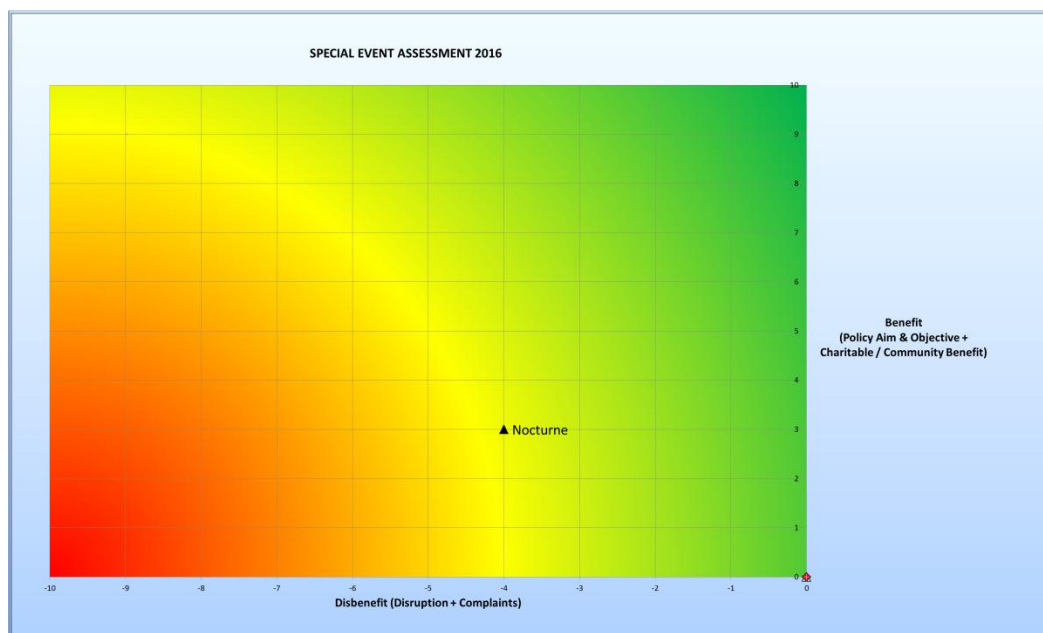
Nocturne: Saturday 4 June 2016

13. The Nocturne is an annual night-time cycling event attracting significant numbers of participants and spectators. It has taken place in the City for a number of years at Smithfield Market. However the scale of the event has grown considerably leading to concerns about the suitability of it being held at this location.

14. Working with the organiser (Face Partnership), a new route is proposed that will accommodate the growth in the event ensuring that it continues to be delivered safely and successfully. In summary the new route includes a circuit that starts and finishes in Cheapside, taking in King Street, Gresham Street, Basinghall Street, Aldermanbury, Love Lane, and St Martin's le Grand. The rider enclosure and screens are likely to be located in Bread Street.

15. The Nocturne continues to be a popular event and the organisers have addressed the concerns previously raised by City officers and City Police in proposing a new route that better matches the number of participants and spectators. There are evening road closures minimising disruption to City streets, and the organisers plan to actively engage with businesses, residents and the City's Environmental Health team to minimise the likelihood of complaints. For these reasons, the overall impact of the event falls within the green zone of the assessment matrix as the following table illustrates.

Benefit / Disbenefit	Criteria	2016	
		Rating	Score
Benefit	Policy Aims & Objectives	CoL Partner	3
	Charity / Community	Fully Commercial	0
Total Benefit			3
Disbenefit	Disruption & Impact	Limited o/night road closures	-3
	Likely Complaints	Small number possible	-1
Total Disbenefit			-4

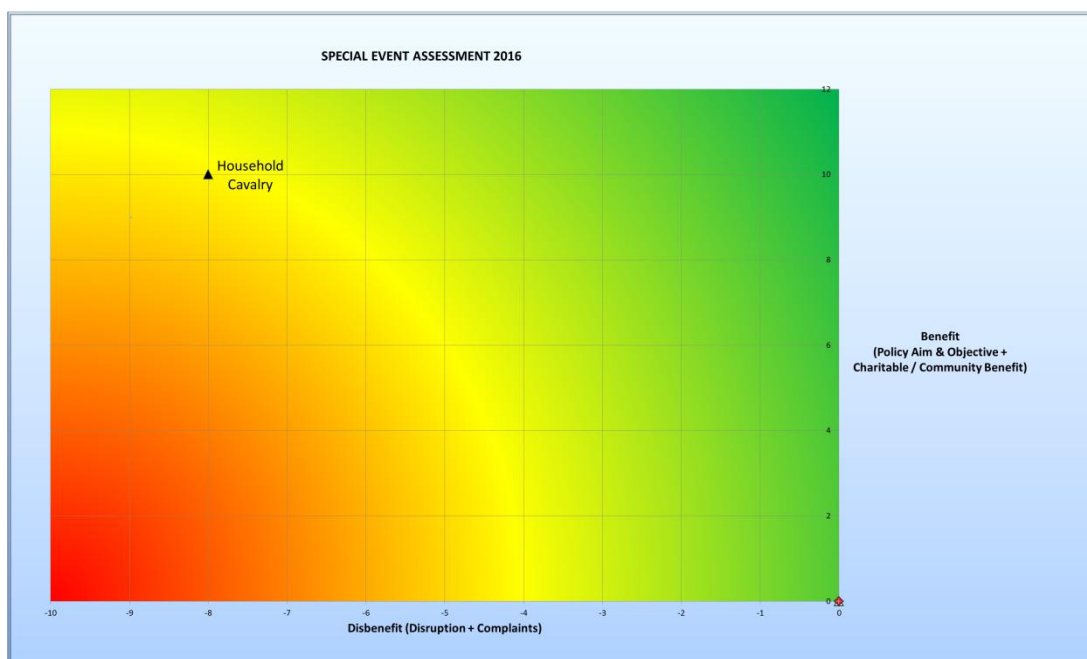


New 'One-Off' Events for 2016

Household Cavalry: Wednesday 20 April 2016

16. The Household Cavalry will be celebrating its Freedom of The City on 20 April 2016 with a military procession taking in a route via Fleet Street, Ludgate Hill, New Change, Cheapside, King Street to Guildhall where there will be a reception held to mark the occasion.
17. The procession will start in the City of Westminster (Hyde Park Barracks) and is expected to reach the City of London at 12 noon with potential road closures lasting up to two hours. As with any weekday closures, even of small duration, there will inevitably be some traffic disruption and for this reason the event assessment falls in the 'amber' zone. However, given the prestige and nature of the event and the support from the Town Clerk's and Remembrancer's departments, Highways officers will work with the organiser to minimise disruption and ensure it takes place safely and successfully.

Benefit / Disbenefit	Criteria	2016	
		Rating	Score
Benefit	Policy Aims & Objectives	CoL Heritage	5
	Charity / Community	Overwhelming stakeholder support	5
Total Benefit			10
Disbenefit	Disruption & Impact	Day time road closures	-5
	Likely Complaints	Numerous non-political	-3
Total Disbenefit			-8



Queen's 90th Birthday Celebrations: April, May & June

18. There are a series of free and ticketed national events taking place in April, May and June to celebrate the Queen's 90th birthday. This includes a mass street party in The Mall on 11 June 2016. Applications may be received to hold street parties on City streets similar to the Diamond Jubilee, which will be considered by officers of SEEG through the normal assessment process.
19. There will be a Service of Thanksgiving at St Paul's Cathedral on 10 June 2016. The congregation will be made up of invited guests only, although the service will be televised. Planning for this is underway and may involve road closures around St Paul's Cathedral.

Great Fire 350: Friday 2 September – Monday 5 September

20. Event organiser 'Artichoke' is planning a series of events to commemorate the 350th anniversary of the Great Fire of London. The City of London is the founding sponsor of the programme, and officers from several departments are working with Artichoke, who organised the GLA's recent Luminaire lighting event in Oxford Circus and Kings Cross, to bring together a long weekend of commemorative events and discussion points.
21. Details of the events affecting the highway are not yet confirmed and are still funding dependent, but the programme is likely to involve some road closures in the City over the weekend of 2-5 September 2016. Members will be updated on the events programme as planning progresses.

Events Planned in 2017

IAAF World Athletics Championships

22. The World Championships in Athletics are scheduled to be held in London in August 2017. Race walks and other activities will be held at the Queen Elizabeth Olympic Park, The Mall and Hyde Park. There are also plans to hold the men's and women's marathons on Sunday 13 August 2017, taking in the iconic sites of the Square Mile. The route has not been finalised but is expected to involve extensive road closures. Officers in Highways are currently working with TfL, Westminster City Council, LB Southwark and the organisers to consider the proposals, and Members will be updated on this event in future reports.

Other Initiative & Changes

Cycle Super Highway (CSH)

23. Officers in Highways continue to work closely with TfL to mitigate the impact of the CSH's construction, particularly on the East / West corridor (Victoria Embankment / Upper Thames Street / Lower Thames Street) which was used by many events. The CSH has involved major highway works in the City for almost

a year, and TfL are now focused on completing their build programme in time for the London Marathon on 24 April.

24. Some events, such as BUPA 10K, modified their route in 2015 to take into account the CSH build and have chosen to retain the revised route for 2016. In this example, the new route also minimises the impact on residents in the High Timber Street area, which had previously been a concern. Other events, such as the Tour of Britain, are unlikely to return to the City at all as the new configuration of the Upper Thames Street corridor is not suitable for high speed cycle racing, and the event would be difficult to move to the City of London's more constrained street pattern.

Paternoster Square

25. Paternoster Square and its surrounding lanes and alleys were declared City Walkway on 23 February 2016. As a City Walkway, Paternoster Square now falls under the remit of the City for event planning purposes including licensing.
26. Under the agreement, the landowner, Paternoster Square Management Ltd (PSML) continues to maintain the Square at no expense to the City, and in turn, PSML will be consulted on any third party events that may be proposed and their views taken into account.
27. Working with PSML, officers from T&PR will seek to agree an annual event programme that will be covered in future reports.

Use of Drones in Filming

28. At the present time, the film team and City Police do not permit any filming with drones over the public highway in the City due to safety and security implications. However drones are increasingly used for filming and building surveying purposes, and have the advantage of reducing the need for cranes and other large equipment on the highway. They have already been used in the City for surveying purposes over private sites.
29. The current standard safety distances set by the Civil Aviation Authority (CAA) permit drones to fly from private land up to 50 meters away from the public highway, which prevents drone operators and hobbyists to operate in the City of London. However a change in regulations now means highly proficient operators can be assessed by the CAA and licenced to operate within closer distances to the public highway (currently up to 10 meters for bigger film drones and 5 meters for small surveying drones), which now allows them to fly in central London.
30. This change in regulations resulted in an increasing demand for drones last year and a central London working group, including central boroughs, the Metropolitan Police, Port of London Authority and Transport for London was created to look at the issues and legalities of using drones in London. The City's filming team (Town Clerk's Department) was part of this working group. A set of guidelines and an application form were produced by the group taking into account specialist legal advice from Film London.

31. So far, 15 London boroughs are currently trialling these guidelines, and following close discussion with the City Police, Highways and Environmental teams, the filming team intend to adopt this procedure, having adapted it to meet the requirements of the City, and enable drones to be used safely for filming in the City in a manner that complies with best practice and the law. The City Police are supportive of this providing “*numbers being limited to known trusted and accredited professionals*”. The next step is to have the guideline and forms reviewed by the Corporation’s legal team before consulting further with departments internally. A further report will be presented to Members on the use of drones in the City later in the year.

Conclusion

32. This report summarises the major events planned for 2016, and officers continue to work with professional event organisers to deliver successful events, ensuring that disruption is minimised wherever possible.

Appendices

- Appendix 1 – Events Details for 2016
- Appendix 2 - Event Timeline (2016)
- Appendix 3 – Summary Assessment of Events for 2016
- Appendix 4 – Event Guidelines

Background Papers

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APPENDIX 1 – EVENT DETAILS FOR 2016

EVENT	DAY & DATE	TIMES	ORGANISER	APPROVAL AUTHORITY	BENEFIT OF EVENT	NO.	EVENT HISTORY	CITY OF LONDON ROUTE
Household Cavalry Procession	20 April Wednesday	12 noon	Household Cavalry/MoD	Westminster/City	Ceremonial	2,000	NA	Fleet Street, Ludgate Hill, New Change, King Street to Guildhall
London Marathon	24 April Sunday	7am-6pm	London Marathon Limited	Transport for London	Significant charity fund raising, plus surplus used to support specific sporting projects.	38,000	Established event of more than 20 years	Embankment & Upper / Lower Thames St
Vitality 10K (BUPA 10K Road) Race	30 May Bank Holiday Monday	10am-12.30pm	London Marathon	Westminster / City of London	Funds from this race promote sporting initiatives to the City's resident and workforce population	10,000	8th year	WCC, Holborn, Holborn Viaduct, Cheapside to Bank area and back to WCC

Nocturne	4 June (Saturday)	Night	Face Partnership	City of London	High participant night-time cycling race	500	5 years but first year for the new route	New route (see earlier in report)
City of London Mile – Run Fast	19 June Sunday	8am-midday	Run Fast Ltd	City of London	Raising money for local and national charities.	2,000	3rd year	St Paul's, Cannon Street, Queen Victoria Street, Bank area, Cheapside
Children's Parade	June (TBC) Weekday lunchtime	1 hour (lunch time)	City of London Festival	City of London	Carnival Procession for local schools.	1,000	6th year	Gresham St, Bank/Cheapside to St Pauls
Standard Chartered Great City Race	14 July Thursday evening	7pm-8.30pm	London Marathon Ltd	City of London	Highly popular with City institutions & sponsored by a City company.	6,000	10th year	City Road, London Wall, Bank area & Cheapside.
Cart Marking	13 July Wednesday	7am-2am	Worshipful Company of Carmen	City of London	Historical City event to mark trade vehicles	1,000	Annual event	London Wall, Gresham St, Guildhall area
Prudential RideLondon	30/31 July Saturday /Sunday	7am-6pm	GLA/TfL	Transport for London, City of London & other highway authorities	Mass participation event to promote cycling, inc Mayoral	75,000	4th year	Central CoL & Holborn, Holborn Viaduct

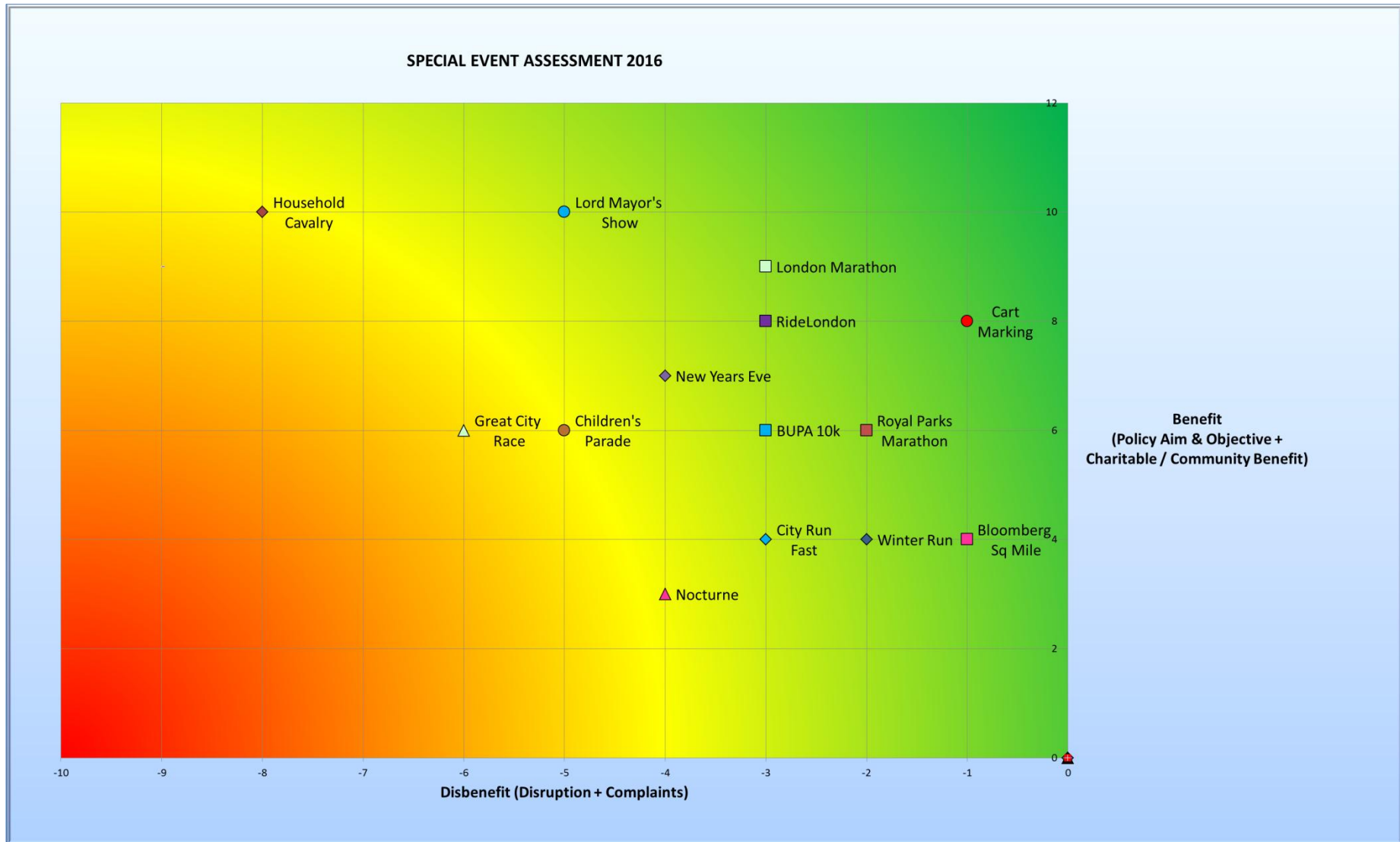
					initiatives.			
Great Fire 350	2-5 September	Weekend	Artichoke	City of London	Historical City event to mark the Fire of London	Mass spectators	One off event	City area
Bloomberg Square Mile Run	22 September Thursday evening	5pm-8.30pm	London Marathon Ltd	City of London	Participants drawn from City institutions raising money for charity.	5,000	More than 6 years	Gresham St only (rest of route on f/w)
Royal Parks Half Marathon	October (TBC) Sunday	9am-midday	Royal Parks	Royal Parks and Transport for London	Charitable event for Royal Parks Foundation.	5,000	8 th year	Victoria Embankment west of Blackfriars.
Lord Mayor's Show	12 Nov Saturday	7am-4pm	City of London	City of London / Westminster and Transport for London	Procession to facilitate the Lord Mayor's obligations to the Sovereign.	6,000	Ceremonial event.	City area west of Bishopsgate.
New Year's Eve Fireworks	31 December Saturday	From b/w 2-10pm until after midnight	GLA	Transport for London, Westminster & City of London	Focus of the UK's End of Year celebrations	120,000	Annual Event	Blackfriars area & Westminster near London Eye

APPENDIX 2 – EVENT TIMELINE

Date	Event	Disruption	Month	Week	Cumulative Disruption													
					1	2	3	4	5	6	7	8	9	10	11	12	13	14
31/01/2016	Winter Run	-2	Jan	1														
				2														
20/04/2016	Household Cavalry	-8		3														
24/04/2016	London Marathon	-3		4														
30/05/2016	BUPA 10k Race	-3		5	Winter Run													
04/06/2016	Nocturne	-4	Feb	6														
10/06/2016	Queen's 90th Birthday	TBC		7														
19/06/2016	City Run Fast	-3		8														
June 2016 (TBC)	Children's Parade	-5		9														
13/07/2016	Cart Marking	-1	Mar	10														
14/07/2016	Great City Race	-6		11														
30-31/7/2016	RideLondon	-3		12														
2-5/9/2016	Great Fire of London	TBC		13														
22/09/2016	Bloomberg Sq Mile	-1	Apr	14														
Oct 2016 (TBC)	Royal Parks Marathon	-2		15														
12/11/2016	Lord Mayor's Show	-5		16														
31/12/2016	New Years Eve	-4		17	Household Cavalry										London Marathon			
			Apr / May	18														
			May	19														
				20														
				21														
				22	BUPA 10k													
			June	23	Nocturne													
				24	Queen's Birthday (Impact TBC)													
				25	Run Fast													
				26	Children's Parade (Date TBC)													
			July	27														
				28														
				29	Cart Gt City Race													
				30														
				31	RideLondon													
			Aug	32														
				33														
				34														
				35														
			Sept	36	Gt Fire (Impact TBC)													
				37														
				38	Sq Mile													
				39														
			Oct	40	Royal Parks - (Date TBC)													
				41														
				42														
				43														
				44														
			Nov	45														
				46	Lord Mayor's Show													
				47														
				48														
			Dec	49														
				50														
				51														
				52														
			Dec/Jan	1	New Year's Eve													

	Embankment / Thames St only (w/e)
	Embankment / Thames St (Mon daytime)
	City (w/e)
	City (Mon-Fri, evening)
	City (Mon-Fri, daytime)

APPENDIX 3 – Summary Event Assessment



APPENDIX 4 – EVENT GUIDELINES



Guidelines for the Planning of Events on the Highway: City of London

1. Introduction.

The City of London Corporation wants to ensure that events that take place on the highway are delivered successfully and safely. The purpose of this document is to provide guidance to organisations and individuals who are considering holding an event in the City of London that uses or impacts on a City street or area located within the City boundary.

The contents aim to give an understanding of the processes involved and provide you with guidelines, suggestions, links and contacts with various organisations and documents that may assist you in your planning.

Whilst the responsibility for the event and associated activities remains wholly with you as the organiser, the highways Events Officer (events team) will work with you to ensure the event is successful and in line with the City's expectations.

We need a certain amount of notice to be able to support your event effectively. We will do our utmost to help you to deliver your event but the earlier we know about what you would like to do, the more likely it is that we can agree to your event and support you.

2. Event Application Form

If you are involved in planning an event and you wish to use the street for any purpose, then please complete an Event Application Form, giving an overview of the intended event. This will enable the events team to better ascertain:

- Suitability and feasibility of the event
- Date availability
- Venue availability

The form can be found on our website www.cityoflondon.gov.uk and submitted by email: dbe-events@cityoflondon.gov.uk. If you want to hold an event in Aldgate Square (see later

in the guidance note) you will need to contact Yvonne Courtney:
Yvonne.courtney@cityoflondon.gov.uk

3. Consideration of the Event Advice Application Form

Once we have received your application form, the events team will acknowledge receipt by email within ten working days. We will then respond formally to your application within 21 working days, but if more time is required, then we will contact you to let you know how much more time this initial assessment is likely to take.

Each application is considered on a case by case basis, and we will consult with others such as Licensing, Environmental Health, Trading Standards and City of London Police as required.

If your proposal is for art or sculpture in the public realm, you will be asked to complete a different application form and submit this to the City Arts Initiative. Please contact publicart@cityoflondon.gov.uk. If this is the case you will be contacted and advised accordingly.

For major events such as those requiring a road closure early consultation is required (at least 12 weeks-notice). Transport for London (TfL), London Buses, and the City's neighbouring local authorities will also need to be notified, so sufficient time must be allowed for this to take place.

In some circumstances, it might also be necessary to seek support from elected Members and Chief Officers. If this is required, then a period of up to three months must be set aside for the matter to be considered by the appropriate Committee(s). If formal approval is required in this way, then the events team will be able to provide you with further guidance.

When considering your event the following will be taken into consideration:

- Type of event i.e. whether it is **Major** requiring a road closure or **Minor** where no road closure is required.
- Suitability of the event on the highway/public realm
- Proposed location/venue
- Impact on the residential and business community
- Impact on pedestrian and vehicular traffic
- Simultaneous activity, other events, road works or any other activity which will impact on the intended location and vice versa
- Frequency of events being held at the location
- Your experience and qualifications in delivering successful events
- New event or repeat event
- Current legislation
- Compatibility with City Corporation strategic objectives

4. 'Approval in Principle' and 'Approval Confirmed'

If your application is accepted by the events team it will receive an assessment of 'Approval in Principle'. However this does not mean your event is agreed. "Approval Confirmed" can only be given after the events team have met with you and a greater level of detail is provided. It may also be subject to technical assessment by the City's Safety Advisory

Group (see later in the guidance note), involving Highway, Emergency Services and Health & Safety assessments.

When submitting your application form you should also include information of your public liability insurance, risk assessments, and any supporting documents such as your traffic management proposals (if necessary). As the event organiser, you are responsible for carrying out a risk assessment for your event, and your contractors or suppliers will also need to carry out risk assessments.

Depending on the size of the proposed event, you may be required to provide an Event Management Plan. The contents of the plan may be explored in depth and expanded as necessary during any planning meetings, and as the planning process progresses. We recognise that this may not apply to smaller events.

For major events with road closures, then Transport for London (TfL) will also need to give their permission for your event to take place. If no objections are raised to your proposed event, you will be informed by the events team that your event has now had 'Approval Confirmed', subject to any fees that are payable at this time.

5. Event Refusal and / or Withdrawal of Support

In some circumstances the events team will be unable to support your event. This might be due to a number of reasons, for example:

- Applications, other required documents, licences or fees were not received in time
- The scope of your event has changed significantly and differs from the original application
- There are major changes to the plan which means that the event is no longer compatible with City policies and guidelines
- The event coincides with others such as filming, road or building works that would increase the impact on the surrounding area
- The venue changes to an inappropriate location
- A licence application is refused (where critical to the event)
- Statutory timelines are not met
- You fail to comply with conditions or actions agreed
- Non-compliance with Health and Safety and / or Risk Assessment procedures
- A partner such as the Police or Transport for London will not support the application.

Where such action is anticipated the events team will attempt to advise you both verbally and by email of the need to correct any matter as soon as it appears likely to become an issue. We will do everything we can to make sure your event can go ahead, but please note that actions such as those detailed above might put your event at risk.

There may also be occasions (such as a national incident or for reasons of heightened security) when we may need to change or cancel your event, but we will do everything we can to try to ensure that it can proceed. You will remain responsible for any costs incurred as a result of the cancellation of your event.

6. Fees and Charges

A set of flat rate fees and charges apply to all events (except City sponsored events) depending on whether it is considered a **Major Event** i.e. when a road closure is required or

Minor Event i.e. when a road closure is not required. Requests to waive fees will only be considered in **exceptional circumstances**, which may be subject to approval and separate report to City Elected Members.

The following table shows the current (2016) event related fees:

Type of Activity	Major Event i.e. requiring a road closure	Minor Event
Application Fee	£300	£65
Temporary Traffic Regulation Order	£600	Not applicable
Parking Bay Suspension	£15 per space	£15 per space
Dispensation	£32 per day per vehicle	£32 per day per vehicle
Hoarding License	£50	£25
Vehicle Removal & Enforcement	At cost +15% administration fee	At cost +15% administration fee
Cleansing	At cost +15% administration fee	At cost +15% administration fee

The application fee, which is non-refundable, should accompany your application form and can be paid by cheque (payable to City of London Corporation) or credit card payment by providing completing the relevant section on the application form.

7. Safety Advisory Group

The Safety Advisory Group (SAG) has representatives from the City as well as emergency services and other agencies who may want further information from you as an organiser before your event can proceed.

The SAG typically meets three times a year or more frequently if required. If you are required to present information about your event to members of the SAG you will be notified by the events team.

Event Safety

As the organiser, you are responsible for ensuring that your event is delivered safely. You will need to ensure that you have a comprehensive Event Management Plan covering all aspect of your event, and must have the appropriate Public Liability Insurance and Risk Assessments, which must be submitted to the Events Officer (events team) at least 10 working days before your event takes place. Further details on your responsibilities are outlined in section 8 of this document. You may find the following websites useful references:

www.hse.gov.uk/event-safety/
www.thepurpleguide.co.uk

8. Roles & Responsibilities

It is important to clearly identify the duties and responsibilities of all parties associated with the planning of your event, specifically those of the City of London Corporation, the City of London Police and you as the organiser. It is important you understand this before you commit to delivering an event, and that you have the money to pay for any third party support such as stewards where this is required.

The Event Organiser is responsible for:

- The health and safety of the event (primary responsibility). Event organisers must assess health and safety impacts from their proposed activities and ensure that, as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety. The arrangements should be self-sufficient and not reliant on the emergency services or other agencies (unless otherwise agreed)
- Taking all reasonable steps to ensure the safety, control and monitoring of all persons attending and taking part in the event (crowd management)
- The avoidance and risk of damage to property both within and around the event
- Minimising the adverse effect of the event on the local community including residents and businesses
- Provision of an event management team with appropriate means of internal and external communications
- Provision of suitably trained, qualified and equipped stewards for the event
- Ensuring contingency plans are in place and that the City Police and City of London Corporation are notified of any changes to the event plan prior or during the event
- Attendance at any meetings called by the City of London Corporation or City of London Police
- Indemnifying the City of London Corporation against any claims or proceedings arising from any injury to persons or damage to property as a result of the event's activities taking place on the highway
- Preparing contingency plans to deal with a major incident and liaise with the City of London Police, the City of London Corporation and other relevant agencies as required.
- If food or drink is being provided at the event, ensuring that only traders who have at least a 3 star rating are engaged (Food Hygiene Rating Scheme <http://ratings.food.gov.uk/search>)

The City of London is responsible for:

- Reviewing and challenging the adequacy of event management plans and risk assessments, which take into account the organiser's arrangements and plans to prevent or control key risk and comply with Health and Safety legal requirements.
- Ensuring that the event organiser has engaged the services of qualified personnel e.g. stewards to delivery their event safely
- Parking bay suspensions, road closures and dispensations are in place in accordance with the event requirements (subject to availability and payment)
- The appropriate approvals are obtained and that the correct fees and charges are applied

The City of London Police is responsible for:

- Discharging their core functions to prevent and detect crime, preventing a Breach of the Peace, traffic regulation within their legal powers, to activate a contingency plan where this is an immediate threat to life and to coordinate the response of the emergency services and other responding agencies.
- The Police will not manage road closures, traffic or crowds. If this is required, you will be responsible for employing stewards, barriers and signage (third party providers) as appropriate.

(Please note that the Police can alter any proposed arrangements, at any time, when they believe there is a public safety risk or where there is public disorder or criminal activity.)

8. Event Promotion

In some instances, the City of London Corporation may consider an event to be of interest to its audiences and/or aligned to its corporate objectives for culture, tourism or place making. In such circumstances, it may offer the event organiser the opportunity to promote his/her event through City communications channels and/or support additional marketing activity. Event organisers will be contacted directly about these opportunities by the City's Cultural and Visitor Development Team following receipt of an application and a decision to support by the relevant staff assessing it.

9. Appendices

Additional information is provided in the attached appendices, which includes key contacts, summary of fees and charges and an outline of our event application process. We hope the information will help with your event planning. However if you need any further advice then please contact the events team on:

Dbe-events@cityoflondon.gov.uk

Telephone: 020 7332 3037 (please note that due to the nature of their work, the event officers may not be able to respond to your telephone call immediately but will endeavour to return your call at the earliest opportunity).

For Aldgate Square please contact Yvonne Courtney:

Yvonne.courtney@cityoflondon.gov.uk

Appendix A	Event Procedure Outline
Appendix B	Where does your event fit in?
Appendix C	Fees & Charges & Notice Periods
Appendix D	Event Locations <ul style="list-style-type: none"> • Private Land • Aldgate Square • Royal Exchange • Peter's Hill • Carter Lane Gardens • Paternoster Square
Appendix E	Event Activities <ul style="list-style-type: none"> • Aldgate Square

	<ul style="list-style-type: none"> • Arts & Sculpture • Balloon Releases • Business/Resident Engagement • Car Parks • Charity Collections • Cleansing • Commercial Promotion • Drones • Environmental Health (Health & Safety; food businesses) • Event Documentation • Event Infrastructure • Face Painting • Filming • Generators • Health & Safety • Licensing • Lighting of Bridges • Markets • Noise • Open Spaces & Gardens • Parking Dispensation • Parking Suspension • Public Highway • Road Closures • Sampling • Signage • Street Trading • Tables & Chairs • Temporary Events Notice (TEN) • Toilets
Appendix F	Demonstrations & Protests
Appendix G	Key Contacts