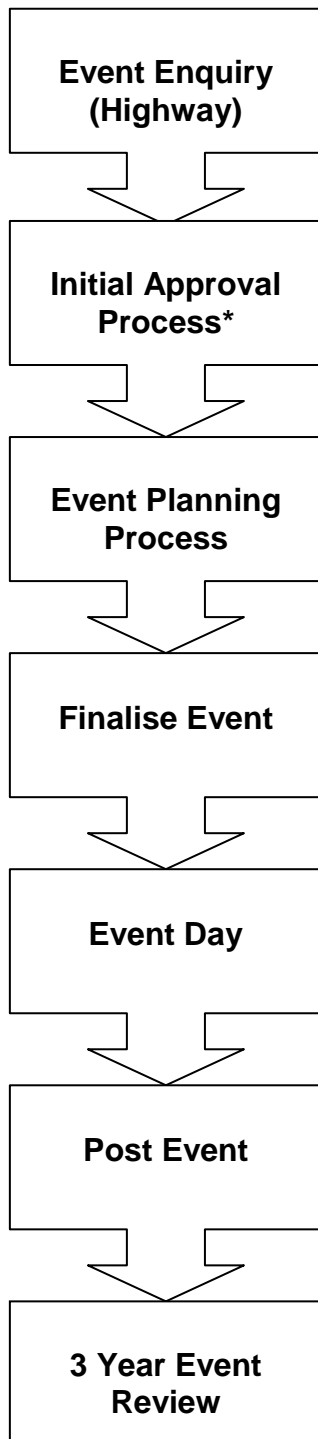


**Appendix A**



- Email: [dbe.events@cityoflondon.gov.uk](mailto:dbe.events@cityoflondon.gov.uk) or Call: 0207 332 3037 or [Yvonne.courtney@cityoflondon.gov.uk](mailto:Yvonne.courtney@cityoflondon.gov.uk) for Aldgate Square
- Read Event Guidance Document & complete application form
- **Pay Application Fee** (refer to Appendix D: Fees and Charges)

- Application assessed and provisional approval of an event is given by officers, then subject to formal consideration by Members of the City of London Corporation (if necessary). You should wait until you receive confirmation that approval has been given before planning your event

- Apply for required licences (which can include Road Closures, Suspensions, TEN's, Hoarding Licenses etc.)
- Set up meetings with departments/agencies (as required)
- Provide relevant documentation to agencies

- Confirm that all licenses and approvals have been agreed
- Confirm final sign-off for event
- Ensure all fees/charges have been paid

- Highways Events Officer may be required on the event day
- Organiser contact details passed to assigned Highways Officers

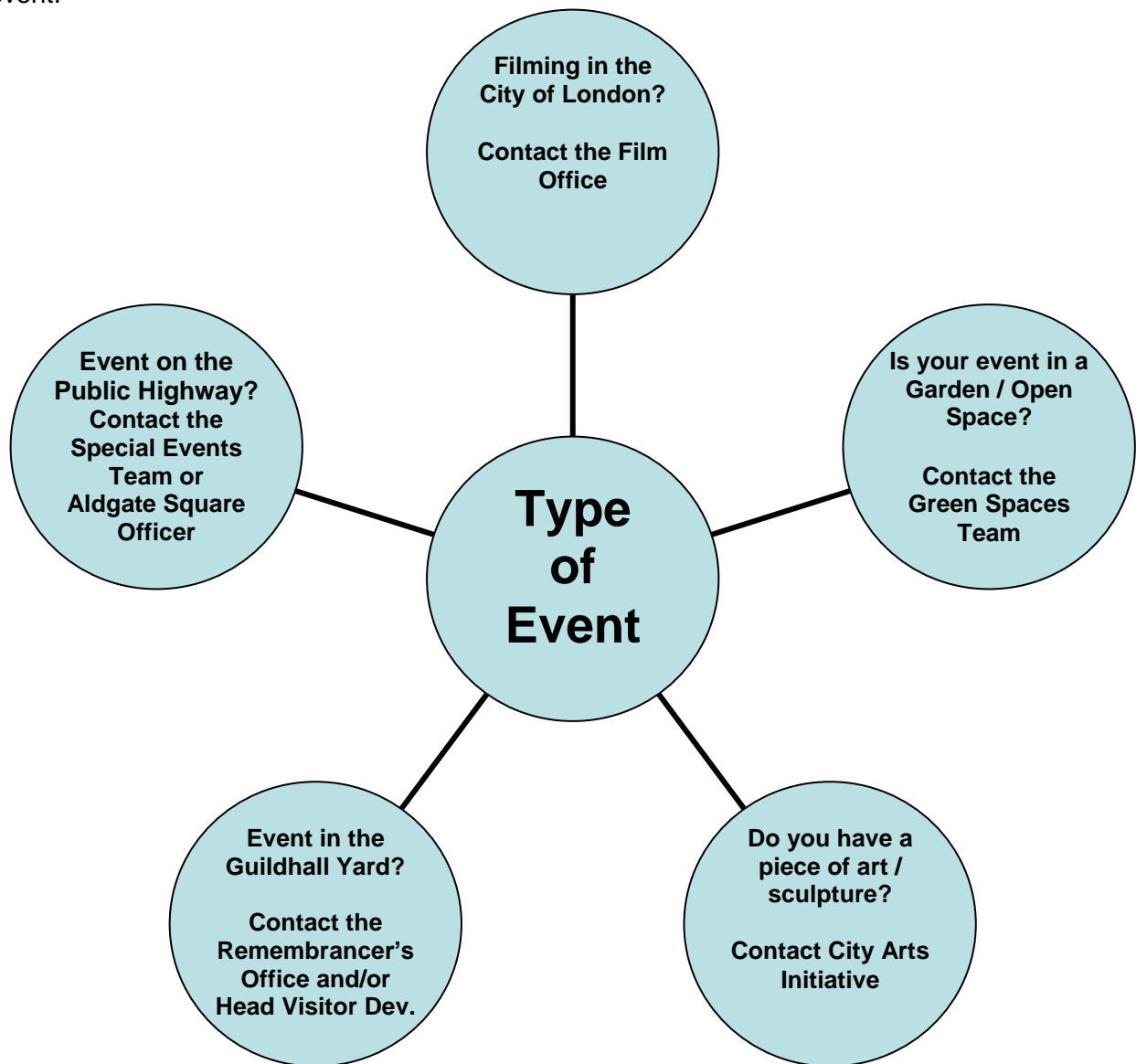
- Submit initial debrief comments within 48 hours of event
- Provide full debrief report and post-event meeting date

- Whilst your event may have received approval in previous years, this does not constitute approval for subsequent years. If your event is held annually in the City, a full "root and branch" review will take place every three years, at which point a decision will be taken as to whether your event can be supported for a further three years

## Appendix B: Where does your event fit in?

As with many areas in central London, the City of London Corporation can appear complicated when you try to plan an event.

The below diagram should assist you when determining who you need to liaise with for your event:



**All contacts are detailed in Appendix G**



## Appendix C: Fees & Charges; Notice Periods

### Fees & Charges

Activity	Major Event (requiring a road closure)	Minor Event
Application Fee	£300.00	£65.00
Temporary Traffic Regulation Order	£600.00	N/A
Parking Bay Suspension	£15.00 per space	£15.00 per space
Dispensation	£32.00 per vehicle per day	£32.00 per vehicle per day
Hoarding License	£50.00	£25.00
Vehicle Removal & Enforcement	At cost + 15% admin fee	At cost + 15% admin fee
Cleansing	At cost + 15% admin fee	At cost + 15% admin fee
Highways Division	At cost - officer time	At cost - officer time

### Notice Periods

Event Licenses in the City of London have strict timeframes which must be adhered to when applying. Licenses may not be issued if you do not apply in time.

Activity	Timeframe
Annual Major Impact Event	Minimum 6 months
Road Closures	Minimum 12 weeks
Temporary Event Notice	Minimum 10 working days
Hoarding License	Minimum 5 working days
Parking Suspensions and Dispensations	Minimum 5 working days



## Appendix D: Event Locations

This document outlines the spaces which have been identified as locations suitable for event activity. These locations have previously held events and been acknowledged as suitable spaces with minimal public and business disruption. All locations have certain conditions attached as well as specific contacts, who need to be advised of any potential event activity.

The locations have been split into areas on the public highway (City of London land), as well as locations on private land which are frequently used to host events. Please note the City of London does not allow Promotional Activity or Advertising.

All events will be assessed on an individual basis and an application form will need to be completed once discussed with an Events Officer.

### Private Land

#### Guildhall Yard

The Guildhall Yard is available to host events both private and public events and is a unique location for events of all sizes. You will need to contact the City's Remembrancer's and the Head of Cultural & Visitor Development for further information. The highway events team will be able to provide you the contact details.

Other areas include Aldgate Square, Liverpool Street Station and New Street Square. For further information on these event spaces please contact the highway events team, who will be able to provide you the relevant contact details.

### Locations on the Public Highway & City Walkway

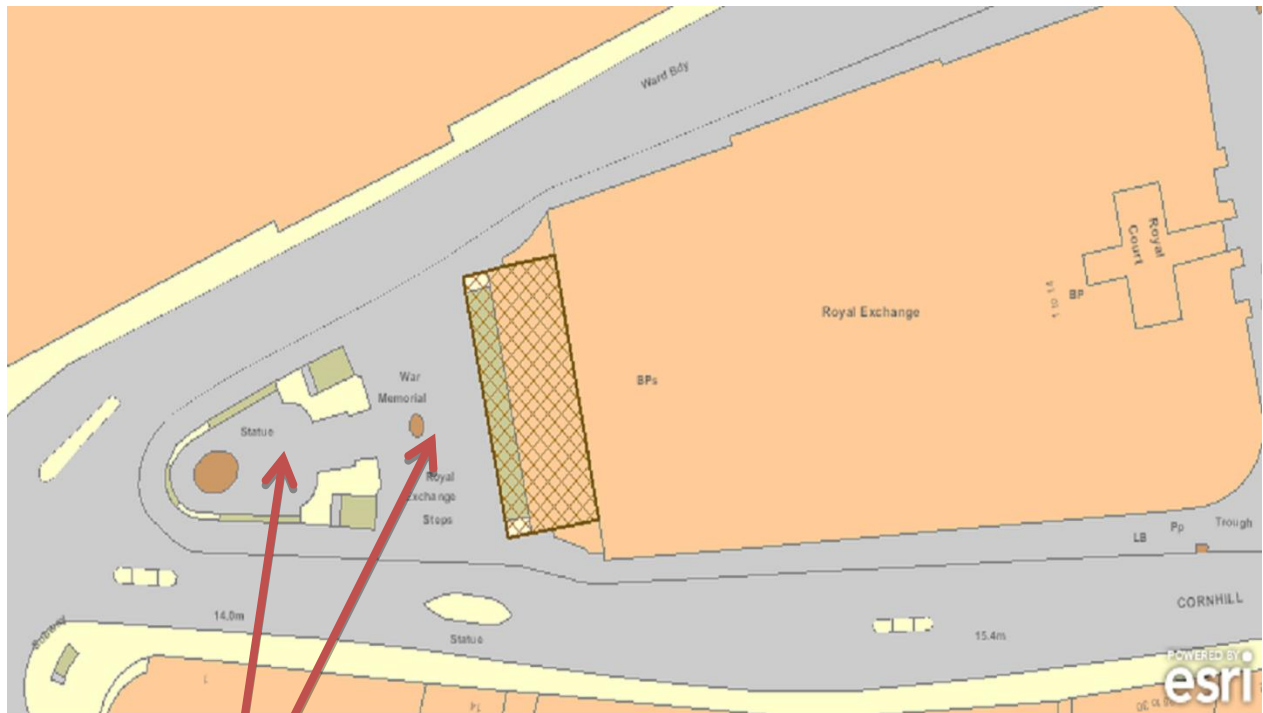
#### Aldgate Square

For more information on holding an event in Aldgate Square, please contact Yvonne Courtney on [Yvonne.courtney@cityoflondon.gov.uk](mailto:Yvonne.courtney@cityoflondon.gov.uk)

#### Royal Exchange

Conditions:

- Area in front of the Royal Exchange (greyed area of the map)
- Contact is made with the Royal Exchange to advise of event activity:
- The tube station entrances/exits are not blocked
- No infrastructure can touch the war memorial
- Electrical point is available but permission must be sought – contact the Events officer

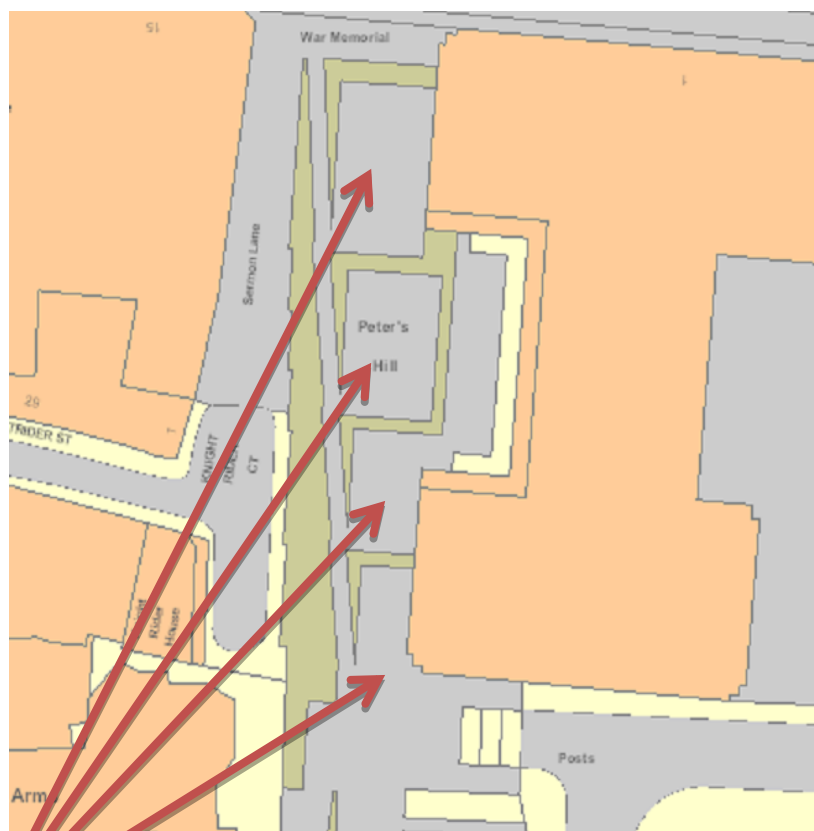


Area for events and sculptures

### Peter's Hill (junction Distaff Lane)

Conditions:

- Vents and mains must be kept clear at all times
- Site visit arranged with the Events Team ([dbe.events@cityoflondon.gov.uk](mailto:dbe.events@cityoflondon.gov.uk)) to discuss areas of use
- A pathway must be maintained at all times to facilitate public footfall
- Suitable for sculptures/art work – in these cases, contact must also be made with the City Arts Initiative – [publicart@cityoflondon.gov.uk](mailto:publicart@cityoflondon.gov.uk)
-

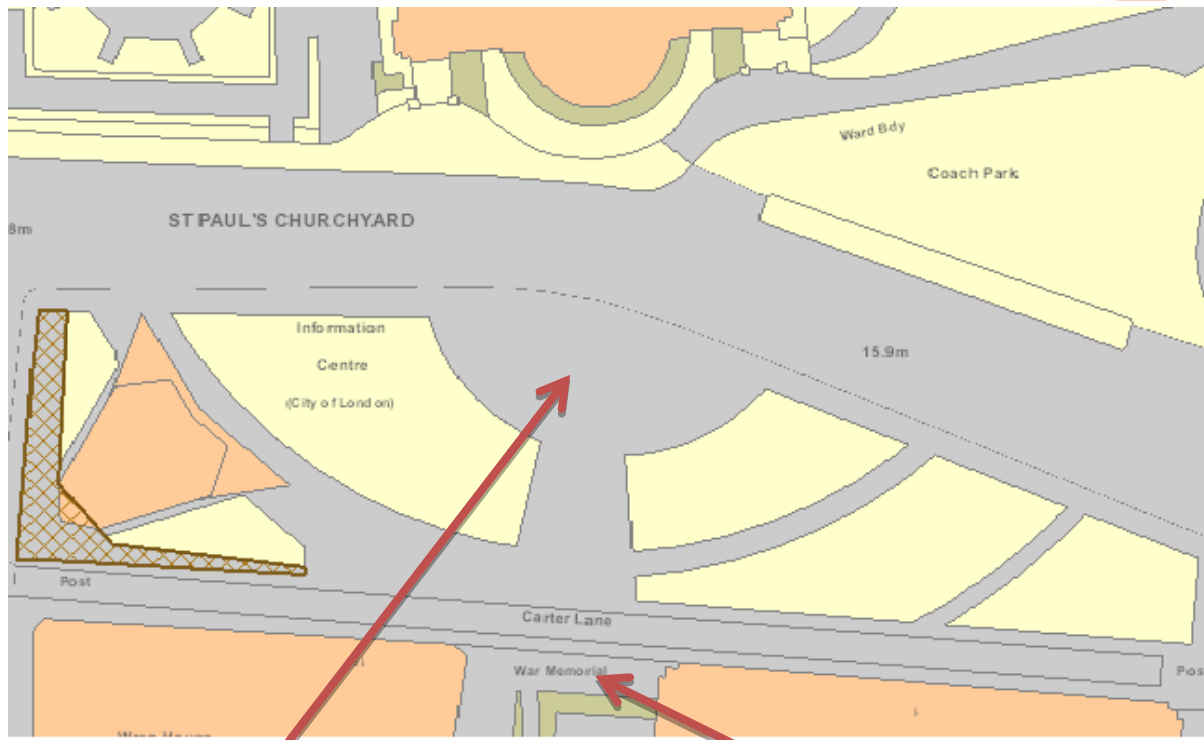


Areas for events and  
sculptures

### Carter Lane Gardens

Conditions:

- Organisers will need to liaise with Open Spaces to discuss any event request within the Garden area (Figure 1)
- Pedestrian access must be maintained at all times
- A pathway must be maintained at all times to facilitate public footfall
- Suitable for sculptures/art work – in these cases, contact must also be made with the City Arts Initiative – [publicart@cityoflondon.gov.uk](mailto:publicart@cityoflondon.gov.uk)



(Figure 1) Liaise with Open Spaces regarding any proposal

(Figure 2) Areas for events and sculptures

### **Paternoster Square (City Walkway)**

Please contact the highways events team for more information



## Appendix E: Event Activities

### Aldgate Square

For more information on holding event in Aldgate Square, please contact Yvonne Courtney – [Yvonne.courtney@cityoflondon.gov.uk](mailto:Yvonne.courtney@cityoflondon.gov.uk)

### Art & Sculpture

Siting art and/or sculpture on a temporary basis in the public realm of the City of London whether an individual work or a trail of sculptures is subject to a different and separate application process that of events. Those wishing to apply should request an application form from [publicart@cityoflondon.gov.uk](mailto:publicart@cityoflondon.gov.uk) or download the form from the City Corporation website. Applications are assessed by Member and officer group, which meets around four times a year.

### Balloon Releases

Balloon Releases are increasingly popular for charity and fundraising events. Any proposal for balloon releases must come via the City of London, who will discuss the request with the City of London Police.

There are a number of basic conditions which must be fulfilled before the proposal will be assessed:

- All components in a Balloon Release must be biodegradable such as latex
- All balloons should be hand tied and no ribbons, string or plastic valves should be used
- All labels must be made of paper, preferably recycled paper
- The maximum size of balloon suitable for release is 12"
- Only Helium gas should be used to inflate the balloons
- A risk assessment must be submitted on the on the safe handling, storage and transport of high-pressure helium balloon gas cylinders.
- Balloons must never be knotted or tied together in bunches before being released

All Balloon Releases must also go via the CAA:

<http://www.caa.co.uk/default.aspx?catid=1239&pageid=12065>

### Business/Resident Engagement

As part of your event planning process, engagement with local businesses and residents is essential. A letter drop and door-to-door visits are recommended (depending on the impact of your event). Your assigned officer will specify the level of engagement required. The event organiser is responsible for all costs associated with this communication.

### Car Parks

The use of car parks to hold events is not permitted within the City of London.





## **Charity Collections**

In order for you to conduct charity collections on the public highway, organisers will need to apply through the following link: <http://www.cityoflondon.gov.uk/business/licensing/charity-collections/Pages/Street-Collections.aspx>

Applications must be made by the 1<sup>st</sup> of the month preceding the month of collection. Please note: there are a limited number of applications permitted per month within the City of London

## **Cleansing**

Some events will require a dedicated cleansing resource. Your assigned Events Officer will put you in contact with the Cleansing Department should this be the case. There is a charge for this resource.

## **Commercial Promotion**

The City of London does not support promotional activity or advertising. The City of London receives many requests for this type of activity. In all cases you are advised to look at areas outside the City of London for a space which could hold this kind of event.

Commercial Promotion includes sampling/advertising/leafleting on the public highway

## **Drones**

Drones are currently not permitted within the City of London boundary. Should you have any questions regarding this please liaise with your assigned officer.

## **Event Promotion**

If the event is aimed at the public and knowledge of it is of benefit to City residents, workers and/or visitors, and/or the event aligns with the City of Corporation's objectives for culture, tourism or place making, the City Corporation's Cultural and Visitor Development Team (CVDT) may be able to promote it.

The CVDT reserves the right to assess each event on its own merits and determine which of its promotional channels it uses (if any).

The Events Officer will put you in touch with the relevant officer once an application has been submitted.

## **Environmental Health**

### **Health and Safety**

Many events will be low risk but will still require the Event Organiser to consider all the risks associated with it. Larger or complex events e.g. a performance involving staging and



temporary electrical supplies, significant numbers of participants or spectators and staging will require specialist consideration.

The event organiser has prime responsibility for the health and safety of the event. 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. They should develop and submit a Safety Management Plan, incorporating health and safety risk assessments and method statements. The Plan will need to identify a named person to take responsibility for delivering safety at the event.

The Event Safety Management plan will be required to be submitted at an early stage of event planning stage (ideally 8 weeks in advance of the event and final version at least 10 days before Safety Advisory Group meeting if appropriate). Safety plans and risk assessments submitted when plans are well advanced with only a few weeks before the event might not be assessed and may be rejected.

Some useful guidance on how plan and manage and run events safely, including how to carry out a risk assessment is available on the Health and Safety Executive (HSE) website: <http://www.hse.gov.uk/event-safety/>

For some events evidence of safety tests or examinations will be required for equipment e.g. bouncy castles, marquees, fairground rides, staging etc. Sub-contractors engaged by the organisers also have responsibilities and must provide all relevant documentation.

## **Food Businesses**

When selecting food businesses for an event, event organisers are advised to ensure that they have been registered by the food business operator (FBO) as a food business with a local authority and have been subject to a food hygiene standards inspection. Where food is provided or sold as part of the event, event organisers are also advised to ask for and take into consideration the food hygiene rating achieved at their last local authority food hygiene rating inspection. It is City Policy to only support those events which use traders who have at least a 3 star rating. Most of this information should be easily available on the Food Hygiene Rating Scheme: <http://ratings.food.gov.uk/search>

Alternatively traders can provide evidence (documentation) that they are signed up to the National Catering Association Primary Authority scheme and website, which event organisers can use to check traders compliance and ratings in a 'one-stop shop': <http://www.ncass.org.uk/event-organiser-area/catercheck>

If you wish to provide food and drink, then the relevant paperwork must be sent to your assigned Environmental Health Officer at least 2 weeks prior to your event. Only those food businesses that are 'broadly compliant' e.g. 3 stars or above will be permitted to trade.

## **Event Documentation**

The following documents will be required as part of your event application:

- Event Application



- Public Liability Insurance (minimum level of cover £10,000,000)

Additional documents may also be requested as part of your event planning:

- Event Management Plan – an example event plan can be supplied on request
- Event Schedule (including build and break)
- Risk Assessments (mandatory)
- Traffic Management Plan and Map
- Parking Suspensions/Dispensations
- Detailed Maps
- Stewarding/Security Plan
- Medical Plan
- Media Plan
- Contact List
- Resident Engagement Letter
- Food registration document.
- Details of your current food hygiene rating

### **Event Infrastructure**

Should you wish to place any infrastructure on the public highway (this can include carpet, toilets, art installations etc.), then a hoarding/scaffolding license will be required. There is a charge associated with this license and a copy of your Public Liability Insurance will also be required. The Events Officer will be able to provide advice on how to apply for this license.

### **Face painting**

If you are planning to have any face painting at your event, those conducting the face painting must be properly trained. They should have public liability insurance and have access to clean water. The face paints used should be water soluble and hypoallergenic

### **Filming**

All filming requests in the City of London must go via the Film Team. The City of London Film Team can help you find locations and plan your shoot: organise permissions, road closures and police assistance, when necessary.

Please apply via the link:

<https://www.cityoflondon.gov.uk/about-the-city/about-us/filming-in-the-city/Pages/default.aspx>

Or Contact the Film Team at: [filmliaison@cityoflondon.gov.uk](mailto:filmliaison@cityoflondon.gov.uk)

### **Generators**

Power supply should be by mains where possible. Where generators are absolutely necessary consider use of hybrid or Ultra Low Sulphur Diesel. All generators within the City of London must be **silent** and **barriered**.

The generator must be positioned in an appropriate place:



- in a well-ventilated, outdoor location
- out of public areas and traffic routes
- not adjacent to tents, marquees etc.
- with the exhaust discharging in a safe direction
- must be cordoned off from unauthorised access
- in good repair and serviced.

Should you wish to use a generator, a hoarding license must be applied for and issued by the City of London.

## **Licensing**

The sale by retail of alcohol, the supply of alcohol by a club, the provision of regulated entertainment\* and the provision of late night refreshment can only take place when authorised by a licence, for which a fee is payable. For large events (over 500 people) or frequent events (more than 12 a year at a premises) a full premises licence will be required which can take up to two months to be issued. For smaller, infrequent events, a Temporary Event Notice may be sufficient. However, in neither case is the granting of a licence guaranteed. An event cannot take place without a valid licence.

For further details, please contact the Licensing team on 0207 332 3227

## **Lighting of Bridges**

Within the City of London the use of bridges to promote individual events, campaigns and activities of third parties is not permitted.

## **Markets**

If you are proposing to hold a market, you will need to take into account specific considerations under the Town and Country Planning (General Permitted Development) (England) Order 2015. You may need planning permission and there are time constraints on how long and frequently you can hold a market. Please contact the Events Officer for further advice on holding a market on public highway.

## **Noise**

Every attempt should be made to keep noise to a minimum. Business and Resident Engagement must take place to ensure the local community are aware of your event and ensure they have no complaints regarding your activity. Should an Enforcement Officer be called your noise must be turned down/off immediately.

For further advice on managing noise impacts please contact Environmental Health (Pollution Team) on 020 7606 3030 [publicprotection@cityoflondon.gov.uk](mailto:publicprotection@cityoflondon.gov.uk)



## **Open Spaces/Gardens**

The City of London is home to small green spaces, sometimes known as 'pocket parks', that provide the community with calm spots in our busy metropolis. A number of these are well-suited to small events and are available for hire.

If you wish to hold an event in one of the City of London's green spaces you will need to apply via the website: <http://www.cityoflondon.gov.uk/things-to-do/green-spaces/city-gardens/events-and-activities/Pages/city-gardens-events-application.aspx>

The following spaces fall under the City of London:

- Bunhill Fields Burial Ground
- Christchurch Greyfriars, Newgate Street
- Christchurch Greyfriars Rose Garden
- St Dunstan in the East, St Dunstons Hill
- St Mary Aldermanbury, Love Lane
- Coleman Street Garden, Coleman Street
- Cleary Garden, Queen Victoria Street
- Festival Garden, St Paul's
- Finsbury Circus Garden
- Portsoken Street Garden
- Postman's Park
- West Smithfield Rotunda Garden
- Whittington Garden

## **Parking Dispensation**

If you wish to park vehicles on yellow lines or within suspended bays, you are required to fill out a dispensation form and detail all vehicles this applies to. The City of London requires at least 5 working days and there is a cost involved. All vehicles will be required to have the dispensation pass within the windscreen.

## **Parking Suspensions**

If you wish to suspend a parking bay, you are required to fill out the relevant form and detail all bays you wish to suspend. The City of London require at least 5 working days and there is a cost involved

## **Public Highway**

'Public highway' means any pavements, walkways, roads, bridleways or pedestrian areas in the City of London. If your event is in a private location, but is likely to affect the public highway, you will need to advise the Events Team of your event



## **Road Closures**

Should your event require a road closure there is a minimum of 12 weeks' notice, the City of London require in order to process any request. A request for a road closure(s) should be discussed with the Events Team prior to an application being submitted. Road Closure approval will be based on the following:

- Ongoing/Future Works in the Area
- Resident and Business Engagement and feedback
- Engagement with neighbouring Authorities and Agencies
- Whether the Event satisfies the City of London's Core Principles

The City Walkways are closed using the "City of London (Various Powers Act) 1967 - Section 11A, a minimum of 12 weeks' notice is still required for any closure requests.

## **Sampling**

Please refer to the commercial promotion section above.

## **Signage**

Some events will require a signage plan, which indicates the wording, location and type of signage you wish to use. Your events officer will indicate if this is required for your event.

## **Street Trading**

Selling goods on public highway is not generally permitted in the City, by the street trading legislation even if the profits are given to charity. However exceptions can be made for events on the public highway. For further details, please contact the Licensing team on 0207 332 3227.

## **Tables and Chairs**

A licence, may be needed if it is intended to place tables and chairs on the public highway, which includes pavements. You will need to enquire with the Events team to determine whether or not this is required.

## **Temporary Event Notice (TEN)**

You will need to apply for a TEN if you want to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Licensable activity includes:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, eg music, dancing or indoor sporting events\*



- serving hot food or drink between 11pm and 5am

The process of applying is formally known as 'serving' a Temporary Event Notice (TEN).

You will also need a TEN if a particular licensable activity is not included in the terms of your existing licence, e.g. holding a wedding reception at a community centre.

Your event must:

- have fewer than 500 people at all times – including staff running the event
- last no more than 168 hours (7 days)

The definition of Regulated Entertainment includes:

- Performance of a play
- Exhibition of a film
- Indoor sporting event
- Boxing, wrestling or martial arts entertainment
- Performance of live music
- Any playing of recorded music (unless it is background music)
- Performance of dance
- Entertainment in the presence of an audience

## **Toilets**

Some events will require temporary toilets for members of the public. Your Events Officer will indicate whether this is required and suitable locations.



## Appendix F: Demonstrations & Protests

Should you wish to hold a protest or demonstration within the City of London, please contact the City of London Police, in order to discuss your protest. The City of London Corporation will also send you a form, which will request further details. This allows the City of London Corporation to plan its events and filming diary, as well as assess which locations are available.

A form (3175 and 3175A) regarding notification of a planned protest to Police can be found on the City of London Police website.





## Appendix G: Key Contacts

<b>Borough Guide</b>	<a href="http://www.londoneventstoolkit.co.uk/borough-guide/">http://www.londoneventstoolkit.co.uk/borough-guide/</a>		
<b>Aldgate Square</b>		<a href="mailto:aldgatesquare@cityoflondon.gov.uk">aldgatesquare@cityoflondon.gov.uk</a>	<a href="mailto:Yvonne.courtney@cityoflondon.gov.uk">Yvonne.courtney@cityoflondon.gov.uk</a>
<b>City Arts Initiative</b>	020 7332 3567	<a href="mailto:publicart@cityoflondon.gov.uk">publicart@cityoflondon.gov.uk</a>	<a href="http://www.cityoflondon.gov.uk/services/environment-and-planning/environmental-enhancement/Pages/public-art.aspx">http://www.cityoflondon.gov.uk/services/environment-and-planning/environmental-enhancement/Pages/public-art.aspx</a>
<b>City of London Police</b>		<a href="mailto:policing@cityoflondon.gov.uk">policing@cityoflondon.gov.uk</a>	<a href="http://www.cityoflondon.gov.uk/about-the-city/how-we-make-decisions/police-authority/Pages/default.aspx">http://www.cityoflondon.gov.uk/about-the-city/how-we-make-decisions/police-authority/Pages/default.aspx</a>
<b>Cultural &amp; Visitor Development</b>	020 7332 3567	<a href="mailto:visit@cityoflondon.gov.uk">visit@cityoflondon.gov.uk</a>	<a href="http://www.visitthecity.co.uk">www.visitthecity.co.uk</a>
<b>Environmental Health (Pollution Control, Food Safety, Health and Safety)</b>		<a href="mailto:PublicProtection@cityoflondon.gov.uk">PublicProtection@cityoflondon.gov.uk</a>	<a href="http://www.cityoflondon.gov.uk/business/environmental-health/Pages/default.aspx">http://www.cityoflondon.gov.uk/business/environmental-health/Pages/default.aspx</a>
<b>Film Office</b>		<a href="mailto:filmliaison@cityoflondon.gov.uk">filmliaison@cityoflondon.gov.uk</a>	<a href="https://www.cityoflondon.gov.uk/about-the-city/about-us/filming-in-the-city/Pages/default.aspx">https://www.cityoflondon.gov.uk/about-the-city/about-us/filming-in-the-city/Pages/default.aspx</a>
<b>Licensing Team</b>	020 7332 3227		<a href="http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Make-a-licence-application.aspx">http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Make-a-licence-application.aspx</a>
<b>Open Spaces</b>		<a href="mailto:parks.gardens@cityoflondon.gov.uk">parks.gardens@cityoflondon.gov.uk</a>	<a href="http://www.cityoflondon.gov.uk/things-to-do/green-spaces/city-gardens/events-and-activities/Pages/city-gardens-events-application.aspx">http://www.cityoflondon.gov.uk/things-to-do/green-spaces/city-gardens/events-and-activities/Pages/city-gardens-events-application.aspx</a>
<b>Events Officer/events team (Highways)</b>	020 7332 3037	<a href="mailto:dbe.events@cityoflondon.gov.uk">dbe.events@cityoflondon.gov.uk</a>	<a href="http://www.cityoflondon.gov.uk/about-the-city/about-us/Pages/event-planning-in-the-city.aspx#">http://www.cityoflondon.gov.uk/about-the-city/about-us/Pages/event-planning-in-the-city.aspx#</a>
<b>Traffic Management Office</b>	020 7332 3552	<a href="mailto:Dbe-trafficmanagement@cityoflondon.gov.uk">Dbe-trafficmanagement@cityoflondon.gov.uk</a>	