

Appendix 2



Open
Spaces

Registered Charity

Open Spaces Events Policy PART TWO [Site Specific Template Example]

Contents

1. Policy Statement

This local policy should be read with Part One of the City of London Open Spaces Events Policy which applies to the following:

- 1) Ashted Common
- 2) Burnham Beeches & Stoke Common
- 3) Coulsdon Common
- 4) Epping Forest and Epping Forest Buffer Land
- 5) Farthing Downs
- 6) Hampstead Heath
- 7) Highgate Wood
- 8) Kenley Common
- 9) Queen's Park
- 10) Riddlesdown
- 11) West Ham Park
- 12) West Wickham and Spring Park

2. Introduction

[Introduction to the Site e.g. Epping Forest]

3. Legislative background

[Legislative background to the Site]

4. Event Locations

[Background with reference to the Events Location Schedule}

5. Timing and Frequency

[Site principles re timing and frequency of events]

6. Local Authority Approvals

[Likely local authority notices / licences required and list of relevant local authorities]

7. Local Officer Event Group

[Roles within the Site which make up this group, frequency of meeting and approval process summary]

8. How we make decisions

[Site specific approach]

9. Applications timescale

[Site specific information in relation to event scale, anticipated attendance numbers, application notice and application deadline]

10. Site Events Application Form

[Includes contact details, event details, type of activity, licence and insurance requirements]

11. Site Terms and Conditions of Hire

[Site specific information listed]

12. Site Specific Location Plans
