



Ashtead Common Consultation Group

Date: THURSDAY, 7 FEBRUARY 2019

Time: 6.30 pm

Venue: ASHTEAD ESTATE OFFICE, WOODFIELD ROAD, ASHTEAD, SURREY, KT21 2DU

Members:

Deputy Philip Woodhouse (Chairman)	James Irvine, (Volunteer Representative)
Graeme Smith (Deputy Chairman)	Paul Krause, (Surrey Wildlife Trust)
Sylvia Moys	Conor Morrow (Lower Mole Countryside Management Project)
Jeremy Simons	Gary Nash (Surrey County Council Youth Worker)
David Baker, (Ashtead Residents' Association)	Councillor Chris Townsend, (Surrey County Council)
Bob Eberhard, (CTC Local Rights of Way)	Pippa Woodall, (British Horse Society)
Cllr David Hawksworth CBE (Mole Valley District Council)	Georgina Terry, (Natural England)

Enquiries: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

Refreshments will be available from 6.00pm

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

3. **MINUTES**

To agree the public minutes of the meeting held on 19 January 2018.

For Decision
(Pages 1 - 8)

4. **SUPERINTENDENT'S UPDATE**

The Superintendent to be heard.

For Information

a) Achievements & projects across the Commons 2018

b) Budget position 19/20 and beyond

5. **VIABILITY OF CATERING FACILITY ON ASHTEAD COMMON**

The Head Ranger to be heard.

For Information

6. **EVENTS POLICY - AS AGREED BY THE EPPING FOREST & COMMONS COMMITTEE ON 19 NOVEMBER 2018**

The Head Ranger to be heard.

For Information
(Pages 9 - 48)

7. **MANAGEMENT PLANNING**

The Head Ranger to be heard.

For Information

8. **2019 GRAZING EXPANSION**

The Head Ranger to be heard.

For Information

9. **OAK PROCESSIONARY MOTH**

The Head Ranger to be heard.

For Information

10. **RYE BROOK REED BED DESIGN**

The Head Ranger to be heard.

For Information

11. **REVIEW OF THE ANNUAL WORK PROGRAMME 2018-19 AND PRESENTATION OF THE 2019-20 PROGRAMME**

The Senior Ranger to be heard.

For Information

12. **QUESTIONS**

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

14. **DATE OF NEXT MEETING**

The Chairman to be heard.

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ASHTEAD COMMON CONSULTATION GROUP **Friday, 19 January 2018**

Minutes of the meeting of the Ashtead Common Consultation Group held at Ashtead Estate Office, Woodfield Road, Ashtead, Surrey, KT21 2DU on Friday, 19 January 2018 at 6.30 pm

Present

Members:

Deputy Philip Woodhouse (Chairman)
Graeme Smith (Deputy Chairman)
Sylvia Moys
Bob Eberhard
Professor David Hawksworth
James Irvine
Conor Morrow
Gary Nash
Councillor Chris Townsend
Pippa Woodall

Officers:

Andy Barnard	-	Superintendent of The Commons
Andrew Thwaites	-	Head Ranger
Shaun Waddell	-	Senior Ranger
Hadyn Robson	-	Support Services Manager
Alistair MacLellan	-	Town Clerk's Department

1. APOLOGIES

Apologies were received from Jeremy Simons, David Baker, Joseph Byllam-Barnes, Paul Krause and Georgina Terry.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. TERMS OF REFERENCE

Members considered a tabled paper setting out proposed amendments to the Group's terms of reference and the following points were made.

- The Superintendent provided background information concerning the need to refresh the Terms of Reference
- The Superintendent confirmed that the membership of the Ashtead Common Consultation Group was the same as the former Ashtead Common Consultative Committee. He explained that the change in nomenclature for the Group reflected the fact the role of the Group was advisory rather than of a decision-making nature.

- The Superintendent noted that current Members of the Group were appointed on a four-year term, commencing 19 January 2018.
- A Member noted that the proposed amendments to the terms of reference largely dealt with concerns over the lack of named representative groups represented on the Consultation Group.
- A Member commented that membership of the Group was a two-way relationship – named representative groups had the opportunity to make their representations via the Ashtead Common Consultation Group whilst at the same time, representatives serving on the Group were responsible for reporting back to their groups on any issues discussed at the Group’s meetings.
- Members agreed to the Chairman’s suggested amendment that external groups would have ‘the right to’ a representative on the Ashtead Common Consultation Group.
- Members agreed that the wording regarding meeting venue be amended to ‘Meetings shall normally take place locally at Ashtead.’
- The Superintendent agreed that the Group should more correctly be termed ‘Consultative’ than ‘Consultation’ and to amend the terms of reference accordingly.
- Members discussed the appendix to the terms of reference, and the fact that members of the public were welcome to attend meetings of the Group, and noted that they would be welcome to address the Group at the discretion of the Chairman and according to paragraph 9 of the terms of reference, provided the smooth and orderly conduct of the meeting was assured.
- The Chairman thanked Members for their input into the proposed terms of reference.

RESOLVED, that the amended terms of reference be referred to the Epping Forest & Commons Committee for approval.

4. **MINUTES**

RESOLVED, that the minutes of the meeting of the Ashtead Common Consultative Committee meeting held on 23 January 2017 be approved.

Matters Arising

Rye Brook Pollution – Letter to Environment Agency

The Chairman confirmed that he had corresponded with the Environment Agency regarding Rye Brook pollution, and that the Agency had been constructive in responding to the concerns set out within the Chairman’s letter.

5. **SUPERINTENDENT'S UPDATE**

The Superintendent was heard regarding a number of matters.

5.1 **Open Spaces Bill Update**

The Superintendent was heard regarding the progress of the Open Spaces (City of London) Bill.

- The Bill had undergone its Third Reading in the House of Commons in October 2017 and had been an item at the second meeting of the Unopposed Bill Committee in the House of Lords in January 2018. Issues being considered included Fixed Penalty Notices, fly-tipping, commercial lettings and the management of sports events. The Superintendent noted that, subject to no delays being encountered, the Bill could receive Royal Assent prior to Summer 2018.
- In response to a request from the Chairman, the Town Clerk agreed to advise the Group when the Bill received Royal Assent.
- In response to a question, the Superintendent confirmed that events such as orienteering could take place on the Commons. He added that Parkrun had approached the City regarding the potential to convene regular Saturday morning Parkruns on the Common but had ultimately sought another venue.

5.2 **Achievements across The Commons - 2017**

The Superintendent was heard regarding the wider work being undertaken across the City Commons during 2017.

Burnham Beeches and Stoke Common

- Activity at Burnham Beeches and Stoke Common included 5,500 of volunteer hours, pollarding of 82 ancient and 53 young trees, and the expansion of grazing to 75% of the overall space available. The introduction of Public Spaces Protection Orders (PSPOs) to replace the Dog Control Orders that previously applied across the site, had been completed, and Burnham Beeches and Stoke Common had moreover secured Green Flag and Green Heritage status.

Kenley Common

- At Kenley Common the most high profile activity had been the continued progress of the Kenley Revival Project, which stemmed from the award of £1.1m of Heritage Lottery Funding in 2016 to preserve and promote the WW2 heritage of Kenley airfield. Targets such as visitor numbers had already been exceeded half way through the project. Wider initiatives included community archaeology days, moving a time capsule, and renovation and replacing brickwork of original blast pens. Re-enactors had also assisted in engaging with local school children. The Kenley volunteers had been shortlisted for their work at the recent London Volunteer Awards. Next steps on the project included the installation of interpretative panels across the airfield.

West Wickham and Coulsdon Common

- At West Wickham and Coulsdon Commons, the City had been successful in clarifying that the London Borough of Croydon was responsible for the maintenance of the Marlpit Triangle. A pedestrian crossing of the A232 had been installed after a degree of lobbying by the City – the crossing enabled access between West Wickham and Hayes Common. Volunteer hours totalled 6,600 of activity in this area of the City Commons.

City Commons Support Services Team

- The Superintendent noted that the Support Services Team had undertaken a range of reviews of its way of working to ensure the corporate services underpinning the work of the City Commons Team was effective as possible – this included refining process via a Finance Improvement Group, evaluating approaches to fundraising, and the employment of an events apprentice.

5.3 Budget Position 2018/19 and Beyond

The Superintendent was heard regarding the budget position for 2018/19 and beyond.

- He noted that the Open Spaces Department was expected to make a 2% saving annually, and that individual Commons such as Burnham Beeches faced a loss of specific funding items, such as parking income and grant income. To address budget reductions in part, the Superintendent would be seeking to encourage donations across the Commons.
- In response to a comment from the Chairman, the Superintendent agreed to consider encouraging corporate donations from local business. The Superintendent noted that ExxonMobil had provided a significant donation in kind of volunteers, to which the Chairman replied he would be very happy to write a letter of thanks.
- In response to a request, the Superintendent agreed to prepare a one page discussion paper ahead of the Summer Walk for key items of discussion for the Group.

6. MANAGEMENT PLANNING

Members considered a report of the Superintendent of The Commons and the following points were made.

6.1 Appendix 1 - Vision for Ashtead Common (Narrative Version)

- A Member noted that he would welcome reference to ‘features’ on the Common, and particularly the Common’s archaeological features.

- A Member concurred, and noted that various stakeholder groups such as cyclists should be referenced if possible.
- The Head Ranger noted that the vision explicitly mentioned the City's commitment to manage veteran trees and ensure veteran tree loss was kept below 1% per year.

6.2 **Appendix 2 - Fire Breaks Map**

- The Head Ranger outlined the City's planned approach to maintaining and improving existing firebreaks, and installing new ones. The future approach to firebreaks would be a subject of consultation when the next iteration of the management plan came to be developed.

6.3 **Appendix 3 - Bracken Management Map**

- The Head Ranger outlined the City's approach to managing bracken on the Common, noting that this would be the main source of fuel for any future fire affecting the Common.

6.4 **Appendix 4 - Scrub Grassland Map**

- The Head Ranger noted that scrub grassland grazing was a key component of maintaining a woodland pasture. He noted that the City had partnered with Surrey Wildlife Trust to place cattle on the Common and that he had anecdotal feedback that the present breed had proved more effective than the previous breed in maintaining the pasture.
- Members supported the gradual expansion of grazing areas on the Common from 2018/19.
- A Member representing equine interests noted that she did not expect any conflict between horse riders/cattle using the Common.
- A Member suggested that the City highlight its management of the Common via local media such as The Local.

7. **RYE BROOK POLLUTION**

The Head Ranger provided an update on pollution in Rye Brook.

- He noted that the pollutant was no longer cable oil, but now appeared to be some form of effluent. He added that the Environment Agency response had been constructive, and that a community monitoring project had been established to monitor the Brook – the Rye Brook as it crossed the Common scored lowest using the Riverfly Score Index compared to other areas of the Brook in the local area. Moreover, it scored highest in terms of the phosphates present. The South East Rivers Trust had installed a flow meter to monitor flow rates at the

outfall. Lastly – the duty ranger had been called on to deal with a sewer leak into the Brook on Christmas Day.

8. RESOURCES - STAFF AND VOLUNTEERS

The Head Ranger was heard regarding Resources of Staff and Volunteers.

- The Commons Ranger Team was now at full strength.
- Volunteers continued to have a superlative influence on the management of the Commons, with 9000 hours of volunteer time contributed throughout 2016-17. Members noted their thanks for the contributions made by the many volunteers across the Commons.
- Whilst welcoming the volunteer contribution to the Commons, a Member noted that it was such an effective resource given the City had the full-time staff resource of Rangers to ensure volunteers were supported effectively.

9. REVIEW OF THE ANNUAL WORK PROGRAMME 2017/18 AND PRESENTATION OF THE 2018/19 WORK PROGRAMME

The Senior Ranger for Ashted Common was heard regarding the Annual Work Programme for 2017/18 and 2018/19.

- All veteran trees were being surveyed and a comparative analysis undertaken with survey data collected in 2012. The current survey had commenced in May 2017 but due to a health and safety issue prompted by a high tick population had been deferred until this year.
- A Bird Census had been undertaken which had shown most established species were holding up in terms of numbers, with some numbers improving e.g. whitethroats.
- The grazing project had seen a successful summer, with over 200 Common Spotted orchids in the Willow grazing area.
- During late summer 2017 a mechanical mulcher had been deployed on areas of bracken to reduce the risk of fire.
- Other surveys included those for dormice and newts.
- A number of successful events had been held on the Common including the Woodman 5 Mile run in May 2017, and the Ashted Common 10km run in September 2017. Both events had been well managed and had little negative impact on the Common.
- The Senior Ranger noted his particular thanks to a long-standing volunteer Penny Eve, and to Bournemouth University student Sam Kearsey for their contribution to the Common during 2017.

- The Annual Megatask volunteer event involved six rangers and 44 volunteers gathering to cut back hazel on the Common. The day had concluded with a BBQ using Ashtead charcoal to BBQ Epsom Common raised cattle in a good example of local sustainability.

10. **QUESTIONS**

There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Oak Processionary Moth

The Head Ranger noted that OPM was present on the Common, and that based on the sample of nests identified it was estimated there was a total of 100 nests across the Commons.

Illegal Metal Detecting

The Head Ranger noted that a metal detector had illegally excavated around 20 trial pits around the earthwork on the Common, and had removed a metal pot which they had handed into a local museum. The individual had been issued with a police caution and unfortunately Surrey Archaeology had been unable to identify which of the pits the pot – which was Iron Age in date – had come from and therefore it was not possible to establish the pot's archaeological context.

A Member noted that Leatherhead Museum – which held many artefacts recovered from the Common – faced an uncertain future.

Catering Concession

The Superintendent noted that a local business had approached the City to request permission for a catering concession on the Common. The business had promised a donation of 5% of profits.

Members expressed concern over the level of infrastructure that would be needed to support the concession and the potential that it would 'urbanise' the Common. The Chairman noted that the request would undergo a full appraisal by the City and that the matter would come back to Members for consideration.

12. **DATE AND SUBJECT OF ASHTEAD CONSULTATION GROUP SUMMER WALK**

The Town Clerk agreed to contact Members outside of the meeting to identify a date and topic for the Summer 2018 Walk. In response to requests from Members, the Town Clerk agreed to convene meetings on Thursday evenings going forward.

The meeting ended at 8.35 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

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Appendix 1



Open
Spaces

Registered Charity

Open Spaces Departmental Events Policy [Part One]

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1. Policy Statement

1.1. The City of London Corporation holds in trust and manages a number of Open Spaces around London and beyond. Many of them have a long history of hosting events. The Open Spaces covered by this policy (see Definitions and Scope) are managed as charitable trusts. The main charitable objectives of these trusts are:

- The preservation of the open space
- The provision of recreation and enjoyment of the public

2. Aims

2.1. This Events Policy has been developed to:

- Provide a framework for making decisions about staging events at the City of London's Open Spaces
- Assist event organisers in understanding the decision-making process when considering an application to hold an event
- Meet the City of London's statutory obligations and charitable objectives to preserve its open spaces and to provide recreation and enjoyment, and to meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018
- Facilitate events which are appropriate to the character of the open spaces and are high quality, safe and environmentally sustainable; and facilitate engagement, recreation and enjoyment for local communities and other Open Space users taking account of the views of stakeholders
- Ensure that events held are well planned and have comprehensive and appropriate environmental protection measures in place

3. Definitions and Scope

3.1 Terms of reference

City of London, also referred to as "the City"	The City of London Corporation
Site	"Site" is used to refer to each particular Open Space within the scope of this policy
Location	"Location" refers to specific locations or areas within the Site.
Open Spaces	"Open Spaces" is used to refer collectively to all the Sites within the scope of this policy.

Event	<p>This policy applies to all events proposed to be held on the Open Spaces, except where specifically excluded (see section 'Events covered by this policy')</p> <p>Events controlled by this policy usually include the setting aside of a particular area, the provision of facilities or infrastructure.</p>
Superintendent	<p>The Superintendent is the Senior Officer responsible for the management of each of the Sites. The Superintendent has been delegated authority by the City to authorise 'events and entertainments'. The Officer Event Groups will make recommendations to the Superintendent or Committee for the approval or refusal of events.</p>
Committee	<p>The City of London operates a Committee System of elected Members. Each Open Space has a Committee responsible for its management and the relevant Committee will consider applications for large or unusual events on the Sites it is responsible for (see section 'How we make decisions').</p>
Officer Event Group (OEG)	<p>Event applications will be considered by an Officer Event Group (OEG) at each Site. The OEG includes relevant officers from the Site. The OEG considers event applications and makes recommendations to either the Superintendent or the Committee in accordance with this policy.</p>

3.2 Scope of policy

This policy applies to the 12 Open Space Sites managed by the City of London, located outside of the City of London local authority area known as the Square Mile, which are managed as charitable trusts. These are:

- 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 including Golders Hill Park and the Heath Extension
- 7) Highgate Wood
- 8) Kenley Common
- 9) Queen's Park
- 10) Riddlesdown
- 11) West Ham Park
- 12) West Wickham and Spring Park

3.3 It is intended that this Departmental Events Policy will be reviewed after 12 months.

4. Legislative context

- 4.1 There is a variety of legislation pertaining in the management of the City's Open Spaces. Many of the Sites have specific founding legislation which sets out the City's powers and duties. The Site-specific policy contained within Part Two reflects the particular legislative context and requirements for each Site.
- 4.2 The City of London promoted the City of London Corporation (Open Spaces) Act 2018 within Parliament. This Act makes additional provision for events, subject to a suitable events policy being in place.

- 4.3 Section 7 of the City of London Corporation (Open Spaces) Act says:

In this section "event" means—

- (a) a ceremony, celebration, entertainment or similar occasion; or*
 - (b) a conference, an exhibition or the making of a film.*
- (2) The Corporation may—*
- (a) temporarily use or permit others to use land (including buildings) forming part of an open space for the purposes of an event;*
 - (b) provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event;*
 - (c) so far as appears to the Corporation to be necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area of land forming part of the open space; and*
 - (d) charge for permission or provision given or made under paragraph (a) or (b) or charge or authorise others to charge for admission to an area to which access is so restricted.*
- (3) The Corporation must exercise the powers in subsection (2) having regard to a policy concerning the exercise of the powers prepared by the Corporation in consultation with such persons or bodies as it thinks appropriate (which must include any committee or group established by statute for the purpose of consultation about the management of the open space).*
- (4) The policy must, in particular, contain provision—*
- (a) requiring that—*
 - (i) in deciding whether, and on what terms, to permit an event under subsection (2), the Corporation must have regard to the character and local environment of the open space (or the part of the open space in which the event is to take place); and*
 - (ii) such an event (whether individually or taken with other events) does not cause material injury to the amenity of the open space or significant impairment to the public enjoyment of the open space; and*
 - (iii) in relation to land to which the London Government Reorganisation (Hampstead Heath) Order 1989 applies, any structure erected is not on a part of the land which is unbuilt on; and*
 - (b) limiting the frequency and duration of events in the open space.*

5. Events covered by this policy

- 5.1 This policy applies to all events which are held on the City's Open Spaces where the permission or assistance of the City is required to facilitate it.
- 5.2 As a general guide, this policy does not apply to informal gatherings which take place on our spaces. However, if event organisers are planning an activity which requires additional facilities, infrastructure, may interfere with public use of the site, involve things which would otherwise be a breach of Open Space byelaws (such as the erection of structures), or go beyond the ordinary recreational use of an Open Space then it is likely that an application and decision would need to be taken in accordance with this policy.
- 5.3 There are a number of activities which are excluded from the scope of this policy, because they are dealt with under separate arrangements, specifically:
- Weddings and civil partnership ceremonies
 - Filming and photography
 - Sports activities attracting less than 500 people on dedicated sporting facilities and/or with limited infrastructure requirements, or covered by the sports licensing arrangements e.g. personal training, group exercise classes, fun runs.
- 5.4 Further details of these can be found on www.cityofLondon.gov.uk
- 5.5 If you are in any doubt whether you need to apply before arranging an event, please contact the relevant Site (www.cityoflondon.gov.uk)

6. Event Locations

- 6.1 The nature of the City of London's Open Spaces means that each Site has limits in terms of the location, number, size and scale of the events they can accommodate. This is to ensure that the City's duties of preservation are respected, and in particular that there is no material injury to the amenity of the Open Space or significant impairment to the public enjoyment of the Open Space. The locations in which events may be permitted are specified together with the maximum frequency, duration and capacity in the Site-specific policies contained within Part Two of this policy.
- 6.2 Events proposed outside of the specified locations, or which exceed or contribute to a cumulative exceeding of the limits set out in the Site-specific policies, will be likely to be refused.
- 6.3 It is intended that the Site-specific policies will be reviewed by the relevant Committees every three years.

7. Requirements for event organisers

- 7.1 Events must, in the judgement of the Committee or Superintendent approving them:
- Be appropriate to the character and local environment of the Open Space (or part of the Open Space in which the event is to take place)
 - Not cause material damage to the amenity of the Open Space
 - Not significantly impair the public enjoyment of the Open Space
 - Be in accordance with the Site-specific policy
 - Benefit users of the Open Space or the space itself

Environmental protection

- 7.2 Events must not cause material damage to the ecology, landscape, fauna and flora of the Site.
- 7.3 The Site-specific policies contained within Part Two include restrictions on the location, duration, frequency and timing of events in order to protect the environment of the Sites. Before making a recommendation, the Officer Event Group will consider whether the proposals are in accordance within this policy and whether any additional protections are required.

Character of the local environment

- 7.4 Events must be appropriate to the character and environment of the area in which they take place.

Amenity Impact

- 7.5 Events (whether individually or taken with other events) which are held at each Site must not cause material injury to the amenity of the Open Space or significant impairment to the public enjoyment of the Open Space. Before making a recommendation, the Officer Event Group will consider the event proposed in accordance with the Site-specific policy and the cumulative impact of the events programme for the relevant period.

Community benefit

- 7.6 Events held on the Open Spaces must benefit the local community or other users of the Open Space concerned. In most cases this benefit will be derived through the opportunity to attend the event. On those occasions where an event takes place which has limited or no public access, an additional fee may be levied in order to support maintenance of the Site and the provision of services and facilities for the benefit of the public.

Health & Safety

- 7.7 The wellbeing, health, safety and security of those attending an event, or working or volunteering at an event, are paramount. The event organisers must provide details of their proposals to ensure this.

7.8 Event organisers will need to demonstrate these requirements through their application form and event management plan.

Re-instatement Bond

7.9 Event organisers will need to provide a deposit (see section 10) which will act as a bond to cover the cost of any reinstatement works.

8. Events that are not allowed

8.1 Requests for the following types of events will be refused:

- Political campaigns or rallies
- Events which could be damaging to community relations
- Events associated with extremist organisations or proscribed organisations
- Events which are considered discriminatory or offensive
- Illegal activities
- Events which include animals falling within the schedule of “Kinds of Dangerous Wild Animals” in the Dangerous Wild Animals Act 1976 (Modification) (No.2) Order 2007 or its replacement
- Events which could cause damage to the reputation of the City of London Corporation
- Events which could involve operations likely to damage the Sites of Special Scientific Interest (SSSI)

9. How we make decisions

Officer Event Group

9.1 Each Site has an Officer Event Group which considers applications for events in the first instance. The frequency of their meetings is detailed within the Site-specific policies which forms Part Two of this policy. The Officer Event Group will make decisions and recommendations to the Superintendent or Committee (as appropriate) based on the event applications forms, event management plans and their compliance with this policy.

Event application form

9.2 An event application form is provided in Part Two of this policy. All relevant sections of the form must be completed by the event organiser. The information provided will be used by the relevant Officer Event Group to determine what approval process to follow, what the event organisers must do and what charges will be made.

Event management plan

- 9.3 Event organisers must develop and submit an event management plan. This plan together with the application form must demonstrate that each of the requirements within this policy will be met.

Things the Officer Event Group consider

- 9.4 Before making a recommendation, the Officer Event Group will look at the information provided in the application form and the event management plan. They will also consider:
- Whether the event is appropriate to the character and local environment of the Open Space or Site.
 - The potential for and extent of material damage to the amenity of the Open Space
 - Any potential to damage the Sites of Special Scientific Interest (SSSIs)
 - The potential for and extent of impairment to the public enjoyment of the Open Space
 - Whether the event complies with this policy and the relevant Site-specific policy
 - Whether the event is suitable for the Site location proposed
 - Whether the event clashes with any other events or activities
 - Whether the time of year is appropriate
 - Whether there is sufficient lead-in time
 - Whether the event would conflict with any restrictive covenants, byelaws or statutory provisions applicable to the Site
 - Whether appropriate arrangements have been made for wellbeing, health & safety, security, public liability insurance, stewarding and the provision of first aid
 - Whether arrangements for local authority licences have been made
 - Capability of the organiser
 - Any environmental impact outside the Site (e.g. noise nuisance)
 - Benefit to the local community or other users of the Site and/or to the charitable objectives of the Site
 - The event organisers performance in previous years.
 - The event organisers experience in running an event of a similar type and scale
 - Whether the event is not permitted in accordance with Section 8 – “Events which are not allowed” of this policy
- 9.5 Feedback will be provided to event organisers if the arrangements proposed are insufficient or require amendment. Events which do not meet the required criteria will be refused. The Superintendent or Committee may require event organisers to comply with particular conditions.

Approval process

- 9.6 Site specific policies will categorise events based on anticipated participant numbers and duration (including set up/set down times) as appropriate for each Site. These are contained in Part Two; Site specific policies.
- 9.7 Superintendents have authority to approve events which have up to 5,000 participants and a maximum duration of 2 days. For events of over 5,000 participants and/or of 3 or more days duration, approval will be sought from the relevant Committee. In addition, there may be exceptional circumstances when an application is received which is in some way contrary to an element of this policy but has a high level of benefit to the community or Site. In such a case, the Superintendent may refer such a decision to the appropriate Committee.
- 9.8 The time required to make determinations vary according to the scale of the event proposed. These are included with the Site-specific policies contained in Part Two. Event organisers must ensure they have allowed sufficient time for the application to be considered.

Local authority approvals

- 9.9 A licence (or Temporary Event Notice) from the local authority may be needed for some events. Further information is available from <https://www.gov.uk/licence-finder>
- 9.10 Applying for this licence and any other consents that may be required is the responsibility of the event organiser. Event organisers will need to familiarise themselves with the local authority licensing process, timescale and charges as part of their event planning. Failure to be granted any necessary licence or consent will result in the event being refused permission by the City of London.

Insurance

- 9.11 The City of London requires as a minimum £2 million public liability insurance, evidence of which must be provided by the event organiser, prior to the event. The level of cover may increase up to £10million, subject to the nature, scale, complexity and risk of the event.

10. Charges for Events

- 10.1 The holding of events gives rise to costs for the charitable funds from which the City manages the Open Space. These costs arise from administration, staff support, works which are required to facilitate the event and any required remediation works. Event organisers will generally be expected to meet the full costs associated with their event, although this requirement may be relaxed for events that are considered to provide strong benefits for the Site or its users and which are held on a non-profit basis.

- 10.2 For events involving an element of profit, or which are considered to provide limited benefit for the Site or its users, a hire fee may be charged in addition to cost recovery, in order to ensure wider benefit for the Site.
- 10.3 The Officer Event Group will estimate the costs associated with an event and will propose the charge to be made, subject to the approval of the Superintendent or Committee as appropriate.

Application fee

- 10.4 A non-refundable application fee will be charged for all event applications. This fee is charged to cover the costs of determining event applications.

Refundable damage deposit

- 10.5 A damage deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be held as a bond and used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.
- 10.6 The costs of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works or additional costs incurred by the City, the event organisers will remain liable for additional costs.

Hire costs

- 10.7 Costs associated with holding events are set out more fully within the Site-specific policies. Costs for staff time are based on full cost recovery.
- 10.8 Days associated with set up and set down will be charged for, in order to offset the loss of amenity for that period.
- 10.9 A holding deposit is included within the hire costs to secure a Site location on a specific day. Late cancellation may forfeit this deposit.

Cancellation

- 10.10 Where an event is cancelled by the organisers within the agreed cancellation period, the event holding deposit minus any costs incurred by the City will be refunded. No refunds will be given for any cancellations after the agreed cancellation period, and the City of London will be entitled to recover any additional costs incurred.
- 10.11 The City of London has the right to cancel an event, on its own authority or the advice of the Police or another appropriate authority. Examples of the reasons why the City may cancel an event in advance or during the event include:
- An emergency situation has arisen

- The event organiser has not complied with their event management plan
- The event does not have the required licences or insurances
- The charges including the deposit have not been paid / payment cleared in advance of the event
- The event is unsafe
- The weather is or is forecast to be very poor or extreme and will impact on the Site conditions
- The ground conditions are poor or unsuitable

10.12 In cases where an event is cancelled on the advice of the police, any other appropriate authority or for any of the reasons mentioned above, the City will not be liable for any fees, costs or damages incurred.

10.13 Cancellation periods are set out for different types of events within the Site-specific policies.

11. Event organiser's performance

11.1 Officers will monitor and review the performance of the event organiser throughout the event planning stages and delivery. Notes will be made where an event organiser has performed poorly so that this can be considered should future event applications be received.

12. PART TWO – Site Specific Policies

12.1 Please see separate document. This includes the events application form. It applies to Site specific policies:

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

Appendix 2



Open
Spaces

Registered Charity

The Commons Open Spaces Events Policy PART TWO

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Nature of organisation.....	7
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Commercial company.....	7
Company or Charity Registration Number.....	7
Name of main contact.....	7
Address.....	7
Invoice address.....	7
(if different from above).....	7
Telephone number - landline.....	7
Telephone number - mobile.....	7
Email address.....	7
Event public enquiries number.....	7
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Note:.....	100
If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of The City of London.....	100
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Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):..... 18

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Policy Statement

This local policy should be read with Part One of the City of London Open Spaces Events Policy which applies to all the City's Open Spaces located outside the City of London.

This is the local policy and application form for requests to hold events for Ashtead Common, Burnham Beeches or West Wickham and Coulsdon Commons only.

Applications for filming, photography, regular activities and land hire for storage, skips etc. should be completed on the standard licence application form.

Introduction

'The Commons' comprises of Ashtead Common, Burnham Beeches & Stoke Common and West Wickham & Coulsdon Commons and provides 2000 acres of ancient woodland and mixed habitats and are vital green lungs to the city. The Commons are protected for 'the recreation and enjoyment of the public' and there are a huge range of opportunities for recreation on offer including a number of unique locations for events. With hundreds of thousands of annual visits however, the City has a crucial role in ensuring that visitors are safe, that conflict amongst users is minimised and that use of the sites managed by The Commons is sustainable to safeguard the future of these open spaces for everyone.

Legislative background

The Commons open spaces are protected by statute, the 1878 Corporation of London Open Spaces Act, and enabled the City of London to acquire land for the recreation and enjoyment of the public, to protect it from development and enclosure and maintain the natural aspect. Also, many of the Commons' open spaces are protected under additional legislation for their special wildlife value. This additional protection does influence the size and nature of events that can be held at these sensitive locations. Additionally, the City of London Corporation (Open Spaces) Act 2018 assists with the management of events on The Commons open spaces.

Event Locations

Throughout 'The Commons' events will be judged on their potential impact on the sensitive nature of the landscape but also the intensity of regular use of the area and proximity of housing. A number of areas are restricted completely due to their sensitive nature and others may be restricted seasonally.

Suggested event locations are provided on the attached Open Space descriptions. These are spaces we have determined have some capacity to hold events; however, they will each be subject to some restriction due to access issues, seasonal concerns, proximity of neighbours and overall impact on conservation.

Timing and Frequency

- Local conditions will apply – please see site appendices.

Local Authority Approvals

A temporary event notice and other licences or consents may be required. Applicants should make their own enquiries to the following authorities as applicable:

- South Bucks District Council
- Mole Valley District Council
- Croydon Council
- Tandridge Council

Local Officer Event Group

- The Head Ranger of the site will make recommendations to the Superintendent who holds delegated powers to approve events or to the Epping Forest and Commons Committee in appropriate circumstances.

How we make decisions

All applications will be reviewed as required by the Head Ranger and Superintendent. Applications may be:

- recommended immediately for the approval of the Superintendent.
- recommended for rejection on the basis that it does not meet the requirements of the Open Spaces Event Policy
- deferred subject to receipt of further information
- referred to a wider meeting of officers for review, particularly in the case of large events. In some cases, such as when events are very large the application will be referred to the Epping Forest and Commons Committee, which will add 2-4 months before a decision is agreed.

Applications timescale

Event applications must be received within the lead in time stipulated below. Should applications not be received within these lead in times event requests may be declined

Scale	Total anticipated attendance	Application to be received	Application Deadline
Minor	1 – 50	At least 3 weeks prior to event	None - rolling application process
Small	31 – 499	At least 8 weeks prior to event	None - rolling application process Note – See site descriptions for maximum numbers
Medium	500 – 5000	At least 3 months prior to event	None - rolling application process Note – See site descriptions for maximum numbers
Large	5001 plus	At least 6 months (at least 12 months if over 10,000) prior to event	1 September 1 December 1 March

The Commons Events Application Form

Name of event	
Proposed location (please describe, add plan or use grid reference to be as clear as possible)	
Event dates and times (excluding preparation/ dismantling days)	
Has the event been held previously? If yes provide details	

Contact Details

Name of organisation	
Nature of organisation	Registered Charity
	Not for profit constituted organisation
	Individual
	Commercial company
Company or Charity Registration Number	
Name of main contact	
Address	
Invoice address (if different from above)	
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	

Event Details

Brief description of proposed event	
Admission price (s) (if applicable)	
Name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if more than one (For charity/fundraising event only)	
Will all income raised go to the charity/project named above? If no, please give details (proof may be required)	
Date and time to enter site for preparation	
Date and time the site will be vacated after the event (when all equipment has been removed)	
Maximum number of people expected to attend at peak time	
Overall expected attendance	
How is your event to be funded, particularly up-front costs?	

Activities

<p>Description of Activity Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application.</p>
<p>Will there be any of the following activities? Several of these activities will require a licence or permit. Further charges may apply to some activities If yes, please give further details. We will then advise you on further permissions needed – many of which will need to be obtained from the relevant local authority</p>

Site Setup	Barriers/fencing	Yes/No
	Portable staging	Yes/No
	Portable generator	Yes/No
	Stewarding and security	Yes/No
	On site communication e.g. radios	Yes/No
Marquees		Yes/No If yes, please give number and sizes
Domestic gazebos		Yes/No If yes, please give numbers
Live Music or Entertainment		Yes/No
PA System		Yes/No
Recorded music/sound		Yes/No
Dancing		Yes/No
Performance of Plays		Yes/No
Films		Yes/No
Fireworks / Pyrotechnics		Yes/No
Carnival / Procession		Yes/No
Fairground equipment		Yes/No
Bouncy Castle		Yes/No
Animals – Horses, Donkeys, Birds or other animals		Yes/No If yes, please give details
Alcohol		Yes/No
Catering for public consumption		Yes/No There are additional charges for Catering units that are not incorporated as part of an event package (e.g. running events) or are an excessive number for the event
Waste disposal		Please describe the method to be used to keep the area free of litter and refuse. All waste must be removed by the end of the event.
Do you require power?		Yes/No If yes, give details of how you intend to supply it / where you would like to source power from
Do you require water?		Yes/No If yes, give details of how you intend to supply it / where you would like to source it from and drainage points/methods
First Aid		What first aid cover will be provided and who will provide it?
Toilet Facilities		Do you wish to use public toilet facilities? Please state which How many temporary toilets will you bring onto the site?

	You are required to ensure that toilet facilities are adequate.
How will you actively encourage people to travel sustainably?	Please give details
Will you require vehicle access at the event?	Yes/No If yes, please detail the number and type of vehicles
Event Parking	Approximately how many vehicles will be attending the event?
	How do you propose these vehicles will be parked?
	How do you intend to manage the parking of these vehicles? Will you have signage and/or Parking Attendants? Your site plan will need to show your proposed car parking area. Note; there may be a fee for car parking.
Will the event be accessible and open to all?	Yes/No Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.
Do you require on site advertising? If so, please state where and how provided.	Yes/No Please note that flyposting within the Forest and surrounding local authority areas is not permitted. Your deposit may be forfeited if we have to remove unpermitted posters or banners. There may be additional charges for signs.

Note:

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

Licenses

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

You are advised to allow a minimum of 10 weeks for a premises licence application and 4 weeks for a temporary event notice. Larger events may need to apply for a licence up to 6 months in advance. More information can be found here
If you are using recorded or live music, you will also need to obtain the appropriate music licences. See <https://pplprs.co.uk/> for further details

Insurance

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

Hirers will be required to produce a copy of a valid schedule or certificate of public liability insurance together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>) This information needs to be provided at least one month prior to the event if a medium large or major event. Failure to produce this evidence will result in withdrawal of consent to use the land.

Insurance company: _____

Policy no: _____

Amount of indemnity: _____ (a minimum of £5 million cover is **required**)

Expiry date of current certificate: _____

Event Planning

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

Charges for the financial year 2019/2020

We will be able to calculate your event charge when we have received your event application form. The fees and charges shown below are typical of what you can expect to pay.

Outdoor Events

Events are charged based on the size, number of people attending, and activities planned. Community / not for profit and charity fundraising events will receive a 50% reduction from the commercial event charges. Individual applicants will be treated as Commercial and subject to the same fees. 5% of ticket price is based on maximum numbers applied for.

Commercial / Corporate Events		
Item	Amount	When Payable
Application Fee	£50	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £500 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£650 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.

Basic Hire Fee - Medium event (500-4999)	£1950 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.
Non – event days (set up and dismantle)	15% of basic fee per day	Payable in conjunction with the basic hire fee.
Private events (wedding receptions/ party) max 150	£1000	Cleared balance of funds to be received at least 1 month prior to the first day on site.

Charity / Not for Profit Events (see terms and conditions)		
Item	Amount	When Payable
Application Fee	£25	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £250 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£325 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Medium event (500-4999)	£975 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.

Events requiring the use of specific facilities must pay these in addition to the above charges:

Exclusive Hire of car park	Large Medium Small Compounds/ Storage	Prices on application but as a guide £100-£250 per bay per day or £3.00-£20.00 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use, £0.57 per square meter per day. Minimum overall charge of £71.00
Water	Use of building water supply or stand pipe (limited locations)	£50 per day or metred charge
Electricity	Use of The City of London supplies (limited locations)	£50 or metered charge
Specialist ground preparation (in addition to usual cutting regime e.g. ground marking)		On application
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on-site attendance may be charged, particularly if out of normal working hours.	Ranger Senior Ranger Head Ranger/Manager	From £27 per hour From £34 per hour From £44 per hour Plus VAT at 20%

Damage Deposit and Reinstatement Fees

We will inspect the site before you arrive and again after your departure. If reinstatement costs are greater than the damage deposit paid, we will invoice you for the remaining balance.

Terms and Conditions of Hire

1. Hirers must not:
 - Fix items to trees, railings, fences or any other structures, including any form of advertising
 - Drive stakes into the ground
 - Cook or sell food or sell alcohol without separate licensing agreement or without obtaining an alcohol licence
 - Leave items or equipment unattended
 - Hand out literature at an event, unless special permission has been given
 - Solicit donations i.e. bucket collections or similar
 - Release balloons or sky lanterns
 - Stage pyrotechnic displays (unless by separate agreement)
 - Erect temporary structures (other than small gazebos) including bouncy castles, unless by specific agreement in specified locations
 - Climb, or allow others to climb on, statues, monuments or infrastructure
 - Move benches, fixtures and fittings
 - Advertising is not permitted on railings or within the open spaces unless specifically permitted and with a separate charge
2. Applications for events will only be considered if submitted within the time frames and scope outlined
3. Applications will only be approved once adequate health, safety and emergency planning information has been agreed. No licensable event may proceed without the appropriate licence(s) from the local authority.
4. Events should not be advertised until final signed agreement for the event has been received from the City of London.
5. The Hirer hires the area indicated on the Hirer's site plan and agreed by The City of London. The Hirer does not hire the whole site for the Hirer's exclusive use, unless requested and agreed by The City of London
6. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including *the Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation.
<http://www.hse.gov.uk/event-safety>
7. The Hirer shall indemnify and keep indemnified The City of London from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of The City of London, its servants or agents). The Hirer shall effect a third-party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by The City of London

8. The Hirer will be required to produce written documentary evidence of the existence of public liability insurance at such a level as required by The City of London in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
9. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, The City of London reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer. Specialist grounds works including re-seeding will be undertaken by The City of London and will also incur an additional cost to be borne by the Hirer.

10. CANCELLING AN EVENT

The City reserves the right to cancel forthwith the holding of any of The Commons in the event of an emergency or on the advice from the police authority or any other appropriate authority or because of forecast poor and extreme weather or unsuitable ground conditions.

In the event of any event being cancelled under the provisions of this clause, the City shall not be held liable to the hirer for any fees costs or damages, loss nor any consequential loss sustained as a result of or in any way arising out of the cancellation of the function but shall repay to the hirer without interest all sums paid by the hirer on account of the hirer charge (with the exception of the administration fee which is non-refundable). It is therefore highly advised to take out separate event insurance.

The City of London Corporation reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when the clause above will apply). In the event the hirer is unable to alter the date, the City of London will repay all monies paid by the hirer to the City within 10 working days but will accept no liability for any other fees, costs or damages or any consequential loss what so ever.

In the case of the hirer cancelling the event once agreed and deposit paid, for any reason and including failure to secure the appropriate licences, refunds will be given on the sliding scale shown below. In all circumstances the administration fee will be retained, and a charge made for any expenses already incurred by The City of London Corporation on behalf of the event:

Cancellation Period

Scale	Total anticipated attendance	Notice given for Cancellation	Refund
Minor	1 – 50	Any period	Full refund *
Small	50 – 499	At least 4 weeks Less than 4 weeks	Full refund* Minus 25% of deposit

Medium	500 – 4999	At least 2 months Less than 2 months	Full refund* Minus 25% of deposit*
Large	5000 plus	At least 4 months Less than 4 months Less than 4 weeks	Full refund* Minus 50% of deposit* Minus 100% of deposit*

*minus application fee and expenses

11. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The City of London accepts no responsibility for any property left on the venue before, during or after hire period.
12. The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is restricted to areas set aside within the site plan and with the prior approval of The City of London. Any parking to highway areas is covered by traffic regulations and non-compliance may result in parking fines.
13. The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
14. Food preparation on site is not permitted unless in a fully certified catering facility. Picnics, buffets etc. must be at no charge. Any food charged for must be through a certified catering facility.
15. The Hirer is responsible at all times for the organisation and smooth running of the event.
16. Temporary structures must be constructed of sound materials, be stable and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures.
17. The Hirer must ensure that the byelaws are complied with at all times other than by agreement with The City of London
18. The City of London reserves the right to terminate the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

Declaration

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

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

More information can be found <http://www.londoneventstoolkit.co.uk> Copies of these must be supplied at least four weeks prior to the event.

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

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

By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform The City of London if the details change.

Signed (not essential on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please email or return this form together with your supporting documentation to:

City of London Corporation
Merlewood Estate Office or Burnham Beeches Estate Office)
city.common@cityoflondon.gov.uk

OPEN SPACE DESCRIPTION

- **Availability** - all year with seasonal restrictions.
- **Description of open space** -Large wooded common with SSSI and National Nature Reserve designations
- **Total area** – 200ha
- Total area available for event – 200ha
- **Available facilities** – some surfaced and unsurfaced paths and rides.
- **Accessibility** – some easy access paths

ADDITIONAL CONTROLS

- **Licence required for all events**
- Consent may be required from natural England for some activities due to the Sites of Special Scientific interest (SSSi) and National Nature Reserve (NNR) designation
- **Maximum event size** - Events limited to 250 participants on site at any one time.
- **Parking** – none available
- **Number of events per year** - No limit to the number of events a year, but organisers of events with over 50 participants (running events etc.) are encouraged to schedule the activity between the months of August to October.
- **Consideration of stakeholders-**
 Local residents
 Highways
 Local Authority
 Parish Council
 Emergency Services
- **Entertainment/alcohol licences** – consult Local Authority.
- **Security** – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted
- **Byelaws** – available from the Ashtead Estate Office.
- **Insurances** – required for all activities

- **Waste management** – no facilities are provided and is the responsibility of the hirer
- **Natural England prescriptions** – site is a SSSI, NNR and specific site/area restrictions will apply for some events.
- **Due diligence of event organiser** – depending on event size

<p>Burnham Beeches Lord Mayor's Drive car parks Sir Henry Peeks over flow car park The Dell car park The Stag car park Some natural surface areas may be available with the permission of the Head Ranger</p>	<p>Hawthorn Lane Farnham Common Slough SL2 3TE</p>
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OPEN SPACE DESCRIPTION

- **Availability** – all year with seasonal restrictions
- No large events possible
- Weekend/Bank holiday restrictions - no medium events on Sundays or Bank Holiday Mondays unless jointly arranged with the City of London Corporation, between 1 April and 30 November
- **Description of open space** – hard standing. Large wooded common with SSSI and National Nature Reserve and SAC designations
- **Total area** – 220Ha
- Total area available for event – depends on the event area and site restriction applying – up to 220 ha available for some and much less for others. Area restrictions apply at all times (see maps) and key locations for event to be based are around the Lord Mayor's Drive car park complex. Cyclists & horse riders allowed on farmac roads only.
- **Available facilities** – café, disabled and unisex lavatories, car free roads, surfaced easy access path
- **Accessibility** -
 Lord Mayor's drive car parks
 Sir Henry Peeks Overflow Car Park – Sir Henry Peeks Drive
 The Dell Car Park – Hawthorn Lane
 The Stag Car Park – Hawthorn Lane
 Easy access paths and car free zone

ADDITIONAL CONTROLS

- **Licence required for all events**
- Consent may be required from natural England for some activities due to the Sites of Special Scientific interest (SSSi) and Special Areas of Conservation (SAC) designation
- **Maximum event size** – up to 750 depending on open space and event – Maximum of 250 if car parking also required, maximum can be increase for events simply passing through on private roads but assessed on a case by case basis.

- **Parking/charges** - A daily parking charge of £3 per motor vehicle and £18 per coach applies on weekends and bank holidays with donations at all other times. Disabled visitors correctly displaying a valid blue badge are exempt.

- **Number of events per year –**
 - Minor – no restrictions
 - Small– 10 per year
 - Medium – 5 per year
 - Large - 0/year

- **Consideration of stakeholders –**
 - Local residents
 - Highways
 - Local Authority
 - Parish Council
 - Emergency Services

- **Entertainment/alcohol licences** – consult local authority events at BB requiring such licences will not normally be allowed

- **Security** – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted

- **Byelaws** – available from the Burnham Beeches estate office. Additional restrictions on use of BBQs, cycling areas and on dog access apply.

- **Insurances** – required for all activities

- **Waste management** – no facilities are provided and is the responsibility of the hirer

- **Natural England prescriptions** – site is a SSSI, NNR and SAC specific site/area restrictions will apply for some events.

- **Due diligence of event organiser** – depending on event size

The West Wickham Commons:

Spring Park
West Wickham Common

Merlewood Estate Office

**Ninehams Road
Caterham
CR3 5LN**

OPEN SPACE DESCRIPTION

- **Availability** - all year
- **Description of open spaces** - Two open spaces situated on the North Downs in the London Borough of Bromley. The sites are both deciduous woodland, managed for their wildlife and nature conservation interest. Both sites have a good network of footpaths and woodland rides.
- **Total area** – 30 ha
 - **West Wickham Common:** 10ha. Car parking for 5 vehicles
 - **Spring Park:** 20ha. Car parking for 23 vehicles
- Total area available for event 30ha
- **Available facilities**- some surfaced paths and rides. No other facilities
- **Accessibility** - some easy access paths

ADDITIONAL CONTROLS

- **Licence required for all events**
- **Maximum event size** - 100 people
- **Parking** - Limited Parking available
- **Number of events per year** - No limit on number of events but events will need to satisfy the requirements of Environmental Stewardship Schemes which have seasonal conditions
- **Consideration of stakeholders** –
 - Local residents
 - Highways
 - Local authority
 - Parish Council
 - Emergency services
- **Entertainment / Alcohol licenses** – consult Local Authority
- **Security** – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted
- **Byelaws** – available from the Merlewood Estate Office

- **Insurances** – required for all activities
- **Waste management** - no facilities are provided and is the responsibility of the hirer
- **Due diligence of event organiser** – depending on event size

**The Coulsdon Commons -
Coulsdon Common
Kenley Common
Riddlesdown
Farthing Downs & New Hill**

**Merlewood Estate Office
Ninehams Road
Caterham
CR3 5LN**

OPEN SPACE DESCRIPTION

- **Availability** - all year
- **Description of open spaces** - Four open spaces clustered on the North Downs south of Croydon. The sites are a mixture of open grassland and deciduous woodland offering excellent opportunities for walking and recreation. Sites are covered by designations such as SSSI, Scheduled Ancient Monument and SNCI
- **Total area** – 245ha
 - **Coulsdon Common:** 51ha, parking for 12 cars
 - **Kenley Common:** 56 ha. No onsite parking
 - **Farthing Downs & New Hill:** 95ha. Total parking 90 cars split between a tarmacked car park (40 Cars) which is open all year round and a summer car park (50 cars) opened by arrangement. Car parks are gate controlled and opening times vary according to season
 - **Riddlesdown:** 43ha. Car parking for 34 cars. Car parks are gate controlled and opening times vary according to season.
- Total area available for event 245ha
- **Available facilities** - Toilets available in the car park on Farthing Downs
- **Accessibility** - some easy access paths

ADDITIONAL CONTROLS

- **Licence required for all events**
- Consent may be required from Natural England for some activities due to the Sites of Special Scientific interest (SSSi)
- **Maximum event size** - 250 people but may be more on some sites and in exceptional circumstances
- **Parking** – available only available on some sites
- **Number of events per year** - No limit on number of events but events will need to satisfy the requirements of the SSSI, SAM and Environmental Stewardship Schemes
- **Consideration of stakeholders** –
Local residents

Highways
Local Authority
Parish Council
Emergency services

- **Entertainment / Alcohol licenses** – consult Local Authority
- **Security** – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted
- **Byelaws** – available from the Merlewood Estate Office.
- **Insurances** – required for all activities
- **Waste management** – no facilities are provided and is the responsibility of the hirer.
- **Natural England prescriptions** – some sites are SSSI and specific site/area restrictions will apply for some events.
- **Due diligence of event organiser** – depending on event size

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