



Epping Forest & Commons Committee

Date: MONDAY, 26 JANUARY 2026

Time: 2.00 pm

Venue: COMMITTEE ROOMS - 2ND FLOOR WEST WING, GUILDHALL

Members:	Deputy Caroline Haines (Chair)	Alderman Sir Nicholas Lyons
	Deputy Benjamin Murphy (Deputy Chairman)	David Sales
	George Abrahams	James St John Davis (Ex-Officio Member)
	Elizabeth Corrin	Philip Woodhouse
	Deputy Jaspreet Hodgson	Verderer Michael Chapman DL
	Alderman Vincent Keaveny CBE	Verderer William Kennedy
	Gregory Lawrence	Verderer Paul Morris
	Charles Edward Lord, OBE JP (Ex-Officio Member)	Verderer Nicholas Munday

Enquiries: **Zoe Williams**
Zoe.Williams@cityoflondon.gov.uk

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<https://www.youtube.com/@CityofLondonCorporationstreams>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

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Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

NB: Certain matters for information have been marked * Members are encouraged to submit any questions on these items to the Committee Clerk or the Chair prior to the start of the meeting. The Chair would like members to be aware that if they do not submit questions in advance they may not be taken due to time constraints. These information items have been collated in a supplementary agenda pack and circulated separately.

Agenda

Part 1 - Public Agenda

1. APOLOGIES

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

3. MINUTES

To agree the public minutes and non-public summary of the previous meeting held on Thursday 27 November 2025.

For Decision
(To Follow)

4. ANNUAL REVIEW OF THE TERMS OF REFERENCE

Report of the Town Clerk.

For Decision
(Pages 7 - 10)

5. LANDSCAPE RESILIENCE & RECOVERY WORKSTREAM

Officers of the Environment Department to present a verbal update.

For Information
(Verbal Report)

6. NATURAL ENVIRONMENT DIVISION POLICY REVIEW UPDATE

Officers of the Environment Department to present a verbal update.

For Information
(Verbal Report)

7. MEMBER VISITS/WALKS AND TALKS

Officers of the Environment Department to present a verbal update.

For Information
(Verbal Report)

8. REVENUE AND CAPITAL BUDGETS 2026/27 - BUDGET ENHANCEMENT PROPOSAL UPDATE

Officers of the Chamberlain's and Environment Department to present a verbal update.

For Information
(Verbal Report)

9. *CYCLICAL WORKS PROGRAMME UPDATE

Report of Executive Director, Environment.

For Information

10. *SENIOR OFFICER RECRUITMENT

Report of Executive Director, Environment.

For Information

Burnham Beeches & The Commons

11. *ASSISTANT DIRECTOR (SUPERINTENDENT) BURNHAM BEECHES AND THE COMMONS UPDATE

Report of the Executive Director, Environment.

For Information

12. *RISK MANAGEMENT UPDATE REPORT - THE COMMONS (SUMMARY)

Report of Executive Director, Environment.

For Information

13. *OPERATIONAL FINANCE PROGRESS REPORT Q2 2025/26 - THE COMMONS

Report of the Chamberlain.

For Information

14. LICENCES, WAYLEAVES AND PRODUCE FEES AND CHARGES FOR 2026-27 (THE COMMONS)

Report of the Executive Director, Environment.

For Decision
(Pages 11 - 56)

Epping Forest

15. *ASSISTANT DIRECTOR SUPERINTENDENT'S EPPING FOREST UPDATE

Report of the Executive Director, Environment.

For Information

16. *RISK MANAGEMENT UPDATE REPORT - EPPING FOREST (SUMMARY)

Report of Executive Director, Environment.

For Information

17. *OPERATIONAL FINANCE PROGRESS REPORT Q2 2025/26 - EPPING FOREST

Report of the Chamberlain.

For Information

18. LICENCES, AND PRODUCE INCOME AND CHARGES FOR 2026/27 (EPPING FOREST)

Report of Executive Director, Environment.

For Decision
(Pages 57 - 68)

19. *COMMITTEE DIARY AND UPCOMING EVENTS

Report of Executive Director, Environment.

For Information

20. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

21. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Part 2 - Non-Public Agenda

22. EXCLUSION OF THE PUBLIC

MOTION: The following matters relate to business under the remit of the Court of Common Council acting for the City Corporation as charity Trustee, to which Part VA and Schedule 12A of the Local Government Act 1972 public access to meetings provisions do not apply. The following items contain sensitive information which it is not in the best interests of the charity to consider in a public meeting (engaging similar considerations as under paragraphs 3 and 5 of Schedule 12A of the 1972 Act) and will be considered in non-public session.

For Decision

23. NON-PUBLIC MINUTES

To agree the non-public minutes of the previous meeting held on Thursday 27 November 2025.

For Decision
(To Follow)

24. NATURAL ENVIRONMENT CHARITIES COMPLEMENTARY LAND USE ASSESSMENT

Report of Executive Director, Environment.

For Discussion
(Pages 69 - 224)

Burnham Beeches & The Commons

25. UPDATES ON BURNHAM BEECHES & THE COMMONS

Officers of Environment Department to provide a verbal update on Commons Team Workshops and any further updates about Burnham Beeches & The Commons.

For Information
(Verbal Report)

Epping Forest

26. UPDATES ON EPPING FOREST

Officers of Environment Department to provide any further updates about Epping Forest.

For Information
(Verbal Report)

27. CITY SURVEYOR'S CHARGES

Officers of the Environment Department to provide a verbal update.

For Information

28. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

29. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For decision	Dated: 26 January 2025
Subject: Annual Review of Terms of Reference	Public report: For Decision
This proposal: • provides statutory duties • provides business enabling functions	N/A
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of:	Town Clerk
Report author:	Zoe Williams, Governance Officer

Summary

As part of the implementation of the 2021 Governance Review, it was agreed that the cycle and process of annually reviewing the Terms of Reference of all Committees/Boards should be revised, to provide more time for Committees to consider and discuss changes before they are submitted to the Policy and Resources Committee. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

Members should note that a broader review of the Natural Environment Committees' Terms of Reference is scheduled to take place as part of the Natural Environment Charities Review. Any resulting amendments to the Terms of Reference would subsequently require consideration by the Policy & Resources Committee and the

Court of Common Council. It is therefore recommended that any substantive changes be progressed through this review process.

The Terms of Reference of the Epping Forest & Commons Committee are attached as an appendix to this report for Members' consideration.

Recommendation(s)

Members are asked to:

- Agree that the terms of reference of the Epping Forest & Commons Committee, subject to any comments, be approved for submission to the Court of Common Council in April 2026, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chair and Deputy Chair;

Appendices

- Appendix 1 – Terms of Reference

Zoe Williams

Governance Officer
Town Clerk's Department
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EPPING FOREST & COMMONS COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- 8 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Chairman and Deputy Chairman of the Natural Environment Board (ex-officio)
- plus, for the consideration of business relating to Epping Forest only, four Verderers elected or appointed pursuant to the Epping Forest Act 1878.

2. **Quorum**

The quorum consists of any five Members.

For the purpose of non-Epping Forest related business the quorum must consist of five Committee Members who must be Members of the Court of Common Council.

3. **Membership 2025/26**

ALDERMEN

- 6 Sir Nicholas Stephen Leland Lyons
- 3 Vincent Keaveny CBE

COMMONERS

- 9 (4) George Christopher Abrahams
- 9 (4) Caroline Wilma Haines, Deputy
- 3 (3) David James Sales *for three years*
- 10 (2) Philip Woodhouse
- 4 (2) Jaspreet Hodgson, Deputy
- 1 (1) Elizabeth Corrin
- 11 (1) Gregory Lawrence
- 8 (1) Benjamin Daniel Murphy

together with the ex-officio Members referred to in paragraph 1 above and:-

Verderers pursuant to the provisions of the Epping Forest Act, 1878:-

- Michael Chapman, D.L.
- H.H. William Kennedy
- Paul Morris
- Nicholas Munday

4. **Terms of Reference**

To be responsible, having regard to the overall policy laid down by the Court of Common Council or by other committees exercising its functions and responsibilities under authorised delegations for:-

- (a) exercising of the powers and duties of the Court of Common Council as Conservators of Epping Forest (registered charity no. 232990) and the various additional lands which have been acquired to protect the Forest in accordance, where appropriate, with the Epping Forest Acts 1878 and 1880 (as amended) and all other relevant legislation.
- (b) the ownership and management of the following open spaces in accordance with the provisions of the Corporation of London Open Spaces Act 1878:-
Coulson and other Commons (registered charity no. 232989), the other Commons being Kenley Common, Farthing Downs and Riddlesdown
West Wickham Common and Spring Park (registered charity no. 232988)
Ashtead Common (registered charity no. 1051510)
Burnham Beeches and Stoke Common (registered charity no. 232987)
- (c) appointing such Consultative Committees as are considered necessary for the better performance of its duties including:-
Ashtead Common Consultative Group
Burnham Beeches Consultation Group
Epping Forest Consultative Group
Epping Forest Local Authority Liaison Group
West Wickham, Spring Park and Coulson Commons Consultative Group
- (d) expressing views or making recommendations to the Natural Environment Board for that Committee's allocation of grants which relate to Epping Forest and Commons.

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City of London Corporation Committee Report

Committee(s): Epping Forest and Commons Committee – For decision	Dated: 26/01/2026
Subject: The Commons: Licences, wayleaves and produce fees and charges for 2026-27	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	<ul style="list-style-type: none"> Flourishing public spaces
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	NA
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	NA
Report of: Katie Stewart, Executive Director Environment	For Decision
Report author: Andy Thwaites, Head Ranger of Ashtead Common	

Summary

This report presents proposals for an increase in charges levied for activities, produce sales and formal sports. The proposed increase is based on the Consumer Price Index for October 2025 of **3.6%**. If agreed, the increase will take effect on April 1 2026 and cover the 2026-27 financial year.

Recommendation

Members are asked, acting for and on behalf of the Trustee of each of the charities listed in paragraph 25, to:

- Agree the proposed licence fees and sports charges for 2026-27 as itemised in Appendix 2.

Main Report

Background

- In 2024/25 the licensing of activities and product sales at the Commons raised a total of £152,877. This was a reduction of 20.22% on 2023/24, mainly due to filming income being down by 19.68% at Burnham Beeches and a reduction in licence income.

2. License income returned to normal levels in 2024-25 following an exceptional one-off transaction at Ashtead Common in 2023-24.
3. Sales of produce were 86.46% up, driven mainly by the sale of livestock at the West Wickham and Coulsdon Commons. Animals are sold at auction, so there is no related charge shown on the schedule.
4. Car park charges raised a total of £155,770, an increase of 1.1% on 2023/24.
5. All income from produce, licences and charges is fully reinvested in the management of The Commons with all income credited to the relevant charity's local risk budget.
6. This report presents proposed charges for several different activities across a portfolio of sites. All income received is reinvested into the management of The Commons in accordance with the City Corporation financial regulations. These charges are separate to income received from donations, grants and property rents.
7. The use of The Commons for the siting of equipment or for certain activities requires a licence.
8. All activities are regulated with due regard to the Corporation of London Open Spaces Acts of 1878 and 2018 and any other relevant statutory provisions and, where relevant, the adopted Schemes and Policies.
9. Decisions taken in relation to recommendations in this report need to be made by the City of London Corporation in its capacity as trustee of each of the following charities: Burnham Beeches and Stoke Common, West Wickham and Spring Park Wood, Coulsdon and other Commons and Ashtead Common. The Trustee must be satisfied that the action proposed is in the best interests of each particular charity.

Current Position

10.

Income Activity	2022/23	2023/24	2024/25
Licensing	£5,209	£31,074	£6,504
Produce Sales	£19,924	£15,282	£28,495*
Filming	£174,485	£136,557	£109,676
Wayleaves	£8,012	£8,721	£7,197
Room Hire	Included above	Included above	£1,005
TOTAL Excl Car parking charges	£207,630	£191,634	£152,877
Car Parking Income	£155,938	£154,049	£155,770
TOTAL Incl Car parking charges	£363,568	£345,683	£308,647

*Relates mostly to livestock sold at auction

11. The 20.22% reduction in income, excluding car parking charges, generated in 2024/25 compared to 2023/24 was partly due to a 19.68% reduction in filming income at Burnham Beeches. Filming income is highly variable.
12. All the licencing information, pricing, terms, and conditions are publicly available, and this process ensures appropriate licences and charges are administered in a fair and transparent manner.
13. Wayleaves are currently charged for private motor gate, and commercial premises access.

Options

1. Option 1 – To increase licence, sports and produce charges (Excluding locally benchmarked charges for car parking) at a figure of 3.6% as detailed in Appendix 2. **This is recommended.**
- a. Option 2 - To keep charges as they are as detailed in Appendix 1. This would be in effect a real terms price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended**

Proposals

14. Proposed charges for 2026-27 are itemised in detail in Appendix 2. The list of charges has been made as complete as possible to ensure all areas of charging are included. When setting fees and charges, officers in the natural environment charities considered the following:
 - a. The CPI rate in October is now used to set the increase percentage, with the 2025 figure of 3.6% being used across the Epping Forest and the Commons charities.
 - b. The budget requirement to generate additional income and to reduce the need to make savings to remain within each charity's core operational grant for 2026-27 from City's Estate.
 - c. The benchmarking of the charges and quality of provision with those of neighbouring facilities, which in many instances are our competitors. In some instances, we will therefore not benchmark against our own properties.
 - d. Work towards attaining full cost recovery, recognising that staffing, equipment, and material costs may have increased greater than 3.6% in some cases.
15. Car parking charges are revised periodically due to the cost of changing signage and other similar operational needs. The next revision is scheduled for December 2026 and work to progress this will be undertaken during 2026. A further update will be presented to Committee following the review.

Key Data

16. Overall earned income, grants and rents raised £1,239,897 for The Commons in 2024-25. This includes income received from neighbouring authorities for mitigation of development pressures within 5.6 km of Burnham Beeches Special Area of Conservation.

Corporate & Strategic Implications

Strategic implications

17. These charges support the Corporate Plan Policy aims and priorities to promote flourishing public spaces

Financial implications

18. City Corporation financial regulations provide that 'When determining fees and charges to persons or external organisations, all departments should recover full costs or submit reasons to the appropriate service Committee when that objective is not met. The Duty to recover costs must be subject to any other overriding statutory provision.'

Legal Implications

19. **Charity Law:** In its role as Trustee of the Ashtead Common, Burnham Beeches & Stoke Common and West Wickham Common & Spring Park Wood and Coulsdon and Other Commons registered charities (numbers 1051510, 232987, 232988 and 232988-1) the City Corporation is under a duty to act in the best interests of each charity individually.

20. **Produce Sales:** The City Corporation's charity trustee duty will normally mean obtaining the best price for produce that can be achieved in the market. However, it may be appropriate in some cases to donate produce, or sell it at a discount, where this is an effective way of using the charity's resources to further its charitable purposes or is otherwise in the charity's best interests.

21. **Events and Filming:** Section 7 of the City of London Corporation (Open Spaces) Act 2018 provides additional powers to hold and charge for events (including filming) on The Commons having regard to an agreed events policy.

22. **Sports Pitches:** Section 76 of the Public Health Acts Amendment Act 1907 (applied to the Commons by Section 4 of the City of London (Various Powers) Act 1933) allows for areas for cricket, football and games to be set apart. Section 56 of the Public Health Act 1925 (applied to the Commons by Section 4 of the City of London (Various Powers) Act 1933) allows for reasonable sums to be charged for their use.

23. **Car Parking:** Section 9(2) of the City of London (Various Powers) Act 1977 allows for areas of parking to be provided for the purpose of providing or improving opportunities for the enjoyment of the open spaces by the public. Under section

9(4) of the 1977 Act, reasonable charges may be made for any facilities under section 9

Property Implications

24. Licensing various third-party temporary activities that the City Corporation is willing to permit across The Commons should ensure that the City Corporation retains full and proper control of the sites and able to prevent misuse or damage.

Charity Implications

25. Ashtead Common (number 1051510), Burnham Beeches & Stoke Common (number 232987), West Wickham Common & Spring Park Wood (number 232988) and Coulsdon and other Commons (number 232988-1) are registered charities. Charity Law obliges Members to ensure that the decisions they take in relation to the relevant Charity are taken in the best interests of that Charity. However, it may be appropriate in some cases to donate produce, or sell it at a discount, where this is an effective way of using the charity's resources to further its charitable purposes or is otherwise in the charity's best interests.

Resource Implications

26. Fees and charges reflect the whole cost to the charities and seek as a minimum to achieve whole cost recovery.

Risk Implications

27. Raising fees by the proposed 3.6% may attract negative publicity for the City of London Corporation possibly mitigated by the car park charges remaining unchanged.

Equalities Implications

28. Charitable and not for profit organisations receive a 50% discount on most fees and charges. This allows smaller and large charitable organisations and community groups to use The Commons at a lower cost whilst still meeting the core costs to The Common's charities from the impact of that activity.

29. Providing consistency in charging and decision making through the licencing of activities provides equality of opportunity to individuals and groups applying to use The Commons.

Climate implications

30. Licences seek to control the number, location and suitability of activities on The Commons to protect its environment. Sustainability criteria are included in heads of terms for larger events.

Security implications

31. Licences ensure that activities held on The Commons comply with all health, safety and other relevant legislation and enables basic due diligence to be undertaken on the licensee.

32. The Natural Environment Department Events Policy does not allow:

- i. Events which could be damaging to community relations
- ii. Events associated with extremist organisations or proscribed organisations
- iii. Events which are considered discriminatory or offensive
- iv. Illegal activities

Conclusion

33. The charging proposals ensure that each of The Commons charities, where possible, recoups expenses incurred due to third party use of their land and resources.

Appendices

Appendix 1 – 2025/2026 charges

Appendix 2 - Proposed charges 2026/27

Appendix 3 - The Commons, Open Spaces Departmental Events Policy (Part Two)
with minor revisions to the Burnham Beeches elements to match better mitigation actions

Background Papers

1. The Commons - Licences, sports, wayleaves and produce fees and charges
EF&CC Report January 2025
2. Open Spaces Departmental Events Policy (Part One) undated

Andy Thwaites

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Appendix 1

The Commons Charges 2025/26

*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****

		2025/26 CHARGES		
Standard Application Fee		£ 34.00	£ 69.00	
<i>All licences are subject to standard application plus licence fee charges as shown.</i>				
EVENTS				
Event	Notes	Description/ number of participants	Charity/ non-profit	Commercial /Charities with turnover over £1,000.000
Events charges* *where events are free entry additional charges will be made relative to the loss of amenity / scale of event	Charges for small medium and large will be determined on levels of infrastructure being used and impact on other users, size of footprint as well as audience numbers	up to 50	£0-£349	£0-£695
		50-499	£453+ 5 % of ticket price	£906 + 5 % of ticket price
		500-4999	£1354 + 5% of ticket price	£2708 + 5% of ticket price
		5000+	by negotiation	by negotiation
Regular run/ walk*/ cycle**events by clubs	Up to 20 events each year*	Less than 100	Annual Fee £251 (includes administration) plus 5% entrance fees	Annual Fee £503 (includes administration) plus 5% entrance fees
<i>*walks with under 25 participants where no charge is made will generally not incur a charge **please note we do not license competitive speed cycle races</i>	up to 15 events each year*	100-500	Annual Fee £251 (includes administration) plus 5% entrance fees	Annual Fee £503 (includes administration) plus 5% entrance fees
Deposit (to reserve location and date)			25% of basic hire fee	25% of basic hire fee

Damage Deposit (Refundable)			£631 or 20% of hire fee whichever is the lesser	£631 or 20% of hire fee whichever is the lesser		
Non-event days (set up and dismantle)			15% of basic fee per day	15% of basic fee per day		
One off Sponsored or fundraising events such as charity fun run/ walk/ cycle/ run/ competition/ horse event*	Includes an event with entrance marker, first aid, table of drinks	Less than 1-499	£1.25 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge	£2.50 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater Minimum sponsorship fee required will be included as part of the charge		
		More than 500 – apply through events licence		See events charges		
Private events (wedding receptions/party) max 150			£1,389			
<i>Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on the site will be considered and may limit the number of events in any one location</i>						
Item	Charge					
Exclusive hire of car park	Prices on application but as a guide £126-£316 per bay per day or £5- £25 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use,					
Water	Use of building water supply or standpipe	£69 per day or metered charge				
Electricity	Use of City of London supplies	£69 per day or metered charge				

SPORTS COACHING OR TRAINING				
Football pitch hire	Coulsdon Common, 1 Football Pitch (for season)		£458	
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER				
Small Commercial Guided Walks and Tours eg Mindfulness		Up to max 100	£34+ 10% of ticketed price per participant	£69 + 10% of ticketed price per participant
FILMING AND PHOTOGRAPHY				
Commercial Photography	Standard shoot based on 12 hours per day	1st Hour fee	£339.00	
		Any subsequent hours depending on numbers of people	£203-£330	
TELEVISION- Advertisement	Standard shoot based on 12 hours per day		£2927-£4738	
FILMS - Feature			£2927-£4738	
TELEVISION- Drama/Feature			£1624-£4738	
TELEVISION- Light Entertainment			£1014-£1759	
TELEVISION- Documentary			£542-£812	
TELEVISION- News			No Charge	
STUDENT PRODUCTION			No Charge	
UNIT BASE - TV & Small feature films			£676.00	
STAND BY DAYS (No work undertaken)			£676.00	
SET DRESSING, CONSTRUCTION, PREPARATION & STRIKING DAYS			50% of filming fee	
Non-commercial Filming or Photography	Visits by staff necessitated by the nature of the shoot may require additional 'at cost' charges		£34 plus costs	

Administration Fee			£165/application		
<i>Levies may apply for non-commercial filming requests which require additional services. All levies are calculated 'at cost' to COL and no reduction is possible.</i>					
OTHER USE OF LAND (To be paid in addition to the above charges)					
Skips	Use of land	per week	£127.00		
Hire of car parks for events or compounds per 8 hours			Price on application		
Scaffolding	Area per day (m ²)		£5.76 per m ² per day + VAT		
	Minimum overall charge inc admin		£288.00		
Site compounds, storage, excavation/trenches	Area per day (m ²)		<i>Small (under 5 m²)</i> £6.62 per m ² per day +VAT		
			<i>Medium (5 m² up to 10 m²)</i> £5.17 per m ² per day + VAT		
			<i>Large (over 10 m²)</i> £4.65 per m ² per day + VAT		
<i>This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.</i>					
CAR PARKING					
Car Parking (All site in across The Commons)	Weekdays	Cars/motorbikes/vehicles up to 17 seats	£1.50 up to 2 hrs/ £3 all day		
	Weekdays	Minibuses/coaches over 17 seats	£18.00 all day		
	Weekends and Bank Holidays	Cars/motorbikes/vehicles up to 17 seats	£3.00 all day		
	Weekends and Bank Holidays	Minibuses/coaches over 17 seats	£18.00 all day		
	Blue Badge holders		Free		
	Annual Permit	Single car	£180.00		
	Annual Permit	Two cars	£200.00		
	Monthly permit	Single car	£16.00		
	Monthly permit	Two cars	£18.00		
	Penalty Charge Notice		£70 (Reduced to £35 if paid within 14 days)		
STAFF CHARGES					
Staff Charges	Officer time		£47/hour		
	Head Ranger/Manager		£66/hour		
	Consultants Time		£139/hour		
	Film Location Manager	If deemed necessary	£542/day (up to 12 hours/day)		
	Staff Supervision call out charge		£101/hour		

<i>MISCELLANEOUS CHARGES</i>			
Room Hire at Ashtead and Merlewood - per hour	£57		
Room hire at Burnham Beeches - per hour	Half day £187- £235		
	Full day £371 - £463		
	Refreshments £5.76 + VAT a head		

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Appendix 2

The Commons Charges 2026/27 (Increase of 3.6%)

*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****

		2026/27 CHARGES		
Standard Application Fee		£ 35.00	£ 71.00	
<i>All licences are subject to standard application plus licence fee charges as shown.</i>				
EVENTS				
Event	Notes	Description/ number of participants	Charity/ non-profit	Commercial /Charities with turnover over £1,000.000
Events charges* *where events are free entry additional charges will be made relative to the loss of amenity / scale of event	Charges for small medium and large will be determined on levels of infrastructure being used and impact on other users, size of footprint as well as audience numbers	up to 50	£0-£362	£0-£720
		50-499	£469 + 5 % of ticket price	£939 + 5 % of ticket price
		500-4999	£1402 + 5% of ticket price	£2805 + 5% of ticket price
		5000+	by negotiation	by negotiation
Regular run/ walk*/ cycle**events by clubs	Up to 20 events each year*	Less than 100	Annual Fee £260 (includes administration) plus 5% entrance fees	Annual Fee £540 (includes administration) plus 5% entrance fees
*walks with under 25 participants where no charge is made will generally not incur a charge **please note we do not license competitive speed cycle races	up to 15 events each year*	100-500	Annual Fee £269 (includes administration) plus 5% entrance fees	Annual Fee £521 (includes administration) plus 5% entrance fees
Deposit (to reserve location and date)			25% of basic hire fee	25% of basic hire fee

Damage Deposit (Refundable)			£654 or 20% of hire fee whichever is the lesser	£654 or 20% of hire fee whichever is the lesser		
Non-event days (set up and dismantle)			15% of basic fee per day	15% of basic fee per day		
One off Sponsored or fundraising events such as charity fun run/ walk/ cycle/ run/ competition/ horse event*	Includes an event with entrance marker, first aid, table of drinks	Less than 1-499	£1.30 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge	£2.60 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge		
		More than 500 – apply through events licence		See events charges		
Private events (wedding receptions/party) max 150			£1,439			
<i>Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on the site will be considered and may limit the number of events in any one location</i>						
Item	Charge					
Exclusive hire of car park	Prices on application but as a guide £131-£327 per bay per day or £5- £26 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use,					
Water	Use of building water supply or standpipe	£71 per day or metered charge				
Electricity	Use of City of London supplies	£71 per day or metered charge				

SPORTS COACHING OR TRAINING				
Football pitch hire	Coulsdon Common, 1 Football Pitch (for season)		£474	
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER				
Small Commercial Guided Walks and Tours eg Mindfulness		Up to max 100	£35+ 10% of ticketed price per participant	£71 + 10% of ticketed price per participant
Forest Schools	Licence		£35 + 5% of fee charged per pupil	£71 + 5% of fee charged per pupil
	Tree surveying (as required)		Price on application	Price on application
FILMING AND PHOTOGRAPHY				
Commercial Photography	Standard shoot based on 12 hours per day	1st Hour fee	£351.00	
		Any subsequent hours depending on numbers of people	£210-£342	
TELEVISION- Advertisement	Standard shoot based on 12 hours per day		£3032-£4416	
FILMS - Feature			£3032-£4418	
TELEVISION- Drama/Feature			£1682-£2454	
TELEVISION- Light Entertainment			£1051-£1822	
TELEVISION- Documentary			£562-£841	
TELEVISION- News			No Charge	
STUDENT PRODUCTION			No Charge	
UNIT BASE - TV & Small feature films			£700.00	
STAND BY DAYS (No work undertaken)			£700.00	
SET DRESSING, CONSTRUCTION, PREPARATION & STRIKING DAYS			50% of filming fee	
Non-commercial Filming or Photography	Visits by staff necessitated by the nature of the shoot may require additional 'at cost' charges		£35 plus costs	

Administration Fee			£171/application
<i>Levies may apply for non-commercial filming requests which require additional services. All levies are calculated 'at cost' to COL and no reduction is possible.</i>			
OTHER USE OF LAND (To be paid in addition to the above charges)			
Skips	Use of land	per week	£132.00
Hire of car parks for events or compounds per 8 hours		Price on application	
Scaffolding	Area per day (m ²)		£5.97 per m ² per day + VAT
	Minimum overall charge inc admin		£298.00
Site compounds, storage, excavation/trenches	Area per day (m ²)	<i>Small (under 5 m²)</i>	£6.86 per m ² per day +VAT
		<i>Medium (5 m² up to 10 m²)</i>	£5.36 per m ² per day + VAT
		<i>Large (over 10 m²)</i>	£4.82 per m ² per day + VAT
<i>This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.</i>			
CAR PARKING			
Car Parking (All site in across The Commons)	Weekdays	Cars/motorbikes/vehicles up to 17 seats	£1.50 up to 2 hrs/ £3 all day
	Weekdays	Minibuses /coaches over 17 seats	£18.00 all day
	Weekends and Bank Holidays	Cars/motorbikes/vehicles up to 17 seats	£3.00 all day
	Weekends and Bank Holidays	Minibuses /coaches over 17 seats	£18.00 all day
	Blue Badge holders		Free
	Annual Permit	Single car	£180.00
	Annual Permit	Two cars	£200.00
	Monthly permit	Single car	£16.00
	Monthly permit	Two cars	£18.00
	Penalty Charge Notice		£70 (Reduced to £35 if paid within 14 days)
STAFF CHARGES			
Staff Charges	Officer time		£49/hour
	Head Ranger/Manager		£68/hour
	Consultants Time		£144/hour
	Film Location Manager	If deemed necessary	£562/day (up to 12 hours/day)
	Staff Supervision call out charge		£105/hour

<i>MISCELLANEOUS CHARGES</i>	
Room Hire at Ashtead and Merlewood - per hour	£59
Room hire at Burnham Beeches - per hour	Half day £194- £243
	Full day £384 - £480
	Refreshments £5.97 + VAT a head

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Appendix 3



Open Spaces

Registered Charity

The Commons Open Spaces Events Policy PART TWO

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Nature of organisation	7
Registered Charity	7
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Individual	7
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
Event Details	8
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
Charges for the financial year 2020/2021	12

Terms and Conditions of Hire	16
Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):	19
Event communications	19
Transport (including parking)	19
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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, 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 that 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:

- [Buckinghamshire 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 **the below** 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	51 – 499 (31 was a typo?)	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

Description of Activity Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application.
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

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	<p>Approximately how many vehicles will be attending the event?</p> <p>How do you propose these vehicles will be parked?</p> <p>How do you intend to manage the parking of these vehicles? Will you have signage and/or parking attendants?</p> <p>Your site plan will need to show your proposed car parking area. Note; there may be a fee for car parking.</p>
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. If you are using recorded or live music, you will also need to obtain the appropriate music licences – **please note amplified music is not permitted across the Commons**. 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.londonevents toolkit.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.

Charges for the financial year 2025-2026 (below will be updated for 2026-27)

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. Some charges will be subject to VAT.

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	£69	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)	£631 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- £695 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)	£906 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)	£2708 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 N/A	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	£1389 N/A	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	£34.00	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)	£631 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- £349 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)	£453 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)	£1354 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 N/A	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 £126-£316 per bay per day or £5.00- £25 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use, £0.68 per square meter per day. Minimum overall charge of £86
Water	Use of building water supply or stand pipe (limited locations)	£69 per day or metered charge
Electricity	Use of The City of London supplies (limited locations)	£69 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 £47 per hour From £47 per hour From £66 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 (unless by specific agreement in specific locations)
 - Cook or sell food or sell alcohol without separate licensing agreement or without obtaining an alcohol licence
 - Light any fire or BBQ (unless by specific agreement in specific locations)
 - 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 whatsoever.

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. **If using City of London car parks for parking, be aware that parking charges will apply as advertised on the nature reserve, unless an alternative agreement with a member of City of London staff has been made (see charge tables above).**
- 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

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.commonsense@cityoflondon.gov.uk or burnham.beeches@cityoflondon.gov.uk

Ashtead Common	Woodfield Rd, Ashtead, KT21 2DU
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** – not 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.

Burnham Beeches
Lord Mayor's Drive car parks
Sir Henry Peeks overflow car park

Hawthorn Lane
Farnham Common
Slough

<p>The Dell car park The Stag car park Some natural surface areas may be available with the permission of the Head Ranger</p>	<p>SL2 3TE</p>
OPEN SPACE DESCRIPTION	
<ul style="list-style-type: none"> • 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 tarmac roads only. • Available facilities – café, disabled and unisex lavatories. • Available areas – In most circumstances the areas available for licenced will be limited to the open, grassed area of East Burnham Common (off Lord Mayors Drive), the car free roads, surfaced easy access path and other main, surfaced paths as shown on the Burnham Beeches map. Events outside of these areas/on smaller paths may be considered but any involving 51 people or more are unlikely to be approved. Activities involving running/chasing off paths through wooded areas will not be considered. All event approvals will be subject to seasonal considerations (ground conditions, typical visitor numbers etc) • 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	
<ul style="list-style-type: none"> • 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 Area of Conservation (SAC) designations.
- **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** - Parking charges apply 7 days a week s. Disabled visitors correctly displaying a valid blue badge are exempt, but drivers must have registered their vehicle with District Enforcement to qualify for the exemption.
- **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
<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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
<ul style="list-style-type: none"> • 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 – <ul style="list-style-type: none"> 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**

**Merlewood Estate Office
Ninehams Road**

Kenley Common Riddlesdown Farthing Downs & New Hill	Caterham CR3 5LN
OPEN SPACE DESCRIPTION	
<ul style="list-style-type: none"> • 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 SNCL • Total area – 245ha <ul style="list-style-type: none"> ○ 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	
<ul style="list-style-type: none"> • 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 – <ul style="list-style-type: none"> 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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City of London Corporation Committee Report

Committee(s): Epping Forest and Commons Committee – For decision	Dated: 26/01/2026
Subject: Licences, and produce income and charges for 2026/27 (SEF 02/26)	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides statutory duties • provides business enabling functions 	2,3,4
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£ N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of:	Katie Stewart, Executive Director of Environment
Report author:	Brian Pallett, Epping Forest Licensing and Wayleave Officer

Summary

This report updates your Committee on the performance of charges levied for licensed activities, formal sports, produce sales and car park charges in the last full financial year 2024/25.

This report also makes proposals for the setting of fees and charges for activities in Epping Forest for the forthcoming financial year of 2026/27.

In 2024/25 the licensing of activities and product sales on Forest Land raised a total of £508,736.

Car park charges raised a total of £489,238 net.

Charges for formal sports across 2024/25 raised a total of £618,423 with Association Football and Golf earnings income totalling £81,894 and £536,529 respectively.

All income from produce, licences and charges is fully reinvested in the management of Epping Forest with all income credited to the charity's (operational) local risk budget.

Proposals are presented for a price increase of **3.6%** for the financial year 2026/27 based on the CPI (Consumer Price Index) as released by the Office

for National Statistics for the month of October (2025.) This is a move away from using RPI, as this index is no longer widely used as an inflation measure by the government.

Recommendation

Members are asked to:

- Note the income generated in 2024/25 from charged activities in Epping Forest and
- Agree the proposed licence fees for 2026/27 as itemised in Appendix 2.
- To reaffirm the delegation of powers to the Superintendent to make minor variation to these fees in respect of filming and other licensing where it appears to the Superintendent that the scale of the activity and impact upon the Forest indicates that a different fee is required in order to ensure an appropriate contribution towards the costs incurred.

Main Report

Background

1. This report encompasses several different activities on Forest Land for which a charge is levied. The charges generally seek to reflect the costs incurred by the City of London in administering and enabling the activity. All income is applied for reinvestment into the management of the Forest in accordance with the City Corporation financial regulations.
2. Licences are administered through a steering group of officers to ensure that all relevant sections and staff are consulted before a decision is made and to ensure there is an equitable decision-making process for any customer.
3. All relevant activities are regulated with due regard to the Conservators' duties under the Epping Forest Acts 1878 and 1880 and any other relevant statutory provisions.

Current Position

4. Licensing activity on Forest Land raised £486,080 in 2024/25 as detailed in Appendix 1. This is an increase of 103% from £238,938 for 2023/24 as detailed in Appendix 1. This increase was due to two large filming licences, and an increase in regulatory licenses for utility companies working on Epping Forest.
5. Car park charges raised a total of £489,238 net of commission.
6. £22,656 was made from the sale of produce (venison, beef and wood) in 2024/25. The sold produce is ancillary to the conservation work and management activities at Epping Forest conducted by the Conservators.
7. A total of £1,616,397 was generated through charging in 2024/25.

8. The value of these products is dictated by market forces, and the income is reported annually (Appendix.1).
9. Charges for formal sports across 2024/25 raised a total of £618,423 gross income. Of this, the golf course made a net profit of £123,000 on its local risk budget.

Options

Option 1

10. To increase licence fees by 3.6% as detailed in Appendix 2 (in line with CPI). **This is recommended.**

11. Agree to delegate powers to the Superintendent to make minor variation to these fees in respect of filming and other licensing where it appears to the Superintendent that the scale of activity and impact upon the Forest indicates that a different fee is required in order to ensure an appropriate contribution to the costs incurred. **This is recommended.**

Option 2

12. To keep charges as they are. This would be in effect a real terms price cut whilst inflationary increases would still apply to our own expenses, which would be a disbenefit to the Charity. This effective reduction in income would need to be absorbed by Epping Forest's operational local risk budget. **This is not recommended.**

Proposals

13. Proposed charges for 2026/27 are itemised in detail in Appendix 2. The list of charges has been made as complete as possible to ensure all areas of charging are included. Upon your Committee's approval these charges will be published on the City of London's website and be available by hardcopy from the Epping Forest Offices. When setting fees and charges officers considered the following factors:

- A figure of 3.6% has been proposed across Epping Forest and the Commons Charities based on the October 2025 CPI figure published by the Office for National Statistics.
- The benchmarking of the charges and quality of provision is with those of neighbouring facilities, which in many instances are our competitors.
- Charges are made as far as possible to attain full cost recovery, recognising that staffing, equipment, and material costs may have increased greater than 3.6% in some cases.

- Car parking charges were increased from 1st September 2025 and there is no proposal to increase for financial year 2026/27.

14. There are occasions where the scale of the activity and impact upon the Forest do not sit neatly with the licence guidelines, for example, major feature films which are only requiring small scale background shots or large-scale events which cross Forest but aren't contained wholly upon it so the impact is minor. On such occasions the delegation of powers to the Superintendent to make minor variation to the set fees is requested to ensure an appropriate contribution towards the costs incurred by the Conservators in connection with Epping Forest.

Key Data

Corporate & Strategic Implications **Corporate Plan**

15. Flourishing Public Spaces

Natural Environment Prospectus

16. Charity Income Strategy

Financial implications

17. City Corporation financial regulations provide that 'When determining fees and charges to persons or external organisations, all departments should recover full costs or submit reasons to the appropriate Service Committee when that objective is not met. The Duty to recover costs must be subject to any other overriding statutory provision e.g. Freedom of Information Act 2000 or in the case of any charities for which the City Corporation is Trustee subject to any decision taken by the Trustee where it is determined after proper consideration to be in the best interests of the charity in furthering the charity's objects for the public benefit not to seek full cost recovery.'

Legal Implications

18. Horse riding on Epping Forest is regulated under sections 9 and 10 of the City of London (Various Powers) Act 1990 and by the Additional Byelaws for the Regulation of Horse Riding allowed on 14 May 2003. The Conservators may make reasonable charges for the riding or exercising of horses, by reference to the reasonable cost of the maintenance of ways designated for horses, and the reasonable cost of providing the regulatory regime. Any increases to the charges are limited to no more than the increase in the Retail Prices Index for the period that has elapsed since the charges were last fixed. The Conservators shall take all reasonable steps to notify the public of the revised charges not less than fourteen days before they take effect.

19. Section 33(1)(i) of the Epping Forest Act 1878 empowers the Conservators, "To fell, cut, lop and manage in due course the timber and other trees, pollards

and underwoods, and to sell and dispose of the timber cuttings and loppings, and to receive the proceeds..."

20. In its role as trustee of the Epping Forest Charitable Trust, the City Corporation is under a duty to act in the best interests of the charity. This will normally mean obtaining the best price for produce that can be achieved in the market. However, it may be appropriate in some cases to donate produce, or sell it at a discount, where this is an effective way of using the charity's resources to further its charitable purposes or is otherwise in the charity's best interests.
21. Section 33(1)(xiii) of the Epping Forest Act 1878 empowers the Conservators to set apart such parts of the Forest as they think fit for the use of the inhabitants to play at sports. Section 76(1)(b) of the Public Health Acts Amendment Act 1907 allows the Conservators to set apart any such part of the Forest as may be fixed for the purpose of any game or recreation, and to exclude the public from the part set apart while it is in actual use for that purpose; and under section 56(5) of the Public Health Act 1925 the Conservators may charge reasonable sums for the use thereof.
22. Under section 8 of the City of London (Various Powers) Act 1977 the Conservators may provide facilities and services for the purpose of providing or improving opportunities for the enjoyment of the Forest by the public, which would include the provision of instructors or guides, and parking places for vehicles, and may make reasonable charges for those facilities and services.
23. Section 7 of the City of London Corporation (Open Spaces) Act 2018 provides additional powers to hold and charge for events on Forest Land, including film production, having regard to the agreed events policy.

Property Implications

24. The granting of personal licences does not constitute alienation of Forest Land for the purposes of the Epping Forest Act 1878 and is not therefore prohibited so long as the Forest is preserved. Regulating such temporary uses is considered to be the best way of preserving the Forest and avoids any possibility of any prescriptive rights being acquired. As above, the Conservators must generally ensure that any licence granted is on the best terms reasonably obtainable for the Epping Forest charity or is otherwise in the charity's best interests.
25. Licensing various 3rd party temporary activities that the City Corporation is willing to permit upon the Forest should ensure that the City Corporation retains full and proper control of the Forest and able to prevent misuse.

Charity Implications

26. Epping Forest is a registered charity (number 232990). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

Resource Implications

27. Fees and charges, with the exception of football which remains subsidised, reflect the whole cost to the charity and seek to as a minimum whole cost recovery.

Risk Implications

28. The alteration of the charging structure for compounds and trenching will in some cases be a significant additional cost to, in the main, utility providers. However, the charges reflect the true cost to the charity of work done on the land by private commercial utility companies.

Equalities Implications

29. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. People with protected characteristics should not be discriminated against including when using any service, provided publicly or privately, whether that service requires payment or not. The 2010 Act defines protected characteristics as age, disability, gender reassignment, marriage and civil partnership pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Having due regard to the essential principle that people with protected characteristics should not be discriminated against and in contemplation of the proposals set out in this report overall consideration has been given in respect of equalities implications. As a result of this screening and the conclusion reached, a full Equality Analysis is not recommended at this time.

30. Providing consistency in charging and decision making through licencing of activities provides equality of opportunity to individuals and groups applying to use the Forest. The proposals as set out in this report do not adversely impact, substantially disadvantage or unlawfully discriminate against any protected characteristics.

Climate implications

31. Licences seek to control the number, location and suitability of activities in Epping Forest to protect its environment. Sustainability criteria is included in heads of terms for larger events.

Security implications

32. Licences ensure that activities held on Epping Forest land comply with all health, safety and other relevant legislation and enables basic due diligence to be undertaken on the licensee.

33. The Open Spaces Events Policy does not allow:

- i. Events which could be damaging to community relations
- ii. Events associated with extremist organisations or proscribed organisations
- iii. Events which are considered discriminatory or offensive

iv. Illegal activities

Conclusion

34. Epping Forest continues to provide excellent value for money recreational opportunities. The charging proposals ensure that as a charity where possible our expenses incurred due to third party use of our land are recouped and reinvested into the maintenance of the Forest and that activities can be checked to ensure relevant safety and legislative measures are met.

Appendices

Appendix 1 – Income generated 2024/25

Appendix 2 – Proposed charges 2026/27, with 2025/26 figures alongside for reference.

Brian Pallett

Licensing and Wayleave Officer

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Appendix 1

Income generated in 2024/25

Produce	Income 2024/25	Income 2023/24	
Venison	£8,849	£3,457	
Beef	£13,675	£37,311	
Wood	£132	£887	
Total	£22,656	£41,655	
Licences	Income 2024/25	Income 2023/24	
Horse Riding	£7,330	£8,242	
Regulatory licences	£210,382	£114,091	
Fairs and circuses	£26,646	£34,801	
Filming and photo shoots	£241,722	£81,804	
Total	£486,080	£238,938	
Sports	Income 2024/25	Income 23/24	2024/25 Net profit/loss
Football	£81,894	£73,330	
Golf (Chingford golf course)	£536,529	£483,577	£123,000 (2023/24 net profit £121,518)
Car Park Charges	£489,238 (<i>net of commission</i>)	£427,279 (<i>net of commission</i>)	
Benches sponsorship	Scheme ended. Replaced by plaque sponsorship minimum donation scheme for 2026/27.	£8,586	
TOTAL INCOME	£1,616,397	£1,273,364	

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EPPING FOREST LICENSING CHARGES - 26/27

*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****

Increased by 3.6%

			2025/26 CHARGES		2026/27 C	
Standard Application Fee			£ 32.00	£ 63.00	£ 33.00	
<p><i>All licences are subject to standard application plus licence fee charges as shown. Application fee is payable on agreement of licence and is non-refundable.</i></p>						
EVENTS						
Event	Notes	Description/ amount of participants	Charity/ non-profit	Commercial /Charities with turnover > £1,000,000	Charity/ non-profit	
Sponsored or fundraising events such as charity fun run/ walk/ cycle/ run/ competition/ horse event*	Includes an event with entrance marker, first aid, table of drinks or similar infrastructure	3-499	£1.25 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge	£2.50 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge	£1.30 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge	
		More than 500 – apply through events licence		See events charges		
Events charges* <i>*where events are free entry additional charges will be made relative to the loss of amenity / scale of event</i>	Events with additional infrastructure and catering, inflatables , music etc. Charges for small medium and large will be determined on levels of infrastructure being used and impact on other Forest users, size of footprint as well as audience numbers	up to 50	£0-£314	£0-£628	£0-£325	
		50-499	£407 + 5 % of ticket price	£814 + 5 % of ticket price	£422 + 5 % of ticket price	
		500-1499	£742 + 5 % of ticket price	£1484 + 5 % of ticket price	£769 + 5 % of ticket price	
		1500-4999	£1223 + 5 % of ticket price	£2446 + 5 % of ticket price	£1267 + 5 % of ticket price	
		5000+	by negotiation	by negotiation	by negotiation	
Regular run/ walk / cycle* events by clubs *please note we do not license competitive speed cycle races	Up to 20 events each year*	Less than 100	Annual Fee £251 (includes administration) plus 5% entrance fees	Annual Fee £502 (includes administration) plus 5% entrance fees	Annual Fee £260 (includes administration) plus 5% entrance fees	
FAIRS	Set up/dismantle days Operational days (5% discount for 6+ days)			£55 - £219 £171 - £574		
<p><i>Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on Forest will be considered and may limit the number of events in any one location</i></p>						
WANSTEAD FLATS (OUT OF SEASON)						
Football Match or tournament	Additional charges may apply. See below		Price on application	Price on application	Price on application	
School Sports Day	Dedicated use of mown area only	Less than 100	£65 per day*		£67 per day*	
		100 - 500	£125 per day*		£130 per day*	
<p>* Up to 2 days for the price of one if no additional mowing required</p>					* Up to 2 days for the price of one	
<p><i>Levies may apply for football matches/tournaments and sports days which require additional services, examples below. All levies are calculated 'at cost' to COL and no reduction for charity/non-profit is possible.</i></p>						
Exclusive use of changing facilities *ONLY WHEN STAFF AVAILABLE	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum hire period - 4 hours		£127		
		Additional charge per hour after 4 hours		£33		
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	Based on maximum of 7 hours use		£107		
SPORTS COACHING OR TRAINING						
Personal Training/sports training/football training	Outside only. No toilets, pavilion or parking use. No marked pitch areas to be used.	3-10 people		£63* annual	£33* annual	
		11-29 people		£94* annual	£65* annual	
		More than 30 people	£32* annual	£94* annual	£65* annual	
			* plus 10% of fees charged per session	* plus 10% of fees charged per session based on advertised capacity	* plus 10% of fees charged per session	
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER						
Small Commercial Guided Walks and Tours eg Mindfulness		3-100 max	£32+ 10% of ticketed price per participant	£63 + 10% of ticketed price per participant	£33+ 10% of ticketed price per participant	
Forest Schools	Permissible only in dedicated surveyed locations		£32 + 5% of fee charged per pupil	£63 + 5% of fee charged per pupil	£33 + 5% of fee charged per pupil	
FILMING AND PHOTOGRAPHY						
Commercial Photography	Standard shoot based on 8 hours per day	Studio shoot (up to 6 people) e.g. family portrait		£69 for one off visit/£417 yearly fee		
		Crew size 1 - 5		£433.00		
		Crew size 6 - 15		£579.00		
		Crew size 16 - 30		£723.00		
		Crew size 30 +	Price on application			
Commercial Filming	Not including unit base / car park costs - major filming based on 12hr day, minor filming based on 8hr day.	Major Feature Filming Day	Significant size crew and unit, tech vehicles, lighting, minor set builds and construction, multiple locations, minor infrastructure in the Forest to facilitate filming etc	from £5170	Significant size crew and unit, tech vehicles, lighting, minor set builds and construction, multiple locations, minor infrastructure in the Forest to facilitate filming etc	
		Major Feature Prep Day/Strike Day	(50% daily fee)	from £2585	(50% daily fee)	
		Major Feature Holding Day/Stand-by	Where the site is occupied but filming or set dressing does not take place: security only on site	from £775	Where the site is occupied but filming or set dressing does not take place: security only on site	
		Feature Film Filming Day	Significant size crew and unit, tech vehicles lighting etc, minor set builds and construction/multiple locations minor infrastructure in the Forest to facilitate filming etc	from £4136	Significant size crew and unit, tech vehicles lighting etc, minor set builds and construction/multiple locations minor infrastructure in the Forest to facilitate filming etc	

Feature Prep Day/Strike Day		from £2068	
Feature Holding Day/Stand-by	Where the site is occupied but filming or set dressing does not take place: security only on site	from £620	Where the site is occupied but filming or set dressing does not take place: security only on site
Based 8-hour day.			
Minor Filming 25-40 crew		From £1550	
Minor Filming 10-25 crew		From £1035	
Minor Filming 5-10 crew		From £775	
Minor Filming 1-5 crew		From £520	
News or other media specific to Epping Forest Estate		Free (subject to Press Office Approval).	

Levies may apply for non-commercial filming requests which require additional services. All levies are calculated 'at cost' to COL and no reduction is possible.

OTHER USE OF FOREST LAND

Hire of car parks for events or compounds per 8 hours	Large (e.g Bury Road)	Based on 8 hour hire	£1,382.00	
	Medium (e.g. Fairmead Oak)		£844.00	
	Small (e.g. Earl's Path)		£511.00	
Scaffolding	Area per day (m ²)		£5.76 per m ² per day + VAT	
	Minimum overall charge inc admin		£288.00	
Site compounds, storage, excavation/trenches	Area per day (m ²)	Small (Under Five Sq Metres)	£6.62 per m ² per day +VAT	Small (Under Five Sq Metres)
		Medium (Over Five SqM up to to Ten SqM)	£5.17 per m ² per day + VAT	Medium (Over Five SqM up to to Ten SqM)
		Large (Over Ten Square Metres) X	£4.65 per m ² per day + VAT	Large (Over Ten Square Metres) X
		Damage to or loss of amenity	Minimum charge £1,382 for Forest Land, rising to £2,765 for SSSI and £4,146 for SAC, all plus VAT	Damage to or loss of amenity
		Officer time	£47 per hour + VAT	Officer time
		Consultants Time	£139 per hour + VAT	Consultants Time

This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.

HORSE RIDING LICENCES

Horse Riding Licence	Adult individual/joint and horse	Annual	£72.46	
	Junior individual/joint and horse	Annual	£35.42	
	Adult or junior individual/joint and horse	Weekly fee	£9.06	
		Daily fee	£6.34	
Riding School Licences	Riding School	Annual	£90.55	

Please note, horse riding licences are not subject to the standard licence application fee

Car Parking	Up to 1 hour		£1.75	
	Up to 2 hours		£3.00	
	2 - 4 hours		£4.50	
	Full day (over 4 hours)		£7.00	
	Blue Badge holders		Free	
	Motor cycles in marked motor cycle bays		Free	
	Annual Permit		£170.00	

Agenda Item 24

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