

3.1 Log of changes in reference to Version 3 (HHCC 16 April 2018)

Ref	Version 3	Current	Comment/Response
General		Language and terminology has been reviewed to be consistent with that used in the Open Spaces Departmental Events Policy Part One (which was approved by the Open Spaces Committee on 16 April 2018).	The Part One has been finalised and approved.
1. Policy Statement		Added safety to the aims.	
1.1. Scope	Activities covered and not covered by this Policy.	Reworded to improve this section and to make the distinction with separate arrangements for sports, ceremonies, filming. Also, to clarify the point about activities that cover a 'wider area' of the Heath, relative to activities in designated sports facilities.	This is consistent with the scope of the Open Spaces Departmental Events Policy Part One which does not apply to filming or ceremonies.
2. Introduction	No change		
3.1. Heath Legislative Framework	Brief summary of legislation with primary focus on 1871 Act	Addition of a summary of all relevant legislation that governs events at the Heath. This comprehensive summary was prepared by the Comptroller and City Solicitor.	
3.2. Open Spaces (2018) Act		Additional text added to place the City of London Corporation (Open Spaces) Act 2018 in the context of existing legislation, clarifying that it specifically requires an Events Policy and that it provides additional powers specifically for ceremonies, filming, etc.	
3.3. Strategic Context	No change		
3.4. Bye-laws		Added statement about Bye-laws and link to information.	
4. Guidance for events at		Reordered this section to improve it, replaced letters with numbering.	

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Hampstead Heath	4.A (previously) Implementation - set a 12 month transition period for applying this policy to existing events.	<p>Removed some detail to a 'guidance document' for the Officer Event Group (OEG) (which is in preparation).</p> <p>This has been removed from the Policy as it will be included in the covering report to Committees instead.</p>	Refer to proposal set out in report to HHCC.
4.1. Location		Minor editorial amendments only.	
4.2. Duration	Specified maximum duration of 2 days for events located outside of the East Heath Fair Ground site.	This has been revised to 5 days inclusive of set up and take down to reflect current parameters for events such as the Night of 10K PBs and Cross Country running championships.	The increased duration aligns with the intention of this guidance which is to provide reassurance that longer events or events requiring more time for set up and break down, will take place at the East Heath Fair ground. This in response to a query raised by a Member of the HHCC on 16 April 2018
4.3. Timing and frequency		<p>Removed reference to the specific Cross Country running championship events but retained a commitment to hosting 'two major competitions' each year. Some editorial amendments.</p> <p>Reference to 'other events' has been removed.</p>	This in response to a query raised by a Member of the HHCC on 16 April 2018.

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4.4. Visitor impacts		Expanded on the types of impacts that will be addressed.	
4.5. Exclusions		Minor editorial amendments.	
4.6. Extent and infrastructure	Previously 'Scale'	Addition of broad principles for each Event Zone.	
5. Event Locations		Minor editorial amendments. 'surfaced paths' has been removed from the description of Zone A.	In response to a comment from a Member at HHCC meeting 16 April.
6. Decision-making and approvals		Minor editorial amendments.	
6.1. Officer Event Group		Minor editorial amendments.	
6.2. Local Authority boundaries		Minor editorial amendments.	Schedule of Locations includes relevant Local Authority.
6.3. Event scale and approval timeframes		Minor editorial amendments.	
Table 1		<p>It presents the original proposed threshold for the Superintendent of Hampstead Heath's authority to approve events involving up to 2,000 participants. (with a requirement to seek Committee approval for events of a 'large scale' (greater than 2,001 participants). This is lower than the threshold stipulated in Part One of the Policy which authorises the Superintendent to approve events up to 5,000 participants.</p> <p>Application deadline for Medium scale events has been increased to 4 months (previously it was 3 months).</p>	<p>Members views are sought in reference to the table below which sets out 3 options for thresholds for event scale and decision-making and governance.</p> <p>This in response to a suggestion by two Members of the HHCC on 16 April 2018 to reduce the Superintendent's authority to minor and small scale events (up to a maximum of 500 participants) is included in the options presented in the table below.</p> <p>This in response to a suggestion by two Members of the HHCC on 16 April 2018.</p>

Ref	Version 3	Current	Comment/Response
6.4. How we make decisions	Previously this was 2 sections: - How we make decisions - Committee Consultation	Combined into a single section and simplified.	
6.5. Criteria for events at Hampstead Heath		Formatting changes only – bullet points replace the table.	
7. Charges for Events		Rewording only, to improve clarity.	
8. Cancellation		Rewording only, to improve clarity.	
9. Review		Rewording only, to improve clarity.	
10.Appendices	Schedule of Locations and Map of Event Zones	A label for the Pergola has been added to the map of Event Zones (an omission highlighted by a Member). The Schedule now includes the Local Authority for each event location. Bathing Ponds added to the Schedule and the map.	
10.Appendices	Application Form	Added Appendix 2 which summarises the wider legislative framework for events at Hampstead Heath. Removed the event application form from the Policy. It is proposed that the form will be available on-line. separate from the Policy to enable timely review and update. A spelling mistake within the form has been corrected.	

3.2 Options for Table 1: Event Scale

Option 1: Current option (no changes since Version 3).

Event Scale	Daily anticipated attendance	Duration including set-up and break-down	Approval	Minimum period for receipt of application prior to proposed event date	Application Deadline
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 500			8 weeks	None - rolling application process
Medium	501 - 2000	Up to 2 days	Superintendent	4 months	None - rolling application process
Large	2001 – 5000	Up to 3 days	HHHWQP Committee	6 months	1 September 1 December
Major	5001 plus	4 or more days	HHHWQP Committee	At least 12 months	1 March

Option 2: Following a suggestion from a Member at the HHCC, 16 April 2018.

Event Scale	Daily anticipated attendance	Duration including set-up and break-down	Approval	Minimum period for receipt of application prior to proposed event date	Application Deadline
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 500			8 weeks	None - rolling application process
Medium	501 – 2,000	Up to 2 days	HHHWQP Committee	4 months	None - rolling application process
Large	2,001 – 5,000	Up to 3 days	HHHWQP Committee	6 months	1 September 1 December
Major	5,001 plus	4 or more days	HHHWQP Committee	At least 12 months	1 March

Option 3: Following a suggestion from a Member of the Events Advisory Group, 23 April 2018.

Event Scale	Daily anticipated attendance	Duration including set-up and break-down	Approval	Minimum period for receipt of application prior to proposed event date	Application Deadline
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 500			8 weeks	None - rolling application process
Medium	501 – 1,000	Up to 2 days	Superintendent	4 months	None - rolling application process
Large	1,001 – 5,000	Up to 3 days	HHHWQP Committee	6 months	1 September 1 December
Major	5,001 plus	4 or more days	HHHWQP Committee	At least 12 months	1 March