Culture and Communities Committee

10.00am, Tuesday, 13 December 2022

Use of Public Spaces for Events and Filming Update

Executive/routine	**Executive**
Wards	**All, particularly 11 – City Centre**
Council Commitments	

1. Recommendations

1.1 Culture and Communities Committee is asked to:

1.1.1 Note the results of the public consultation on the key principles for the use of public spaces for events and filming;

1.1.2 Approve the finalised key principles and process for submitting applications for the use of public spaces as set out in paragraphs 4.12 – 4.14 and in Appendices 2 and 4;

1.1.3 Subject to approval of recommendation 1.1.2, agree that an action plan to implement the responses to the key principles will be presented to Culture and Communities Committee on 7 March 2023 for approval;

1.1.4 Discharge the outstanding motions from the Council, as set out in in Appendix 1, which have been addressed by the key principles or in previous responses to the appropriate Executive Committees;

1.1.5 Note that officers will continue to progress implementation of the motion on Greening the Fringe, working with partners as appropriate. Committee will be kept updated on progress via the Committee Business Bulletin.

Paul Lawrence

Executive Director of Place

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Report

Use of Public Spaces for Events and Filming Update

2.   Executive Summary

2.1   This report seeks approval of the key principles and process for the Council to progress applications for the use of public spaces for events and filming.

3.   Background

3.1   For the purposes of this report, public spaces are defined as the city's parks and greenspaces as well as public highways (including footways and Council managed public realm).

3.2   In January 2020, Committee agreed to combine the Edinburgh Parks Events Manifesto and the Public Spaces Protocol into a single Public Space Management Plan.

3.3   At the time, the use of parks, green and public spaces in the city were managed through a variety of policies and procedures and therefore, although the plans which governed the use of public spaces had the same goals, there were sometimes areas of overlap and duplication.

3.4   Committee agreed to create a Public Space Management Plan, and in late 2020 a period of engagement (including creation of a Stakeholder Working Group) led to the recommendation that principles for the use of public spaces for events and filming should be developed.

3.5   Committee requested that the outcome of the public consultation be reported back, with details of the impact of using public spaces for events and filming on residents.

4.   Main report

Public Consultation

4.1   On 14 September 2021, Committee approved a draft set of Key Principles for the use of public spaces for events and filming for public consultation.

4.2   The key principles are included in Appendix 2.

4.3   The consultation ran from 22 September 2021 to 15 December 2021 on the Council's consultation hub. In order to encourage participation in the consultation, a

news/press release was published, promotional posters were displayed in parks, libraries and community notice boards and the working group stakeholders (including Community Councils) were asked to promote and support the consultation through their networks.

Findings from the Public Consultation

4.4 Analysis of the findings from the consultation shows that consultees broadly agreed with the key principles and demonstrated strong support for the environment, sustainability, and the Edinburgh community.

4.5 The feedback highlighted consultees understand that developing an approach to use of public spaces is complex and, therefore, is not a 'one size fits all' solution.

4.6 A summary of some of the other key points made is provided below:

4.6.1 Some key principles were seen as non-negotiable, for example no deviation from carbon neutral by 2030;

4.6.2 Financial benefit is seen as important, but not 'very important'

4.6.3 Providing information on event and filming applications was seen as important with 84% of respondents saying it would be useful or very useful to be able to see information on events and filming, both proposals and those approved;

4.6.4 When asked 'In exceptional circumstances, do you think it would be OK for an event or filming to deviate from these principles, where it would have a clear positive benefit for Edinburgh?' the response was split almost 50:50 at Yes 49.57% and No 47.63%; and

4.6.5 The term 'exceptional' requires clearer definition along with the benefits that would justify a variation from the key principles

4.7 In addition to the consultation questions, 1,500 comments were submitted to the consultation. Full details of the response to the consultation is attached in the Consultation Report (Appendix 3).

Impact on Residents

4.8 The consultation asked consultees whether they agreed that decisions on events and filming should be based on the impact they will have on people and places. There were 463 responses in total to this question, with approximately 420 people agreeing that the impact should be the basis for decisions.

4.9 The comments received show that nearly all of the comments received aligned with the outcomes which underpin the Key Principles. Some people also recognised the importance of considering the positive as well as the negative impacts.

4.10 There were, however, questions around how the impacts will be measured and how decisions would be made using this information.

4.11 It was clear that consultees felt that the benefits for the local area – financial, social and economic – were important or very important with many of the comments focused on the desire to prioritise social value over financial value in the

assessment of applications, although there was a lack of confidence in how this would be done.

4.12   There has been feedback requesting that residents would like to vote or veto individual events. Although this was debated by the Stakeholder Group, it is considered that the application of the principles will ensure that the city's best interests are protected.

Implementation of the Key Principles

4.13   The table in Appendix 2 sets out how the Council will respond to the feedback received on the key principles

4.14   In order to support the implementation of the key principles, officers have developed a clear timeline for applicants to clearly show at what point applications are required. This includes details of when to apply for planning consent, building warrants, Temporary Traffic Regulation Orders (TTRO) and Licenses.

4.15   There is a separate process and Code of Practice for filming, which was approved at Culture and Communities Committee on 29 January 2019. While the same key principles will apply to filming and events, filming follows a slightly different process due to multiple sites and locations being used. The Code of Practice clearly sets out the Council's expectations of the conduct of filmmakers when filming in Edinburgh and details the expected timescales for supplying information to the Council. Given the specialist nature of this, the process sits alongside the Customer Journey for events and is co-ordinated by the Film Office.

4.16   Officers recognise that there are both opportunities and sometimes operational challenges in hosting events and filming in public spaces and, while the principles help to support decision making moving forward, there are some practical steps which the Council has or will take to address some of these operational challenges:

4.16.1 An application form for using public spaces for events has been created and includes a dedicated email address for submission of applications. The application includes a request for a TTRO and request for permission to use parks or greenspaces;

4.16.2 The process for applications, planning and delivery of events is now clearly set out, with details of what is required at each stage (Appendix 4). The processes to support this are already in place but it is hoped that the information presented will make it clear to applicants when and how the process works;

4.16.3 Officers will create a dedicated page on the Council website to show the applications received. This will be updated with the decision once the application has been considered; and

4.16.4 While event organisers are required to notify residents of upcoming events or filming, providing a named contact and dedicated telephone number (contactable 24 hours) for any issues. However, recognising that residents have reported that issues are not always addressed by event organisers,

officers will ask them to provide details to the Council of the issues raised by residents and the action taken to address them.

5. Next Steps

5.1 If Committee approve the recommendations in this report, officers will:

5.1.1 Publish the key principles and application process on the Council website (removing out of date information from the Council (and other associated) websites. This will also be shared with previous applicants;

5.1.2 Support applicants in understanding the principles and application process, providing guidance and help as necessary;

5.1.3 Create a dedicated page on the Council (or other appropriate) website for residents to view the list of applications received for events or filming and public spaces. This will be updated once a decision is known; and

5.1.4 Request details of any resident complaints and the actions taken by event organisers to help identify themes or issues which need to be resolved on an on-going basis.

5.2 Officers will continue to progress implementation of the response to the key principles, as set out in Appendix 2.

5.3 It is recognised that further improvements could be made to the process if some Council systems could be adapted to make it easier to apply for and/or progress applications for use of public spaces for events. While funding is not currently available to provide a dedicated web portal for this, officers will continue to adapt this process if and when further improvements can be identified.

5.4 In addition, a formal process to request modification or departure from the key principles will be developed by the Council's Events Management Group.

6. Financial impact

6.1 The cost of developing the key principles and the consultation have been met by the Council's existing revenue budget.

6.2 There may be financial implications to implement the next steps above, which will be met from the existing Council budget.

6.3 However, to fully implement the key principles, there may be additional costs. If these cannot be met from the existing budget, the changes, benefits and associated financial costs will be reported to the appropriate Executive Committee.

7. Stakeholder/Community Impact

7.1 Stakeholders, including event and filming organisers, community councils, resident groups, business groups, friends' groups, Council officers and interested individuals collaboratively engaged in the development and refinement of key principles for the use of public space for events and filming.

7.2 Following the March 2021 Committee, stakeholders representing 50 groups formed a Working Group with seven focused sub-groups to conclude the development of the key principles for the use of public space for events and filming.

7.3 The key principles developed by the Stakeholder Working Group were publicly consulted on between 22 September and 15 December 2021.

8. Background reading/external references

8.1 Review of Event Management Operations in Edinburgh – Edinburgh's Christmas – Policy and Sustainability Committee, 25 February 2020.

8.2 Filming in Edinburgh

8.3 Filming in Edinburgh 2021 – Culture and Communities Committee, 26 April 2022

9. Appendices

9.1 Appendix 1 – Approved motions progressed alongside the Use of Public Spaces for Events and Filming

9.2 Appendix 2 – Delivering the Key Principles

9.3 Appendix 3 – Consultation Report

9.4 Appendix 4 – Process for Applications for Events

Appendix 1 – Approved motions progressed alongside the Use of Public Spaces for Events and Filming

Date	Motion	Update
19 September 2019	Motion by Councillor Rae - Greening the Fringe	Work with partners is on-going to implement the actions agreed in this motion. It is proposed that this motion is not discharged at this time. Committee will be kept updated on progress via the Committee Business Bulletin
22 August 2019	Motion by Councillor Mowat - Summertime Streets Programme	Recommended for closure as the action is discharged through development of Key Principles. Advertising structures managed through existing advertising contracts with Out of Hand.
22 August 2019	Motion by Councillor Neil Ross - Amplification of Noise in Public Spaces	Recommended for closure as the action was discharged at the 28 February 2022 Regulatory Committee (Business bulletin here). A report on the Amplification of Noise in Public Spaces is included on this agenda for Committee.
22 November 2018	Motion by Councillor Miller - Events and Attractions in Parks	Recommended for closure as the action is discharged through development of Key Principles. Tree Protection Zones enforced in Parks. A report on limiting number of large events in West Princes Street Gardens was considered

		by Culture and Communities Committee on [13 October 2022](#).
22 November 2018	Motion by Councillor Doggart - Princes Street Gardens Christmas Market	Recommended for closure as the action was discharged through tender for delivery of Edinburgh's Christmas and ongoing Parks Management rules which restrict activities for Edinburgh's Christmas in relation to Remembrance sites.

Appendix 2 – Delivering the Key Principles

Key Principle	How We Will Respond
1. The Application and Approval for events and filming will be based on the scale of the activity, the impact it will have, both short and long term.	A single application form will replace the multiple existing forms to improve the customer journey for events. Larger scale events that involve the input of multiple Council services or have an impact on areas outwith their event site will require to engage with the Council's Event Planning and Operations Group (EPOG).
2. A digital platform will hold an events and filming calendar, planned disruption to an area such as road works or construction, Area Conditions and an application template with a guide to what's required for a successful application, including notification of stakeholders likely to be impacted. It will also record and communicate the positive benefits events and filming provide, as well as the negative impacts, to ensure balanced analysis.	This will involve signposting and making clearer the existing resources that provide details of events and activities in the city. The standing agenda for EPOGs will be amended to include 'stakeholder consultation' so will record how those impacted by events are going to be notified by the event organiser. Event organisers will also be asked to provide details of complaints received and actions taken. A notification letter template will be created to ensure consistency of approach. A web page will be created to provide details of applications received and the outcome of these applications. Investigation on hosting applications online so they can be easily accessed in one place will be progressed.
3. A single point of contact 'event and filming office' will aid clarity, information exchange and consistency. It will be appropriately resourced and empowered.	Public Space Event applications are circulated across all Council services impacted by events for comment and awareness. This will now include all Parks events, which were previously separate. Filming can impact multiple sites and dates and is managed separately.

	However, it is part of the same office and stakeholder communication process.
4. Applications will be expected to follow the principles and guidelines. In exceptional circumstances an applicant may seek modification or departure from these principles but will be required to present their case, including mitigations, to impacted stakeholders and for scrutiny by the Council. The Council, after due consideration and taking account of comments, will not be obliged to grant the exception	The Key Principles will be clearly advertised in advance to deter applications that do not meet the criteria. Where an applicant does not meet the criteria, the application will be 'red flagged' to relevant Senior Officers and Elected Members for comment. The final decision on any event application that does not meet the criteria will rest with the Convener of Culture and Communities Committee.
5. Area Conditions will have information available on the area including stakeholders, facilities, capacity, toilets, key contacts.	Area conditions for public spaces and Parks already exist but we will make these clearer and easier to access. Relevant legislation (e.g. noise) and the resources available through the Event Safety Guide (Purple Guide) will be highlighted.
6. The use of Council-owned or public good sites for commercial events should be framed within a Community wealth building approach.	Where a 'commercial' event is making an application, organisers will be asked to highlight the community benefits they will deliver. This could include, for example, a £1 ticket levy to fund local initiatives or invest in local facilities.
7. Information on events and filming will be as open and transparent as confidentiality allows and proportionate to the scale of the activity and the impact it will have. It will be provided at the earliest opportunity, to all those who may be interested in it, in appropriate and accessible formats.	See Key Principle 2.
8. Proportionate to the scale of the activity and the impact it will have, communication must be sufficient and accessible to allow anyone who may be impacted by events and filming to understand the disruption and if needed	See Key Principle 2.

make alternative arrangements in a timely manner.	
9. There will be open and transparent sharing of non-confidential information and engagement, proportionate to the scale of the activity and the impact it will have. As with planning applications, engagement can provide comment to be taken into account; while this will not automatically veto an event or filming, stakeholders will be entitled to an explanation where their views are not upheld.	In addition to Key Principle 4, a single reasoned decision on why 'exceptional' events have been approved or declined will be published. Existing mechanisms for Planning and Licensing allow the public to submit comments.
10. There will be maximum transparency in all contracts and reporting, proportionate to the scale of the activity and the impact it will have.	Where the Council receives an income for events, an annual aggregated report on all income received will be published. Where the Council directly procures an event, the tender documents will be made available and reports to Committee will provide oversight on the performance of those events.
11. Every opportunity must be taken to minimise disruption.	Agreed. No further action.
12. Built and green areas will be protected to allow an expeditious return to pre event conditions (or better).	A reinstatement bond for public spaces is requested where there is a reasonable risk of damage (e.g. event vehicle movement in parks). In addition to this, organisers will be expected to fully protect all surfaces and comply with tree protection orders. A pre and post site condition survey will be undertaken with relevant Council officers and the event organiser. All reinstatement works will be delivered by the Council but paid for by the event organiser.
13. Organisers must demonstrate that events and filming respect and contribute to the city's cultural identity, reputation and quality of life for	A change of wording is proposed to - 'Organisers must respect and contribute to the city's cultural

residents. They will be expected to join with Edinburgh residents in taking responsibility for the good appearance of the city.	identity…' to strengthen this key principle. In assessing an event application, officers will consider whether it meets these criteria and how it fits with the city's Events Strategy. If it does not meet these criteria, then it will not be approved.
14. Responsibility for re-instatement, where required, will be identified at application and timescales given for both anticipated conditions and adverse conditions.	See Key Principle 12.
15. Events and filming must comply with Edinburgh's Sustainability Approach to 'net zero' by 2030 and events with the principles of ISO 20121.	Agreed. No further action required.
16. Relevant and significant positive and negative effects on groups of people should be identified and factored into the decision. Decisions about events and filming should be made such that they pursue as much of net positive social value as possible and mitigate any unavoidable negative effects as far as possible. The anticipated social value and the way this has influenced decision making must be transparent	Participating in cultural and creative activities is a fundamental and integral part of the well-being of every one of us. Events are a key element of this and the benefits from attending or participating in events are well recognised. Where the Council directly procures an event, the applicant must state the community benefits deriving from that event. Larger scale events (see Key Principle 1) will be required to submit a community benefits plan as part of their event application.
17. All those employed in events and filming should be covered by the living wage and approved employment practices, including receiving necessary training.	Organisers will be asked to confirm if they are a Real Living Wage employer. If the event uses volunteers, then they will be asked to confirm compliance with the Council's guidelines on the use of volunteers. Applicants will also be asked to confirm that they will comply with the Council's Workers' Welfare Commitment for Festivals and Events.

	Employment Law already contains a number of statutory obligations.

Use of Public Open Space for Events and Filming

https://consultationhub.edinburgh.gov.uk/sfc/use-of-public-open-space-for-events-and-filming

This report was created on Tuesday 21 December 2021 at 08:45

The activity ran from 22/09/2021 to 15/12/2021

Responses to this survey: **464**

1: Your details

First Name

There were 464 responses to this part of the question.

Surname

There were 464 responses to this part of the question.

Email address

There were 464 responses to this part of the question.

Yes, I consent to being contacted about this consultation

There were 292 responses to this part of the question.
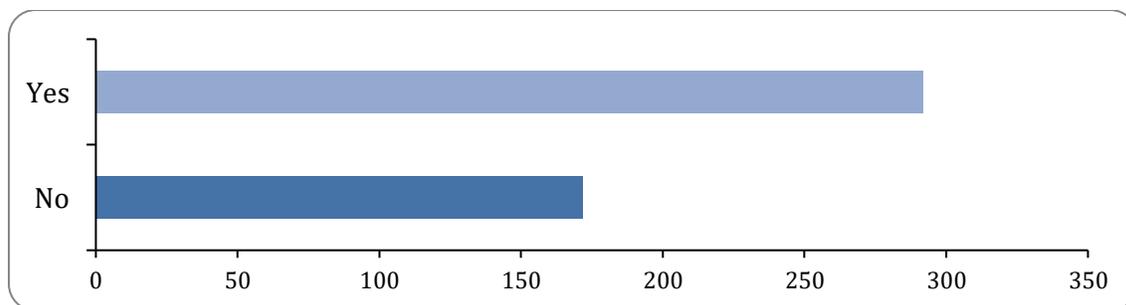
Option	Total	Percent
Yes	292	62.93%
No	172	37.07%

2: If you are responding in an official capacity on behalf of an organisation , what is the name of that organisation?

Organisation name

There were 48 responses to this part of the question.

3: To what extent do you agree that decisions on events and filming should be based on the impact they will have on people and places?

Agreement on scale and impact

There were 463 responses to this part of the question.
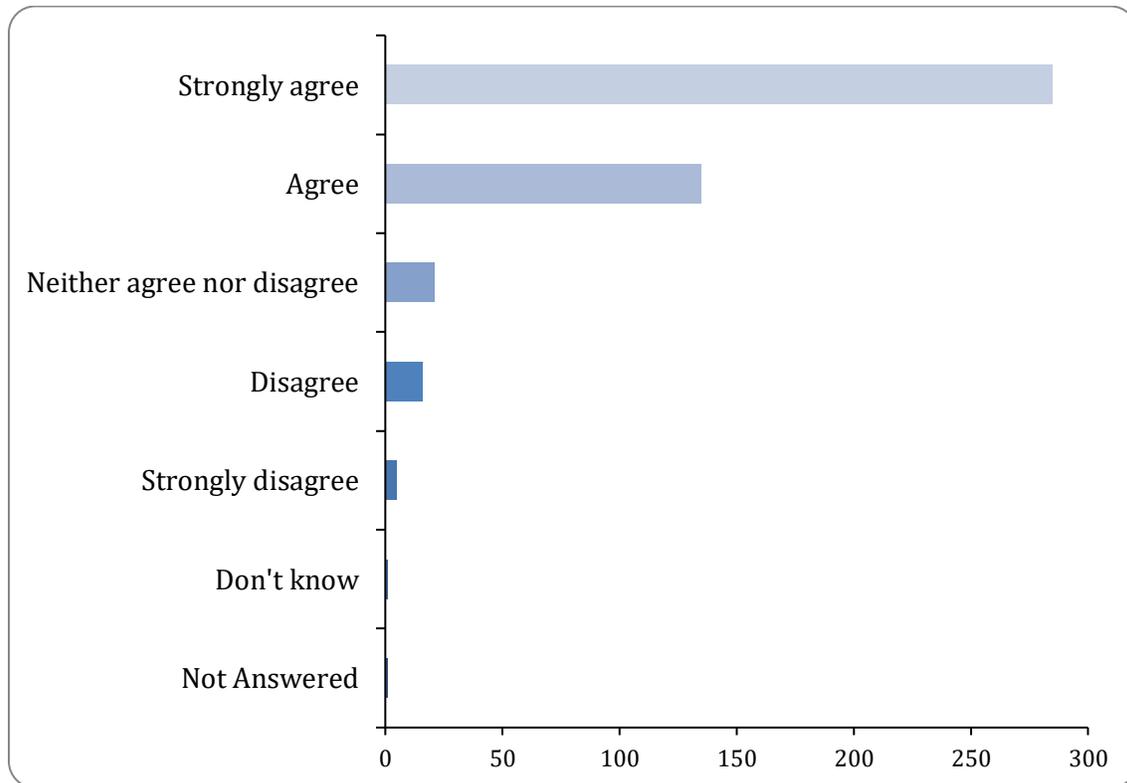
Option	Total	Percent
Strongly agree	285	61.42%
Agree	135	29.09%
Neither agree nor disagree	21	4.53%

Disagree	16	3.45%
Strongly disagree	5	1.08%
Don't know	1	0.22%
Not Answered	1	0.22%

4: Please use the space below for any comments or suggestions on the above.

Comments on scale and impact

There were 239 responses to this part of the question.

Comment review - Nearly all comments are aligned with outcomes from the stakeholder groups. Some cannot accept that there will be access restrictions to public open spaces. Quite a few comments said we must consider the positive impacts as well as the negative ones (that is an aim of the key principles). Questions around exactly what impacts are considered, how they are measured or assessed and how decisions are made using this information. Some skepticism.

5: For Edinburgh - for an individual event or filming, what do you feel is important? Please select the level of importance for each of the below.

benefits importance - Financial benefit

There were 459 responses to this part of the question.
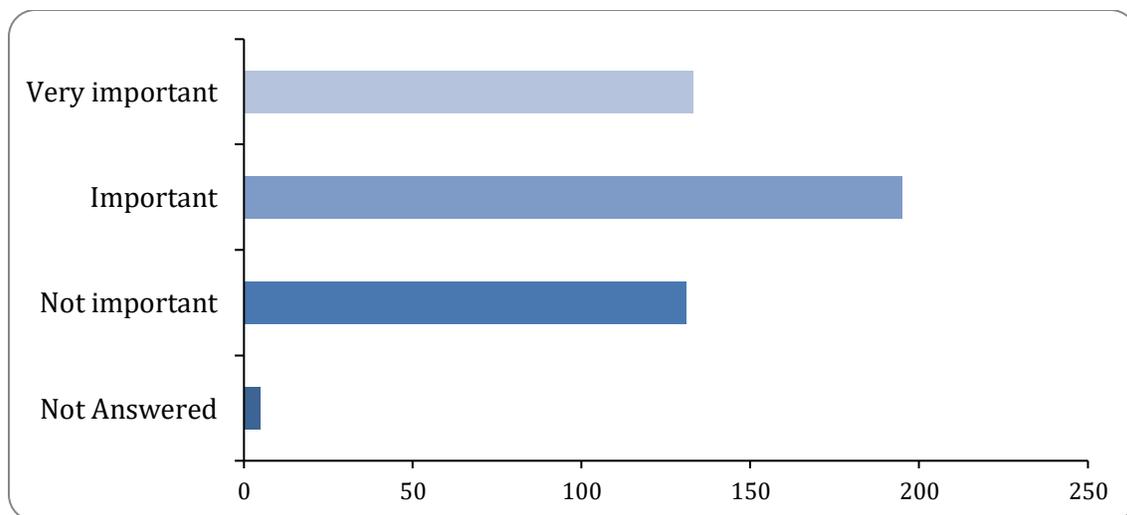
Option	Total	Percent
Very important	133	28.66%
Important	195	42.03%

Not important	131	28.23%
Not Answered	5	1.08%

benefits importance - Social benefit

There were 460 responses to this part of the question.
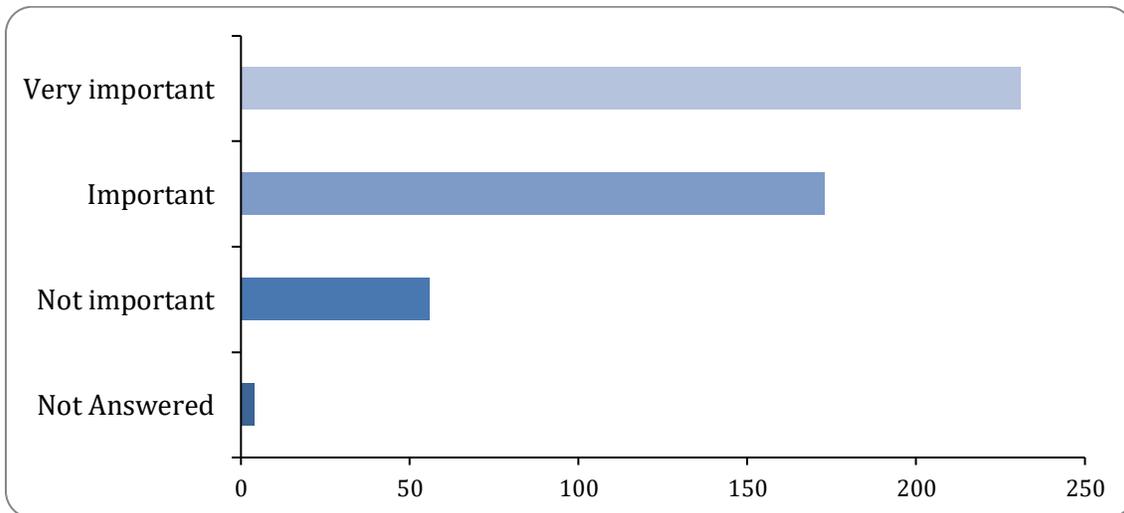
Option	Total	Percent
Very important	231	49.78%
Important	173	37.28%
Not important	56	12.07%
Not Answered	4	0.86%

benefits importance - Community benefit

There were 460 responses to this part of the question.
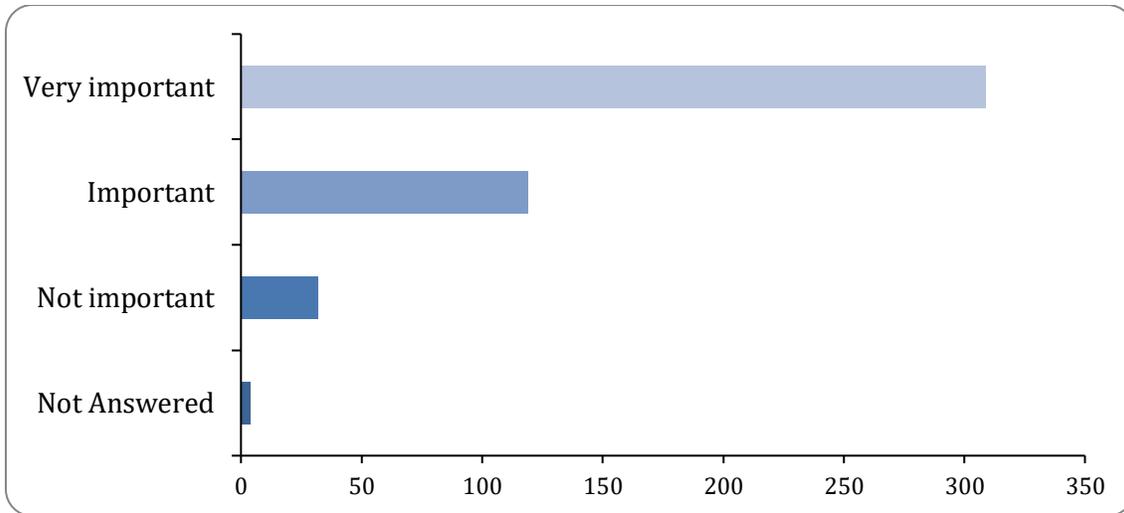
Option	Total	Percent
Very important	309	66.59%
Important	119	25.65%
Not important	32	6.90%
Not Answered	4	0.86%

6: For your local area - for an individual event or filming, what do you feel is important? Please select the level of importance for each of the below.

Benefits for local area - Financial benefit

There were 457 responses to this part of the question.
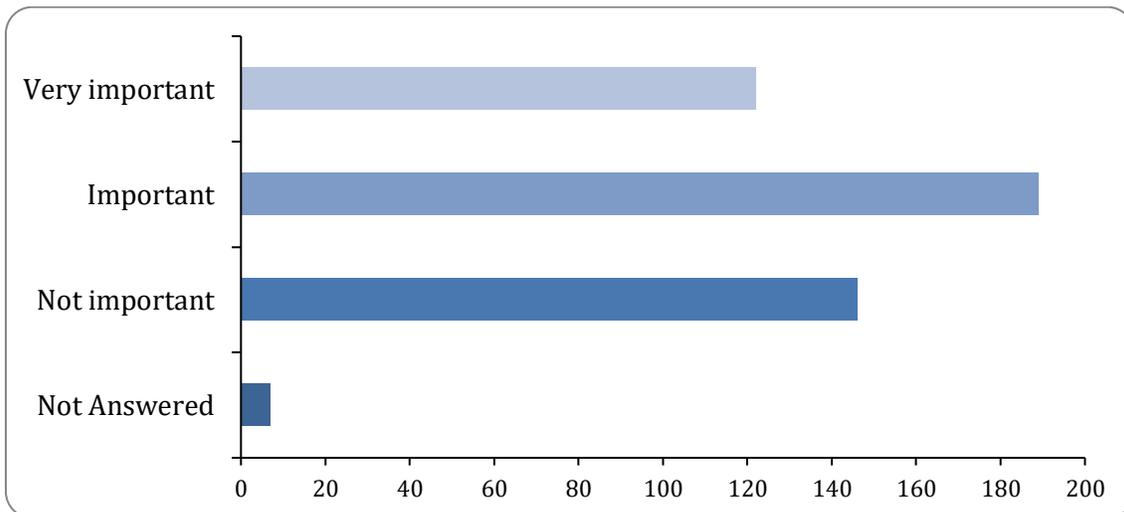
Option	Total	Percent
Very important	122	26.29%
Important	189	40.73%
Not important	146	31.47%
Not Answered	7	1.51%

Benefits for local area - Social benefit

There were 457 responses to this part of the question.
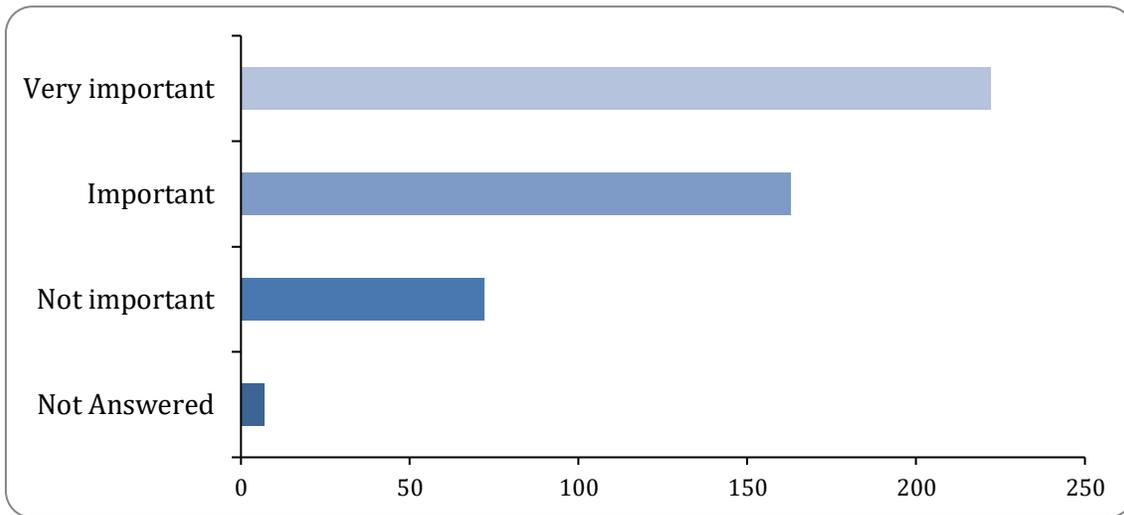
Option	Total	Percent
Very important	222	47.84%
Important	163	35.13%
Not important	72	15.52%
Not Answered	7	1.51%

Benefits for local area - Community benefit

There were 459 responses to this part of the question.
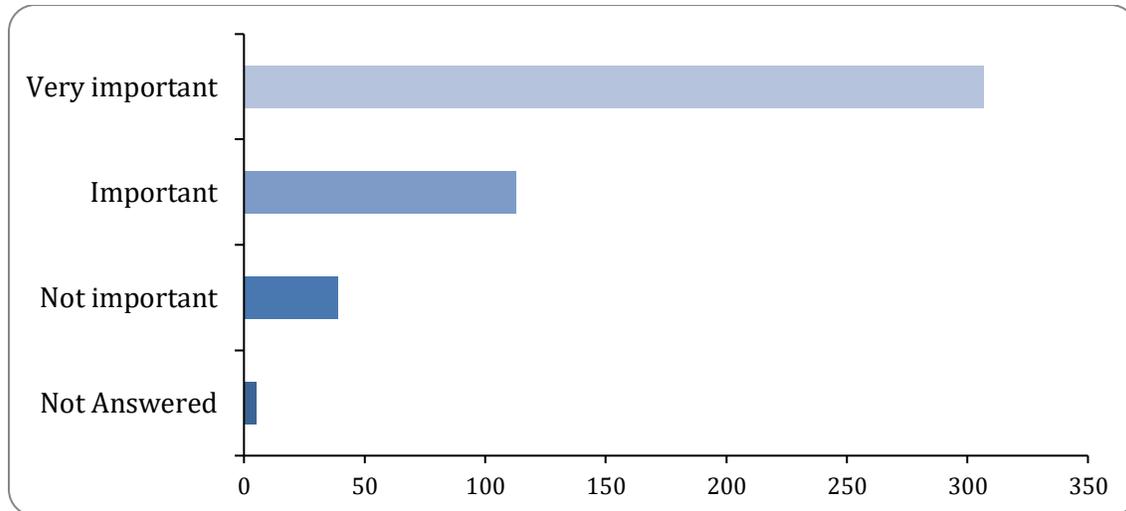
Option	Total	Percent
Very important	307	66.16%
Important	113	24.35%
Not important	39	8.41%
Not Answered	5	1.08%

7: Please use the space below for any comments or suggestions on the above.

Comments on Social, economic and community benefit

There were 190 responses to this part of the question.

Comment review - Many comments are aligned with the key principles. Some lack of understanding of 'net benefit' and lack of confidence in the council to assess and apply appropriately. Some comments focusing on finance as the key monitor but many more saying social value should come before financial value. Quite a few comments on 'commercialisation' and 'profits', with some possibly missing the fact that even a local community event will have costs that need to be recovered and risk that needs to be rewarded.

8: To what extent do you agree that 'The use of council-owned or public good sites for commercial events should be framed within a Community wealth building approach.'?

Agreement on Community wealth building

There were 459 responses to this part of the question.
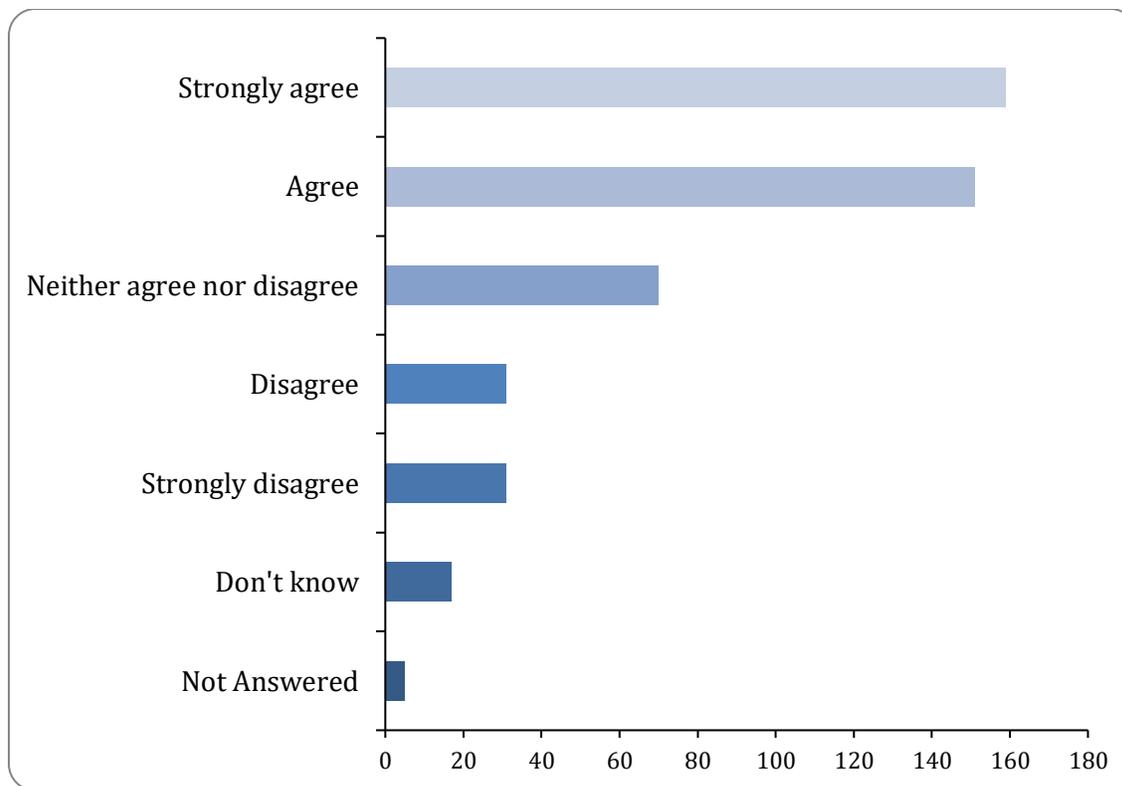
Option	Total	Percent
Strongly agree	159	34.27%
Agree	151	32.54%
Neither agree nor disagree	70	15.09%
Disagree	31	6.68%
Strongly disagree	31	6.68%
Don't know	17	3.66%
Not Answered	5	1.08%

9: Please use the space below for any comments or suggestions on the above.

Comments on community wealth building

There were 200 responses to this part of the question.

Comment review - Many comments are aligned with the key principles. Some lack of understanding of community wealth building and lack of confidence in the council. Quite a few comments on 'commercialisation' and 'profits'. Most comments appear generally supportive of the approach but don't think that is whats intended by CEC...lack of trust.

While supportive of the approach, not sure how it will be implemented or if it can be. Quite a few comments reflecting back rather than looking forward.

10: At what stage would you like to have information on events and filming?

At what stage would you like to have information on events and filming?

There were 460 responses to this part of the question.
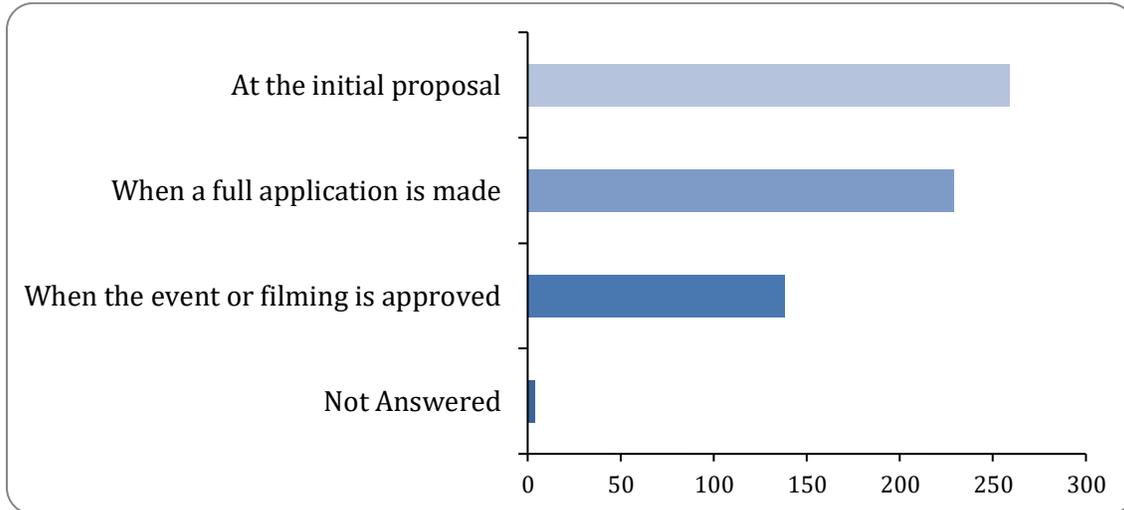
Option	Total	Percent
At the initial proposal	259	55.82%
When a full application is made	229	49.35%
When the event or filming is approved	138	29.74%
Not Answered	4	0.86%

11: Please use the space below for any comments or suggestions on the above.

Comments on Open and transparent info

There were 166 responses to this part of the question.

Comment review - Mostly support for the provision of open and honest information. Some concern from organisers, especially film makers, on the level of information provided and its detail, and how this can easily be done (support for online portal). Some wanting to have an active part in decision making, 'voting' on proposals, 'vetoing'.

12: What's important for you, that you feel organisers should have local information on when they are planning an event or filming in your area? (select all that apply)

Information organisers should have

There were 441 responses to this part of the question.
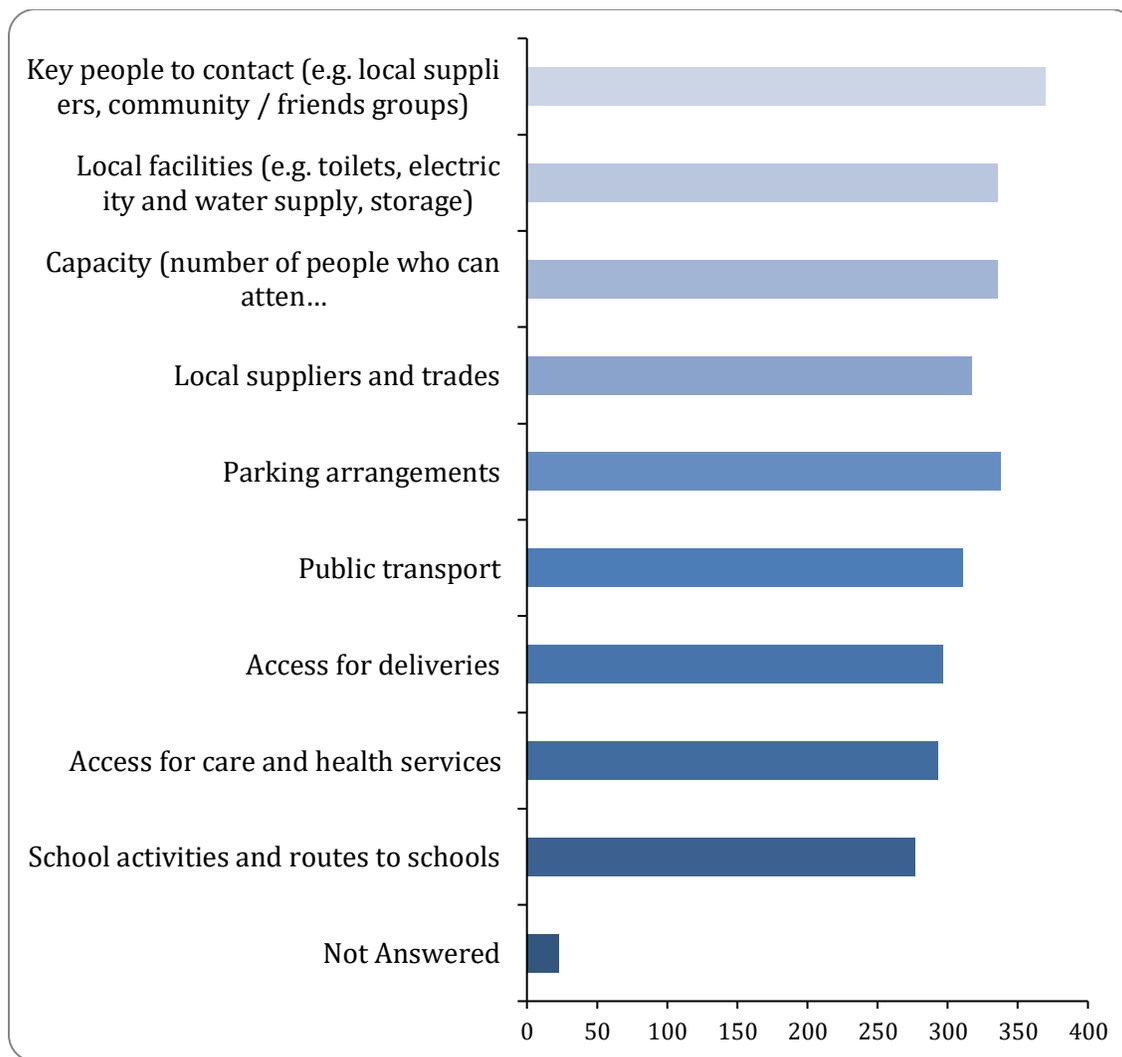
Option	Total	Percent
Key people to contact (e.g. local suppliers, community / friends groups)	370	79.74%
Local facilities (e.g. toilets, electricity and water supply, storage)	336	72.41%
Capacity (number of people who can attend at one time)	336	72.41%
Local suppliers and trades	317	68.32%

Parking arrangements	338	72.84%
Public transport	311	67.03%
Access for deliveries	297	64.01%
Access for care and health services	293	63.15%
School activities and routes to schools	277	59.70%
Not Answered	23	4.96%

13: Please use the space below for any comments or suggestions on the above.

Comments of Area conditions

There were 122 responses to this part of the question.

Comment review - High level of support for having this information available with some suggested additional information, e.g. capacities seated, standing, promenade, load bearing of ground and acceptable loading (over roots, drains etc).

14: How useful to you would be being able to see information on events and filming, both proposals and approved, on a web platform?
Usefulness of digital platform

There were 457 responses to this part of the question.
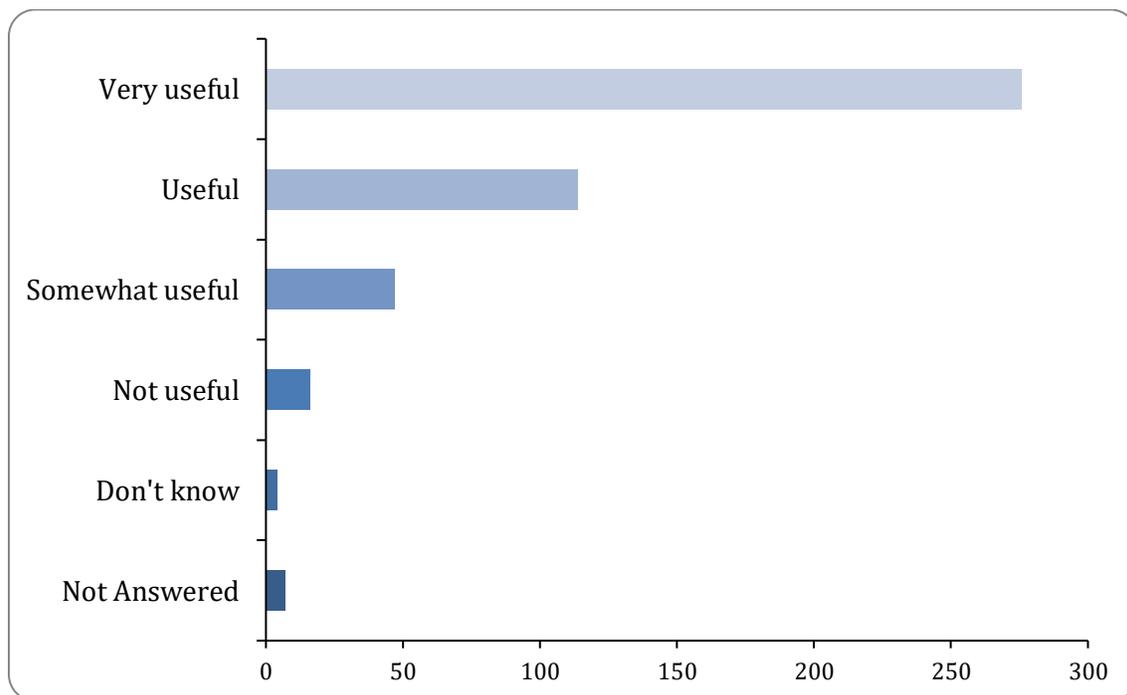
Option	Total	Percent
Very useful	276	59.48%
Useful	114	24.57%
Somewhat useful	47	10.13%
Not useful	16	3.45%
Don't know	4	0.86%
Not Answered	7	1.51%

15: Please use the space below for any comments or suggestions on the above.

Comments on digital platform

There were 123 responses to this part of the question.

Comment review - Much support for having a 'one stop shop' of information, especially a calendar of events and a platform for comments/feedback. A lot of comment re those who are not digitally connected. Some organisers, especially filming, concerned with providing too much information re their production as some information is confidential or sensitive.

16: To what extent do you agree that events and filming organisers should respect and contribute to the city's cultural identity, reputation and quality of life for residents?

Agreement on cultural identity and reputation.

There were 458 responses to this part of the question.
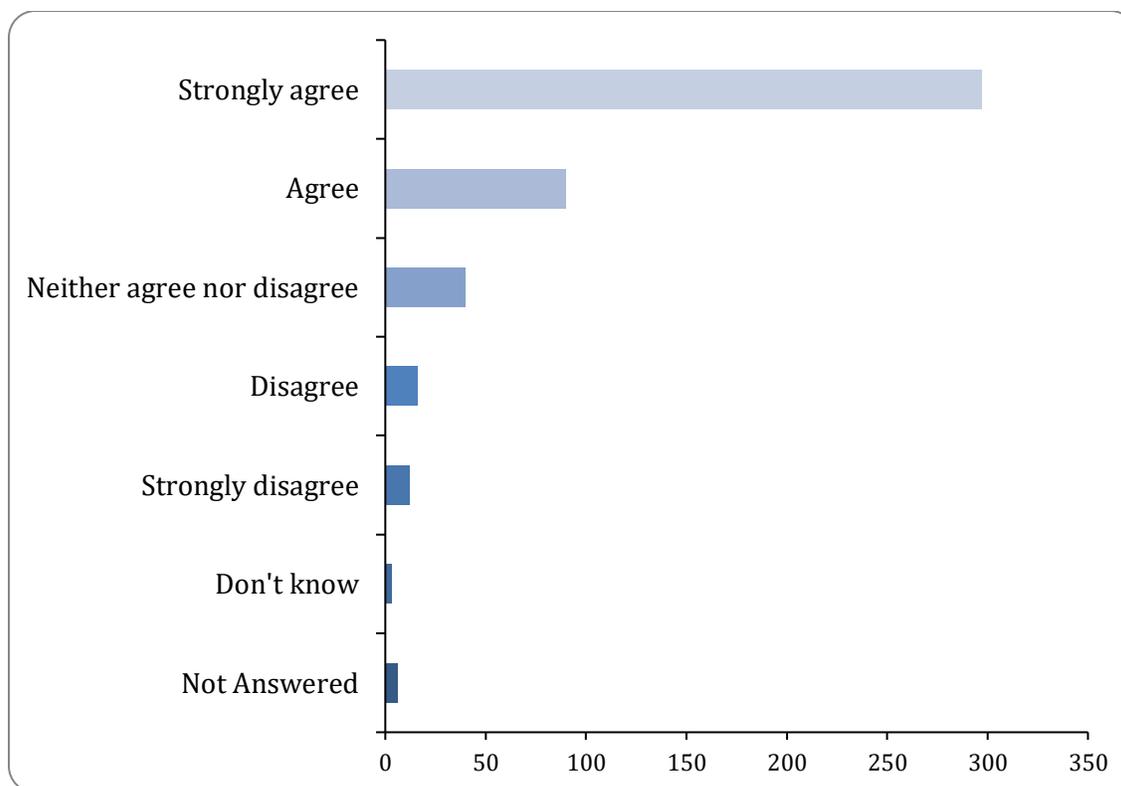
Option	Total	Percent
Strongly agree	297	64.01%
Agree	90	19.40%
Neither agree nor disagree	40	8.62%
Disagree	16	3.45%
Strongly disagree	12	2.59%
Don't know	3	0.65%
Not Answered	6	1.29%

17: Please use the space below for any comments or suggestions on the above.

Comments on cultural identity, reputation and quality of life

There were 158 responses to this part of the question.

Comment review - Strong support for organisers to respect the city's cultural identity, reputation and quality of life for residents but many said the primary focus should be on residents first. Also a lot of concern of possible 'censoring' and who/how cultural identity and reputation is defined - Trainspotting often cited as would it have been refused?

18: How important for you is it to have information on the carbon impact of events and filming?

How important for you is it to have information on the carbon impact of events and filming?

There were 460 responses to this part of the question.
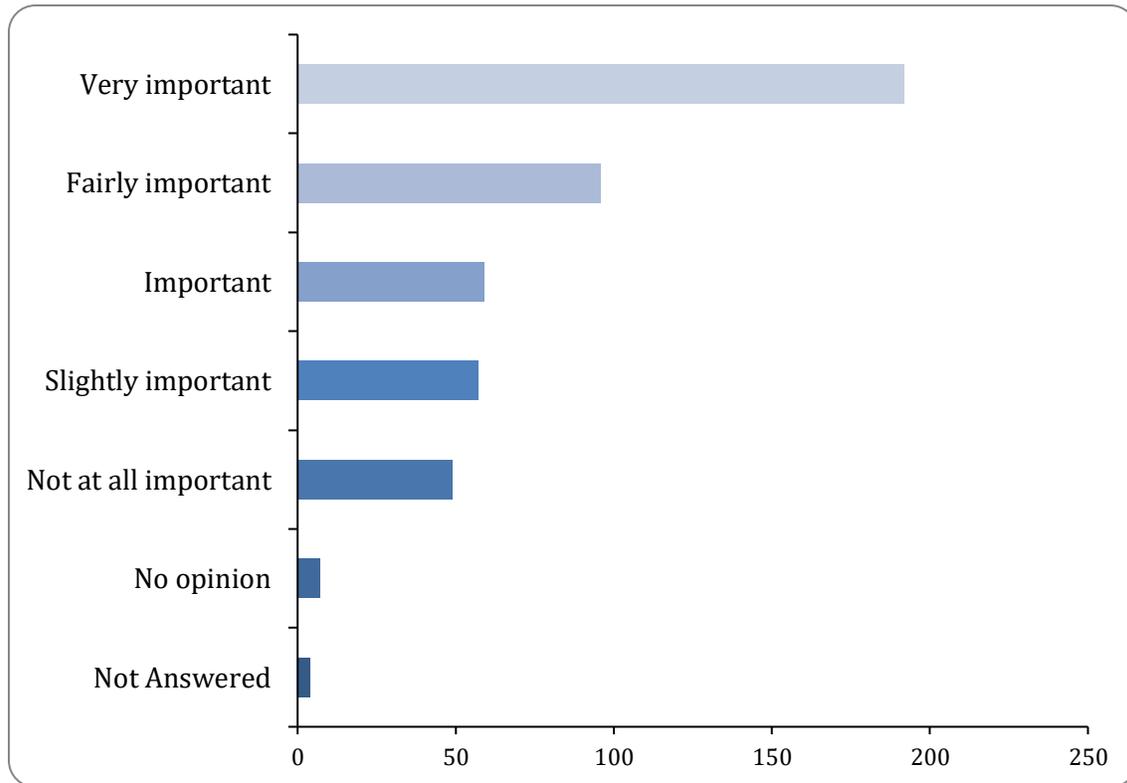
Option	Total	Percent
Very important	192	41.38%
Fairly important	96	20.69%
Important	59	12.72%
Slightly important	57	12.28%
Not at all important	49	10.56%
No opinion	7	1.51%
Not Answered	4	0.86%

19: How important for you is it to have information on what organisers of events and filming are doing to reduce their overall carbon impact?

How important for you is it to have information on what organisers of events and filming are doing to reduce their overall carbon impact?

There were 460 responses to this part of the question.
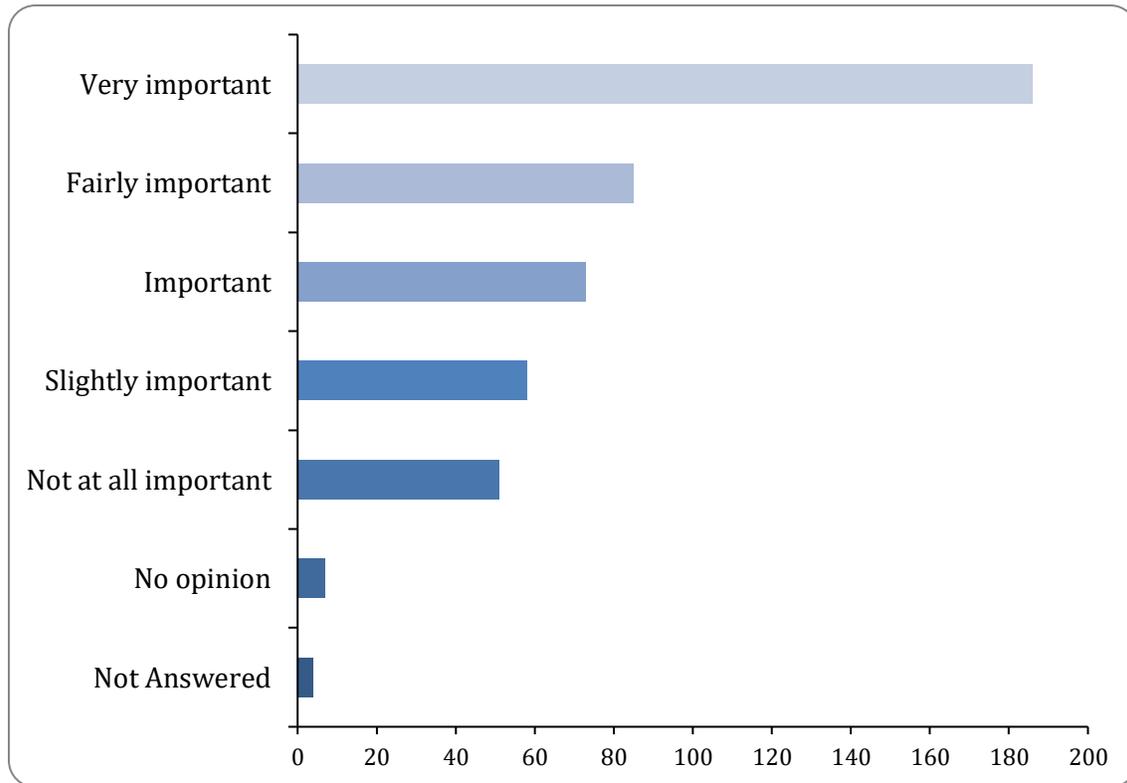
Option	Total	Percent
Very important	186	40.09%
Fairly important	85	18.32%
Important	73	15.73%
Slightly important	58	12.50%
Not at all important	51	10.99%
No opinion	7	1.51%
Not Answered	4	0.86%

20: In exceptional circumstances, do you think it would be OK for an event or filming to deviate from these principles, where it would have a clear positive benefit for Edinburgh?

In exceptional circumstances, do you think it would be OK for an event or filming to deviate from these principles?

There were 451 responses to this part of the question.
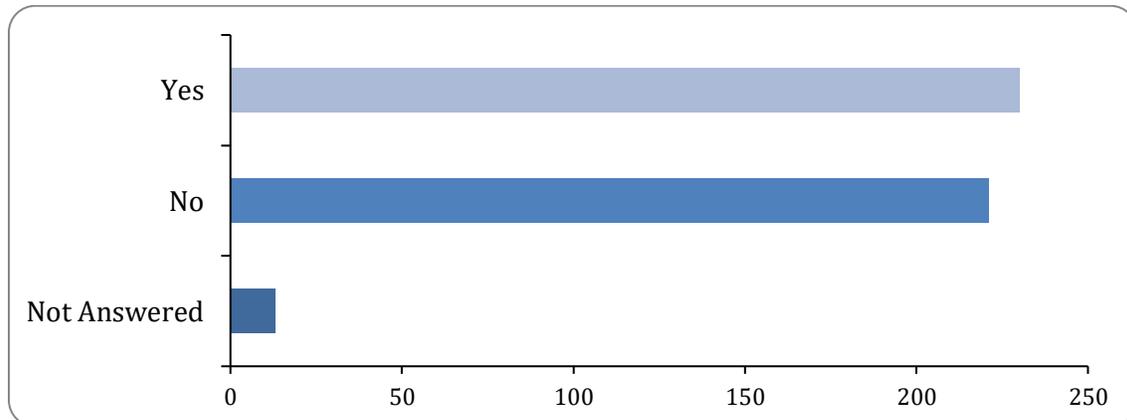
Option	Total	Percent
Yes	230	49.57%
No	221	47.63%
Not Answered	13	2.80%

21: Please use the space below for any comments or suggestions on the above.

Comments on following principles.

There were 205 responses to this part of the question.

Comment review - Comments split as per question, roughly 50:50 yes:no. Quite a lot of 'grey area' on what people understand by exception; what is exceptional, and who decides if it is? Some saying deviate if on balance there is a large financial benefit to the city, others saying just a financial benefit should never be justification for deviation. Also comment around degree of deviation and variations depending on the principle being deviated from e.g. no deviation from carbon neutral by 2030.

Customer Journey – Key Deadlines

TIME TILL EVENT

16 weeks	Last date to apply for <u>planning consent</u> or a <u>building warrant</u>
12 weeks	Last date to submit <u>public spaces application form</u> (If you are planning a large/major event, please submit asap – up to a year in advance)
	<u>This application includes a request for a Temporary Traffic Regulation Order</u> for events taking place on the public highway
	This application includes a request for <u>Parks & Greenspace permission</u> Closure of parks to the public is discouraged, however if public access needs to be restricted, e.g. for public safety during the build/strike then you may need to apply <u>for a Section 11 order</u>
4 weeks	Last date to <u>apply for any licences</u> that are required Last date to <u>notify the Council</u> of your intention to hold a march or parade
2 weeks	Last date to apply for a <u>Section 89 permit</u> for raised structures <u>Final documentation</u> to be circulated to council officers (and wider multi-agency EPOG group if required)

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Event Permit Customer Journey

Please note: All required permissions relevant to your event must be granted before your event can go ahead

APPLICATION STAGE

SUBMIT PUBLIC SPACES APPLICATION FORM (incl. use of parks and roads) & SUPPORTING DOCUMENTATION

Large/Major events may require a longer planning process, please contact us as soon as possible – see definitions

SUBMIT PLANNING & BUILDING WARRANT APPLICATIONS

Minimum of 16 weeks notice required prior to your event.

Planning permission is required if your event will be in place for more than 28 days (including build and break)

We would recommend submission of public spaces form well in advance of this

VENUE(S) PROVISIONALLY BOOKED

City of Edinburgh Council will review your application form and provisionally book your venue(s) or advise of the reasons for not booking.

This email will detail documentation requirements and the date you will be required to take part in Edinburgh's EPOG process (if applicable).

LICENSING APPLICATION & SUPPORTING DOCUMENTATION

You must submit your licence application and supporting documentation to City of Edinburgh Council as soon as possible.

The documentation required will depend on the licence(s) you are applying for and reflect the scale, format and risk of your activity.

PLANNING STAGE

EVENT PLANNING & OPERATIONS GROUP (EPOG) MEETING

The EPOG is a multi-agency safety advisory group that provides advice to event organisers in order to assist them in delivering successful events which are safe and legal.

If deemed necessary, you will be invited to attend EPOG meetings prior to your event.

Sub groups to discuss specific elements of your activity may also be required, e.g. transport or medical/welfare

Essential documentation requirements:
- Risk Assessment
- Public Liability Insurance

Common requirements (not exhaustive):
- Event Manual
  - Fire Risk Assessment
  - Site Plan
  - Wind Management Plan
  - Medical Plan
  - Traffic Management Plan
  - Crowd Management Plan
  - Comms, Command & Control Plan
  - Trader information and certification

CONCLUSION OF EPOG PROCESS

Circulate "final documentation" to EPOG members a minimum of 2 weeks prior to your event.

EVENT DELIVERY

SITE HANDOVER

A site handover meeting may be required to record the condition of the land and reaffirm conditions on the use of the land prior to occupation.

EVENT DAY

If your activity requires licences, involved temporary structures or the supply of food then a pre-event site inspection will likely be required.

Final permission will only be granted following a satisfactory inspection.

EVENT PERMIT ISSUED

Once City of Edinburgh Council are satisfied that the documentation, plans, licences, permissions and procedures are suitable and sufficient an event permit will be issued giving approval for the event subject to conditions.

SITE SURVEY

A site handover meeting may be required to record the condition of the land post event occupation.

DEBRIEF

Following your activity a debrief template will be sent for the organiser and agencies involved to complete and if require a multi-agency debrief will be held.