

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Use of Public Spaces for Events and Filming

Executive/routine
Wards

Executive
All wards, but particularly Ward 11 (City Centre)

1. Recommendations

- 1.1 Culture and Communities Committee are asked to:
 - 1.1.1 Approve the Use of Public Spaces Policy (Appendix 1) and the supporting guidance documents (Appendices 3 and 4); and
 - 1.1.2 Approve the next steps as outlined in the report in section 5.

Paul Lawrence

Executive Director of Place

Contact: Claire Miller, Senior Public Safety Officer

E-mail: Claire.miller@edinburgh.gov.uk | Tel: 0131 529 4618

Report

Use of Public Spaces for Events and Filming

2. Executive Summary

- 2.1 The report seeks approval of the Use of Public Spaces policy, supporting guidance documents and next steps for implementation of the policy.

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.
- 3.6 In December 2022 an update report was reviewed by Committee. Elected members asked officers to provide further clarification by creating a policy and supporting guidance which took into consideration the outcomes of the extensive consultation undertaken in 2020/2021, including the key principles [agreed](#) at on 14 September 2021.
- 3.7 Officers were also asked to undertake stakeholder engagement sessions to keep those involved up to date with progress.

4. Main report

- 4.1 The Use of Public Spaces policy (Appendix 1) takes into consideration the views noted as part of the consultation process and creates four key themes out of the agreed key principles.
- 4.2 The themes are:
 - 4.2.1 The application and decision-making process will be open and transparent;
 - 4.2.2 The process and activities are proportionate;
 - 4.2.3 Activities have a positive effect; and
 - 4.2.4 Organisers will minimise their impact.
- 4.3 A diagram showing the key themes in full and how the key principles are incorporated can be seen in Appendix 2.
- 4.4 The policy is supported by two guidance documents:
 - 4.4.1 Edinburgh's Public Spaces: Guidance for Event Organisers (Appendix 3); and
 - 4.4.2 Edinburgh's Code of Practice for Filmmakers (Appendix 4).
- 4.5 These guidance documents set out the Council's expectations of event organisers and filmmakers who come to Edinburgh and will be used by officers to determine whether applications for these activities are able to meet the city's expectations.
- 4.6 The policy sets out a decision-making process for the applications which do not meet these expectations and are flagged by officers as being potentially of concern.
- 4.7 There are opportunities within the process for the applicant to amend their proposals and/or provide further information, but there is also a clear escalation route for a decision to be taken by the Service Director of Culture and Wellbeing in consultation with the Convenor of Culture and Communities Committee.
- 4.8 The policy also sets out how the decision-making process will be transparent, with regular updates to Festival and Events All Party Oversight Group as well as an annual report to Culture and Communities Committee.
- 4.9 The supporting guidance covers key elements raised in the consultation process in a proportionate way, such as:
 - 4.9.1 Area information – This appendix to the guidance is expected to build up over time, however it provides information on the public spaces available in each neighbourhood/ward and the facilities available;
 - 4.9.2 Community benefits – adding social value and creating a positive lasting legacy for Edinburgh. Large and major commercial events will be expected to choose and deliver at least one community benefit from the list provided in the guidance or come up with their own idea (as detailed within Appendix 3);

- 4.9.3 Neighbour notification – the guidance provides clear instructions on how organisers are expected to notify neighbours including the information to include and the timescales expected; and
 - 4.9.4 Tree protection – this Appendix to the guidance provides clear information on what is expected of organisers in terms of planning and management of their event in order to preserve Edinburgh’s greenspaces.
- 4.10 The supporting guidance will continue to be updated as and when required, but this initial version takes into account the findings of the consultation and balances this with the needs of Edinburgh as a festival and events city.

5. Next Steps

- 5.1 If Committee approve the recommendations in this report, officers will:
 - 5.1.1 Publish the policy, supporting guidance 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 guidelines and application process, providing advice 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 in public spaces;
 - 5.1.4 Request details of neighbour engagement undertaken and of any subsequent complaints and the actions taken by event organisers to help identify themes or issues which need to be resolved on an on-going basis;
 - 5.1.5 Provide ongoing updates to the Festival and Events All Party Oversight Group on any activities which have gone through the decision-making process; and
 - 5.1.6 Submit an annual report to Culture and Communities Committee.
- 5.2 It is recognised that further improvements could be made to the process with additional financial and operational resources. Officers will continue to investigate and provide costs for:
 - 5.2.1 An online system/web portal to make it easier to apply for and/or progress applications for use of public spaces for all activities; and
 - 5.2.2 Creating a “One stop shop” for all applications, using an online application form, and enabling support of the online system/web portal, enquiries, engagement, collating evidence, surveying and updating area information, report writing and template document creation.

6. Financial impact

- 6.1 The initial next steps noted in the report (paragraphs 5.1.1 to 5.1.6) will be covered within existing service budgets.
- 6.2 As noted in paragraphs 5.2.1 and 5.2.2, information and costings will continue to be gathered in respect of improving the process further with the use of online systems for submitting and managing applications.

7. Equality and Poverty Impact

- 7.1 The integrated impact assessment checklist is attached as Appendix 5.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 It is anticipated that through the implementation of this policy, there will be improvements in the sustainability methods used for activities within the city. The guidance notes that the Council is supportive of the ISO 20121 standard and also highlights organisations where organisers can go to for advice on how to be more sustainable.

9. Risk, policy, compliance, governance and community impact

- 9.1 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.
- 9.2 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.

- 9.3 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.
- 9.4 The policy and associated guidance has been developed to balance the feedback received with the needs of a major cultural city. There is a risk that activity organisers will choose not to come to Edinburgh as the new policy may have a detrimental impact on how the city is perceived, i.e. no longer welcoming to cultural activities. Conversely, the new policy might not go far enough for other stakeholders, and they may become disenfranchised and seek further mitigations.
- 9.5 The policy and guidance documents have been designed to complement the other Council policies and procedures so that they are available in one place and more easily accessible.
- 9.6 The policy and guidance documents are also intended to ensure that the Council's current policies are more readily accessible and therefore we expect there to be a positive effect on compliance.

10. Background reading/external references

- 10.1 Review of Event Management Operations in Edinburgh – Edinburgh's Christmas – Policy and Sustainability Committee, [25 February 2020](#).
- 10.2 Use of public spaces report – Culture and Communities Committee, [14 September 2021](#).
- 10.3 Filming in Edinburgh 2021 – Culture and Communities Committee, 26 April 2022.
- 10.4 Use of public spaces report – Culture and Communities Committee,

11. Appendices

- 11.1 Appendix 1 – Use of Public Spaces Policy
- 11.2 Appendix 2 – Key Themes and Principles
- 11.3 Appendix 3 - Edinburgh's Public Spaces: Guidance for Event Organisers
- 11.4 Appendix 4 - Edinburgh's Code of Practice for Filmmakers
- 11.5 Appendix 5 – Integrated Impact Assessment checklist

Use of Public Spaces for Events and Filming Policy

October 2023

Control schedule

Version control

Approved by	Culture & Communities		
Version	Date	Author	Comment
0.1	14/06/2023	C Howie	Document Creation
0.2	04/09/2023	C Miller	Review for committee
Scheduled for review	October 2024		

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute
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Use of Public Spaces for Events and Filming Policy

Policy statement

Public Spaces are vital to the culture and wellbeing all those who live and visit the city. The events, films and attractions which take place here are also integral to the vitality of Edinburgh as an international cultural hub. This policy is to provide a balance between the multiple demands on public realm spaces and ensuring that all applications for the use of public spaces meet the key themes as set out in the guidance.

Scope

This policy is intended for all events and filming uses in the public realm within the City of Edinburgh Council local authority region. This policy is intended to guide both industry professionals and council officers in determining whether the activities are suitable for the location requested and set the expectation of how the activities should be conducted with clear guidance appropriate to the location. This policy and supporting guidance also clarify the considerations which will have taken place to ensure, as far as possible, the activity is balanced between negative and positive impacts for the community. It is important to note that this policy is about the use of council managed land; the activities which occur as part of the use may require further council permissions such as Planning or Licensing which have their own requirements.

Definitions

Key to this policy is the classification of the type of activity as below;

Event Category	Examples / Impact (guide only – officer discretion)	Event Planning (guide only – process at officer discretion)
Small	Examples: Community Gala, Play Street, Fun Run Community Impact: Low	Desktop exercise/email coordination
Medium	Examples: Large community event, march/parade, football	Minimal multi-agency involvement 1 EPOG required (officer discretion)

	Community Impact: Medium	Less than 5 agencies invited
Large	Examples: Concerts, Festivals, Sporting events Community Impact: High	Multi-agency involvement required 1 or more EPOG meetings required More than 5 agencies invited
Major	Examples: Events of international significance, Royal events, Concerts, Festivals, Sports Community impact: Substantial	Extensive multi-agency involvement Multiple EPOG meetings required More than 10 agencies invited

EPOG means Event Planning and Operations Group which is a multi-agency group made up of various council teams, the emergency services and the event organiser and may include other agencies depending on the event.

Supporting guidance means the Guidance for Event Organisers and Code of Practice for filmmakers, which are both included as appendices.

Policy content

Introduction

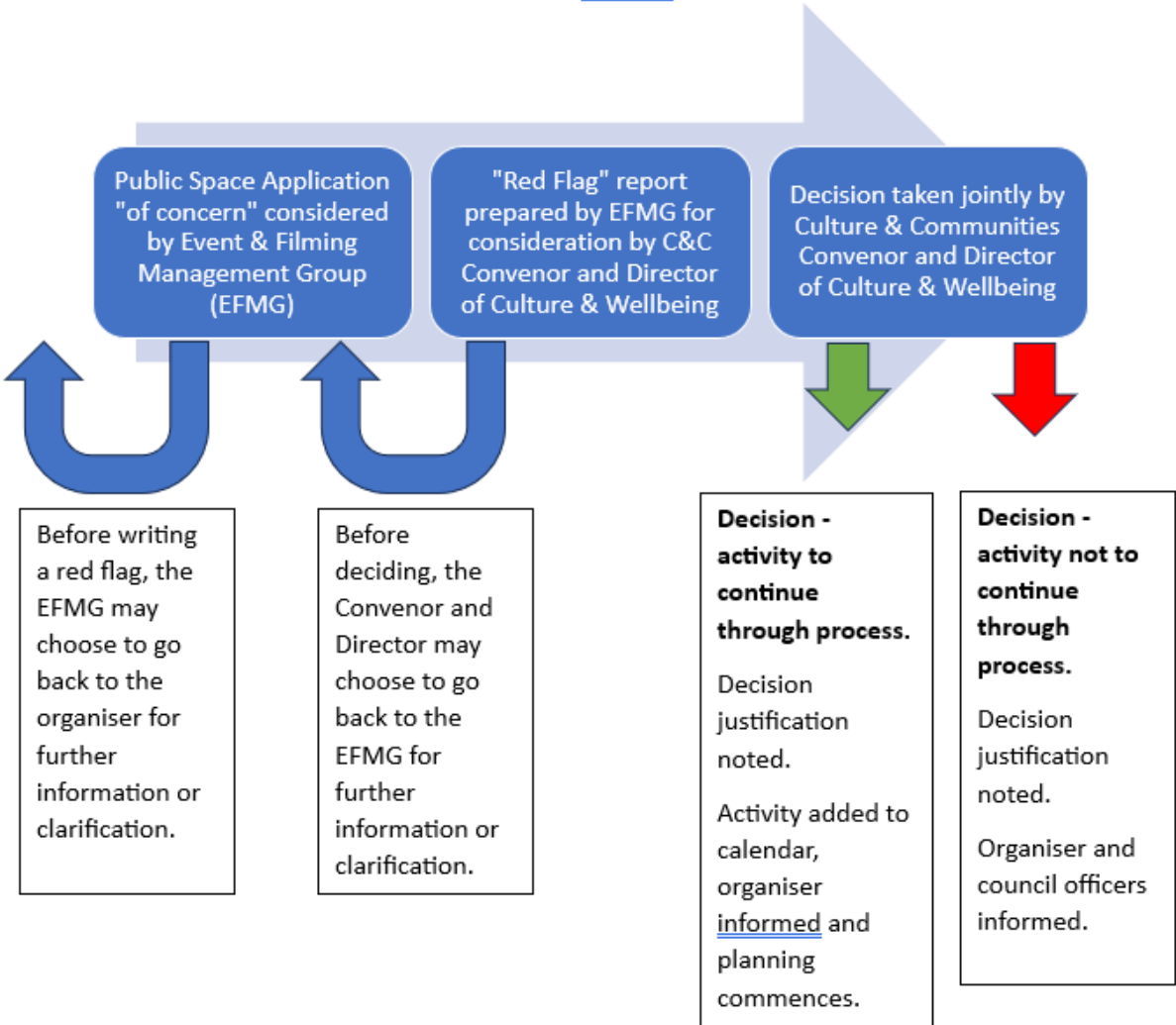
The City of Edinburgh Council has a diverse range of wards and locations, each with differing demands to host events, filming or other activities. This policy is designed to be flexible, while maintaining the standards expected of organisers and the responsible use of the city's public spaces. Below are the strategic aims of this policy, these are the result of a lengthy engagement process and are to provide support and reference to organisers and the community, and to inform council officers' decisions.

Process is Transparent and Accountable.

The application and decision-making process will be open and transparent. The supporting guidance to this policy clearly communicates how an activity is applied for, the considerations the application receives and how if the proposed activity falls outside the expectations set out; how a decision is reached on that application. All agreed uses of public spaces for activities, outside of the business as usual, shall be published regularly on the City of Edinburgh Council website in the form of an events and filming calendar.

Any activities which fail to demonstrate the four policy aims, will not continue through the process until a decision is taken by the following method;

Public Space application – Decision making process



Process and Activities are Proportionate.

The application process should not be complex or onerous as to deter organisations from applying to hold their activity in the authority area. It is noted that the events and filming industries are an integral part of the city, and this process should not detract for the economic benefits it brings. The variety of activities in the city does mean that it is reasonable for the process to ask for detail and assurances relating to the scale and impact of the activity. This allows the process of managing an application to use a large section of the city centre for a commercial activity, to be more involved than a gala day ran by and for the community. Guidance documents will be generated by the City of Edinburgh Council online and updated with industry guidance as to ensure best practice is followed for the level of activity.

The activities applying to a certain location must be appropriate to that location. While each event and site are a unique combination, guidance about commonly used sites will be provided by the City of Edinburgh Council. This guide will provide common examples of activities expected in the area, the facilities that area provides, and issues organisers will need to overcome, such as timings, access, or noise conditions.

Activities Have a Positive Effect.

The activities will have to demonstrate their positive effect to one or more of the following: community wealth, cultural identity, reputation, quality of life & social value. Event organisers and film productions are encouraged to support local businesses and staff ensuring those employed are paid in line with the living wage and employment practices. Further, event organisers of large or major events will be expected to choose at least one community benefit to complete as part of the application process.

Organisers will Minimise their Impact.

Organisers will be expected to minimise their impact both on the environment and its surroundings including the neighbours of the event. By following the document “Edinburgh’s Public Spaces: Guidance for Event Organisers” and “Edinburgh’s Code of Practice for Filmmakers”, which sets the standards expected by event organisers and film productions for their activities, including environmental sustainability and alignment with the City of Edinburgh Council 2030 Climate Strategy.

Some locations will have further requirements specific to their location, and the guidance provides site requirements and the permanent infrastructure which is available to reduce the amount of temporary equipment needed. This document also includes information on key residents’ groups and the expected level of engagement when holding an activity in a public space.

Implementation

The policy and change in approach will be carried out in phases subject to Council committee approval.

Phase 1 - The policy, supporting guidance documents and activities calendar will be published on the Council’s websites:

- www.edinburgh.gov.uk
- [Plan my event | Culture Edinburgh](#)

The stakeholders who were involved in the initial consultation will also receive a copy of the policy and supporting guidance documents.

Guidance documents on what is expected on each type of activity are available as follows:

- Edinburgh’s Public Spaces: Guidance for Event Organisers
- Edinburgh’s Code of Practice for Filmmakers

Any activities which fall outside the guidance and require a decision to be taken following the above process will be regularly raised at the Council's Festival and Events All Party Oversight Group (APOG), and an annual report will be prepared for Culture and Communities Committee to provide the following information:

- The number of activities that were escalated and considered by the Events and Filming Management Group
- The number of red flag reports completed and a summary of the nature of those reports
- The decisions taken by the Service Director of Culture and Wellbeing in consultation with the Convener of Culture and Wellbeing.

Phase 2 – If additional resources are agreed during the Council's budgetary process, then an online presence will be implemented as well as additional team members to ensure a fully resourced event and filming office as soon as practicable.

Roles and Responsibilities

Cultural Strategy, including Events, Film, Parks and Public Safety teams will implement the policy and inform stakeholders internally and externally about the change in approach.

The overall implementation and monitoring of the policy will remain the responsibility of these teams and they will report progress and feedback to the Festival and Events APOG and the Culture and Communities Committee on a regular basis.

Related documents

Council Strategies and Policies

[Our Business Plan priorities – The City of Edinburgh Council](#)

[New Culture Strategy agreed for Edinburgh – The City of Edinburgh Council](#)

[City Of Edinburgh Council – 2030 Climate Strategy](#)

[Advertising and Sponsorship Policy - Policy register – The City of Edinburgh Council](#)

[Code of Practice for Filming in Edinburgh - Policy register – The City of Edinburgh Council](#)

[Consultation and Engagement Policy - Policy register – The City of Edinburgh Council](#)

[Fair Trade Policy Statement - Policy register – The City of Edinburgh Council](#)

[Management of Presentation Seats in Public Parks, Gardens, and Streets - Policy register – The City of Edinburgh Council](#)

[Refund of License Application Fees - Policy register – The City of Edinburgh Council](#)

[Waste and Cleansing Policies - Policy register – The City of Edinburgh Council](#)

Legislation/Regulations

Animal Welfare Act 2006

Construction Design and Management Regulations

Civic Government (Scotland) Act 1982

Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005

Control of Noise at Work Regulations 2005

Equalities Act 2010

Fire Scotland Act 2005

Fire Safety (Scotland) Regulations 2006

Health & Safety at Work Act 1974

Health and Safety (First Aid) Regulations 2013

Land Reform (Scotland) Act 2003

Management of Health & Safety at Work Regulations 1999

Martyn's Law – coming soon*

Occupiers Liability (Scotland) Act 1960

Personal Protective Equipment Regulations 2002

Provision and Use of Work Equipment Regulations 1998

Guidance

[Plan my event | Culture Edinburgh](#)

[The Purple Guide](#)

[Home - JESIP Website](#)

[Temporary demountable structures: Guidance on procurement, design and use \(Fourth edition\) - The Institution of Structural Engineers \(istructe.org\)](#)

[MUTA - the UK's trade association for marquees, tents and structures](#)

[Guide to Safety at Sports Grounds 'Green Guide' - Sports Grounds Safety Authority](#)

[PIPA Inflatable Play Inspection - Safe Bouncy Castles](#)

[Welcome to ADIPS - Home](#)

[Risk assessment: Steps needed to manage risk - HSE](#)

[Code of Practice on Environmental Noise \(gov.ie\)](#)

[Fire Safety Risk Assessment for open air events and venues](#)
[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](#)
[Access Starts Online - Attitude is Everything](#)
[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)
[Calculating Safe Capacity - Sports Grounds Safety Authority](#)
[Responding to Emergencies | Ready Scotland](#)
[Threat levels | ProtectUK](#)
[ACT Awareness e-Learning | ProtectUK](#)
[Resources | ProtectUK](#)
[Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)
[Lightning Guidance for Outdoor Events - PLASA](#)
[Home | Event Impacts](#)
[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)
[HSE Explosives - Organising firework displays](#)
[Living Wage Scotland](#)
[Guidance on Public Processions - General Information](#)
[ISO 20121 standard](#)
[Starting Point | Creative Carbon Scotland](#)
[Resources | Creative Carbon Scotland](#)
[Sanitation \(thepurpleguide.co.uk\)](#)
[Home - Volunteer Edinburgh](#)
[Zone Ex - Sports Grounds Safety Authority](#)

Integrated impact assessment

A checklist has been completed for this policy and is attached to the policy for information.

Risk assessment

There is a reputational risk if this policy is not implemented, or once implemented it is not followed. Activities taking place in public spaces are under increasing scrutiny and therefore should follow the guidance to ensure they meet the Council's expectations.

Review

This policy should be reviewed after one year to ensure that it is meeting the expectations of stakeholders and committee members. Therefore, it is proposed that a report is submitted to the Culture and Communities Committee in October 2024.

Appendix 2

Key themes

Process is Transparent & Accountable	Process and Activities are Proportionate	Activities Have a Positive Effect	Organisers will Minimise their Impact
<p>The application and decision-making process will be open and transparent, with a digital platform to hold up to date, public, event and filming information and representation options. A process for rejecting or accepting when applications do not or cannot meet the guidelines will be in place.</p> <p>Incorporates principles: 2, 3, 4, 7, 9, 10, 16.</p>	<p>The application process to be proportionate to the scale of the activity & location. Event & Filming activities will be proportionate to the location via area conditions including organizer engagement with the community.</p> <p>Incorporates principles: 1, 5, 8.</p>	<p>Events will have a net positive effect in one or more of the following areas: community wealth, cultural identity, reputation, quality of life & social value. It is expected that activities will be covered by the living wage and employment practices including training provision.</p> <p>Incorporates principles: 6, 13, 16, 17</p>	<p>Organisers will commit to minimise disruption and impact as far as reasonably practicable, including physical reinstatement and sustainability approach of ‘net zero’ by 2030 and industry best practice. Engagement with residents about proposed activities, with stake holders entitled to explanations.</p> <p>Incorporates principles: 9, 11, 12, 14, 15</p>

Key Principles (numbered) for the use of public spaces for events and filming

Application and Approval

Application and Approvals are tailored to the scale of an event or filming and in due course will be via a digital platform that provides guidance and is publicly accessible. They are managed by an Events Office.

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.
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.
3. A single point of contact 'event and filming office' will aid clarity, information exchange and consistency. It will need to be appropriately resourced and empowered.
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.

Area Conditions

Area Conditions will contain additional principles and guidelines specific to that area and will be included on a publicly accessible digital platform.

5. Area Conditions will have information available on the area including stakeholders, facilities, capacity, toilets, key contacts.

Economic

Events and filming provide net positive economic, social and community benefits.

6. The use of Council-owned or public good sites for commercial events should be framed within a Community wealth building approach.

Engagement and Communication

Engagement and Communication is open and transparent, practicable and proportionate to the scale of the activity and the impact it will have, provided at the earliest opportunity and in appropriate and accessible formats.

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.

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 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.

10. There will be maximum transparency in all contracts and reporting, proportionate to the scale of the activity and the impact it will have.

Environment

Events and filming activity commit to and demonstrate environmental sustainability throughout their tenure and will align with the principles of ISO 20121.

11. Every opportunity must be taken to minimise disruption.

12. Built and green areas will be protected to allow an expeditious return to pre event conditions(or better).

13. Organisers must demonstrate that events and filming respect and contribute to the city's cultural identity, reputation and quality of life for residents. They will be expected to join with Edinburgh residents in taking responsibility for the good appearance of the city.

14. Responsibility for re-instatement, where required, will be identified at application and timescales given for both anticipated conditions and poor/wet weather conditions.

15. Events and filming must comply with Edinburgh's Sustainability Approach to 'net zero' by 2030 and events with the principles of ISO 20121.

Filming

Filming complies with the Code of Practice for filming, the key principles for the use of public spaces, minimizes disruption to residents and maximises a positive legacy.

Social

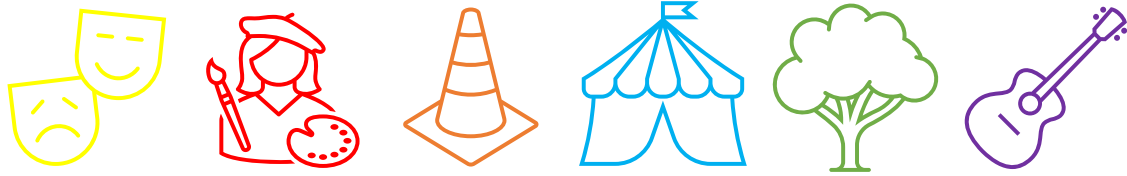
Events and filming deliver beneficial social value and support a lasting positive legacy for Edinburgh.

16. Social value is an important and required principle, but more work is needed to understand how it can be identified and applied. For example, '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.'

17. All those employed in events and filming should be covered by the living wage and approved employment practices, including receiving necessary training.

Edinburgh's Public Spaces: Guidance for Event Organisers





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Foreword



“Edinburgh has long been the envy of the world when it comes to our amazing festivals, events, and cultural activities.

“The Council has a key role to play in Edinburgh’s cultural and events sector. Our recently published Citywide Cultural Strategy 2023-2030 reinforces our commitment to not only support our cultural industries and events but to ensure our residents are able to enjoy all the benefits that come from living in one of the world’s true cultural capitals.

“I was absolutely delighted this August to see the festival city I know and love back to its full strength. Welcoming visitors from all over the globe, we were able to showcase our fantastic businesses, visitor attractions, residential areas, alongside our built and natural heritage.

“This guidance outlines our expectations, processes, and other key information that will ensure that events in Edinburgh are well organised, safe and successful.

“I’m proud that the Council continues to support our cultural and events sector which are integral parts of Edinburgh’s identity, heritage, and international appeal.”

Val Walker

Convenor of Culture and Communities Committee

Key Themes

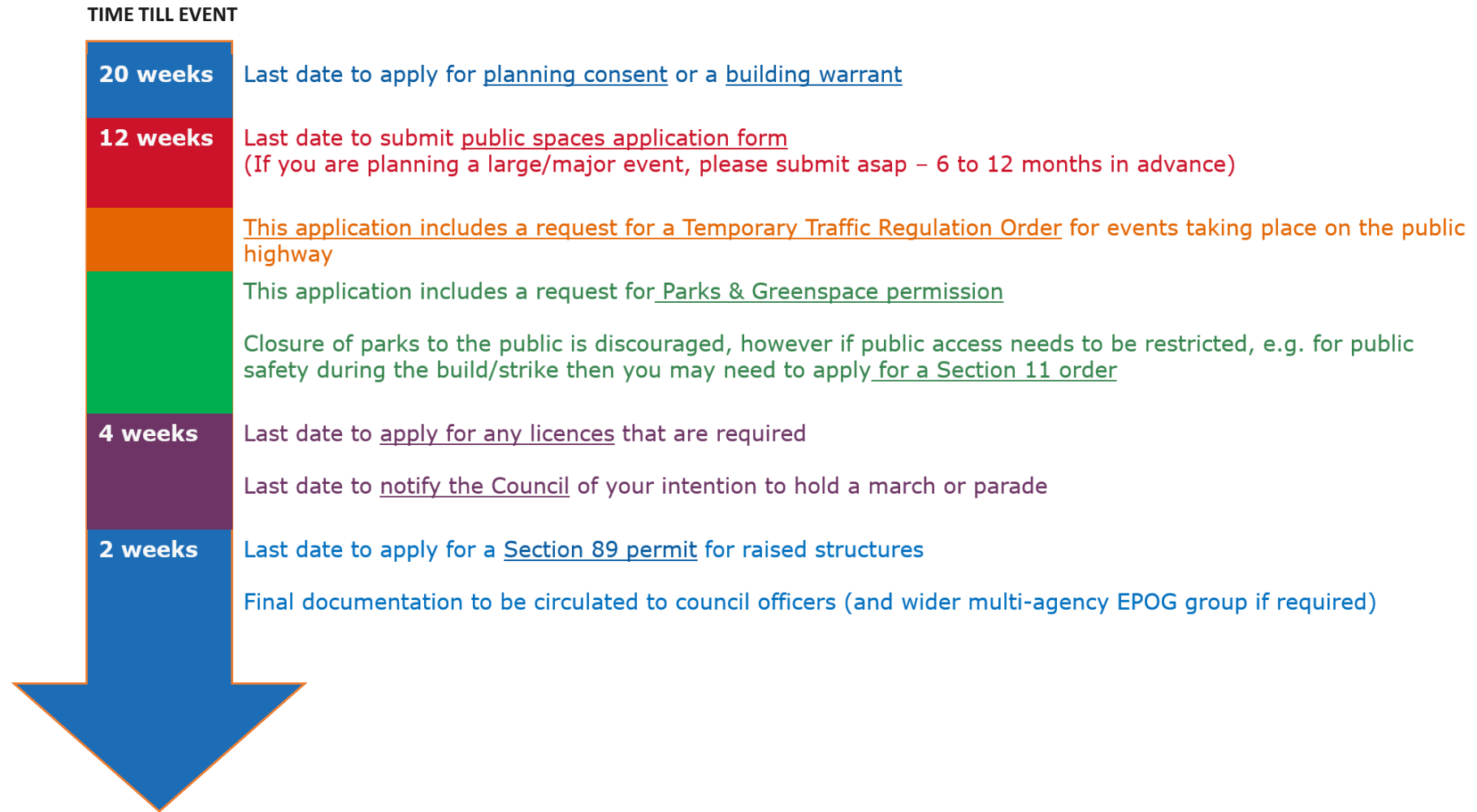
Process is Transparent & Accountable	Process and Activities are Proportionate	Activities Have a Positive Effect	Organisers will Minimise their Impact
<p>The application and decision-making process will be open and transparent, with a digital platform to hold up to date, public, event and filming information and representation options.</p> <p>A process for rejecting or accepting when applications do not or cannot meet the guidelines will be in place.</p> <p>Incorporates principles: 2, 3, 4, 7, 9, 10, 16.</p>	<p>The application process to be proportionate to the scale of the activity & location. Event & Filming activities will be proportionate to the location via area conditions including organizer engagement with the community.</p> <p>Incorporates principles: 1, 5, 8.</p>	<p>Events will have a net positive effect in one or more of the following areas: community wealth, cultural identity, reputation, quality of life & social value. It is expected that activities will be covered by the living wage and employment practices including training provision.</p> <p>Incorporates principles: 6, 13, 16, 17</p>	<p>Organisers will commit to minimise disruption and impact as far as reasonably practicable, including physical reinstatement and sustainability approach of 'net zero' by 2030 and industry best practice. Engagement with residents about proposed activities, with stake holders entitled to explanations.</p> <p>Incorporates principles: 9, 11, 12, 14, 15</p>

The 17 key principles agreed at committee on 14th September 2021 which are incorporated into the key themes can be read in full here:

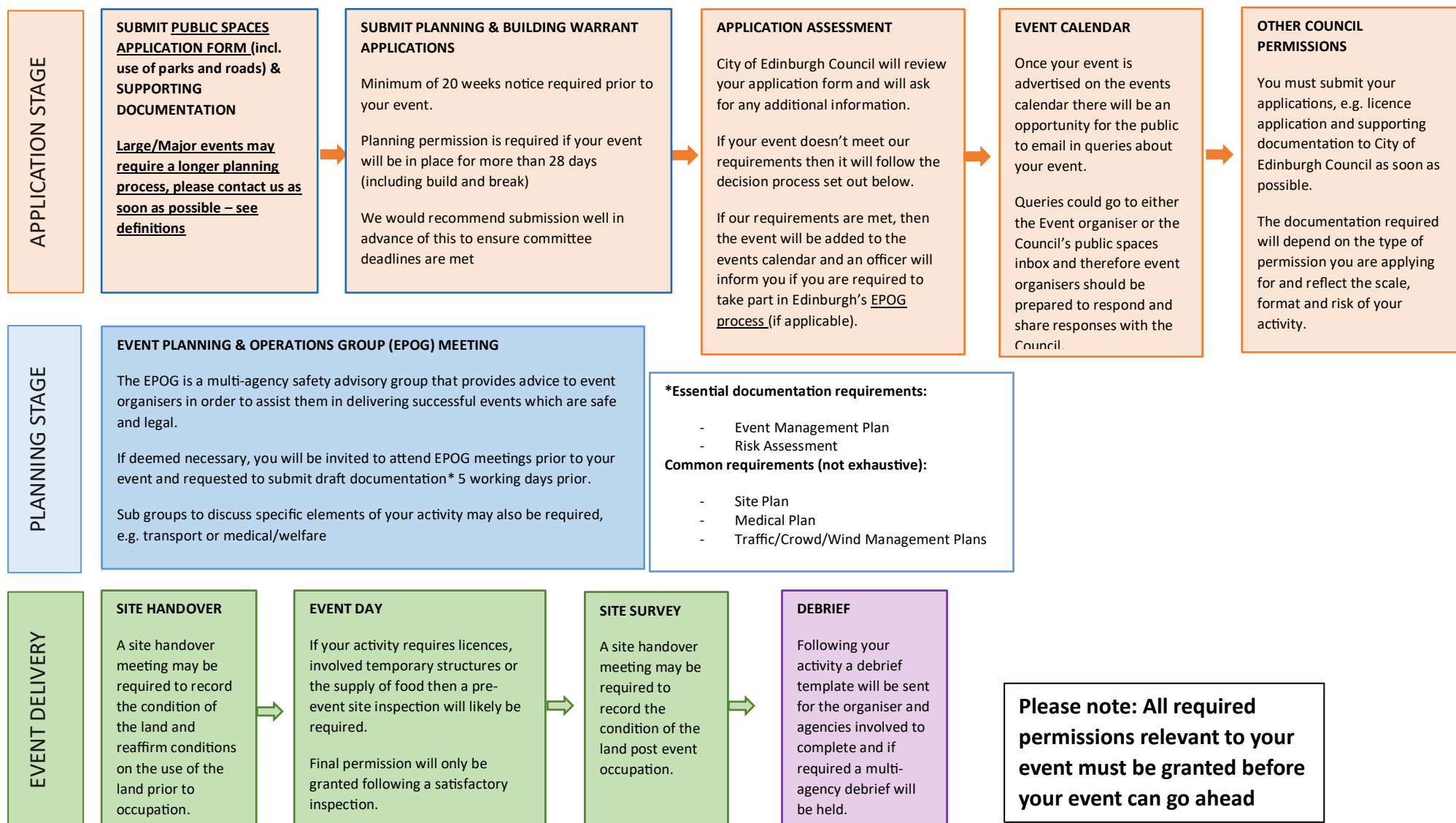
[Use of Public Spaces for Events and Filming-FINAL.pdf \(edinburgh.gov.uk\)](#)

Application and Decision-Making Process

Customer Journey – Key Deadlines



Customer Journey – Application, Planning and Delivery



Public Space application – Officer assessment and notification process

Council officers will assess each application on its own merit and determine if the event;

- Meets our expectations in relation to following the event guidance, themes and policy
- Is at the same date/time as any other events on the events calendar and requires to be deconflicted
- Is of small, medium, large or major category and therefore what type of planning process is required (see below)
- Requires permissions, permits or licenses in order to take place

Event Category	Examples / Impact (guide only – officer discretion)	Event Planning (guide only – process at officer discretion)
Small	Examples: Community Gala, Play Street, Fun Run Community Impact: Low	Desktop exercise/email coordination
Medium	Examples: Large community event, march/parade, football Community Impact: Medium	Minimal multi-agency involvement 1 EPOG required (officer discretion) Less than 5 agencies invited
Large	Examples: Concerts, Festivals, Sporting events Community Impact: High	Multi-agency involvement required 1 or more EPOG meetings required More than 5 agencies invited
Major	Examples: Events of international significance, Royal events, Concerts, Festivals, Sports Community impact: Substantial	Extensive multi-agency involvement Multiple EPOG meetings required More than 10 agencies invited

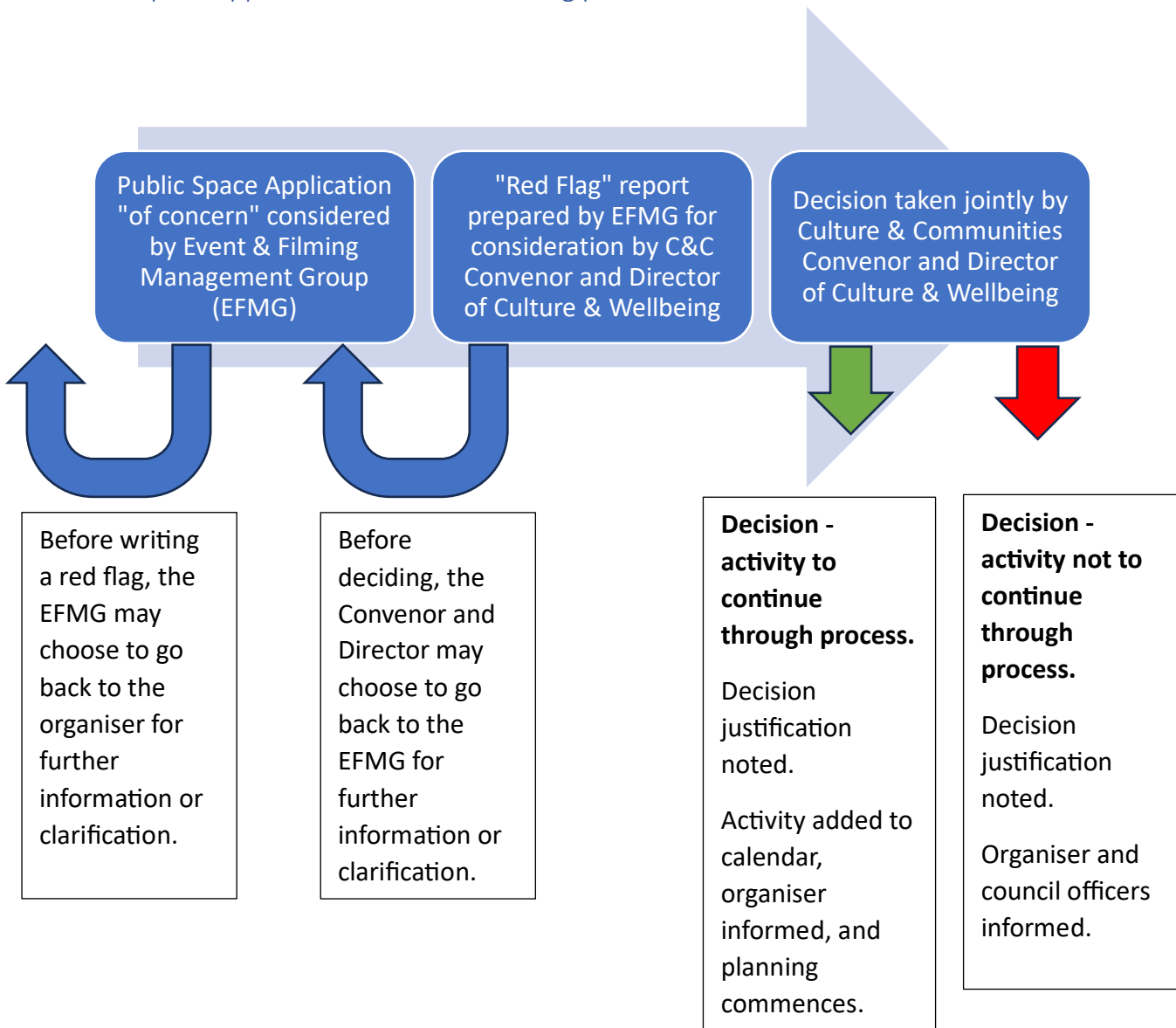
If the event meets our expectations and there is no cause for concern, then the event will be added to the events calendar which is published online and event planning will commence.

- The event calendar entry for each event will include;
- Event Name
- Event Date/Time(s)
- Event Location
- Event Type/Short Description
- Event Category

If the event proceeds via the public spaces application process, it may also require other council permissions, permits or orders and therefore doesn't necessarily have full permission to proceed until all necessary requirements are in place and agreed. Appendix 6 gives examples of other Council requirements and the processes in place.

If the event application does not meet our requirements or there is cause for concern, then the process below will be implemented.

Public Space application – Decision making process



Public Space application – Decision making transparency

A report will be submitted annually to the Culture and Communities committee which will cover;

- The number of events that were escalated and considered by the Events Management Group
- The number of red flag reports completed and the nature of the reports
- The decisions taken by the Convenor of Culture and Communities Committee and the Director of Culture and Wellbeing

In addition, the Festival & Events All Party Oversight Group will be updated on a rolling basis throughout the year and any “Red Flags” will be included as a standing agenda item.

A-Z of Event Management in Edinburgh

Accessibility

We expect events in Edinburgh to be accessible to all.

The Equality and Human Rights Commission has an event planning guide which details several planning points we would expect an event organiser to consider.

[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/engaging-disabled-people-event-planning-guide)

The Council would also expect that event organisers encourage the use of public and sustainable transport methods to your event goers.

[Accessibility - Lothian Buses](#)

[Accessibility | Edinburgh Trams](#)

[Edinburgh Station | National Rail](#)

Some good practice examples we have seen which should be repeated wherever possible would include;

- Viewing platforms
- Changing rooms
- Lowered counter box office/information booths
- Dedicated and contactable access officer
- Quiet places
- Dedicated BSL, Captioned and relaxed performances
- Sensory packs
- Disabled parking and dropped kerbs

Other recommended resources for information and advice when considering accessibility for your event include:

[Access Starts Online - Attitude is Everything](#)

[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)

More locally, Edinburgh Access Panel consider accessibility in relation to the built environment and therefore may be a good source of advice depending on your event.

[The Panel and its partners \(edinburghaccesspanel.org.uk\)](https://edinburghaccesspanel.org.uk)

Organisers of events in Edinburgh should also consider the financial accessibility of their events. This element is explored further in Appendix 4 – Community Benefits.

Finally, we expect event organisers to allow access to public spaces as far as possible, but health and safety must come first and therefore event organisers should make Council officers aware if this is not possible, e.g. during the build and derig phases, or for ticketed events with a set capacity so the impact can be assessed and mitigated as far as possible. In some cases, an [exemption order](#) may be required.

Animal Welfare

Events which include animals such as agricultural shows, ridings or theatre productions should ensure that best welfare practices are observed.

A performing animal licence is required for anyone who exhibits or trains a performing animal - [Performing animal licence - Licence and permit applications – The City of Edinburgh Council](#)

A welfare plan should be drawn up which covers all reasonably foreseeable risks and veterinary personnel available to ensure prevention of infectious diseases and also treatment in the event of accidents.

The welfare plan should also take account of the five freedoms as set out in the Animal Welfare Act 2006;

- Freedom from hunger and thirst by ready access to fresh water and a diet to maintain full health and vigour
- Freedom from discomfort by providing an appropriate environment, including shelter and comfortable rest area
- Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment
- Freedom to express normal behaviour by providing sufficient space, proper facilities and company of the animal's own kind
- Freedom from fear and distress by ensuring conditions and treatment that avoid mental suffering

As with all (human) attendees at an event, the event organiser also has a duty of care to ensure the safety and well-being of animals.

Barriers and Fencing

Choosing the correct barriers and fencing for your event and the positioning of them is important. Barriers are useful to provide physical security, protection from hazards, queuing/route definition, removing sight lines and relieving/preventing crowd pressure.

You must also consider how barriers might affect access to adjacent businesses and residents and ensure that access is maintained and/or managed appropriately.

Campsites

There are specific and multiple risks which should be properly planned and managed when considering a campsite as part of your event.

Adequate provision of medical, welfare, stewarding, security, fire safety, water and sanitary services should be considered as well as the layout of the site ensuring emergency access, and adequate space between tents/live-in vehicles.

The risk assessment for this area of your event should consider public health, crime and disorder, fire safety, medical and welfare, lighting, access, litter and noise. The inclusion of a campsite as part of your event should include a dedicated event/campsite manager to ensure effective planning and management.

Capacity

It is crucial that as event organiser you work out the safe working capacity (SWC) of your event. There are a number of factors which could limit the number of people able to attend your event and you need to work out the capacity using a number of methods to find out the lowest which is then set as your SWC.

Calculating Safe Capacity - Sports Grounds Safety Authority

Fire Safety risk assessment for open air venues and events

This should be done by someone with the appropriate knowledge and skills and we would expect it to include consideration of;

- The area available for event goers at a density appropriate to the event
- Number of available exits and appropriate evacuation time
- Stepped/level exit routes
- Arrival/Departure profile and Zone Ex capacity and management
- Available facilities and services, e.g. toilets, medical and stewarding staff

For events like marches or parades, you might not know how many people will turn up on the day and it can be affected by other events or the weather. Setting up an online event using facebook or Eventbrite can help you gauge numbers so you can plan accordingly.

Charity collections

If you intend to collect money for charity as part of your event, you need to apply for a permit.

Public charitable collection licence - Licence and permit applications – The City of Edinburgh Council

Cinema

There are specific requirements when looking to organise a cinema in a public space. A cinema licence Cinema licence - Licence and permit applications – The City of Edinburgh Council may be required and an event management plan and appropriate risk assessments put in place to ensure the safety of the public. Care should be taken when designing the event and site layout to take into account of noise, distraction and the screen and any other temporary structures should be suitably assessed.

City Dressing/Advertising

When holding an event within Edinburgh you may wish to advertise or decorate the area with event branding. There are various options available, including banners on posts, bunting and flags. Please email the city dressing team (see key contacts) for more information and prices.

Command and Control

An essential element of event planning and management is to ensure the command and control of your event is clearly understood. Particularly for larger events, it is good practice to have Gold/Silver/Bronze structure in place for your event team.

Event Gold/Strategic is responsible for setting the overall strategic objectives of the event and will have overall responsibility for the event.

Event Silver/Tactical is responsible for putting together a tactical plan based on the strategic objectives. This person is likely to be present in the control room, has an overall picture and in depth knowledge of the event and is able to make decisions relative to the safe running of the event.

Event Bronze/Operational is responsible for the operational elements of the event “on the ground” responsible for making operational decisions, but taking direction from Event Silver.

When multiple agencies, such as the emergency services and local authority are involved in the delivery of your event you will find that they also follow this structure and therefore joint working and decision making is more easily achieved.

Complaints

If you follow the guidance laid out here, we would hope that complaints would be minimal, however if complaints are received about your event by the Council or any of our partners we expect the event organiser to coordinate the response to those complaints with responses agreed with the relevant parties prior to it being sent out. The note of the number and nature of the complaints should be shared with the Council by sending details to publicspaces@edinburgh.gov.uk so that they can be reviewed and discussed as required.

Crowd Management

Crowd management is a specialist area of event planning which requires skills, knowledge and training.

As a minimum all event organisers need to consider and show plans for how everyone gets to the event, any queuing anticipated, how they are stewarded and managed whilst at your event and how they leave the event. You must also consider what happens in an emergency situation and how people will be directed at all stages of the event.

Working out a safe working capacity of your event (as noted above) is just one element, but particularly for larger events, we would expect to see a fully-fledged crowd management plan which covers Design/Information/Management for Ingress/Circulation/Egress (DIMICE).

We would also expect to see a RAMP analysis undertaken which looks at the routes the crowd takes, the areas the crowd will occupy, the movement of those people over time and the profile of the crowd expected.

Communication

This is commonly a debrief point after events as something that requires improvement and therefore attention should be paid to getting this right during the planning stages.

Communication covers all parts of an event, and we would expect organisers to consider communications in relation to the following;

- Stakeholder engagement, incl. Sharing information with key stakeholders (See Neighbour notification) and EPOG partners where appropriate
- Event attendee engagement, incl. Event terms and conditions, arrival/departure information and setting expectations
- Briefing event staff, incl. safety and security messaging, expectations for event delivery and communication methods available to them
- Communications between event management team during delivery, i.e. radio comms/event control
- Communications with staff and event goers in an emergency situation
- Training requirements to ensure comms plan is deliverable

It is good practice to draw up a communications plan which considers how you communicate with all parties involved with your event during planning, delivery, in an emergency and post event.

For larger events which require multiple agencies in their delivery, we would expect contingency messages to be drafted and signed off by all parties in advance.

Community Benefits

The City of Edinburgh Council is committed to achieving and maximising Community Benefits through its activities. Many events that take place in Edinburgh are community run and therefore are innately beneficial to the community.

However, commercial events that are categorised as “large” or “major” and use public spaces to host their events are expected to choose one or more of the listed community benefits in order to support the Council’s economic, social or environmental wellbeing outcomes. More details can be found in Appendix 4.

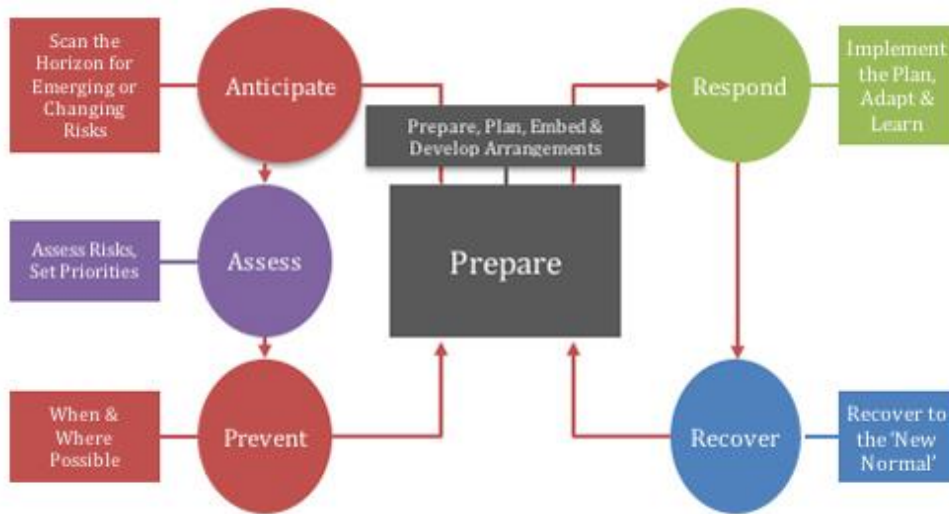
Contingency, Emergency & Resilience Planning

We expect event organisers to have developed thorough contingency plans for their events. The types of scenario considered should be proportionate to the size and complexity of the event and all reasonably foreseeable events, such as;

- Adverse/Severe weather – High winds, Flooding, Ice/Snow, High temperatures
- Evacuation/Invacuation (including a dedicated section on evacuation management for disabled event goers)
- Event Delay/Show Stop Procedures/Cancellation
- Fire or gas leak
- Loss of key services/systems/event control room/key personnel
- Major incident
- Protest activity

- Strikes/disruption to key partner agencies
- Terrorist incident

A useful model which ensures integrated safety management;



Many of the partner agencies who may be involved in the planning of your event will also be “Category 1 responders” as detailed in the Civil Contingencies Act 2004.

More details can be seen here: [Responding to Emergencies | Ready Scotland](#)

We would also expect event organisers to follow the JESIP (Joint Emergency Services Interoperability Programme) principles of joint working, particularly for large scale complex events to ensure a jointly agreed working strategy which includes; co-location, communication, coordination, joint understanding of risk and shared situational awareness.

In practical terms, if there was an incident this would mean an event organiser is prepared to;

- Alert and mobilise resources
- Alert and assist the emergency services
- Provide the initial response and (if appropriate) contain the situation or move people away from immediate danger
- Transfer the primacy of the event
- Provide ongoing liaison and support with partner agencies
- Communicate with event goers and media as appropriate

More details are outlines here: [Home - JESIP Website](#) and includes information on using the M/ETHANE model for sharing incident information in a recognised format.

Counter Terrorism

Recent world events dictate that event organisers need to consider the effect of a terrorism incident before, during or at dispersal from their event.

It is important to have an understanding of what the current threats are, and up to date information can be found here: [Threat levels | ProtectUK](#)

We would expect event managers and key personnel to have undertaken training as follows;

[ACT Awareness e-Learning | ProtectUK](#)

[Resources | ProtectUK](#)

(Remove/Remove/Remove; Run Hide Tell; Marauding Terrorist Attacks and Trauma First Aid)

Police Scotland Counter Terrorism Security Advisors (CTSAs) are available to give more advice and guidance and can be contacted at: [Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)

Police Scotland may appoint a Counter Terrorism Security Coordinator (CT SecCo) to assess and provide a report with recommendations for your event. This will be done in conjunction with you as event organiser.

Debrief

If your event has attracted the need for an Event Planning and Operation Group (EPOG) meeting then debrief templates will be sent out after your event to all partners involved.

We expect event organisers to fully engage with this process and if required the Council may arrange a debrief meeting to discuss your event in a multi-agency forum so that any learning can be taken forward for future events.

For major events of a commercial nature we would expect an assessment of the attendance, economic, environmental, social and/or media impacts of their event using the industry standard guidance available here: [Home | Event Impacts](#)

Drones

Please refer to the CAA website for advice on how to fly drones responsibly.

[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)

Our [park management rules](#) also sets out our expectations if you are considering flying a drone within one of our parks (See 8.2)

Commercial drone users looking to get footage for broadcast or film should make their enquiries through the film office contact (See Key Contacts).

Electrical & Lighting

Electrical installations for your event should be carried out by a competent and qualified person. The Council would expect the following to be in place;

- Systems to be installed, tested and certified in accordance with BS 7909 and BS 7671
- Minimised use of generators, and low-noise models used where they are required
- Emergency lighting (incl. back-up power source)
- Surveys to ensure any underground services are not disturbed
- Organised and well-routed cable runs

Event Organiser Health & Safety Responsibilities

Event organisers have a legal duty to ensure that their event is planned, managed, and monitored in order to ensure that it is safe for all attending, working at it or impacted by it. Obligations are owed under; the Health & Safety at Work Act 1974, Management of Health & Safety at Work regulations 1999, Health & Safety (First Aid) Regulations, Occupiers Liability (Scotland) Act 1960, Fire Scotland Act 2005, Control of Noise at Work Regulations, Equalities Act, Personal Protective Equipment at Work Regulations, Provision and Use of Work Equipment regulations and many others depending on the format of the event.

City of Edinburgh Council owns, manages, and maintains sites for their business-as-usual activity and have legal responsibility to ensure it is fit for purpose, safe and without unreasonable risk.

Following approval through the event application process, it is for the Event Organiser to control and manage the site for the duration of their event, during which the Event Organiser will be defined as 'the occupier of premises' under the Occupiers' Liability Act (Scotland) 1960. The Occupiers Liability (Scotland) Act 1960 states that an occupier of premises owes a duty of care to all persons entering the premises.

A duty of care is a legal obligation imposed on an individual requiring that they adhere to a standard of reasonable care while performing any acts that could foreseeably harm others. In this case, a duty of care is owed to the public by the organisers to ensure that they do not suffer any reasonably foreseeable harm. This duty applies irrespective of whether the public have permission from the organisers to enter the premises. The Event Organiser has an obligation to ensure that all reasonable precautions have been put in place to protect the public from any foreseeable harm.

A duty of care is also owed under the Health and Safety at Work Act 1974 to staff and anyone effected by the employer's undertaking including persons that are not invited or in this case cannot be classed as attendees. Therefore, they must be safe even if they have no knowledge of or intention to comply with rules & regulations in place for safety. The Management of Health and Safety at Work Regulations 1999 also require employers to appoint one or more competent persons in health and safety to assist them in undertaking the measures needed to comply with health and safety regulations.

The Event Organiser is responsible for ensuring, so far is as reasonably practicable:

- a) the health and safety of all their employees, contractors and members of the public attending the event,
- b) for the provision and maintenance of plant and systems of work and
- c) for the creation and maintenance of a positive health and safety culture at the event.

Roles, Responsibilities and CDM Duties

They will ensure that risks are assessed, that information is shared, that contractors cooperate and that an Event Management Plan is created. The Event Organiser will satisfy themselves that

any contractors engaged to provide services or contribute to the event are competent, provide a written Health and Safety Policy and method statements (where applicable), carry out event specific risk assessments, hold valid insurance(s) and work safely at all times.

Event Planning and Operations Group (EPOG)

An Event Planning & Operations Group (EPOG) is a collective of agencies that have a function or interest in public safety that come together to assess plans for events and give advice to organisers. EPOGs are similar but distinct from Safety Advisory Groups whilst ultimately the establishment of SAGs is in relation to football it was also recognised that there are also potential advantages in terms of EPOGs for a broad range of other events. Forming and retaining the EPOG is not a legal requirement for public spaces, however, they are considered good practice.

It is vital to ensure that a quality assurance process is in place for the safety arrangements at events having a group comprising competent individuals scrutinising the safety arrangements must be the preferred option. Event organisers are strongly advised to submit information to the EPOG, at least in draft, three months prior to their event taking place to allow time for the group to meet and for them to agree recommendations. Where major events are taking place six months lead may be needed. In some cases, sub-groups and/or site visits may be set up to deal with specific area plans and time needs to be allowed for this.

The membership of the EPOG, depending on the activity, may include Police Scotland, British Transport Police, Scottish Fire & Rescue Service, Scottish Ambulance, Lothian Health Board, Transport Providers, Transport Scotland, Public Safety, Roads Events, Licensing/enforcement, Environmental Health, Environmental Protection, Land/Venue managers, event organiser/promotor, site design contractor, stewarding & security contractor, press & communication teams. These members are here to promote clarity of roles and responsibilities, promote the principles of sensible risk management in safety and welfare planning and promote a consistent and co-ordinated, multi-agency approach to event planning and management. More details on Edinburgh's Event Planning & Operation Groups can be found here: [Event Planning & Operations Group | Culture Edinburgh](#)

Fairground / Amusement Devices

This type of activity requires a public entertainment licence.

Public entertainment licence - Licence and permit applications – The City of Edinburgh Council

It is important to consider as part of the risk assessment for this type of event how people enter and leave the site (see crowd management), how the site is lit after dark (see lighting) and that appropriate contingency plans are in place to bring people to safety should the fairground equipment fail.

We would also expect to see the safety certification and/or tag numbers relative to the devices being used (PIPA or ADIPS) and also that the devices are adequately secured and plans in place in case of adverse weather conditions, such as high winds with appropriate mitigations (such as an on site anemometer) in place.

Finally, it is the event organisers responsibility to ensure that they employ competent contractors. More information can be found here:

[PIPA Inflatable Play Inspection - Safe Bouncy Castles](#)

[Welcome to ADIPS - Home](#)

Fire Prevention and Fire Risk Assessment

Event organisers have a duty to ensure, so far as reasonably practicable, the safety of those at the event. Under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, as employers and occupiers of the “premises” in which the event is taking place, obligations are also owed in respect of fire safety. To ensure compliance with legislation and the health and safety of those impacted by their event, event organisers will be required to carry out a fire risk assessment and to develop an emergency plan, both of which should be reviewed regularly.

Duties imposed by the legislation extend to:

- Carrying out a fire safety risk assessment of the premises
- Identifying the fire safety measures necessary as a result of the fire safety risk assessment outcome
- Implementing these fire safety measures using risk reduction principles
- Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures
- Complying additionally with the specific requirements of the fire safety regulations
- Keeping the fire safety risk assessment and outcome under review
- Record keeping

The event’s fire risk assessment should follow a similar 5 step process as the general risk assessment (see below).

Fireworks & Special Effects

[Fireworks displays](#) can cause distress to animals and people, and therefore we do not encourage the use of fireworks at events outwith the traditional times.

In general fireworks displays may not be held between 11pm and 7am. On Bonfire Night, Hogmanay, and the first days of the Chinese New Year and Diwali, there are limited extensions to these times. Fireworks displays require a public entertainment licence and you can apply for a “dispensation” to allow a fireworks display during a restricted time.

[Firework displays licence - Licence and permit applications – The City of Edinburgh Council](#)

These types of events require special knowledge and skills to plan and manage safely, and particular attention to neighbour notification on a wider basis should be undertaken to ensure that there is awareness of the event.

To further mitigate the impact, event organisers should also consider the use of low noise and debris-free fireworks as well as alternative aerial display methods, such as drones.

Food, Drink & Water Provision

If you intend to serve alcohol at your event, you will need to consider the following;

- Applying for an occasional licence [Occasional licence - Licence and permit applications – The City of Edinburgh Council](#) and ensure you can meet the conditions of the licence
- Please note that “events” which consist of solely alcohol/bar provision will not be given permission to use one of Edinburgh’s public spaces.
- Other licences are required if selling food or other merchandise (See Trading below)
- Environmental Health officers will require information on how you intend to manage food and drink provision, incl. storage, cleanliness, waste management and gas/electrical safety.
- A water supply should come from an agreed and commissioned source of potable water. Not all public spaces have access to a water supply, so please check when booking the space.

Insurance

The Event Organiser shall ensure that the obligatory statutory insurances, such as Public Liability Insurance, (providing cover for at least the minimum of £5 Million) and Employer’s Liability, where required, are in place.

Licensing & Licensing Enforcement

If licensable activities are taking place, it is essential that event organisers apply in plenty of time for permission.

The different licence types applicable to the City of Edinburgh can be found here:

[Licence and permit applications – The City of Edinburgh Council](#)

If your licence(s) is/are granted then there will be set conditions which you need to meet. Standard conditions for each type of licence can be accessed via the link above, but on some occasions consultees to the licensing process or elected members on Licensing Sub Committee may request additional conditions. It is your responsibility to be clear about the conditions attached to your licence(s) and make sure you are adhering to them. Failure to adhere to conditions may attract enforcement action.

Litter & Waste Management

The Council expects event organisers to make suitable arrangements to effectively manage waste caused by the event. This could include measures such as;

- Monitoring of waste and litter picking

- Plans for storage, handling and transport of waste
- Street sweeping and cleansing post event
- Waste separation for recycling purposes

[Living Wage](#)

Edinburgh is a Living Wage City and we encourage all businesses, including event organisers, to adopt this approach. We are committed to continuing to promote the benefits of paying the Real Living Wage to the businesses and suppliers we work with.

Please see the below links for more information.

[Living Wage Scotland](#)

[Workers' Welfare | Culture Edinburgh](#)

[Marches & Parades](#)

The Council should be notified of the intention to [parade, procession or march](#) at least 28 days before the event takes place, however if you require a road closure or you think your event is likely to attract large number of participants we would strongly recommend that you get in touch with us as soon as possible.

Any moving event held in a public place can be considered a parade or a procession. This can include: Races, fun runs and sponsored walks; processions or races; gala day parades and street parties; demonstrations and protests; displays and promotions.

[Parades and processions notifications - Licence and permit applications – The City of Edinburgh Council](#)

[Medical & Welfare Provision](#)

We expect event organisers to have sufficient medical and welfare provision in place so that there is no adverse impact on the local NHS teams.

The Purple Guide provides a guide and a tiered approach as to what medical provision is appropriate, however an assessment of your event should be carried out by a competent person(s) who has knowledge of your or similar events. A medical and welfare plan should be drafted and submitted as part of your event management plan for consideration by Council officers and partner agencies as appropriate.

Depending on the nature of your event, you may need to have dedicated welfare support for your event attendees so that medical teams are only dealing with true medical cases.

The competent person/contractor will also advise you on the infrastructure requirements for delivery of medical and welfare services, incl. level access, low noise, heating and lighting.

Neighbour Notification

This is crucial to the successful running of your event. We have clear expectations of what event organisers should do to notify your neighbours which is set out in Appendix 2.

To find out what ward(s) your event is taking place in and the local community council, you can use the interactive maps here:

[Find my ward \(arcgis.com\)](https://www.arcgis.com)

[Your locality, ward and community council – The City of Edinburgh Council](#)

Noise

Event organisers have a duty of care to manage noise levels.

Temporary events will have a condition placed on their licence to ensure that noise levels are managed appropriately and generally we would expect event organisers to follow this code of practice: [Code of Practice on Environmental Noise \(gov.ie\)](#)

We also expect that event organisers consider the noise from any build or derig of their event site as well as sound checks, so as not to unduly disturb their neighbours.

More information and contact details are available here: [Commercial and construction noise – The City of Edinburgh Council](#)

Planning & Building Standards

If your event will require structures which are in place for over 28 days it is likely that you will need to apply for planning permission and/or a building warrant. Please see below link for more details.

[Planning and Building Standards – The City of Edinburgh Council](#)

Reinstatement

One of the key themes is to minimise impact, and part of that is ensuring that the public space you use is returned to the Council in the same condition as you found it (or better – see Community Benefits for large and major events). This includes park land as well as roads, pavements or squares and care should be taken, especially with heavy plant, not to cause damage. In some cases a bond will be asked for prior to occupying the site. This is set on an individual basis depending on your event.

Risk Assessment

Every employer (including event organisers) involved in the event are required to carry out a “suitable and sufficient” risk assessment. The assessment should be carried out by a competent

person. It is good practice for any event to adopt a risk management approach to safety management.

A risk assessment is a document which examines what could cause harm to people, how serious that harm may be and the likelihood it will occur. Carrying out this assessment will help you identify what measures you should put in place to reduce the risk to an acceptable level.

Priority and focus should be on the risks that are likely to cause harm to employees and members of the public. Even small events could have a range of hazards, e.g. vehicle movements, temporary structures, adverse weather and electricity.

Please get in touch with the public safety team if you would like some guidance or templates on carrying out a risk assessment for your event. The HSE also has some guidance which you might find useful: [Risk assessment: Steps needed to manage risk - HSE](#)

It is important that someone within your event team has health and safety as their main role and is confident in identifying hazards and dealing with them. Larger events require a dedicated safety officer who will plan and manage safe delivery of the event.

[Road closures, parking restrictions and permits](#)

Event organisers are expected to consider whether road closures are required to ensure the safety of their event as disruption needs to be minimised.

Road closures can be implemented in two ways;

- On a rolling basis (normally for marches/parades/cycling and other moving events)
- Temporary closures (roads are closed for a set period of time)

Both of the above methods require a Temporary Traffic Regulation Order (TTRO) or Temporary Traffic Regulation Notice (TTRN). A significant amount of planning time is required to get a TTRO or TTRN in place and there are strict legal deadlines to meet. Therefore, event organisers should get in touch with the Roads Events team for advice as soon as possible.

Parking restrictions may also be required for your event. These should be for the purpose of the safe running of your event and for a limited amount of essential event related vehicles. As an example, the Council would encourage the preservation of disabled bays, taxi ranks and cycle lanes where possible. Enforcement of the restrictions is undertaken by NSL who can be contracted by event organisers to prioritise critical event-related restrictions.

Consideration should be given to how restrictions and road closures will impact the local community and minimised as far as possible.

If your event will require any temporary structures (See structures below) or use of equipment such as cranes or cherry pickers, you will need to apply for a road occupation permit.

[Road occupation permits – The City of Edinburgh Council](#)

Safeguarding Children & Young People

The event organiser is responsible for ensuring the safety of children and young people and should consider appropriate measures for their event and should form part of the overall risk assessment process.

Measures could include;

- Missing and Found Child Policy
- Wrist-banding
- Drop off/Pick up points
- Specialist welfare provision
- Disclosure/PVG checks for staff

Safe Events offer Vulnerable Person Wristbands FREE of charge to community, charity, not-for-profit events and similar which can be ordered here: <http://bit.ly/LCWForm>

Stewarding & Security

Stewarding and Security are a key component of events. We expect event organisers to provide us with a comprehensive plan which details;

- Positioning of stewards and the type of steward at each position (supervisor/SIA/steward)
- The roles and responsibilities of each position
- Command, Control and Communication
- Zoning and Accreditation

This plan should be clearly linked to the crowd management plan so there is coordinated and effective management of the crowd during normal and emergency event situations.

Structures

Events often involve temporary structures such as stages, marquees, gazebos, etc. It is the event organisers responsibility to ensure these are designed, constructed and signed off by a competent person. The Council will undertake due diligence/spot checks when temporary structures are part of an event and may ask for additional assessments by a structural engineer if appropriate.

Raised temporary structures (above 600mm) require a Section 89 permit. The process and requirements of this process can be found here: [Raised Structures | Culture Edinburgh](#)

Sustainability

Events can take a toll on resources and generate significant waste and therefore we expect event organisers to take a sustainable approach to event management, including simple measures such as encouraging use of public transport, discouraging use of paper and plastics and ensuring the protection of biodiversity at key sites.

The Council's [2030 Climate Strategy](#) sets out actions on how we intend to be a net zero City and we are therefore supportive of the [ISO 20121 standard](#) and would encourage all events to become more sustainable and ensure their event aligns with the strategy.

Creative Carbon Scotland are also a great source of information and advice on how events can be adapted to become more sustainable. [Starting Point | Creative Carbon Scotland](#)

They also have lots of guides, case studies and reports [Resources | Creative Carbon Scotland](#) on how to help shape your event.

Toilets

The Council expects event organisers to provide suitable and sufficient sanitary and welfare facilities for everyone working and attending their event.

There are different guidelines depending on what activities are included at your event as well as the duration of your event.

More information can be found here: [Sanitation \(thepurpleguide.co.uk\)](#)

Care should be taken to consider your audience demographic and inclusion of accessible facilities for all.

Trading – Street Trading and Market Operators

Trading standards and environmental health officers are available to advise event organisers on their responsibilities (See Key Contacts). If you are selling goods, services or food at your event you will require either a street trading or market operators licence.

[Street trader licence - Licence and permit applications – The City of Edinburgh Council](#)

[Market operator licence - Licence and permit applications – The City of Edinburgh Council](#)

These links also provide information on the information require and the standard conditions applied to each type of licence.

Transport Management

The Council expects event organisers (or their contractors) to provide Traffic Management plans which incorporates any road closures, etc (as above), but also notes the equipment that will be used (in advance and during the event) and the resources that will be in place to ensure the safe management of the plan. Event organisers should also consider suitable pedestrian signage and links to public transport as part of their plans.

Large or major events will also require to consider zone ex management (see below).

Tree and Root Protection

The Council is committed to protecting its greenspaces and therefore when using a Council park or greenspace we expect event organisers to submit a Tree and Root Protection Plan. More information can be found in Appendix 3.

Venue suitability

Event organisers should consider the suitability of their event venue. Depending on the nature of the event and the demographic of your audience, you should consider;

- Size/area and exits
- Transport links
- Residents/Business proximity
- Previous events at the venue/debrief points raised

Council officers are able to advise on the suitability of a venue so please get in touch with us to discuss.

Volunteers

Volunteers can form an important part of running events, particularly community events. It is important, as with all those involved in your event, that they are well looked after.

More information can be found here:

[Volunteers: Code of Conduct | Culture Edinburgh](#)

[Home - Volunteer Edinburgh](#)

Weather

We expect event organisers to think about how the weather might affect their event, not just in extreme situations (covered above in Contingency, Emergency and Resilience Planning) but also in a practical sense. For example;

- Rain – might affect the arrival/departure of your audience, i.e. a late walk up or an earlier than expected departure. What is your umbrella policy? Have the ground conditions of your venue been compromised?
- Lightning – we would expect you to follow this guidance which is free to download [Lightning Guidance for Outdoor Events - PLASA](#)
- Warm/Cold weather – might have an impact on how many people attend your medical facilities, the amount of water or shelter required
- High winds – might have an impact on your temporary structures, the effectiveness of your PA system or pyrotechnic fallout zone

Overall, you might experience issues with staff morale, no-shows, etc due to the weather and this should be factored into your planning.

World Heritage Status and Conservation Areas

Edinburgh is known for its outstanding architectural and natural beauty and therefore has areas of world heritage status and many conservation areas. The Council therefore expects all those involved with the development and management of events to ensure measures are taken to protect the area for future generations. Please check the online records to read about the history and character of the area you wish to use here: [Records starting with A – The City of Edinburgh Council](#)

Zone Ex

The Council expects event organisers to minimise the impact of their event and therefore planning of the area outwith your event space, known as Zone Ex, is an important part of event planning particularly for large or major events.

Zone Ex is mentioned in the Green Guide [Zone Ex - Sports Grounds Safety Authority](#) but it is best practice to consider this for all large events, not just sporting events. Defining the boundaries and roles and responsibilities within Zone Ex can be tricky, but it is worth pursuing to ensure that the local community and those going to and from your event have the best possible experience.

As a starting point, the event organiser should consider how their event goers get to and from their event site from the nearest travel hubs, such as train stations, tram or bus stops and park and ride sites.

The local public transport operators are used to dealing with large events and are supportive of events in the City and therefore event organisers should make early contact with the Council and its partners to start planning their event.

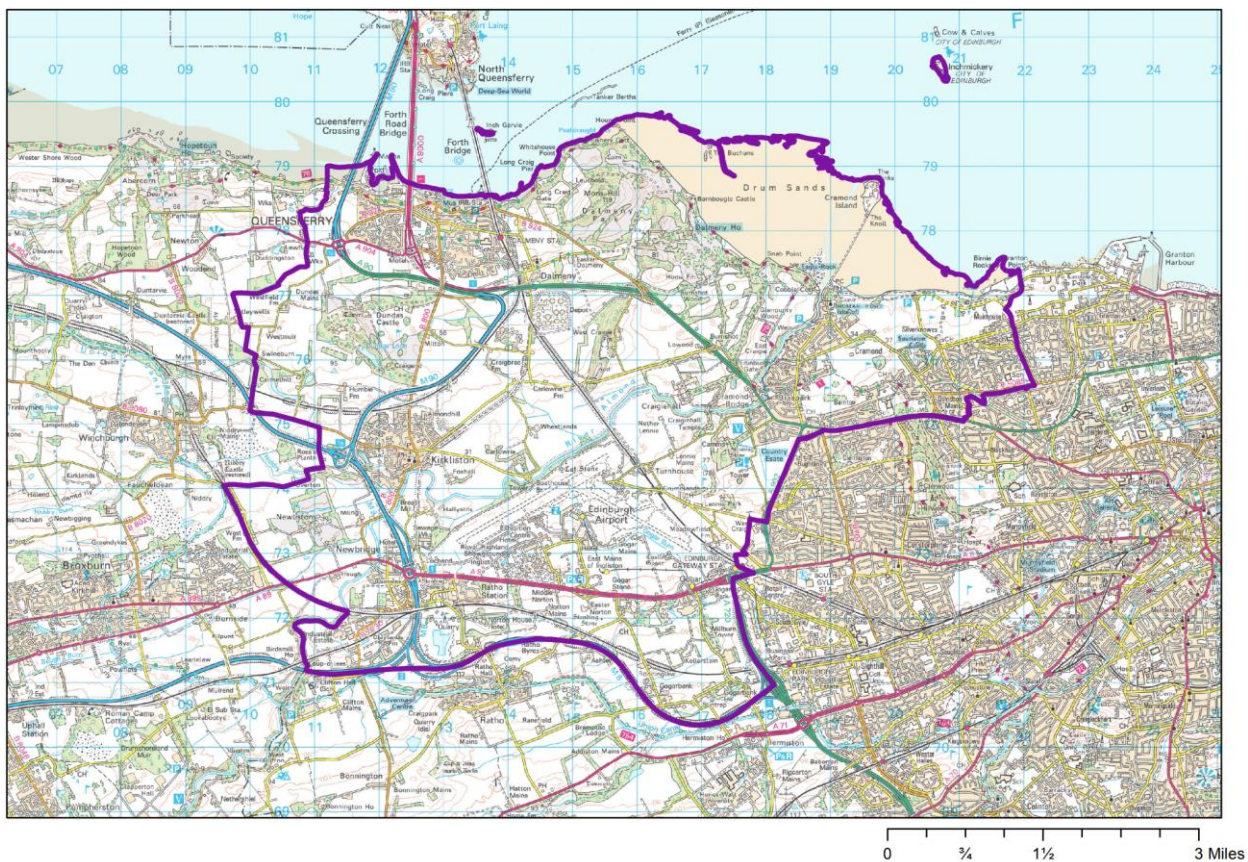
You will also need to consider medical, welfare, sanitary and stewarding provision and how this is coordinated and managed amongst the agencies involved.

Key Council Contacts

Team Name	Email
Public Spaces	publicspaces@edinburgh.gov.uk
Events	events@edinburgh.gov.uk
Public Safety	publicsafety@edinburgh.gov.uk
Roads Events	Derek.shade@edinburgh.gov.uk
Road Permits	roadpermits@edinburgh.gov.uk
Parks & Greenspaces	parks@edinburgh.gov.uk
Waste & Cleansing	waste@edinburgh.gov.uk
Estates	operational.estates@edinburgh.gov.uk
City Dressing	citydressingbanners@edinburgh.gov.uk
Street Lighting	streetlighting@edinburgh.gov.uk
Licensing	Licensing@edinburgh.gov.uk
Environmental Health – Food	environmentalhealth@edinburgh.gov.uk
Environmental Health – Noise	asknoise@edinburgh.gov.uk
Trading Standards	tradingstandards@edinburgh.gov.uk
Licensing Enforcement	Licensing.enforcement@edinburgh.gov.uk
Street Enforcement	streetenforcement@edinburgh.gov.uk
NSL	edinburghparking@nsl.co.uk
Parking	parking@edinburgh.gov.uk
Planning	planning@edinburgh.gov.uk
Building Standards	BuildingStandards.Response@edinburgh.gov.uk

Appendix 1 – Public Space- Area Information by Neighbourhood

Ward 1 – Almond - [almond \(edinburgh.gov.uk\)](http://almond.edinburgh.gov.uk)



Public Spaces	Type	Relevant Information
Allison Park	Park	Allison Park - Explore parks – Edinburgh Outdoors
Cammo Estate LNR	Park	Cammo Local Nature Reserve - Explore parks – Edinburgh Outdoors
Cramond Foreshore	Park	Cramond Foreshore - Explore parks – Edinburgh Outdoors
Cramond Island / Drum Sands	Island	This island is publicly accessible but is not managed by the Council and forms part of the Dalmeny Estate. The island is not generally viewed as a suitable events location due to the changing tides and topography.
Edinburgh Airport	Airport	Events taking place in this ward should take into consideration this important transport

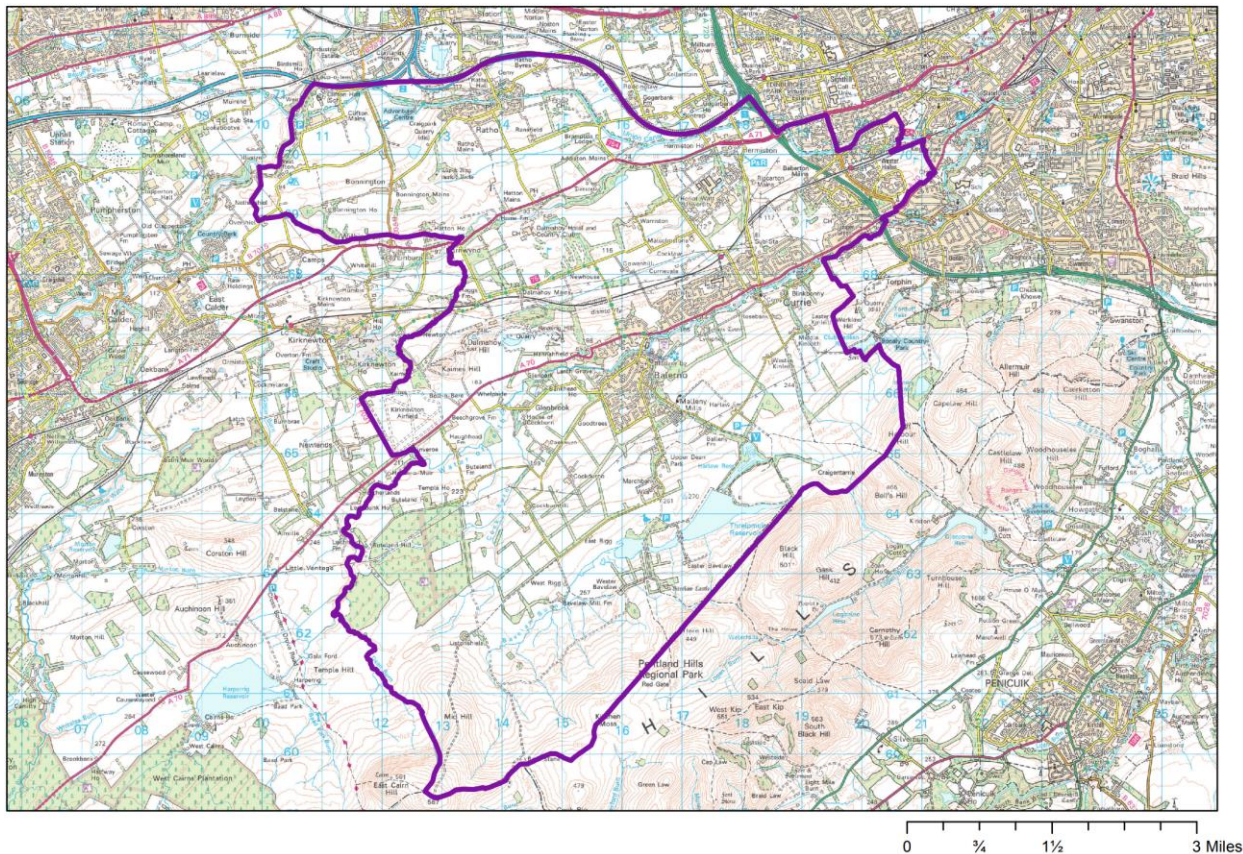
		hub when considering how event goers will get to and from their event.
Edinburgh Gateway	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Forth Road Bridge	Road Network	Forth Road Bridge (theforthbridges.org)
Gypsy Brae	Park	Gypsy Brae - Explore parks – Edinburgh Outdoors
Lauriston Castle	Park	Lauriston Castle - Explore parks – Edinburgh Outdoors
Queensferry Crossing	Road Network	Forth Road Bridge (theforthbridges.org)

Stakeholders

Councillors: Kevin Lang, Norman Work, Louise Young and Lewis Younie

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 2 – Pentland Hills - [pentland-hills \(edinburgh.gov.uk\)](http://pentland-hills.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Hailes Quarry Park	Park	Hailes Quarry Park - Explore parks – Edinburgh Outdoors
Hermiston Gait Park & Ride	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Pentland Hills Regional Park	Park	Pentland Hills Regional Park - Explore parks – Edinburgh Outdoors
Edinburgh International Climbing Arena	Venue	Edinburgh International Climbing Arena EICA - Rock Climbing Clip n Climb and Gym - Edinburgh Leisure

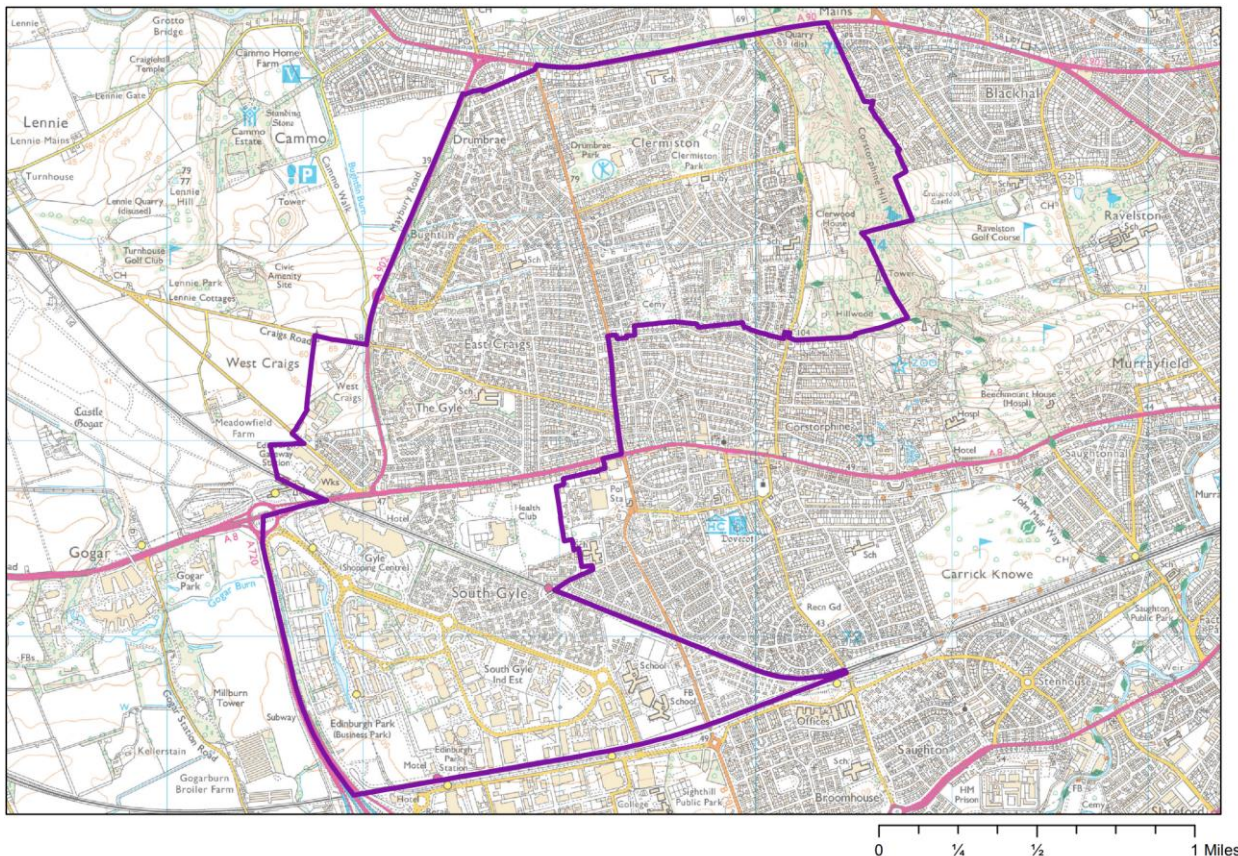
Stakeholders

Councillors: Graeme Bruce, Neil Gardiner, Fiona Glasgow and Stephen Jenkinson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Pentland Hills Regional Park operates a land managers forum - [Home – Pentland Hills](#)

Ward 3 – Drum Brae / Gyle - [drum-brae-gyle \(edinburgh.gov.uk\)](http://drum-brae-gyle.edinburgh.gov.uk)



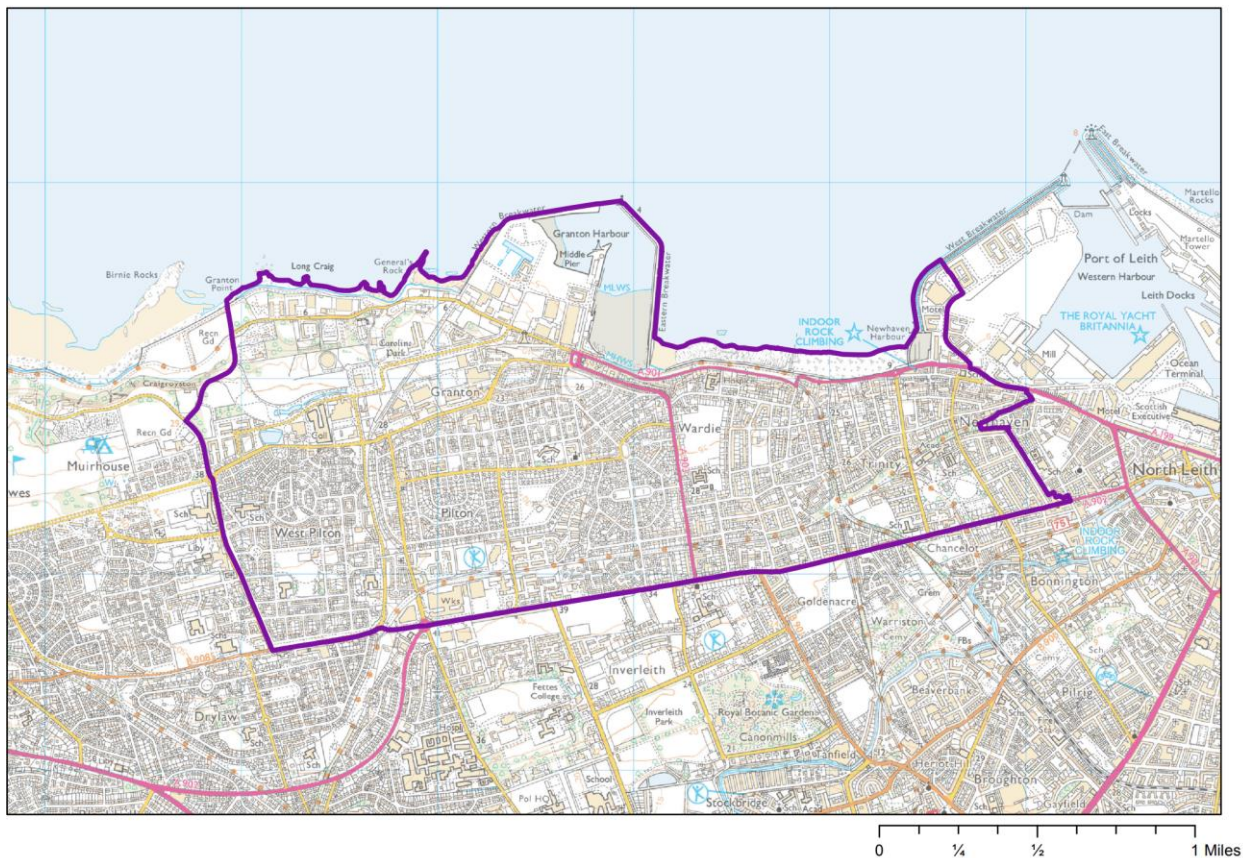
Public Space	Type	Relevant Information
Clermiston Park	Park	Clermiston Park - Explore parks – Edinburgh Outdoors
Corstorphine Hill	Park	Corstorphine Hill Local Nature Reserve - Explore parks – Edinburgh Outdoors
Drumrae Park	Park	Drumrae Park - Explore parks – Edinburgh Outdoors
Edinburgh Park	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Gyle Park	Park	Gyle Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Robert Aldridge, Euan Hyslop and Edward Thornley

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 4 – Forth - [forth \(edinburgh.gov.uk\)](http://forth.edinburgh.gov.uk)



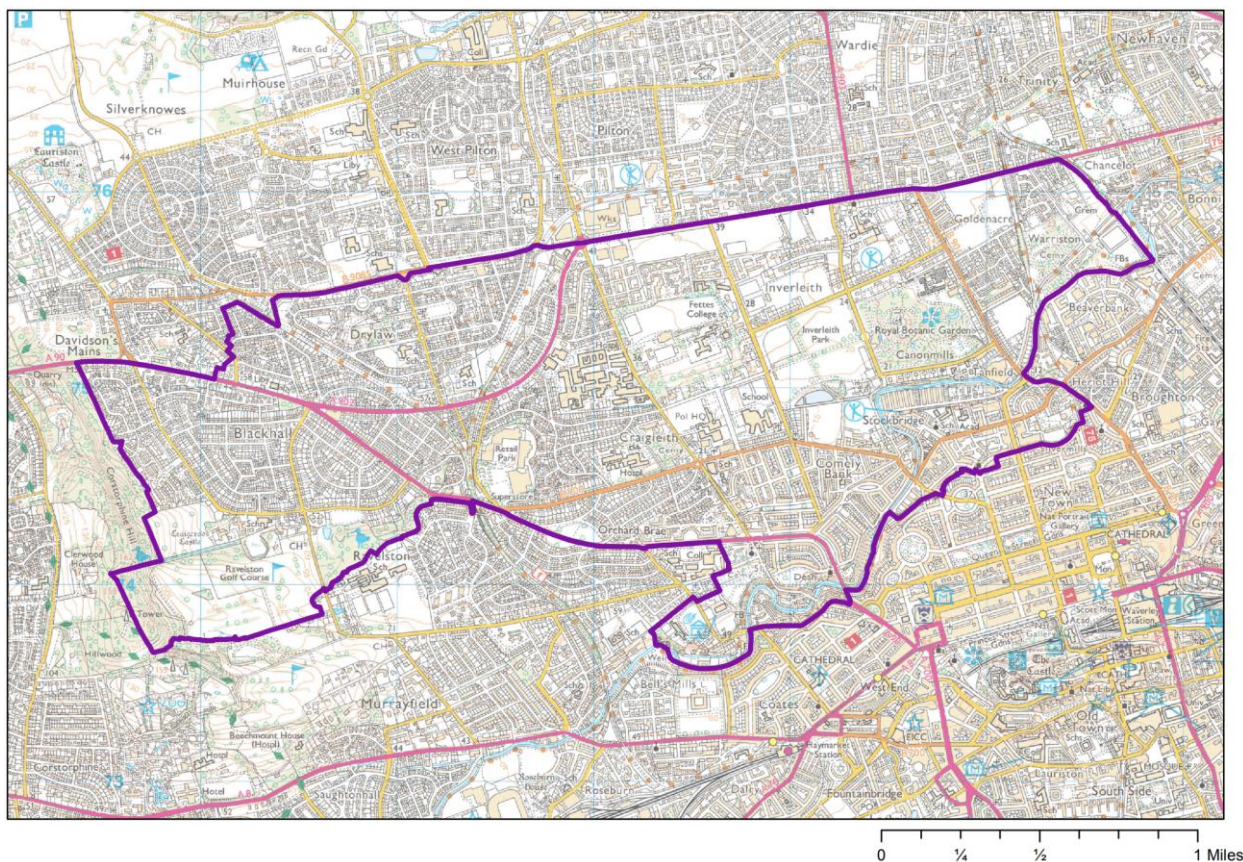
Public Space	Type	Relevant Information
Gypsy Brae	Park	Gypsy Brae - Explore parks – Edinburgh Outdoors
Starbank Park	Park	Starbank Park - Explore parks – Edinburgh Outdoors
Victoria Park	Park	Victoria Park - Explore parks – Edinburgh Outdoors
West Pilton Park	Park	West Pilton Park - Explore parks – Edinburgh Outdoors
Granton Station Square	Square	Granton Waterfront – The City of Edinburgh Council

Stakeholders

Councillors: Cammy Day, Sanne Dijkstra-Downie, Stuart Dobbin and Kayleigh O’Neill

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 5 – Inverleith - [inverleith \(edinburgh.gov.uk\)](http://inverleith.edinburgh.gov.uk)



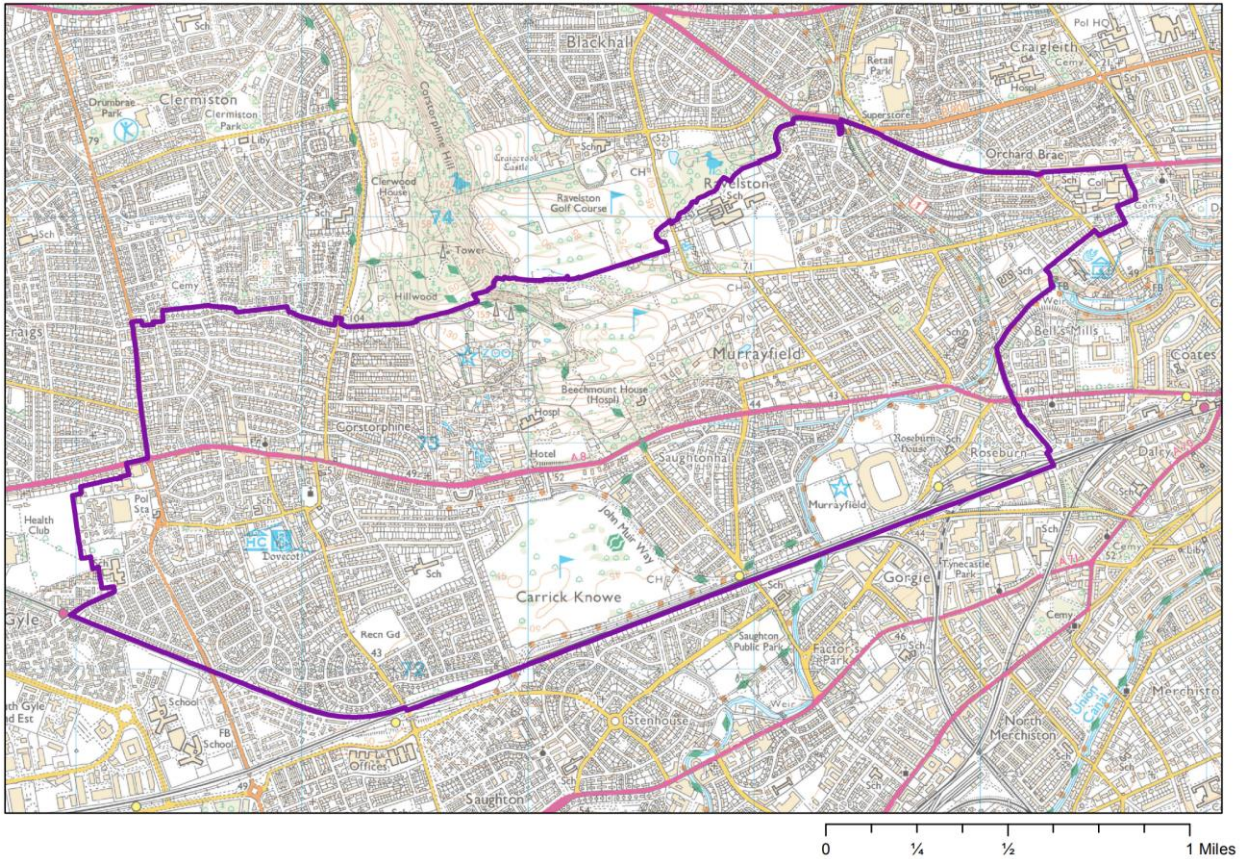
Public Space	Type	Relevant Information
Inverleith Park	Park	Inverleith Park - Explore parks – Edinburgh Outdoors
King George V Park (Eyre Place)	Park	King George V Park (Eyre Place) - Explore parks – Edinburgh Outdoors
Ravelston Park	Park	Ravelston Park - Explore parks – Edinburgh Outdoors
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Julie Bandel, Max Mitchell, Vicky Nicolson and Hal Osler

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 6 – Corstorphine / Murrayfield - [corstorphine-murrayfield \(edinburgh.gov.uk\)](https://www.edinburgh.gov.uk/corstorphine-murrayfield)



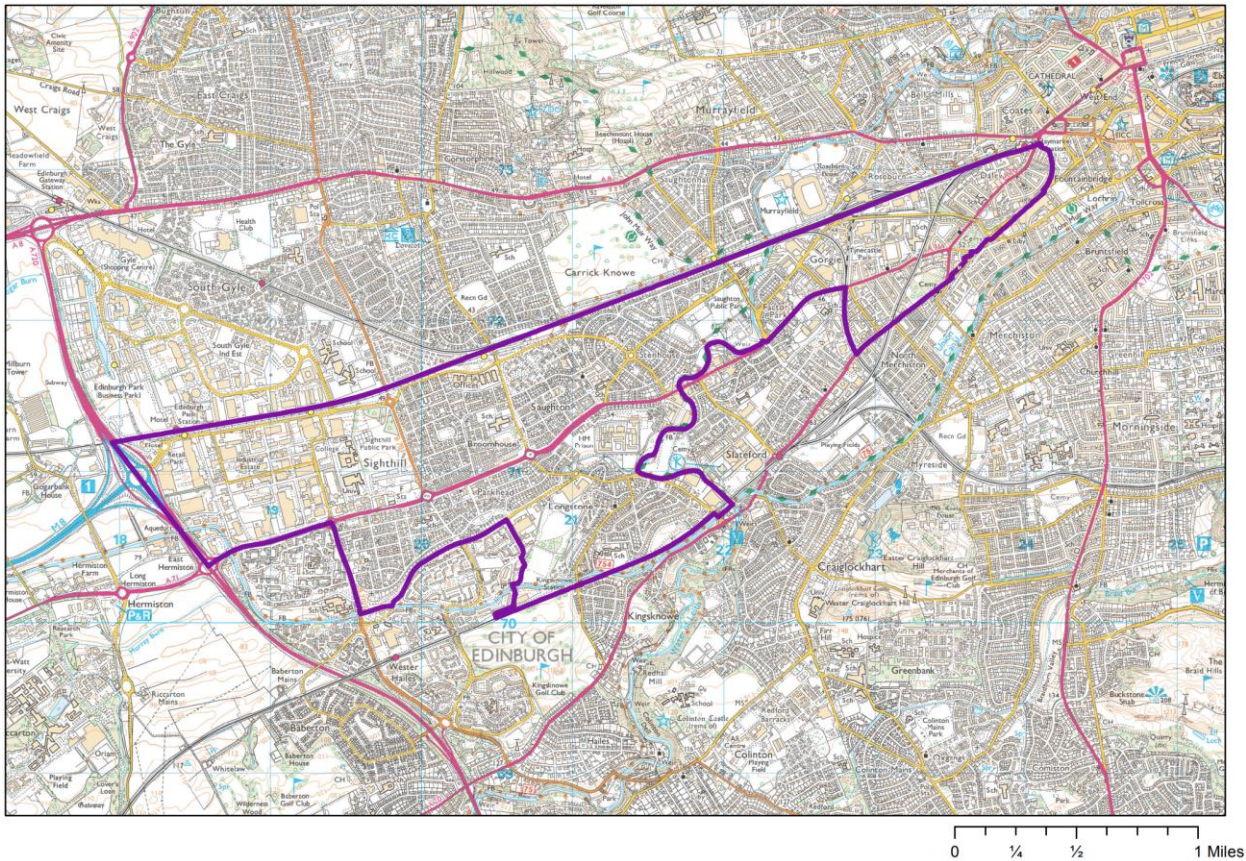
Public Space	Type	Relevant Information
Gyle Park	Park	Gyle Park - Explore parks – Edinburgh Outdoors
Roseburn Park	Park	Roseburn Park - Explore parks – Edinburgh Outdoors
St Margaret’s Park	Park	St Margaret's Park - Explore parks – Edinburgh Outdoors
Union Park	Park	Union Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Alan Beal, Fiona Bennett and Euan Davidson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 7 – Sighthill / Gorgie - [sighthill-gorgie \(edinburgh.gov.uk\)](http://sighthill-gorgie.edinburgh.gov.uk)



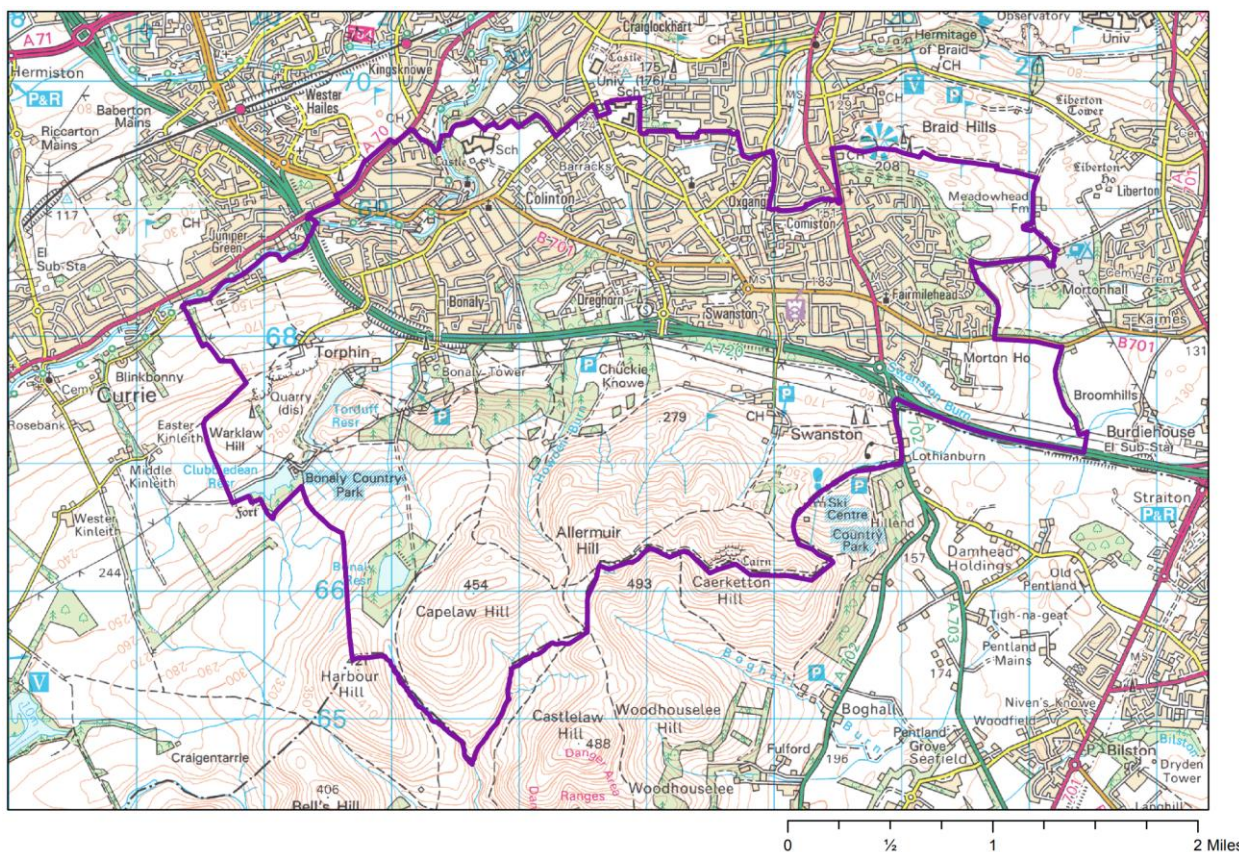
Public Space	Type	Relevant Information
Hailes Quarry Park	Park	Hailes Quarry Park - Explore parks – Edinburgh Outdoors
Saughton Park	Park	Saughton Park and Gardens - Explore parks – Edinburgh Outdoors
Sighthill Park	Park	Sighthill Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Denis Dixon, Catherine Fullerton, Dan Heap and Ross McKenzie

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 8 – Colinton / Fairmilehead - [colinton-fairmilehead \(edinburgh.gov.uk\)](http://colinton-fairmilehead.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Campbell Park	Park	Campbell Park - Explore parks – Edinburgh Outdoors
Colinton Mains Park	Park	Colinton Mains Park - Explore parks – Edinburgh Outdoors
Fairmilehead Park	Park	Fairmilehead Park - Explore parks – Edinburgh Outdoors
Pentland Hills Regional Park	Park	Pentland Hills Regional Park - Explore parks – Edinburgh Outdoors
Spylaw Park	Park	Spylaw Park - Explore parks – Edinburgh Outdoors

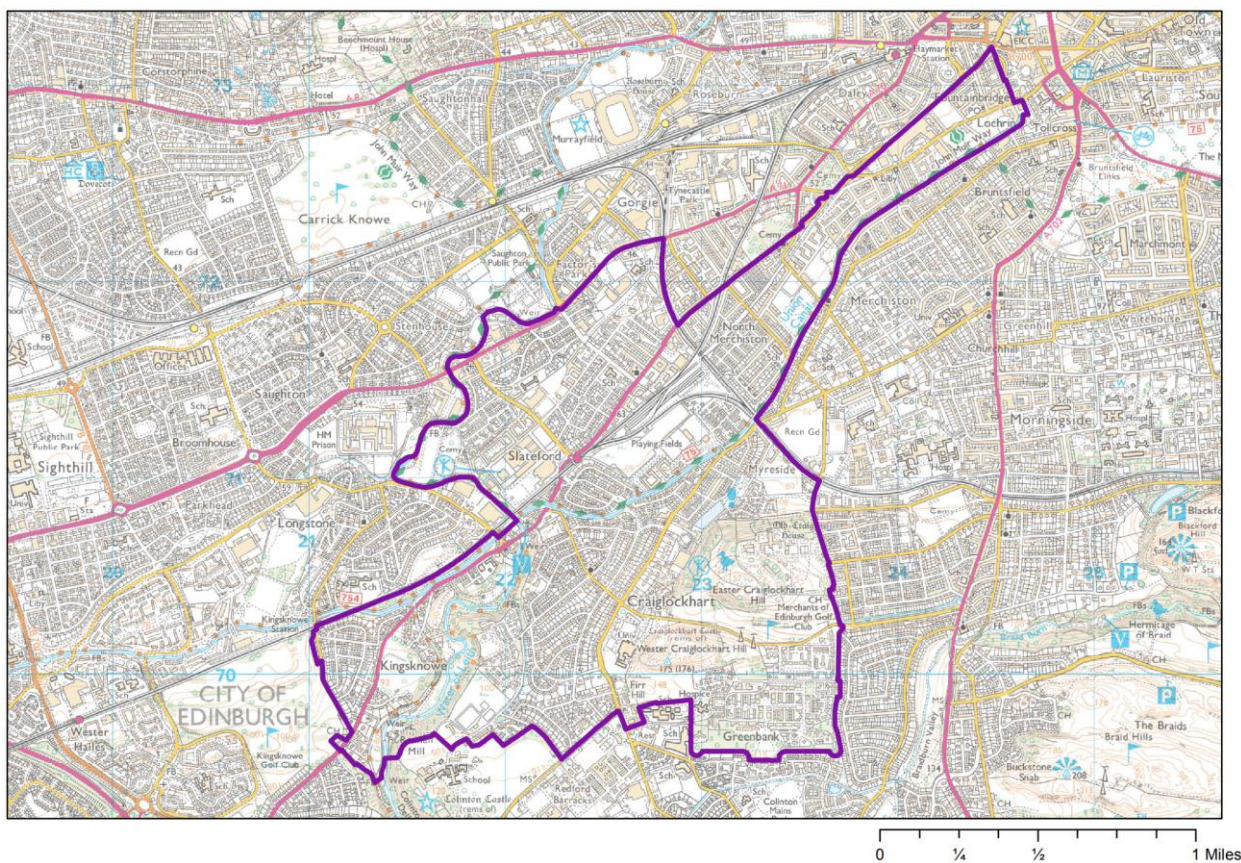
Stakeholders

Councillors: Scott Arthur, Marco Biagi and Jason Rust

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Pentland Hills Regional Park operates a land managers forum - [Home – Pentland Hills](#)

Ward 9 – Fountainbridge / Craiglockhart - [fountainbridge-craiglockhart](https://www.edinburgh.gov.uk)
([edinburgh.gov.uk](https://www.edinburgh.gov.uk))



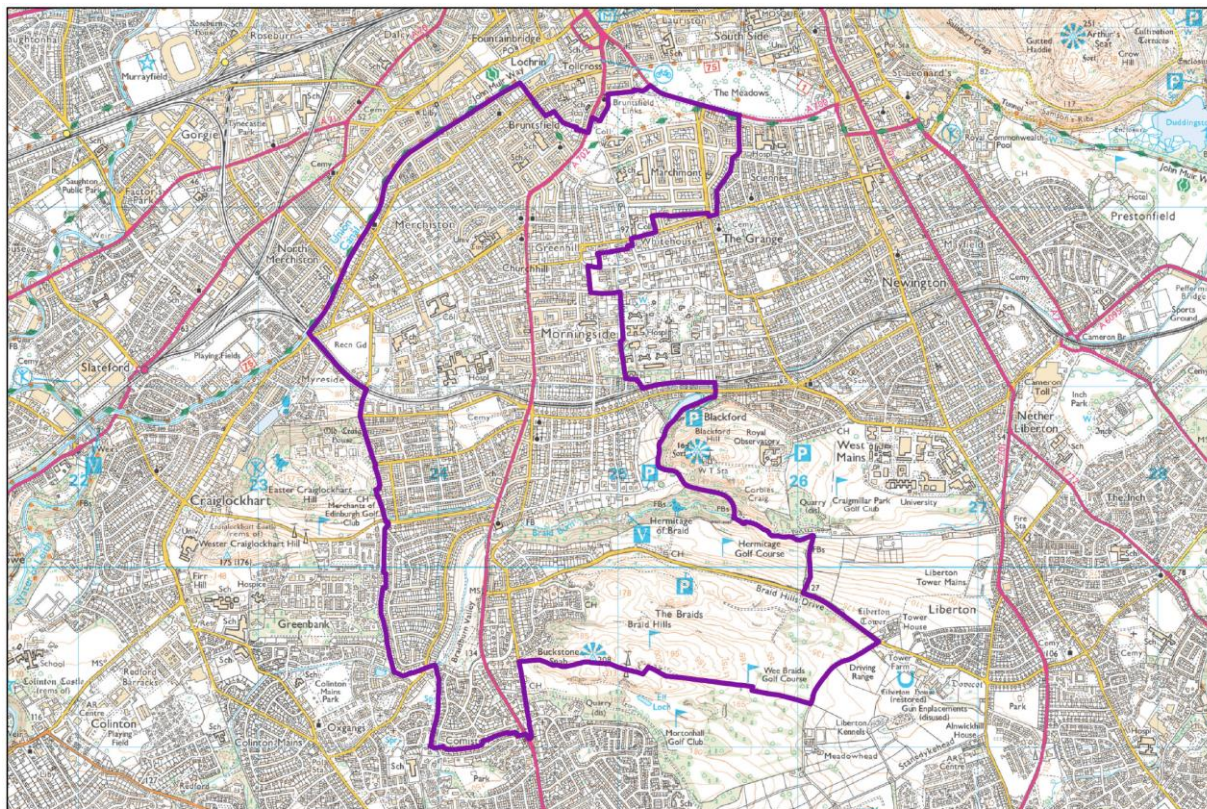
Public Space	Type	Relevant Information
Harrison Park	Park	Harrison Park - Explore parks – Edinburgh Outdoors
Lochrin Basin & Union Canal	Waterway	Scottish Canals Lochrin Basin Lochrin Basin, Union Canal - Inland Waterways
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Christopher Cowdy, David Key and Val Walker

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 10 – Morningside - [morningside \(edinburgh.gov.uk\)](http://morningside.edinburgh.gov.uk)



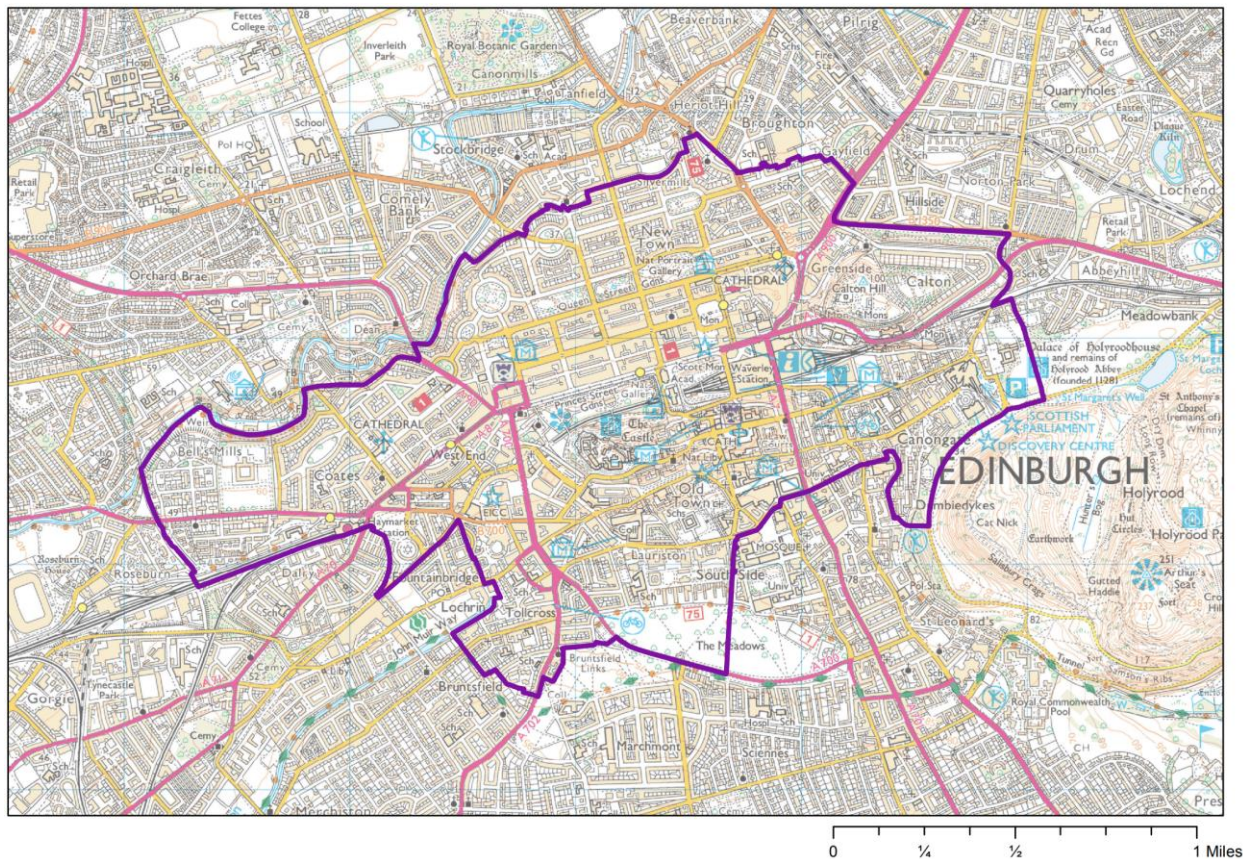
Public Space	Type	Relevant Information
Church Hill Theatre	Venue	Welcome Church Hill Theatre
Hermitage of Braid	Nature Reserve	Hermitage of Braid Local Nature Reserve - Explore parks – Edinburgh Outdoors
Braidburn Valley Park	Park	Braidburn Valley Park - Explore parks – Edinburgh Outdoors
The Meadows & Bruntsfield Links	Park	Meadows - Explore parks – Edinburgh Outdoors Bruntsfield Links - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Marie-Clair Munro, Ben Parker, Neil Ross and Mandy Watt

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 11 – City Centre - [city-centre \(edinburgh.gov.uk\)](http://city-centre.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Calton Hill	Park	Calton Hill - Explore parks – Edinburgh Outdoors
Cambridge Street (Usher Hall)	Road / Pedestrian Area	Pedestrianised area between Usher Hall and Lothian Road. Promotional activities are coordinated by JCDecaux.
Castle Street	Road / Pedestrian Area	Promotional activities are coordinated by JCDecaux. The southern half is pedestrianised and generally hosts markets and/or street traders as per the current licensing policy in place. Limited residents, mostly retail and offices. Power available.
Castle Terrace	Footway	Large footway between the entrance and exit of the NCP car park. Generally used for a weekly farmers market.
Castlehill & Lawnmarket	Road / Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Regularly used for tour buses and coaches.
Chambers Street	Road / Pedestrian Area	National Museum of Scotland and Sheriff Court operate on this street. A busy pedestrian area for businesses, tourists and residents.

Dunbars Close Gardens	Park	Dunbars Close Garden - Explore parks – Edinburgh Outdoors
Edinburgh Castle & esplanade	Venue	This is managed by Historic Environment Scotland. Edinburgh Castle Public Body for Scotland's Historic Environment
Edinburgh International Conference Centre	Venue	Edinburgh International Conference Centre EICC
Festival Square	Square	Promotional activities are coordinated by JCDecaux. Event space with businesses and cultural venues within close proximity. Power and Water available. Council Estates team manage leasing agreements etc. for temporary events.
George Street	Road / Pedestrian Area	Central axis of first New Town street grid. Busy shopping street. Plans to develop area underway. A busy pedestrian area for businesses, tourists and residents. Essential Edinburgh operate Business Improvement District in area. Tables and chairs permits in place. Cycleway, delivery and emergency access to be maintained.
Grassmarket	Road / Pedestrian Area	A busy pedestrian area (and service road) for businesses, tourists and residents. Weekly market held most weekends. Tables and chairs permits in place. Power available.
Haymarket Station	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
High Street	Road / Pedestrian Area	Historic heart of the Old Town. A busy pedestrian area for businesses, tourists and residents. Tables and chairs permits in place. St Giles Cathedral, Signet Library, French Institute, High Court and City Chambers are all key stakeholders.
Hunter Square	Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Tables and chairs permits in place.
Johnston Terrace	Road / Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Used regularly for marches and parades.
King's Theatre	Venue	King's Theatre, Edinburgh - Capital Theatres

Lothian Road	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Mound	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Mound Precinct	Square	A busy pedestrian area for businesses, tourists and residents. This space is co-managed by National Galleries of Scotland and City of Edinburgh Council. Weight limit limitations to be observed (precinct also forms roof of NGS). Comply with Mound Agreement.
North Bridge	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Palace of Holyroodhouse	Venue	Visit the Palace of Holyroodhouse (rct.uk)
Princes Street	Road and Shopping thoroughfare	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh's Hogmanay. Therefore, no other events will be permitted to close the tram route.
Princes Street Gardens (East & West)	Park	Princes Street Gardens - Explore parks – Edinburgh Outdoors Major Events in West Princes Street Gardens and the Ross Bandstand Culture Edinburgh
Queen's Drive/Horse Wynd	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. Key stakeholders are Historic Environment Scotland, Scottish Parliament and Palace of Holyroodhouse). Queen's Drive shuts periodically for events or to allow pedestrianisation of Holyrood Park.
Regent Road Park	Park	Regent Road Park - Explore parks – Edinburgh Outdoors
Ross Bandstand	Venue	Major Events in West Princes Street Gardens and the Ross Bandstand Culture Edinburgh
Royal Mile/Canongate	Road / Pedestrian Area	Historic heart of the Old Town. A busy pedestrian and traffic area for businesses, tourists and residents.

		A route often used for marches and processions.
Scottish Parliament	Venue	Scottish Parliament Scottish Parliament Website
St Andrew Square Garden	Square	Formal garden with paths and café. Managed by Essential Edinburgh. Power and water available.
The Meadows & Bruntsfield Links	Park	Meadows - Explore parks – Edinburgh Outdoors Bruntsfield Links - Explore parks – Edinburgh Outdoors
Usher Hall	Venue	Welcome Usher Hall
Waverley Bridge / Waverley Station and Waverley Mall	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Wellington Statue (Princes Street)	Footway	Large footway between Register House and Princes Street. Promotional activities are coordinated by JCDecaux.
West Parliament Square / Parliament Square / Mercat Cross	Road / Pedestrian Area	Mainly pedestrian areas off High Street. A busy pedestrian and traffic area for businesses, tourists and residents. St Giles Cathedral, Signet Library, French Institute, High Court and City Chambers are all key stakeholders.

Stakeholders

Councillors: Margaret Arma Graham, Finlay McFarlane, Claire Miller and Joanna Mowat

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

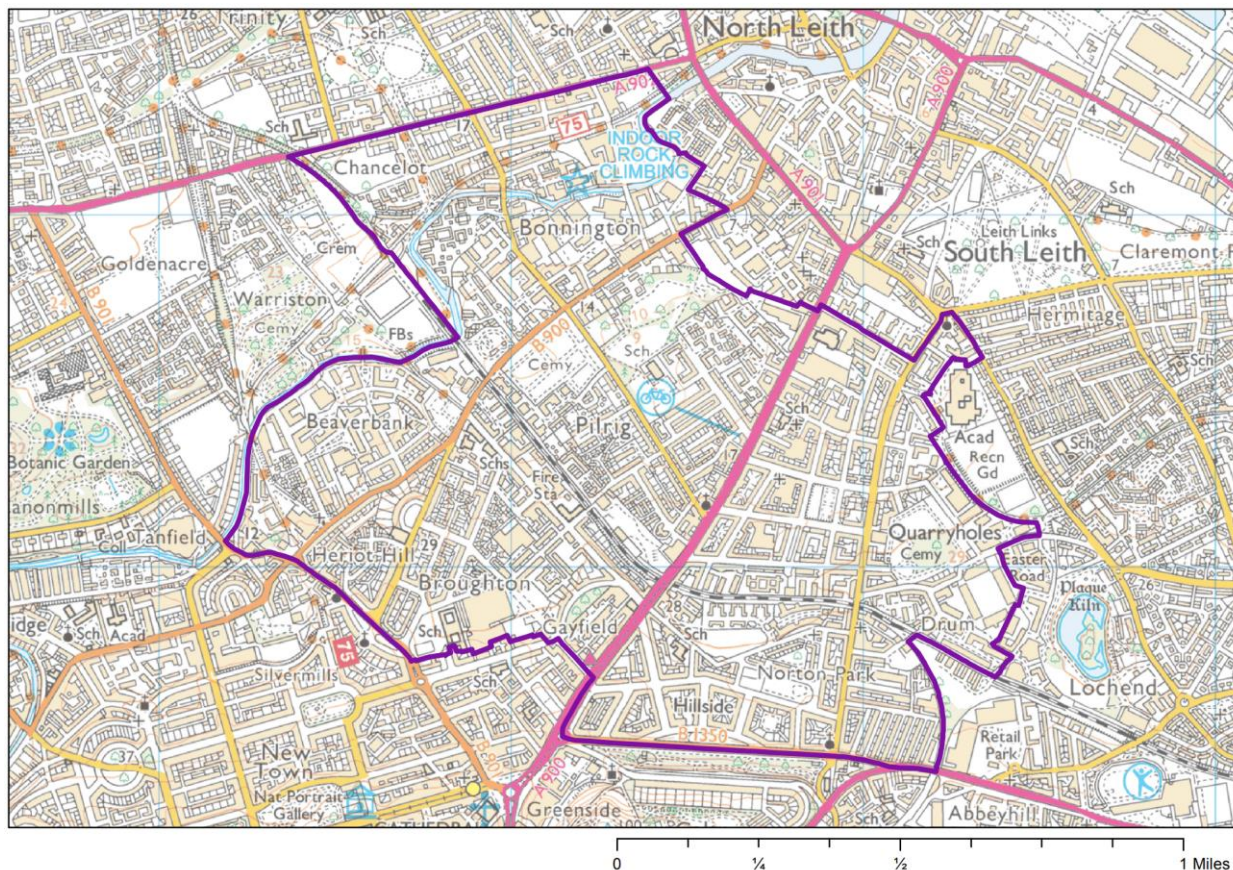
Castlehill Business Partnership

Friends of the Meadows

New Town Broughton Community Council

Tollcross Community Council

Ward 12 – Leith Walk - [leith-walk \(edinburgh.gov.uk\)](http://leith-walk.edinburgh.gov.uk)



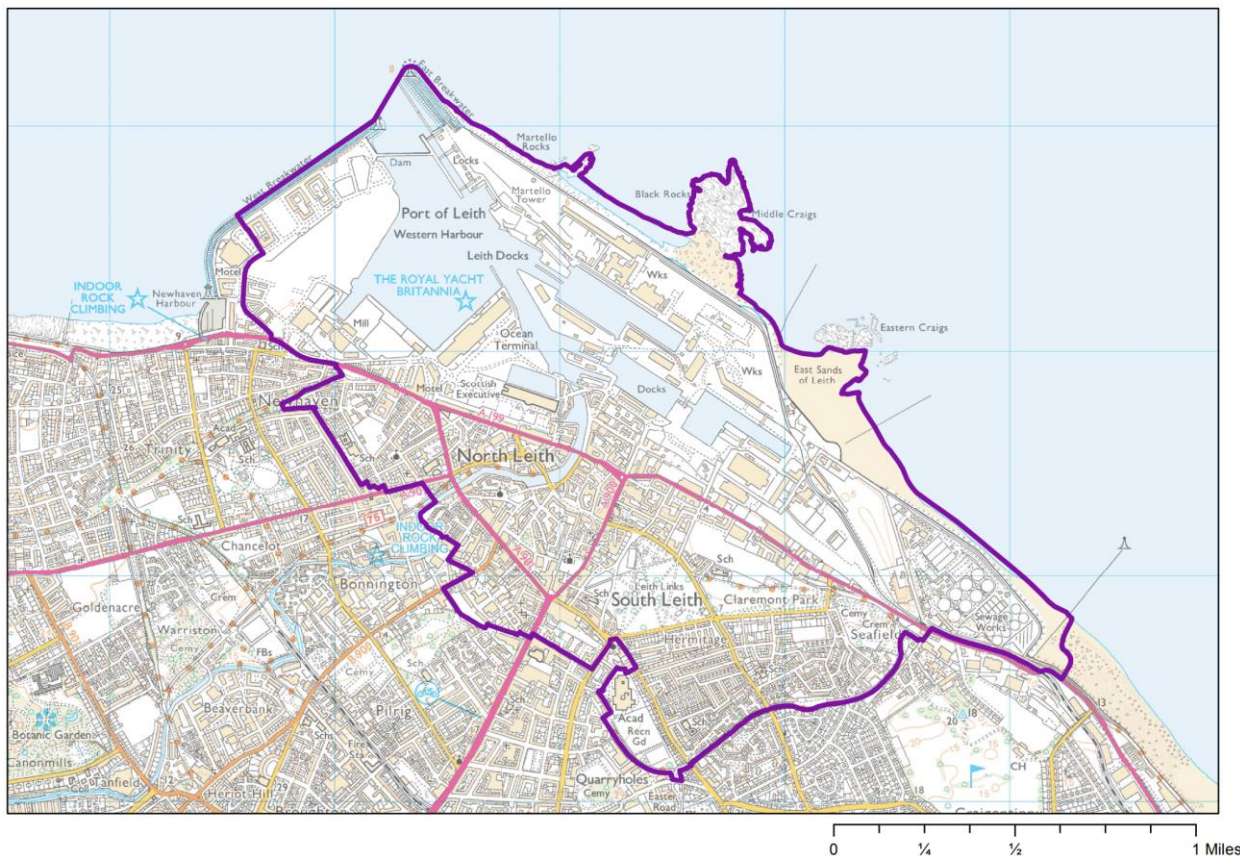
Public Space	Type	Relevant Information
Dalmeny Street Park	Park	Dalmeny Street Park - Explore parks – Edinburgh Outdoors
Montgomery Street Park	Park	Montgomery Street Park - Explore parks – Edinburgh Outdoors
Pilrig Park	Park	Pilrig Park - Explore parks – Edinburgh Outdoors
Leith Walk	Roadway	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh’s Hogmanay. Therefore, no other events will be permitted to close the tram route.
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Jack Caldwell, James Dalgleish, Amy McNeese-Mechan and Susan Rae

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 13 – Leith



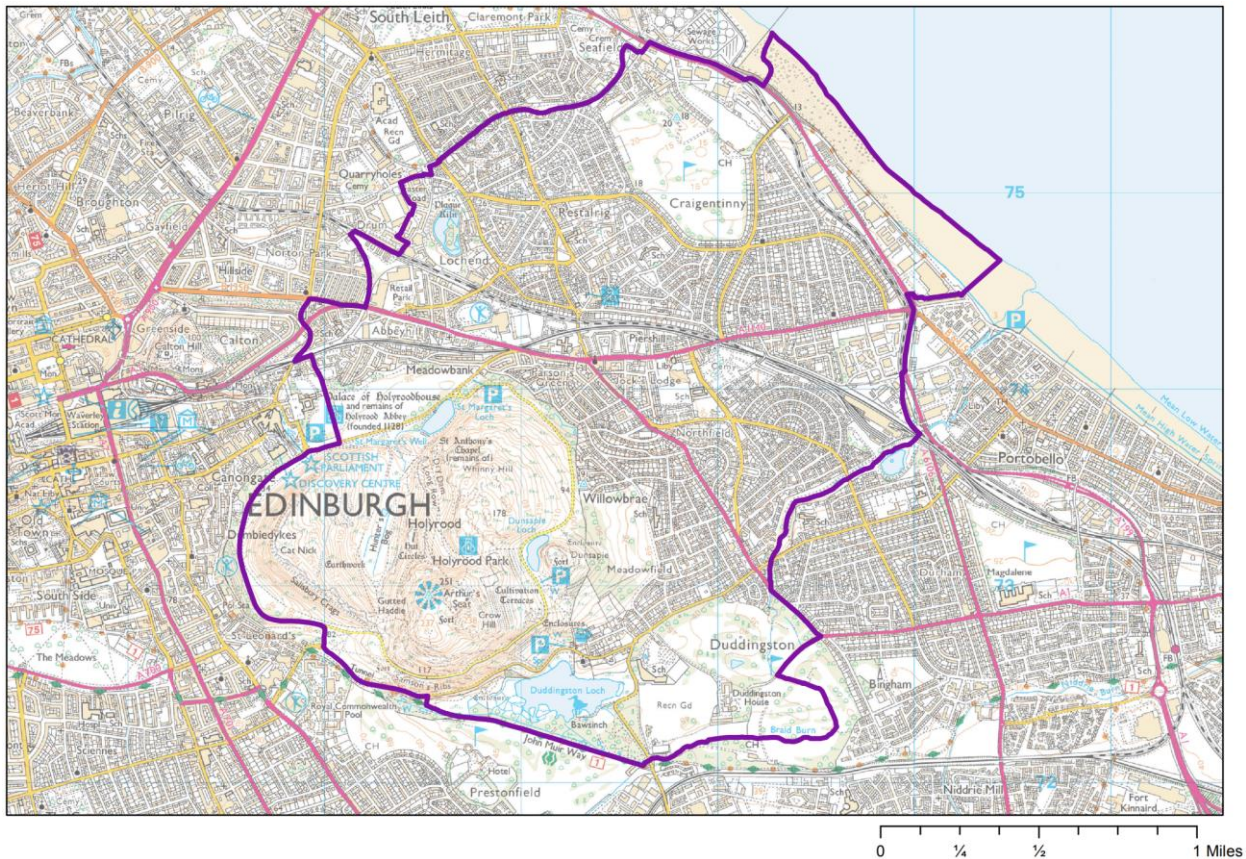
Public Space	Type	Relevant Information
Leith Links	Park	Leith Links - Explore parks – Edinburgh Outdoors
Leith/Newhaven Tram	Tramway	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh’s Hogmanay. Therefore, no other events will be permitted to close the tram route.
New Kirkgate Shopping Centre	Footway	Large footway between the shopping centre, Constitution Street and Great Junction Street.

Stakeholders

Councillors: Chas Booth, Katrina Faccenda and Adam McVey

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 14 – Craigentenny / Duddingston



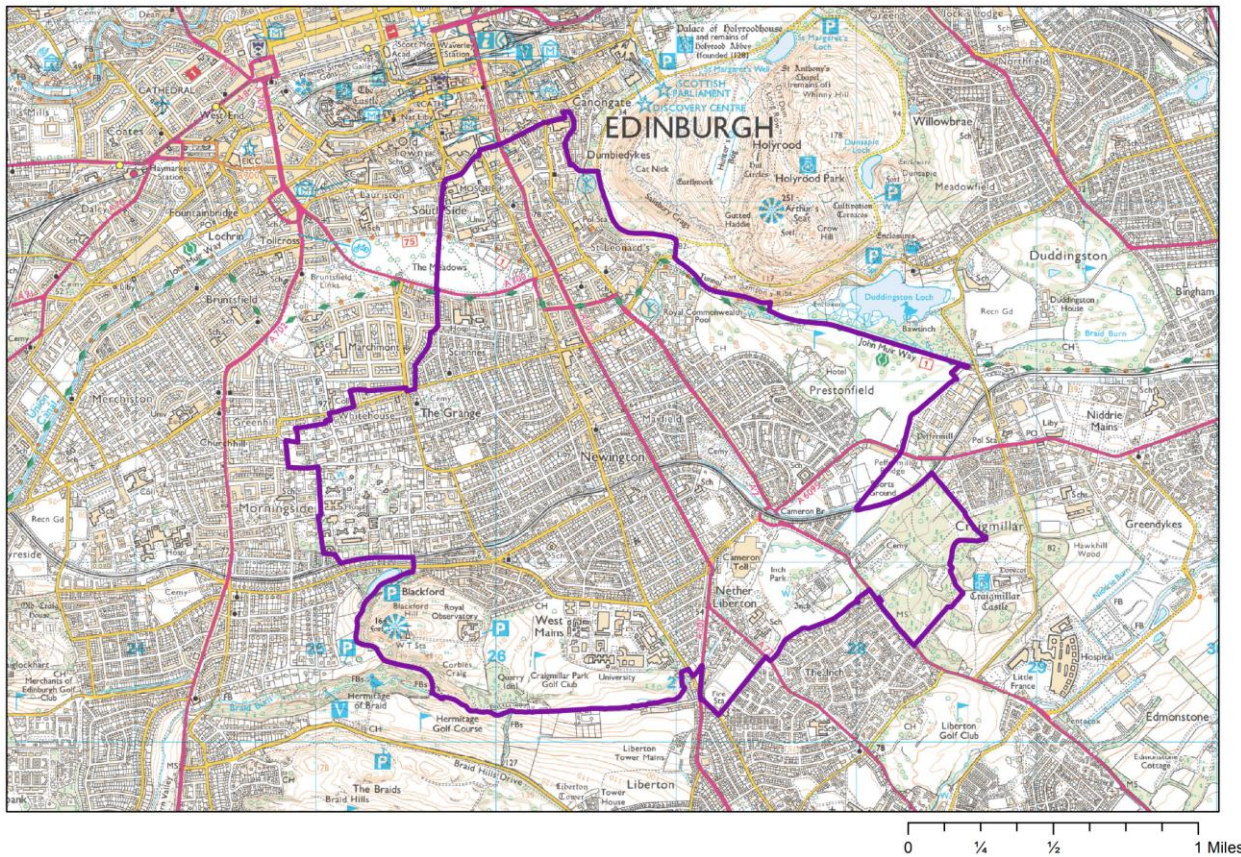
Public Space	Type	Relevant Information
Figgate Park	Park	Figgate Park - Explore parks – Edinburgh Outdoors
Holyrood Park and Arthur's Seat	Park	This public park is managed by Historic Environment Scotland Visit Holyrood Park Lead Public Body for Scotland's Historic Environment
Lochend Park	Park	Lochend Park - Explore parks – Edinburgh Outdoors
Meadowbank Stadium	Stadium	Meadowbank Sports Centre - Edinburgh Leisure
Portobello Beach and Promenade	Beach and Walkway	The beach and promenade are well used by the local community. In the past beach volleyball and other similar events have taken place.
Seafield Recreation Ground	Park	Seafield Recreation Ground - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Danny Aston, Joan Griffiths, Alex Staniforth and Iain Whyte

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 15 – Southside / Newington



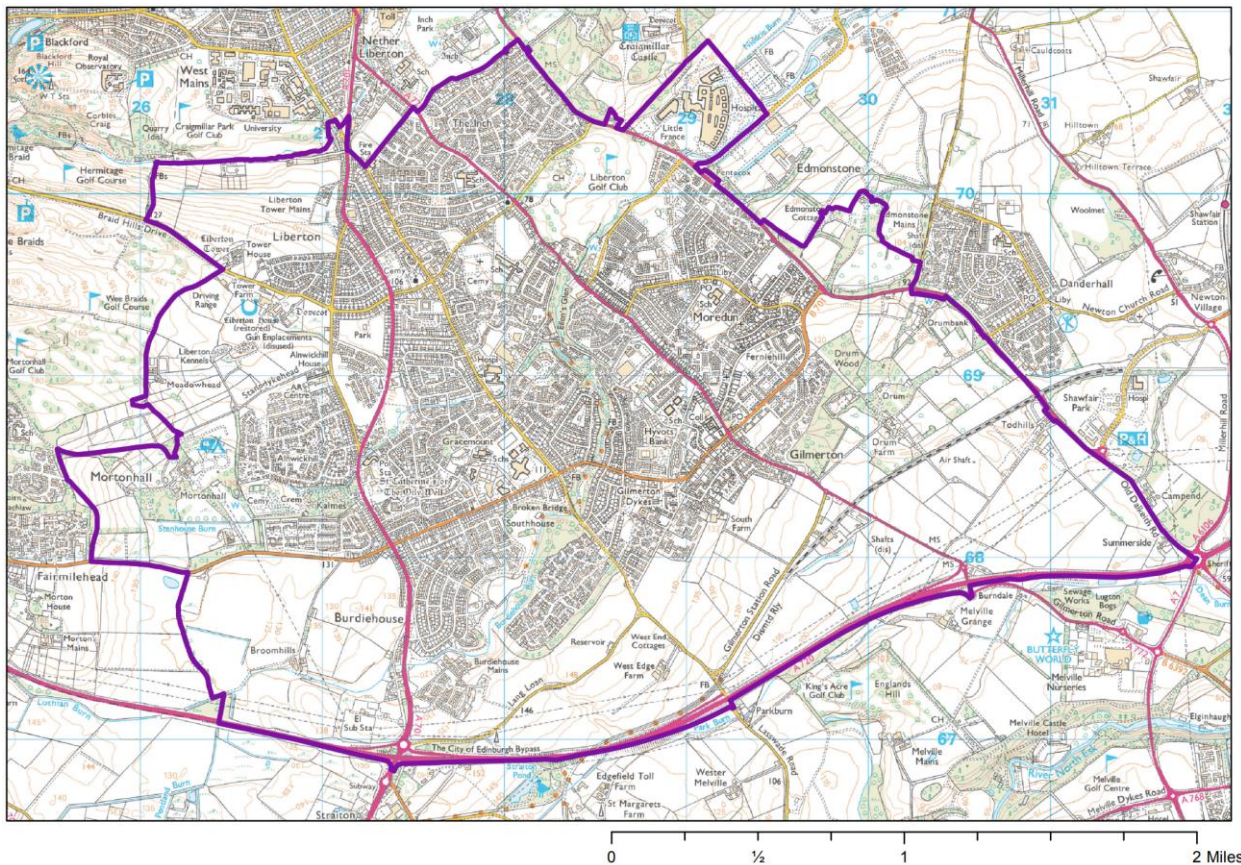
Public Space	Type	Relevant Information
Craigmillar Castle Park (inc Hawkhill Woods)	Park	Craigmillar Castle Park including Hawkhill Woods - Explore parks – Edinburgh Outdoors
Festival Theatre	Venue	Festival Theatre, Edinburgh - Capital Theatres
Hermitage of Braid (inc Blackford Hill & Pond) LNR	Local Nature Reserve	Hermitage of Braid Local Nature Reserve - Explore parks – Edinburgh Outdoors
John Muir Way	Walkway	Home John Muir Way
Inch Park	Park	Inch Park - Explore parks – Edinburgh Outdoors
Peffermill Playing fields	Leisure facility	Peffermill Playing Fields The University of Edinburgh
Royal Commonwealth Pool	Leisure facility	Royal Commonwealth Pool - Swimming, Gym, Classes - Edinburgh Leisure
The Meadows	Parks	Meadows - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Steve Burgess, Pauline Flannery, Simita Kumar and Tim Pogson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 16 – Liberton / Gilmerton

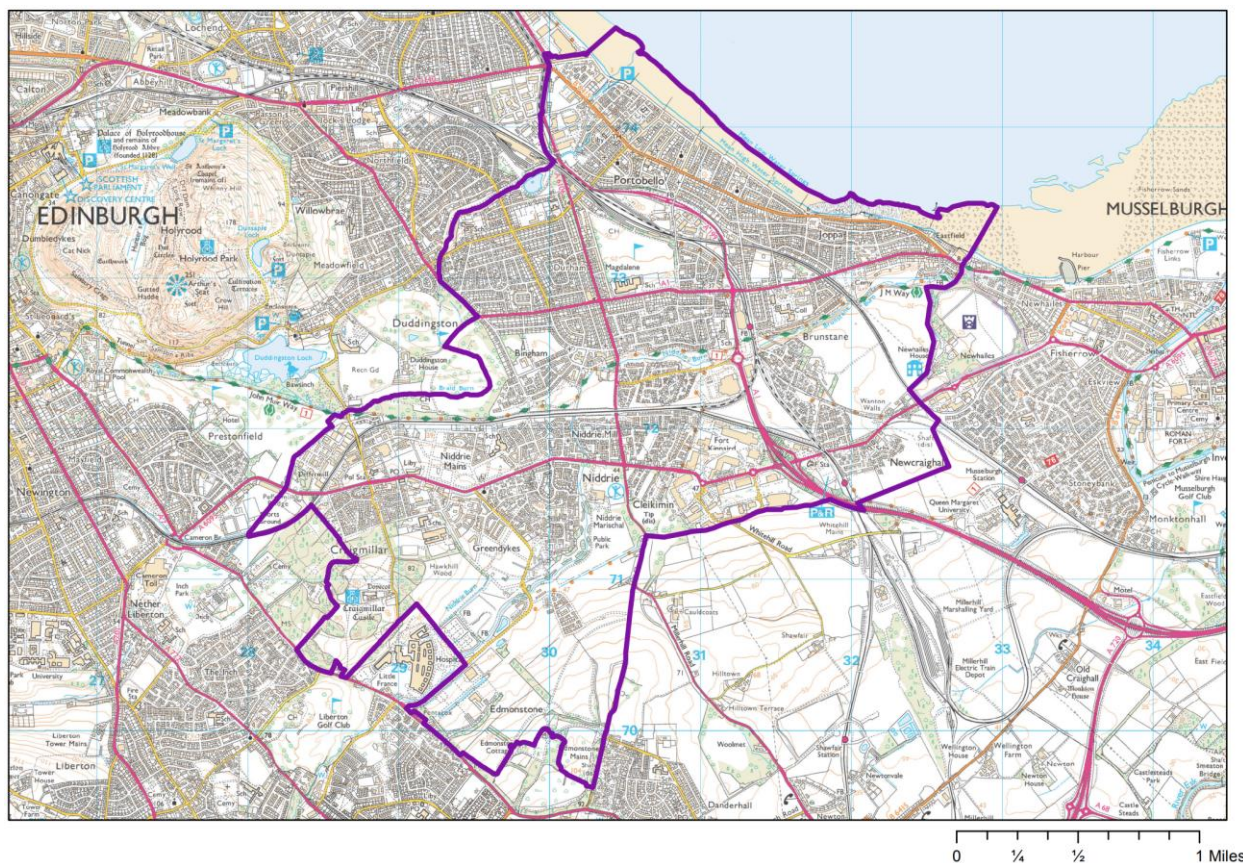


Public Space	Type	Relevant Information
Burdiehouse Burn Valley Park (inc Ellen's Glen & Moredun Wood) Local Nature Reserve	Local Nature Reserve	Burdiehouse Burn Local Nature Reserve - Explore parks – Edinburgh Outdoors
Little France Hospital complex	Hospital	Hospital site incl. A&E facilities. Events taking place in this ward should take into consideration this important medical facility when planning their event
Seven Acre Park	Park	Seven Acre Park - Explore parks – Edinburgh Outdoors
St Katherine's Park	Park	St Katharine's Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Lezley Marion Cameron, Martha Mattos Coelho, Phil Daggart and Lesley Macinnes
 Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 17 – Portobello / Craigmillar - [portobello-craigmillar \(edinburgh.gov.uk\)](http://portobello-craigmillar.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Abercorn Park	Park	Abercorn Park - Explore parks – Edinburgh Outdoors
Bingham Park	Park	Bingham Park - Explore parks – Edinburgh Outdoors
Brighton Park	Park	Brighton Park - Explore parks – Edinburgh Outdoors
Craigmillar Castle Park (inc Hawkhill Woods)	Park	Craigmillar Castle Park including Hawkhill Woods - Explore parks – Edinburgh Outdoors
Figgate Park	Park	Figgate Park - Explore parks – Edinburgh Outdoors
Hunters Hall Park(Jack Kane Centre)	Park	Hunters Hall Park - Explore parks – Edinburgh Outdoors
John Muir Way	Walkway	Home John Muir Way
Newcraighall Park and Ride	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Portobello Beach & Promenade	Beach and Walkway	The beach and promenade are well used by the local community. In the past beach

		volleyball and other similar events have taken place.
Portobello Community Garden	Park	Portobello Community Garden - Explore parks – Edinburgh Outdoors
Rosefield Park	Park	Rosefield Park - Explore parks – Edinburgh Outdoors
Straiton Place Park	Park	Straiton Place Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Kate Campbell, Tim Jones, Jane Meagher and Alys Mumford

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Appendix 2 – Neighbour Notification

Event organisers will be responsible for;

- Contacting stakeholders within the ward that their activity is taking place at least 4 weeks before the start date of the activity
- Contact methods will include;
 - Email to community councils, friends' groups and resident associations within that Ward, copied to publicspaces@edinburgh.gov.uk
 - Letter drop to affected area(s) – 2 weeks before the activity
- Should email notification not be received at the 4 week mark, the council officers monitoring publicspaces@edinburgh.gov.uk will chase the organiser
- Business support will collate correspondence received to this inbox which will be dealt with on a monthly basis by the Event Management Group
- The engagement letter will include the following information;
 - Name of event company, type of event, contact name, telephone number and email address
 - Location of activity
 - Dates and times of activity
 - Description of activity
 - Road closures, removal / alteration, parking disruption
 - Access arrangements
 - Night-time activities: mitigation of noise/light nuisance
 - Any other disruption and mitigation in place
 - Who to contact with concerns or queries

Appendix 3 - Tree & Root Protection

1. All root protection measures should adhere to British Standards 5837 where possible.
2. A Root Protection (RP) zone map is available from Council parks officers on request. The RP areas identified in the maps must be treated as exclusion zones with no infrastructure placed in the red areas marked on the site maps.
3. A detailed Tree Protection Plan should be provided at an early-stage and must clearly indicate the precise location and type of protective barriers planned to form an exclusion-zone around all park trees that are to be affected by the building/hosting of the proposed event; this plan being superimposed onto an up-to-date tree location plan. Drawings and statements demonstrating how trees on-site will be protected throughout the event from access/egress through to build and de-rig will be required. The plan needs to include the type of ground-protection to be used to form the necessary exclusion-zones. The Council stipulates the use of “heras” fencing that is bolted together and installed using concrete footing blocks so no ground excavation is required. The full specification for any barriers must be included within the Tree Protection Plan. All tree protection measures must be in place before any other build commences.
4. These measures will potentially impact the available space for event infrastructure and consequently, the siting of this. This includes but is not limited to fencing, portable toilets, concession stalls (including storage and back-of-house requirements), other large event infrastructure (including Big Tops, Big Wheels and Fairground Rides) as well as ground protection requirements for vehicles (access/egress and build/de-rig), crowds and Plant.
5. It is the responsibility of the main event organiser to ensure any contractors using the site have clear, unambiguous, guidance on the steps they need to take to protect on-site trees and that these measures are communicated and adhered to by any sub-contractors employed carrying-out a role as part of the event. Failure to do so risks incurring a penalty charge and/or determining if an event is permitted to use one of our sites in the future. The penalty for any tree damage occurring as a result of the Event set-up, derig or occupation or due to failure to comply with the agreed Tree Protection Plan, will be based on a percentage of the overall CAVAT** figure for said tree, based on the severity of damage. The decision on any penalty payment will be at the sole discretion of the Council’s Forestry Service.
6. There should be no vehicle movement across any grass / soft landscaped areas, outwith the RP zones, which are going to be used as an event area or for temporary access required for any build/de-rig, without the use of protective matting. The specification for this protection needs to also be included in the Tree Protection Plan and Vehicle Access Plan.
7. The lopping of overhanging branches and any ground excavation to facilitate construction of any infrastructure for the event is not permitted within any Park & Greenspace area.

** **CAVAT (Capital Asset Value for Amenity Trees)** - CAVAT provides a method for managing trees as public assets rather than liabilities. It is designed not only to be a strategic tool and aid to decision-making in relation to the tree stock as a whole, but also to be applicable to individual cases, where the value of a single tree needs to be expressed in monetary terms.

Appendix 4 - Community Benefits

The City of Edinburgh Council is committed to achieving and maximising Community Benefits through its activities. Many events that take place in Edinburgh are community run and therefore are innately beneficial to the community.

However, commercial events that are categorised as “large” or “major” and use public spaces to host their events are expected to choose and deliver one or more of the listed community benefits in order to support the Council’s economic, social or environmental wellbeing outcomes. This ensures that events coming to the city add social value and leave a lasting positive legacy for Edinburgh.

Where an applicant of a large or major commercial event makes a new Community Benefit suggestion, organisations are encouraged to suggest local Community Benefits which provide a positive social, economic or environmental impact in the local community.

The Community Benefit Categories include:

Supply Chain & Business Collaboration – opportunities that support local small business and third sector organisations to build capacity and sustain local communities

Education and Outreach – opportunities that support learning experiences

Community Engagement – opportunities that help sustain communities, including local groups, individuals, community centres, charities, social and voluntary sectors

Funding and Sponsorship – opportunities that invest in local projects or initiatives that help address social and environment and economic impact of individuals or groups via trusts or other contracts.

(note: all donations and sponsorship claimed, must have prior agreement with the Council)

A list of suggested community benefits is shown below;

Benefit Category	Outcome	Description
Community Engagement	Environment Improvements	Area tidy-up campaigns min. 2 hours
Community Engagement	Environment Improvements	Community enhancement - paid for resources provided for community facilities with prior approval by the appropriate Council service area (e.g. playgrounds, habitat enhancements, environmental improvements) and initiatives (e.g. energy efficiency)
Community Engagement	Social impact	Food Banks- Volunteering - Help meet clients and give out food at a food bank centre Food Banks Donations

Community Engagement	Social impact	Local Community charitable projects/events supported by staff volunteers- such Foods banks, local community events, advice shops etc. 2-hour min. of volunteer support
Community Engagement	Social and/or Economic impact	Suppliers paying to use community venues for meetings or functions or other uses
Community Engagement	Social and/or Economic impact	Third sector mentoring / supporting small community organisations, such as specific business support, minimum 2-hour session
Community Engagement	Social and/or Economic impact	Supplier contracting Third Sector organisation to conduct Engagement, Outreach and Inclusion for the project.
Education and Outreach	Social and/or Economic impact	Business Insight Mentoring sessions with Schools & Colleges. Minimum 2 hours of support
Education and Outreach	Social and/or Economic impact	Carry out a workshop in a School or Community Centre in Edinburgh linked to curriculum for excellence – 1-hour minimum
Education and Outreach	Social and/or Economic impact	School or college site visits per year or participating in schools or college careers days
Sponsorship and Funding	Social and/or Economic impact	Community Fund - where a financial sum may be made available to implement projects that the community considers to be a priority. This often ensures ownership, participation and support at a very local level.
Sponsorship and Funding	Social and/or Economic impact	Donation of Tools and or materials to a school for an agreed value.
Sponsorship and Funding	Social and/or Economic impact	Sponsoring local community events including festivals, 10k fun runs, family fun days out etc
Sponsorship and Funding	Social and/or Economic impact	Sponsorship of local organisations, i.e. breakfast club, youth group, football team
Sponsorship and Funding	Social and/or Economic impact	Sponsorship of Council School Crossing Guides (Company logo on PPE Jacket /Hat not Lollypop) for 12 months. Cash donation of £500 for Road Safety campaigns as well as including 2 Jackets.
Supply Chain & Business Collaboration	Economic impact	Offering Small and Medium Enterprises opportunities to provide goods, services and/or works

Supply Chain & Business Collaboration	Economic impact	Offering Voluntary/Third Sector (non-governmental and non-profit making organisations) opportunities to provide goods and/or services e.g. catering, meeting rooms, recycling, etc.
Supply Chain & Business Collaboration	Economic impact	Offering Social Enterprises (business with primary social objectives whose surpluses are reinvested for that purpose in the business/ community) opportunities to provide goods and/or services e.g. catering, meeting rooms, recycling, etc.
Supply Chain & Business Collaboration	Economic impact	Offering supply chain opportunity for a business that's main aim is the social and professional integration of disabled or disadvantaged persons, or the performance of a contract in a sheltered workshop

Appendix 5 – References- Council policies, legislation and guidance

Council Strategies and Policies

[Our Business Plan priorities – The City of Edinburgh Council](#)

[New Culture Strategy agreed for Edinburgh – The City of Edinburgh Council](#)

[City Of Edinburgh Council – 2030 Climate Strategy](#)

[Advertising and Sponsorship Policy - Policy register – The City of Edinburgh Council](#)

[Code of Practice for Filming in Edinburgh - Policy register – The City of Edinburgh Council](#)

[Consultation and Engagement Policy - Policy register – The City of Edinburgh Council](#)

[Fair Trade Policy Statement - Policy register – The City of Edinburgh Council](#)

[Management of Presentation Seats in Public Parks, Gardens, and Streets - Policy register – The City of Edinburgh Council](#)

[Refund of License Application Fees - Policy register – The City of Edinburgh Council](#)

[Waste and Cleansing Policies - Policy register – The City of Edinburgh Council](#)

Legislation/Regulations

Animal Welfare Act 2006

Construction Design and Management Regulations

Civic Government (Scotland) Act 1982

Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005

Control of Noise at Work Regulations 2005

Equalities Act 2010

Fire Scotland Act 2005 & Fire Safety (Scotland) Regulations 2006

Health & Safety at Work Act 1974

Health and Safety (First Aid) Regulations 2013

Land Reform (Scotland) Act 2003

Management of Health & Safety at Work Regulations 1999

Martyn's Law – coming soon*

Occupiers Liability (Scotland) Act 1960

Personal Protective Equipment Regulations 2002

Provision and Use of Work Equipment Regulations 1998

Guidance

[Plan my event | Culture Edinburgh](#)

[The Purple Guide](#)

[Home - JESIP Website](#)

[Temporary demountable structures: Guidance on procurement, design and use \(Fourth edition\) - The Institution of Structural Engineers \(istructe.org\)](#)

[MUTA - the UK's trade association for marquees, tents and structures](#)

[Guide to Safety at Sports Grounds 'Green Guide' - Sports Grounds Safety Authority](#)

[PIPA Inflatable Play Inspection - Safe Bouncy Castles](#)

[Welcome to ADIPS - Home](#)

[Risk assessment: Steps needed to manage risk - HSE](#)

[Code of Practice on Environmental Noise \(gov.je\)](#)

[Fire Safety Risk Assessment for open air events and venues](#)

[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](#)

[Access Starts Online - Attitude is Everything](#)

[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)

[Calculating Safe Capacity - Sports Grounds Safety Authority](#)

[Responding to Emergencies | Ready Scotland](#)

[Threat levels | ProtectUK](#)

[ACT Awareness e-Learning | ProtectUK](#)

[Resources | ProtectUK](#)

[Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)

[Lightning Guidance for Outdoor Events - PLASA](#)

[Home | Event Impacts](#)

[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)

[HSE Explosives - Organising firework displays](#)

[Living Wage Scotland](#)

[Guidance on Public Processions - General Information](#)

[ISO 20121 standard](#)

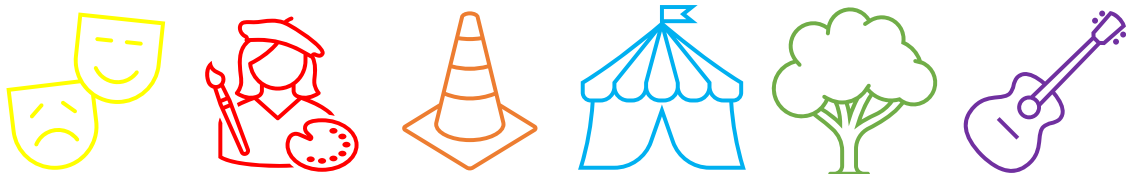
[Starting Point | Creative Carbon Scotland](#)

[Resources | Creative Carbon Scotland](#)

[Sanitation \(thepurpleguide.co.uk\)](http://thepurpleguide.co.uk)

[Home - Volunteer Edinburgh](#)

[Zone Ex - Sports Grounds Safety Authority](#)





Code of Practice for Filming in Edinburgh

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Foreword

(to be finalised)

It is a source of real pride that Edinburgh attracts high profile film and TV productions that project our city onto screens around the UK and the world. In the last few years alone, Edinburgh has been the backdrop for films and high-end TV drama such as Avengers: Infinity War and Outlander, and it is fantastic to see visitors in Edinburgh who have been captivated by films and literature set in or inspired by our city.

We welcome filming not only for the on-screen promotion and tourism benefits but also for the direct economic impact from filming, and the employment and commercial opportunities it brings to our city's creative industries, local businesses and residents.

Our positive reputation as a filming destination is supported by our Code of Practice for Filming which sets out guidelines for successful filming within our community, ensuring the continuation of the city's film-friendly credentials.

The interest in our beautiful capital city as a filming location looks set to grow and we look forward to working with many more exciting productions over the coming months and years.

Councillor Val Walker

Convener of the City of Edinburgh Council's Culture and Communities Committee



Use of Public Spaces for Filming and Events

The City of Edinburgh Council has a diverse range of wards and locations, with various requirements, to host events, filming or other activities. The [Public Spaces Policy 2023](#) is designed to be flexible, while maintaining the standards expected of organisers and the responsible use of the city’s public spaces. Below are the strategic aims of this policy. These are the result of a lengthy engagement process and are to provide support and reference to organisers and the community, and to inform council officers’ decisions.

Key Themes

Process is Transparent & Accountable	Process and Activities are Proportionate	Activities Have a Positive Effect	Organisers will Minimise their Impact
<p>The application and decision-making process will be open and transparent, with a digital platform to hold up to date, public, event and filming information and representation options. A process for rejecting or accepting when applications do not or cannot meet the guidelines will be in place.</p> <p>Incorporates principles: 2, 3, 4, 7, 9, 10, 16.</p>	<p>The application process to be proportionate to the scale of the activity & location. Event & Filming activities will be proportionate to the location via area conditions including organizer engagement with the community.</p> <p>Incorporates principles: 1, 5, 8.</p>	<p>Events will have a net positive effect in one or more of the following areas: community wealth, cultural identity, reputation, quality of life & social value. It is expected that activities will be covered by the living wage and employment practices including training provision.</p> <p>Incorporates principles: 6, 13, 16, 17</p>	<p>Organisers will commit to minimise disruption and impact as far as reasonably practicable, including physical reinstatement and sustainability approach of ‘net zero’ by 2030 and industry best practice. Engagement with residents about proposed activities, with stake holders entitled to explanations.</p> <p>Incorporates principles: 9, 11, 12, 14, 15</p>

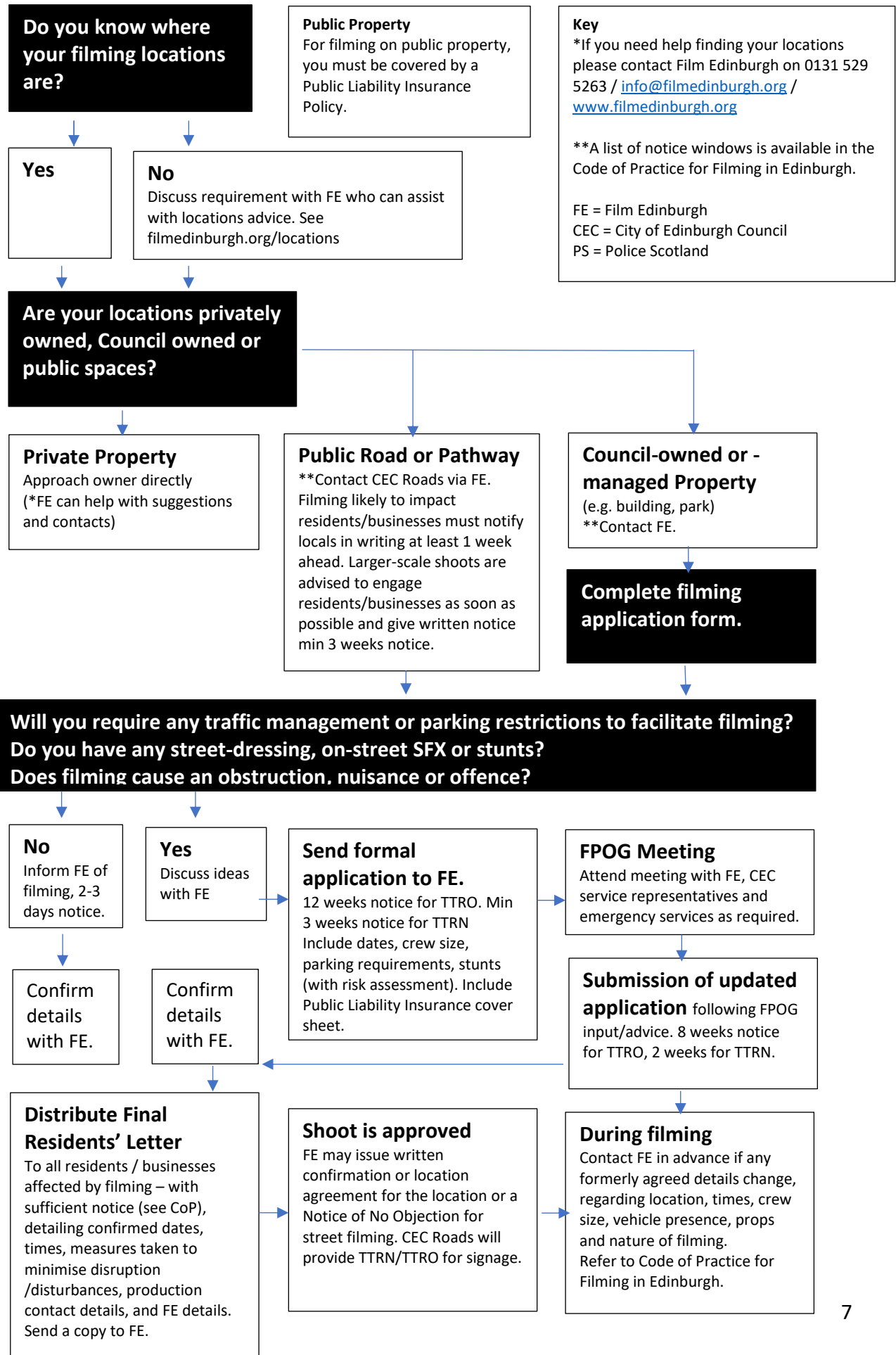
The 17 key principles agreed at committee on 14th September 2021 which are incorporated into the key themes can be read in full here: [Use of Public Spaces for Events and Filming-FINAL.pdf \(edinburgh.gov.uk\)](#)

Apply to film in Edinburgh

Film Edinburgh should be advised of any filming activities taking place within Edinburgh. No filming activity should take place until permissions have been granted by all relevant parties. The Production Company must ensure that all those affected by filming have been consulted and informed of arrangements. Dialogue and special guidance should be sought by the Production Company from CEC for **large-scale productions** and those involving points 1c through 1f below.

1. **CEC** should be informed of all filming activity taking place on public property within their area. The production's first point of contact for this purpose is Film Edinburgh. Film Edinburgh will require copies of the shooting script and the schedule at the earliest opportunity. The following will be required by Film Edinburgh for dissemination to the appropriate local authority services:
 - a. Name of the production company, type of production, contact person and telephone number.
 - b. Scale of production in terms of numbers of personnel and vehicles
 - c. Road closures, removal, alteration and disguising of street furniture and carriageway markings.
 - d. Use of cranes, aircraft, cherry pickers, track, low-loaders, A-frames and other potentially hazardous equipment in a public place
 - e. Parking of production vehicles on yellow lines, in meter bays or residents bays
 - f. Use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways.
 - g. Productions which depict subjects of a controversial nature
 - h. Filming involving children or animals.
2. CEC requires that access to filming activity in Edinburgh shall be afforded to a representative of Film Edinburgh; such access not to be unreasonably withheld.
3. The representative of Film Edinburgh or nominated officer of CEC will bring to the attention of the production company non adherence to any aspect of the Code of Practice, especially in relation to Health & Safety. Where resolution cannot be achieved, the matter will be passed to the statutory body for consideration.

Location Filming Process Map



Notification timescales

Activity	Notification period (final deadlines)
Camera track / equipment on the road (partial obstruction)	2 weeks (minor road, no more than 5 days), 8 weeks (main road / more than 5 consecutive days)
Intermittent Traffic Controls (ITC)	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Large-scale production requests	4 weeks
Lighting towers / scaffolds / cranes permits	4 weeks
Location contracts (estates)	2 weeks
Parking in city centre controlled parking zone during restricted hours	3 days
Parking outside controlled zone/hours	2 weeks
Residents and Businesses letter drop	Night filming – 3 weeks High impact filming initial approach - 3 weeks Confirmation of details - 1 week
Road closure	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Small-scale production requests (low/no impact)	1 week
Stunts / Special Effects/ Pyrotechnics	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Yellow Line Dispensation	24 hours

Code of Practice for filming in Edinburgh: A-Z Guidelines

Cabling

No cables should be run over the public highway in such a manner to cause a hazard to the general public. Cables should be flown to a minimum height of 2.6m above the footway and 5.7m above the carriageway or covered with matting when crossing pavements. Where appropriate warning cones and hazard tape should be used.

Camera Track

All matters relating to tracking and filming equipment on the public highway must be discussed with the Roads department via Film Edinburgh at least 2 weeks in advance of filming.

If filming equipment blocks a footway, an alternative safe and supervised route for pedestrians must be discussed with CEC and provided by the Production Company. This route must be fully accessible for wheelchair users, the elderly, parents / guardians with pushchairs, and other pavement users with limited mobility. A minimum safe width of 1.2m must be maintained at all times. However, more available width may be required depending on the location. This should be discussed with CEC.

Roadways must be clear of equipment unless agreed with CEC and relevant permits and traffic management have been obtained.

Catering

Drinks and meals should be taken only in designated areas.

The positioning of catering vehicles must be discussed in advance with CEC via Film Edinburgh.

Productions companies are discouraged from positioning catering vehicles directly in front of residential property or commercial hospitality businesses.

Caterers must provide evidence of licenses to CEC Environmental Health. Wherever possible, the production company should make use of environmentally friendly materials.

Wherever possible, but subject to the Production's or Commissioner's rules, catering should be sourced locally. All catering waste including spillages must be removed from site. Food waste and oils must not be deposited in rainwater gullies.

Child Performers

For performances involving children, filmmakers must comply at all times with the The Children (Performances and Activities) (Scotland) Regulations 2014. For advice and guidance on any matters relating to children in filming, Film Edinburgh can introduce the Production Company to the designated CEC officer.

Coning

No Waiting cones on public roads have no legal status unless they are sanctioned by a Temporary Traffic Regulation Notice/Order or have been issued by CEC's Parking Services. If cones are placed on the road without permission, they are considered an obstruction on the road. They should not be used unless they are being positioned to ensure a pre-arranged TTRN/O is enforceable.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Council Property

Use of Council property as a filming location will be facilitated by Council services wherever feasible; security, confidentiality, daily work requirements and schedules allowing. Location fees will reflect disruption and dedicated personnel time and will be negotiable. Any damage caused by a Production will be re-charged to the production company by CEC.

It should be noted that The City of Edinburgh Council is required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. We will not allow any of our publicly owned venues, including schools and community centres, to be used by any party, individual or group that would be in conflict with our duty under the Counter Terrorism and Security Act (2015)

Council Parks

Permission is required for commercial activity in Council parks, greenspaces and beaches. There are varying conditions of use for each of the Council's parks so please check with Film Edinburgh.

Filmmakers are required to complete a filming application form and provide a risk assessment, proof of public liability insurance, a vehicle access plan (if applicable) and Tree & Root Protection Plan (if applicable, see details below). If filming involves use of heavy equipment on soft ground, a reinstatement bond to cover any damage may be requested, in addition to the fee, and should be paid prior to access to the site.

Depending on the scale and/or complexity of the event, it may be determined that an on-site presence is required by the Council. This will be confirmed by a Council officer once your application has been reviewed and any associated costs charged to the Production Company.

Cranes / Jibs / Cherry Pickers

CEC via Film Edinburgh must be consulted about the positioning of cherry-pickers, cranes, jibs on the public road so that authorisation can be provided. It may be necessary for CEC to carry out an inspection with the Location Manager both before and after a cherry picker is used. Such equipment will require a permit from the Council. Conditions of any permission granted must be adhered to at all times.

Rigging and de-rigging shall be undertaken with respect for local residents and must be carried out outside anti-social hours to avoid any unreasonable noise or nuisance. Any rigging in anti-social hours must be agreed in advance with CEC's noise abatement team and with consultation with local residents and businesses.

Credits

CEC requests that location and/or filming credits, where possible, be acknowledged for filming activity taking place on the public highways in Edinburgh. Credits should refer to 'The City of Edinburgh'.

Designated Areas

Filmmakers' activities should be limited to areas and times for which permission has been granted.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Production vehicles should be parked where agreed at pre-arranged times. Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless strictly necessary to ensure minimum disruption to residents and for which spaces are provided.

Drinks and meals should be taken only in designated areas.

No smoking restrictions in accordance with the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 must be adhered to. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the Production Company.

Crew members must not trespass onto neighbouring property or enter areas of a location which the owner has stipulated may not be used for filming.

Drones / Unmanned Aircraft Systems

Filmmakers' activities should be limited to areas and times for which permission has been granted. Please see appendix 2 for more details.

Filming from Vehicles

The Production must inform CEC via Film Edinburgh when filming from a moving vehicle on public roads. This includes, but is not limited to, filming using low loaders, vehicle mounted cameras, tracking vehicles and A-Frames. Film Edinburgh will consult with Police Scotland when any such request is received. All Road Traffic legislation must be complied with subject to the grant of any concessions by CEC and/or Traffic Scotland and Police Scotland.

Firearms and Weapons

No weapons (armoury) or firearms of any kind, including prop or replica firearms, shall be used without agreement in advance between the Production and Police Scotland. This includes filming exteriors and/or interiors on public and private property.

Where it is a live firing weapon, the Production must have a license holder for that weapon present, or a Registered Firearms Dealer (RFD) or a servant of the RFD. Where it is a blank firing weapon, it is recommended to have the above present.

Generators

All generators must be positioned as far away as reasonably practicable from residential and commercial properties unless prior permission has been given. In line with Edinburgh's 2030 Climate Strategy, renewable / green generators should be used wherever possible. It is recommended that super-silent generators are used, particularly where long term use or use during unsociable hours is anticipated. The production company should be prepared to take action should a reasonable complaint about noise be received.

Health & Safety

It is the responsibility of the Production Company to ensure that employees are in compliance with current Health and Safety Regulations (HSE INDG360) when filming on location. It is a criminal offence to breach Health and Safety Regulations. Failure to comply may invalidate any insurance.

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All locations must be assessed for risk and hazard. When necessary a Health and Safety professional should be consulted. The Council's Public Safety Manager should be consulted when filming on Council property.

A person qualified in First Aid should always be present during filming.

Historic Buildings and Conservation Areas

Added restrictions will apply to historic buildings and conservation areas. Details of filming should be discussed with the respective filming contact and regulations observed.

Indemnity and Insurance

Proof of public liability insurance with an adequate limit of indemnity (no less than £10 million) and all other insurances required by law should be made available on demand to anyone affected by the location filming activities of the production company.

Letters for Residents and Businesses

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times. All neighbouring residents and businesses affected by filming or film-related activity (unit bases, technical parking etc) should be notified by letter of the filming arrangements, impact and mitigating action. For day-time filming, notice of at least one week should be given. For night-filming in residential areas, three weeks' notice should be given (see Night Filming). A copy of residents' and businesses letters should be received by Film Edinburgh prior to it being printed and distributed and to a timescale so that the notice period above achieved.

Resident letters should include the following information:

- Name of production company, type of production, contact name, telephone number and email address
- Location of filming and filming-related activity
- Dates and times of filming and filming-related activity
- Description of exterior activity / scenes
- Scale of impact in terms of numbers of personnel / vehicles
- Use of drones / large-scale filming equipment
- Road closures, removal / alteration, parking disruption
- Access arrangements
- Disruption and mitigation
- Night-filming: mitigation of noise/light nuisance
- Who to contact with concerns or queries

Lighting

The placement of lighting stands on the carriageway or footway must be agreed with CEC. Lighting must not cause a hazard to the general public. (Please refer to the section *Cabling* for guidance on safe cabling of such items).

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No danger or annoyance should be caused to residents or members of the public by the dazzle of lights.

The following considerations should be taken to prevent any risk to the public or Production Company employees:

- Lights above ground level and lighting stands are properly secured
- Lighting stands placed on a footway are attended at all times or are weighted and secured
- Lights do not dazzle any motorists
- Lights are not shone directly towards residential or commercial properties at any time without specific permission
- Blackouts are available so as to protect the public from light pollution when required.

Locations

Filmmakers should ensure that location owners are:

1. Kept fully informed of the intentions of the production company at all stages, whether the location is used for filming eventually or not.
2. Given a reasonable site rental in accordance with the budget of the film.
3. Issued with an approved location contract which clearly states the terms agreed between themselves and the Production Company.
4. Given details of any art department requirements including dressing and construction.
5. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
6. Objects belonging to the location must not be moved or removed without the owner's express permission.
7. All property removed or disguised for filming purposes must be reinstated upon completion of filming.
8. The filming location should be kept clean and any waste generated by the filmmakers should be removed.
9. The Production Company must make good any damage (including ground damage) caused by its activities immediately after filming and must notify all parties concerned.
10. Whenever necessary, the company must ensure that the location and its environs are protected by security staff.
11. The crew and members responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

Night Filming

Filming or filming-related activity on the public road will be limited to no later than 23:00 and no earlier than 07:00 in residential areas unless by prior agreement and adherence to Night Filming guidelines. Any filming or filming-related activity between these hours will require consultation with affected residents / businesses as well as CEC and Police Scotland. Adequate time must be allowed for consultation. Generators must be baffled or integral with the location vehicle. Large equipment must be in place outside anti-social hours and not moved during this period. Any anticipated noise must be limited to a specific short period of time and this made clear to affected residents / businesses.

Where possible, vehicles should use white noise warnings or banksmen as opposed to beeping or spoken word alerts.

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Unreasonable noise and nuisance caused by filming may be subject to action under the Environmental Protection Act 1990 and permits / traffic orders may be revoked.

Please see detailed guidance for *Night Filming*.

Noise and Nuisance

Use of audio playback and megaphones must be discussed with CEC via Film Edinburgh. The parking position of generators must be agreed in advance and will depend on local sensitivities. Generators should be baffled or integral with the location vehicle. If numerous days of filming are proposed in the same location the production company should provide one day of respite per week for residents.

Notifications

CEC via Film Edinburgh must be notified of all filming taking place on public property within its area. Film Edinburgh will require copies of the shooting script and schedule at the earliest opportunity. See *Apply to Film in Edinburgh* above.

Police Scotland Edinburgh Operations Planning Dept must be informed of filming activity. Film Edinburgh will notify the police with this information initially but a follow-up dialogue directly between the Police and the Production Company is suggested for larger productions. Special guidance should be sought about the staging of crimes, accidents or use of firearms or other offensive weapons, artists dressed in police uniforms and use of pseudo police vehicles.

Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. CEC will advise Emergency Services of temporary traffic restrictions through distribution of the TTRN / TTRO. The Production Company must advise the emergency services of use of SFX, fires or braziers, fire hydrants, impersonation of emergency services officers or pseudo emergency vehicles.

All neighbouring residents and businesses affected by filming should be notified in advance by letter of filming arrangements in their area. Notice of at least one week prior to the first day of filming should be given for confirming details, though an initial letter setting out intentions should be distributed to all affected residents and businesses at the earliest opportunity in order to give locals a chance to raise questions of impact and activities which may affect the production. See *Letters for Residents and Businesses* above.

Parking

Parking plans should be submitted by the Production Company and discussed with Film Edinburgh and agreed with CEC; in particular for technical vehicles, equipment, and bays reserved for continuity. The Production Company should make every effort to find off street parking for all facilities vehicles. Cast and crew should not park personal vehicles in the immediate vicinity of a location unless spaces are provided. Production vehicles should be parked where agreed at pre-arranged times. Cones for parking should only be used with the prior agreement of CEC.

Engines should be switched off on arrival. Access to homes and businesses should be kept clear at all times unless agreed in advance with the owner. Mandatory or warning traffic signs must not be obscured when parking vehicles on highways that are not closed.

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Productions units can apply for a combination of single yellow line dispensation and pay bay suspension for production vehicles if they are operating within restricted zones and times. Parking Services need three working days notice to implement this. See *Parking Operations Special Events Procedure* in the Appendix.

Productions that plan to arrive at a location outside restricted zones or times and need to guarantee their spaces will need to apply for a TTRN / TTRO through the Roads Department. Two weeks notice is required for TTRNs, eight weeks for TTROs. Cones must be used only in agreement with CEC. See *Roads and Traffic Management*.

Parking operations can supply dedicated resources such as parking attendants and removal trucks to ensure that suspensions and TTROs are cleared in time. These services can be employed Monday to Saturday 07:00 – 18:30. Outside these hours a minimum of 1 week's notice is required. See *Parking Operations Special Events Procedure* in the Appendix for pricing.

Pedestrian Access to public spaces

The Production Company may ask members of the public if they would be agreeable to waiting for a few minutes during a 'take', but pedestrian access to public street and paths should be maintained at all times with the exception of reasons of health and safety. The Production Company is responsible for obtaining any appropriate permissions in terms of [The Land Reform \(Scotland\) Act 2004](#), to exempt land from access rights, where necessary.

Police & Emergency Services

Police Scotland – Edinburgh Operations Planning Department must be informed of filming activity. Film Edinburgh will notify the police with this information initially but a follow-up dialogue directly between the Production Company and the Police is suggested for larger productions. In addition to advising the Police of points 1a-h above (see: *Apply to film in Edinburgh*), special guidance should be sought with the following:

1. The staging of crimes, accidents or use of firearms or other offensive weapons
2. The dressing of artists in police uniforms. It is an offence to impersonate a police officer and cast must cover such uniforms between takes.

Any Police presence requested to assist filming events will be by risk assessment and will be subject to cost recovery by Police Scotland. Where management of traffic is involved, a TTRN/O will be required.

Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. Where relevant the emergency services should be duly advised of:

1. Any likely disruption to traffic due to road closures during filming. CEC will distribute the TTRN / TTRO to emergency services in this regards.
2. Use of fire hydrants, special effects, fires or explosions (Fire and Rescue Services)
3. The impersonation of fire officers or use of pseudo fire tenders (Fire and Rescue Services)
4. The impersonation of ambulance staff or use of pseudo ambulances
5. Where occupied premises are used as film locations all fire precautions must be complied with unless previously agreed by the Fire and Rescue Services.

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Publicity

The Production (or the Distributor or Broadcaster) shall provide Film Edinburgh with publicity materials on release of the project wherever possible.

Public Liability Insurance

Proof of public liability insurance with an adequate limit of indemnity (no less than £10 million) and all other insurances required by law should be made available on demand to anyone affected by the location filming activities of the production company.

Rates

CEC does not have the authority to waive business rates on its or privately owned property which is rented and occupied by production companies. If however the production company believes that the rateable value is excessive, it can apply to the Valuation Office to have the rateable value reviewed.

Residents and businesses

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times.

The production company should consult with local residents and businesses that may be affected by filming prior to and during the shoot. Film Edinburgh should be approached before residents and businesses are contacted because they can provide relevant local information to aid a fair consultation process.

Please see *Night Filming* guidelines for filming in anti-social hours.

Risk Assessment

Risk Assessments are required by both the self-employed and any organisation with employees so that they can meet their statutory duties to employees and those affected by their actions, as well as satisfying their insurance obligations. Specific Risk Assessments, beyond those generic assessments generally applying to film production on location, are also required depending on the type and nature of filming, and also as to the place(s) where filming is to take place. When necessary a Health and Safety professional should be consulted. The Council's Health and Safety Manager should be consulted when filming on Council property.

While the Location contact may demand the provision of copies of the Production's Risk Assessments, the responsibility of the completion and content of this document lies solely with the Production, specifically the Producer. The Producer retains a non-delegable duty to ensure that the film production is performed safely, though the Producer can decide to delegate some element of responsibility to as 'competent other'. All such health & safety duties, and therefore any liability arising, ultimately lie with the Producer – to that extent those duties are non-delegable. It must be underlined that merely because Risk Assessments have been provided as requested by the provisions of the Location contact, that does not mean that the Location contact has approved or signed off the document.

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Rivers & Waterways

When planning to film on any waterway, the production company must liaise with the relevant governing body as early as possible. Specific Health & Safety measures will apply.

Road and Traffic Management (TM)

The Production Company will liaise with CEC via Film Edinburgh about using public roads and footpaths for filming or placing down equipment. Once locations and the requirement for street closures, control or occupation are identified, Film Edinburgh will convene a meeting of Police and Council authorities to examine plans, identify difficulties, suggest solutions to problems and settle on schedules. Thereafter, the producer or location manager will liaise with Police and Council officers to conclude the details.

To close roads, restrict parking or control traffic a Temporary Traffic Regulation Day Notice (TTRN) or Temporary Traffic Regulation Order (TTRO) from CEC's Roads Authority is required.

Road closures, parking restrictions and traffic control away from main arterial routes, unlikely to cause widespread disruption and not in effect for longer than 5 consecutive days, will require a TTRN. A minimum of 2 weeks' notice prior to the first restriction is required for a TTRN.

Road closures, parking restrictions and traffic control on main arterial routes and/or likely to cause widespread disruption and/or in effect for longer than 5 consecutive days, will require a TTRO. A minimum of 8 weeks' notice prior to the first restriction is required for a TTRO.

CEC will issue the TTRO or TTRN to the applicant, but it is the filmmaker's responsibility to put out the TTRO notices as well as the yellow Correx 'No Parking' boards and cones on the street. Filmmakers will require the services of a competent TM company to put in place the necessary traffic management (signage, cones, barriers, intermittent traffic controls etc). Drawings showing TM setups should be submitted to CEC for review within the timescales above and approved prior to being placed out on the street.

The Production Company should ensure that access for emergency service vehicles is kept clear at all times (4 metres wide). The Production Company must ensure that measures are taken to minimise public congestion caused by the event.

Where an event requires the closure of a road which forms an established route for cyclists, the Production Company must provide details of the considerations have been made in relation to this and any temporary arrangements that are planned. This must be authorised in writing by the Roads Authority prior to any closure or changes being implemented.

It should be noted that main (trunk) routes outside city and town boundaries are the responsibility of the Scottish Executive and separate negotiations will be required.

Road Markings

Subject to agreement in advance with CEC, yellow lines and other road markings may be covered by the production company, either with loose material which can be swept up afterwards or with water-soluble paints which must be cleaned off after the shoot. The production must fully reinstate any alterations to road markings to the satisfaction of CEC and, when obliged to use official contractors, the production company will cover the cost.

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Rubbish and Waste Removal

The filming location should be kept clean and any waste generated by the filmmaker must be removed, including spillages such as oil or fuel.

Scaffolding / Lighting Towers

All requests to erect scaffolding, staging or lighting towers in a public area, highway or footway, must be agreed in advance with CEC. A temporary structure permit will be required. Applications should be submitted to the Permits team in CEC. 4 weeks notice is requested.

Security

Whenever necessary, the production company must ensure that the location and its environs are protected by security staff. Staff should be SIA licensed.

Signage

All production and unit signs to direct the company to location / unit base must be removed promptly when no longer required.

Smoking

No smoking restrictions in accordance with the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 must be adhered to. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the Production.

Street Signs / Street Furniture / Street Lighting

Requests to remove bollards, street lamps, bus stop signs, bike racks, street signs etc can be accommodated but sufficient notice must be given to CEC. All agreed work shall normally be carried out by CEC and filmmakers will be charged at cost for this service. Quotes will be supplied for each request. Other contractors may be used to work on street lights subject to approval by CEC Street Lighting.

Subject to negotiation, street lighting can be removed switched on or off or timings altered, where changes do not cause undue Health & Safety problems. Temporary lighting should be provided by the Production Company if the public access to the area is to be maintained where street lights have been removed or switched off, especially where street lights are disconnected or removed for long periods of time. Any public footpaths and carriageways must be lit to the appropriate standards set out in HSE BS5489 if previously lit.

Notice of at least one week is required.

If necessary, some bus shelters can be removed or replaced, although this can be expensive and dressing may be more cost-effective. CEC rather than the bus companies oversees the management of bus shelters.

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All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. In some cases this will need to be completed before the road can reopen (i.e. where this is statutory signage).

Special Effects & Pyrotechnics

This section refers to, but is not limited to, all sequences including physical, atmospheric and pyrotechnic effects. The Production Company must notify the relevant location contact whenever physical, or pyrotechnic effects are to be used, and must consult CEC, Police Scotland and Emergency Services in advance. In accordance with statutory Health and Safety obligations, the Production Company must provide a Risk Assessment and Method Statement to CEC and the location contact.

The production company must inform local residents and businesses of such activity, in consultation with CEC / Film Edinburgh. All special effects must be under the direct supervision of a JIGS graded SFX Supervisor, or person of similar experience. Atmospheric effects (e.g. wet downs, snow, mist and rain) may only be carried out with the approval of the filming contact (CEC / location representative) after a proper evaluation of the forecast weather conditions and with the proper signage and a clear up and safe disposal schedule. Productions should consider existing industry codes and guidance documents from recognised bodies such as HSE, BECTU etc.

Stunts

The Production Company must notify CEC via Film Edinburgh whenever stunts are to be used and must consult Police Scotland and Emergency Services in advance. In accordance with statutory Health and Safety legislation, the Production Company must provide a Risk Assessment and Method Statement. The production company must inform local residents and businesses of such filming. All stunts must be under the direct supervision of a recognised Joint Industry Stunt Committee (JISC) Coordinator or a person of similar experience.

Sustainability

We expect production companies to take a sustainable approach to production. Productions must comply with Scotland's [ban on single-use plastics](#) (2021) and are encouraged to reduce their carbon footprint by, for instance, arranging shared transport, discouraging use of paper and plastics and ensuring the [protection of biodiversity](#) at key sites. Use of sustainably powered vehicles and green generators should be employed wherever possible.

The Council is supportive of [ALBERT](#) and encourages all productions to become more sustainable. Creative Carbon Scotland are a great source of information and advice on how productions can be adapted to become more sustainable. [Starting Point | Creative Carbon Scotland](#). They also have lots of guides, case studies and reports [Resources | Creative Carbon Scotland](#).

Traffic Management

See Roads and Traffic Management above.

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Trams

Filmmakers wishing to film on or near the tramlines are required to familiarise themselves with the Edinburgh Tram Byelaws and with supplementary guidance supplied by CEC and secure relevant authorisation from Edinburgh Trams as required by the Byelaws in advance of filming. Any construction or installation work within the “hazard zone” of the tramway will require an “Authority To Work” (ATW) Permit. More information can be found at <https://edinburghtrams.com/information/working-around-trams>.

Tree and Root Protection

The Council is committed to protecting its greenspaces and therefore when using a Council park or greenspace we expect event organisers to submit a Tree and Root Protection Plan. More information can be found in Appendix 4.

Waste Removal

The filming location should be kept clean and any waste generated by the Production Company should be removed, including spillages such as oil and fuel.

Crew members responsible for the location should check it thoroughly before departure to ensure that the location has been restored to its original state and that any evidence of filming activity has been removed.

Wet Downs

See Special Effects & Pyrotechnics above.

Unit Parking

The Production Company should make every effort to find off-road parking for all facilities vehicles. Where this is not possible, the Production Company should not park facilities vehicles directly in front of residential property or commercial businesses. The Production Company should ensure that generators are silent and parked as far away as reasonably practicable from residential and commercial properties unless prior permission has been given. Residents and businesses likely to be affected by a unit base should be notified by letter within a reasonable time (usually at least 1 week).

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Appendices

Appendix 1: Documents & Permits

ROAD OCCUPATION PERMIT

http://www.edinburgh.gov.uk/info/20089/roads_and_pavements/1390/road_occupation_permits

EDINBURGH TRAMS: AUTHORITY TO WORK PERMIT

<https://edinburghtrams.com/uploads/general/AtWform.pdf>

CEC CEMETERIES FILMING GUIDELINES

<https://www.filmedinburgh.org/Filming/Permits>

HEALTH AND SAFETY REGULATIONS HSE INDG360

<http://www.hse.gov.uk/pubns/indg360.pdf>

HEALTH AND SAFETY REGULATIONS: ROAD LIGHTING HSE BS 5489

<http://www.hse.gov.uk/workplacetransport/factsheets/lighting.htm>

CHILDREN (PERFORMANCES AND ACTIVITIES) (SCOTLAND) REGULATIONS 2014

http://www.legislation.gov.uk/ssi/2014/372/pdfs/ssi_20140372_en.pdf

MANAGEMENT OF FIREARMS AND WEAPONS IN FILM & TV PRODUCTIONS

<http://www.hse.gov.uk/pubns/etis20.pdf>

RISK ASSESSMENTS

<http://www.hse.gov.uk/risk/controlling-risks.htm>

REQUEST A TEMPORARY TRAFFIC REGULATION NOTICE / ORDER

Contact Film Edinburgh info@filmedinburgh.org

REQUEST PAY BAY SUSPENSION OR SINGLE YELLOW LINE DISPENSATION

<https://www.filmedinburgh.org/dyn/1536249142707/GG-Special-Events-Procedure-2018-19.pdf>

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Appendix 2: Drone filming in Edinburgh

The City of Edinburgh Council has introduced a Drone Policy in response to an upsurge in public request and usage of drones (or Unmanned Aircraft Systems (UAS)) on council managed land including parks, roads and public open spaces. Following the update to the Civil Aviation Authority's drone regulations on 31 December 2020, we have updated our guidance for drone usage in the city.

You can find a great deal of guidance on the CAA website:
www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones

Since 31 December 2020 there is no longer a regulatory distinction between commercial and non-commercial operation. Drone categories and sub-categories, which determine what operators are allowed to do, are now based only on the estimated risk associated with that category or drone, which is determined by the weight of the drone.

The person controlling a UAS is fully responsible for the safe operation of any flight, but it is important to consider whether permission, in addition to and separate from a license from the CAA or others, is needed. The key restriction that covers all drone activity is Article 241 of the Air Navigation Order 2016 which states that:

“A person must not recklessly or negligently cause or permit an aircraft to endanger any person or property.”

City of Edinburgh Council Land Owner Stance – Drone Usage

In general terms, and in line with CAA advice, The City of Edinburgh Council (CEC) should be contacted as a landowner with regard to access to Council land or property from which to launch or land a drone. The operator is responsible for the proper use of the airspace itself, and it is the responsibility of the operator to ensure compliance with the CAA regulations, the law, and terms of insurance.

Under the new regulations, there are some UAS that fall within the Open Category which can be operated from public land or public rights of way without requiring permission. However, please note the Park Enforcement & Bylaws below. If permission is required for take-off and landing sites, the Council should be presented with the operator's up-to-date documentation. If the paperwork is correct and current, no additional responsibilities or legal liabilities will be incurred by the Council.

Park Enforcement & Bylaws

The Management Rules for Public Parks and Greenspace can be seen here:
<https://www.edinburgh.gov.uk/downloads/file/22552/management-rules-for-parks-and-greenspaces>

Item 4 of those rules advises that “The following acts are prohibited unless the Council's written permission has been obtained first:

...4.13 Engaging in any commercial activity whatsoever (including, without limitation, dog walking services, photography, filming and fitness training services)”

Further, item 8 advises that “The following acts are prohibited:

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8.2 Operating any motorised or mechanically propelled toy or model vehicle, aircraft or boat so as to disturb wildlife, endanger or give annoyance to other people or if asked by a Council Official not to do so.

If person/persons are found to be using an unauthorised drone or model aircraft on or from CEC land without permission they will be requested to stop immediately. If the user refuses to stop, Police Scotland will be called to attend to cease activity and remove the user from CEC land.

Transport

Roads

Requests to control any part of the roads network of the City of Edinburgh should be made via the appropriate "ROAD OCCUPATION PERMIT"

<https://www.edinburgh.gov.uk/downloads/download/13190/road-occupation-permits>

Trams / Rail

Requests to fly from or near any part of the tram network should be made through the through the "AUTHORITY TO WORK PERMIT" outlined in the Code of Practice.

<https://edinburghtrams.com/uploads/general/AtWform.pdf>

Similar requests for filming on or near railways and rail property should be made to the relevant part of the Rail Authority.

Application Process

Any person whose drone category requires them to seek permission to launch or land their UAS from Council owned or managed land/property should contact the appropriate Council team as below.

Drone use for filming should first contact the Council's film office Film Edinburgh. Drone use for other purposes (e.g. surveys, engineering) should contact the relevant department directly.

Film Edinburgh – film@edinburgh.gov.uk

Apply here: <https://www.filmedinburgh.org/Filming/Permits>

Parks & Greenspaces - parks@edinburgh.gov.uk

Apply here: <http://eventsedinburgh.org.uk/Parks-Greenspace.html>

Roads Permits - roads@edinburgh.gov.uk

Apply here: <https://www.edinburgh.gov.uk/downloads/download/13190/road-occupation-permits>

Applications should be made well in advance and should detail:

- Nature of the proposed activity (e.g. filming, event, structural survey etc);
- Operator details including Operator ID and Flyer ID if applicable;
- Take-off and landing site(s), minimum distance from persons not directly under the operator's control, whether the drone will fly above any people including pedestrians, roads and buildings;
- Category and weight of UAS and CAA paperwork;
- Public Liability Insurance and appropriate UAS insurance compliant to [EC 785/2004](#)
- Risk Assessment and Method Statement which must be specific to the operation in question and include the maximum height, flight plan and control measures.

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Depending on the assessment of the above further documentation is likely, these commonly include;

- **A Traffic Order or Traffic Notice as well as A Traffic Management Plan:** required if the flight is close to or includes a highway. A fee will be applicable to obtain this additional permission.
- **Stewarding Plan:** description and maps of what control measures will be in place and where stewards will be located whilst the UAS in use.

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Appendix 3: Night Filming

These guidelines are for filmmakers wishing to film or undertake filming-related activity outside social hours in residential and commercial areas in Edinburgh.

Unsocial or 'night filming' refers to any filming activities taking place between 23:00 and 07:00.

The key to successful working outside social hours is effective consultation with those people affected by the work. Therefore when considering night filming in residential and commercial areas it is essential to consult with local residents and businesses in the planning process and adequate time must be allowed for this. Any planned noise in anti-social hours, including the lowering of crane arms, needs to be time-specific and local residents/businesses notified as such.

Residents who have legitimate objections can result in your application being declined. In addition, residents and traders who are left inconvenienced and disgruntled following a shoot may result in an area becoming difficult to film in the future.

Depending on the nature of filming and/or location, CEC may require a deposit to ensure and safeguard against noise and nuisance, reinstatement works, cleansing, damage or staff costs to supervise or assist any other unforeseen circumstances when filming takes place in residential and business areas.

Therefore in all instances, CEC via Film Edinburgh must be fully briefed and informed in advance, working to the following guidelines and best practice:

- Any activity outside of social hours, including filming, is subject to the Environmental Protection Act (1990) regarding noise and nuisance. A legitimate complaint about noise or nuisance from a resident to CEC / Film Edinburgh can result in the termination of filming at that location and withdrawal of any permits or traffic orders obtained. Therefore it is advisable to film all scenes requiring noise above conversational level before 22:00.
- Filming in residential areas should be finished and de-rigged no later than 23:00, unless prior permission has been granted by CEC and the residents have been consulted and no objections have been received.
- Noise should be kept to a minimum.
- All options should be explored to keep noise from generators to a minimum including baffling and the use of super-silent generators, which should be sensitively located.
- In instances where de-rigging of noisy equipment or heavy vehicles cannot be removed silently at the end of filming, they must be left in place and attended overnight by security staff. Should this happen, Film Edinburgh must be informed.
- Technical vehicles must be parked in sensible locations which will not disturb residents.
- All crew should use covert kits with their walkie-talkies.
- Earplugs should be made available to residents and traders if requested.
- Black out material should be made available to residents and traders if required, and the production company should make staff available to assist those residents that are not able to put up or take down the blackout material.
- The production company should be prepared to take immediate action if complaints about noise or lighting in antisocial hours are received.

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Requesting approval to film outside social hours

In order to comply with the Environmental Protection Act (1990), where a Production Company identifies a need to work outside normal hours they should liaise as soon as possible with Film Edinburgh who will in turn liaise with CEC's Environmental Protection Unit to discuss the request. Before approval can be given the following information must be provided via a method statement:

- Name of location
- Explanation for out of hours working
- Duration
- Location of noise sensitive premises affected
- Details of proposed consultation with occupiers of noise sensitive premises
- Working methods
- Mitigation methods to minimise noise.

It is recommended that filmmakers factor in three week's notice in order to allow adequate time for community consultation.

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Appendix 4: Tree & Root Protection

All root protection measures should adhere to British Standards 5837 where possible.

A Root Protection (RP) zone map is available (speak to Film Edinburgh) the RP areas identified in these appended maps must be treated as exclusion zones with no infrastructure placed in the red areas marked on the site maps.

A detailed Tree Protection Plan should be provided at an early-stage and must clearly indicate the precise location and type of protective barriers planned to form an exclusion-zone around all park trees that are to be affected by the building/hosting of the proposed event; this plan being superimposed onto an up-to-date tree location plan. Drawings and statements demonstrating how trees on-site will be protected throughout the event from access/egress through to build and de-rig will be required. The plan needs to include the type of ground-protection to be used to form the necessary exclusion-zones. The Council stipulates the use of “heras” fencing that is bolted together and installed using concrete footing blocks so no ground excavation is required. The full specification for any barriers must be included within the Tree Protection Plan. All tree protection measures must be in place before any other build commences.

These measures will potentially impact the available space for event infrastructure and consequently, the siting of this. This includes but is not limited to fencing, portable toilets, concession stalls (including storage and back-of-house requirements), other large event infrastructure (including Big Tops, Big Wheels and Fairground Rides) as well as ground protection requirements for vehicles (access/egress and build/de-rig), crowds and Plant.

It is the responsibility of the main event organiser to ensure any contractors using the site have clear, unambiguous, guidance on the steps they need to take to protect on-site trees and that these measures are communicated and adhered to by any sub-contractors employed carrying-out a role as part of the event. Failure to do so risks incurring a penalty charge and/or determining if an event is permitted to use one of our sites in the future. The penalty for any tree damage occurring as a result of the Event set-up, derig or occupation or due to failure to comply with the agreed Tree Protection Plan, will be based on a percentage of the overall CAVAT** figure for said tree, based on the severity of damage. The decision on any penalty payment will be at the sole discretion of the Council’s Forestry Service.

There should be no vehicle movement across any grass / soft landscaped areas, outwith the RP zones, which are going to be used as an event area or for temporary access required for any build/de-rig, without the use of protective matting. The specification for this protection needs to also be included in the Tree Protection Plan and Vehicle Access Plan.

The lopping of overhanging branches and any ground excavation to facilitate construction of any infrastructure for the event is not permitted within any Park & Greenspace area.

**** CAVAT (Capital Asset Value for Amenity Trees)** - CAVAT provides a method for managing trees as public assets rather than liabilities. It is designed not only to be a strategic tool and aid to decision-making in relation to the tree stock as a whole, but also to be applicable to individual cases, where the value of a single tree needs to be expressed in monetary terms.

Integrated Impact Assessment Checklist

This checklist should be used to structure the group discussion and will inform the final IIA. The boxes may also help you to write your ideas down before discussion within the group. For further support read the **Supporting Information**.

1. **Before going through the checklist, consider:**
 - **What do you think will change as a result of this proposal?**
2. **Now consider impacts on different populations**
 - **Which groups will be affected?**
 - **Go through the checklist below to identify how different people could be affected differentially, and possible areas of impact.**

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<p>People with protected characteristics</p> <ul style="list-style-type: none"> • Older people and people in their middle years • Young people and children • Men (include trans men), Women (include trans women) and non-binary people. (Include issues relating to pregnancy and maternity including same sex parents) • Disabled people (includes physical disability, learning disability, sensory loss, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership 	<p>Public spaces are a shared resource with the whole population able to use the parks and streetscape for their daily business. The temporary change in the use of space will have an effect on all persons who use the space, and this policy will provide proportionality to the mixed use of public space and guide those organising events to ensure that they comply with legislation, including the Equalities Act. Including information on providing welfare facilities for all, accessibility, and a myriad of subjects. This policy offers tactical guidance and ensures all events meet the guidelines.</p> <p>This policy intends to provide accountability to those who use public spaces for events and filming and the ability to refuse those who do not adhere to reasonable guidance to minimise impacts.</p>

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<p>Those vulnerable to falling into poverty, eg have low or no wealth, on low income, live in areas of deprivation, experiencing material deprivation (socio-economic disadvantage)</p> <ul style="list-style-type: none"> • Unemployed • People in receipt of benefits • Lone parents • Vulnerable families, e.g. young mothers, people experiencing domestic abuse, children at risk of statutory measures, including disabled adult/children, minority ethnic families • Families with a child under 1 • Larger Families (3+ children) • People in receipt of pensions • Care for experienced children and young people • Those leaving care settings (including children and young people and those with illness) • People experiencing homelessness • Carers (including young carers and carers with protected characteristics) • Those involved in the criminal justice system • People with low literacy/numeracy • People experiencing difficulties with substance use • Others, e.g. veterans and students 	<p>This policy includes a statement about the positive impact that operators would need to bring to the area, including community benefits. These benefits can range from accessible pricing structures to job training opportunities. At the same time, every event is different; this policy supports those on low incomes and enhances the local community.</p>

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/semi-rural communities • Urban communities • Coastal communities • Business community 	<p>This policy will provide transparency on the decisions made about hosting events and other activities in their communities. They can plan their actions by providing up-to-date and accurate information on activities in their area. This policy will encourage engagement with local communities, including businesses, noting the economic impact of hosting events on the city.</p>
<p>Staff</p> <ul style="list-style-type: none"> • Full-time • Part-time • Shift workers • Staff with protected characteristics • Staff vulnerable to falling into poverty 	<p>The impact of having a concise policy that staff can refer to intends to alleviate pressure and stress on individuals by having a policy statement and escalation process on which decisions can be based. Staff should not feel their decision is personal or reliant on an individual.</p> <p>This policy will affect all staff equally.</p>

3. Consider how your proposal will impact each of the following from an equalities and human rights perspective.

Objectives Equality and Human Rights	Positive/negative impacts
Eliminate discrimination and harassment.	The guidance on safety and welfare to all activities using public spaces will provide industry-specific relatable information about how to eliminate discrimination and harassment. It allows for a formal escalation process if any reports of unfair practice occur.
Advance equality of opportunity, e.g. improve access / quality of services / digital access.	The advancement of equal opportunity is managed through the policy statement of the activities needing proportionate action. It provides officers with a criterion that can be tied to industry guides.

Foster good relations within and between people who share protected characteristics	The event industry sector is about creating shared experiences, ensuring that all activities have done everything reasonable to ensure no one is excluded, and allowing those who wish to have the opportunity to foster new relationships.
Enable people to have more control of their social/work environment	This policy aims to provide transparency in the process of events and other activities using public spaces. The policy will enshrine the community engagement process, with the public being able to gain direct answers from organisers and escalate if they disagree. By providing this route for all, the public will have more control over the public environment.
Reduce differences in status between different groups of people	This policy will reduce the differences in status between different groups of people by having one access point to apply without prejudice or existing contacts. Those attending the activities will benefit from the framework guidance of community benefits.
Promote participation, inclusion, dignity and control over decisions	This policy reinforces the transparent nature of decision-making and promotes direct contact with organisers for inclusion in decisions and an escalation route if further consideration is required.
Build family support networks, resilience and community capacity	This policy is not expected to impact family support networks.
Reduce crime and fear of crime including hate crime	By instilling industry best practices for events for the use of public spaces, the council is reinforcing working with partner agencies to ensure suitable crime prevention measures are taken.
Protect vulnerable children and adults	Promoting best practices in the welfare and protection of vulnerable people is included in the event guidance at a tactical level; this high-level policy statement will ensure that those using public spaces are held to this standard.
Promote healthier lifestyles including: <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • difficulties with substance use • physical activity • life skills • wellbeing and mental health 	This policy does not directly impact healthier lifestyles. Still, indirectly, the well-being of citizens attending properly run cultural events will be promoted, along with an active travel policy to access the locations.

Environmental - consider how your proposal will reduce greenhouse gas emissions, plan for and adapt to the impacts of climate change and incorporate the principles of sustainability on each of the following.

Consideration needs to be given to the specific type and nature of impact in the following areas, for example, in relation to the energy sources and construction materials used.

Objectives - Environmental	Positive/negative impacts
<p>Address/respond to the climate crisis and reduce greenhouse gas (GHG) emissions by eg:</p> <ul style="list-style-type: none"> • improving fuel or energy efficiency • reducing the need to travel • switching to low-carbon energy sources • reducing the need for heating or lighting 	<p>This policy will highlight the best practices for using public spaces, highlighting suitable sites with permanent facilities such as power connections and reduce the reliance on and transportation of temporary structures, where appropriate environmental industry standards can be applied.</p>
<p>Plan for and adapt to the unavoidable impacts of climate change (surface water flooding, sea level rise, hotter and drier summers, milder and wetter winters) by eg:</p> <ul style="list-style-type: none"> • installation of Sustainable Urban Drainage Systems (SUDS) in new developments • use of greenspace and nature based solutions • reducing urban creep through greening and permeable surfacing • building standards to cool and storm proof buildings 	<p>Due to the temporary nature of the activities this policy will cover, this topic has no impact.</p>
<p>Increase local renewable energy generation</p>	<p>The policy will provide a strategic vision for using best industry practices, including temporary renewables, where appropriate guidance allows.</p>
<p>Protect and enhance biodiversity</p>	<p>This policy states that organisers are to minimise their impact, which relates directly to protecting the areas they use.</p>
<p>Reduce pollution: air/ water/ soil/ noise</p>	<p>This policy states that organisers are to minimise their impact directly related to the surrounding areas' pollution through management and technical advances.</p>
<p>Encourage resource efficiency (energy, water, materials and minerals) by eg:</p>	<p>Best practice industry guidance highlights efficiencies such as limiting single-use plastics and</p>

Objectives - Environmental	Positive/negative impacts
<ul style="list-style-type: none"> • using less material (more compact design) • promoting material reuse • procuring goods manufactured from recycled materials content • selecting local products to minimise transport emissions • using low-carbon construction materials (cement substitutes such as PFA or GGBS, sustainably sourced timber)¹ • selecting low maintenance and durable products/materials avoiding single use plastic 	<p>allowing the public to use centralised systems such as plumbing. The policy provided the council with a statement in which those not seen to be achieving this aim can have their use in the public realm refused.</p>
<p>Change in land use:</p> <ul style="list-style-type: none"> • avoid converting wildland or greenfield to developed land, by reusing redundant buildings or repurposing brownfield sites or derelict urban land • maximise greenspaces and tree planting where possible 	<p>The temporary use activist that this policy covers means there will be no impact on the change in land use.</p>
<p>Enhance public safety eg:</p> <ul style="list-style-type: none"> • infection control • accidental injury • fire risk 	<p>This policy has solid provisions for public safety; if those arranging events do not follow the guidance at a tactical and operation level, they will fail on policy statements of being proportionate, having a positive effect, and minimising impact. Those combined failures mean that there is a lack of accountability, and with such a distinct breach, the use of the public space would be against this policy.</p>
<p>Protect water sources</p>	<p>This policy has a statement to minimise impact and speaks directly to protecting water sources.</p>
<p>Reduce need to travel and promote sustainable forms of transport</p>	<p>The use of public spaces for events and filming policy is to support all organisers, including local events. Promoting local uses of spaces will reduce the need to travel and significant cooperation with public transport providers to ensure sustainable transport is enhanced.</p>

¹ [More information on reducing embodied carbon in construction projects](#)

Objectives - Environmental	Positive/negative impacts
Improve the physical environment eg: <ul style="list-style-type: none"> • housing quality • public space • access to and quality of green space 	The impact of this policy to provide a balance in the access to public spaces beside having attraction and activity in the public space. There is intended to be a positive impact by providing transparency and accountability to the activities.

Economic – consider how your proposal will impact on each of the following

Objectives - Economic	Positive/negative impacts
Improve quality of and access to services including digital infrastructure	The policy includes a statement about transparency in the process, providing all applications a single point for accessing the service. The implantation is hoped to be a section of the website to allow for accessibility to be built in and any automation to make the workflow more efficient and improve quality.
Cost of living, including food and fuel	This policy is not expected to impact the cost of living.
Support local business	Public spaces for events and filming can, directly and indirectly, support local businesses, from the staff required to carry out the activity to accommodation for temporary staff, catering, and suppliers; the economic demand on local providers and services is substantial.
Income from employment, eg: <ul style="list-style-type: none"> • Improve local employment opportunities • Help young people into positive destinations • Help people to access jobs (both paid and unpaid) • Improve working conditions, including equal pay • Improve literacy and numeracy 	This policy includes a statement that the use of public spaces should have a positive effect on the community. The benefits guidance will ensure to help for all.
Income from Social Security/Benefits in kind, eg: Maximise income and/or reduce income inequality	This policy is not expect to impact income form Social Security or Benefits in kind.

4. **As a group agree:**

- **A summary of the impacts identified**

The impacts identified are positive with the policy intentions to make the process and activities more accountable and accessible. The majority of the impact is providing policy statements to ensure that best industry practices are followed and there is a clear recourse if the activities fall short. There should be reduced staff stress as officers will have the backing of the policy rather than personal decisions.

- **Is further evidence needed to understand these impacts and make any recommendations? If so complete an interim report and agree a timescale to complete a final report.**

- **What recommended actions should you make to mitigate negative impacts and enhance positive impacts?**

This checklist has now been completed and the findings provide the basis for completed the ***Summary Report Template*** (Section 4 Guidance document).