

Finance and Resources Committee

10.00am, Thursday, 16 January 2025

Public Spaces – Revised Event Charging Model

Executive/routine
Wards

Executive
All

1. Recommendations

- 1.1 Finance and Resources Committee is asked to approve the revised charging model, as outlined in Appendix 2 for implementation from 1 April 2025 as part of the Council's fees and charges for 2025/26.

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Public Spaces – Revised Event Charging Model

2. Executive Summary

- 2.1 This report follows feedback received on the current Event Charging Model following approval of the Model by Culture and Communities Committee in May 2024.
- 2.2 It is recommended that an updated Model (Appendix 2) be approved to reflect the requirements of both the Council and stakeholders so that the aims and objectives of the overarching policy can be met.
- 2.3 To support implementation of the Model, officers are exploring the use of the Artifax system (which is currently used for the management of cultural venue bookings).

3. Background

- 3.1 Following approval of the [Use of Public Spaces for Events and Filming](#) Policy by Culture and Communities Committee on 5 October 2023 and the [Events in Public Spaces Charging Model](#) in May 2024, they were launched on 1 October 2024.
- 3.2 Since the Policy and Charging Model were approved, a number of changes have been suggested which have a bearing on this new process and charging model.
- 3.3 A summary of the feedback received is attached in Appendix 1. Further, Transport and Environment Committee and the Council have considered changes to the charging arrangements for road occupations since the new Model was approved.
- 3.4 Whilst the roll out of the new process and charging model has generally been positive, the volume of applications received has been significant, creating resource pressures. In particular, the IT infrastructure in place for the new process is insufficient and regularly encounters problems which is a risk to the provision of service to stakeholders (including Council services, event organisers and residents and businesses).

4. Main report

- 4.1 The purpose of the revised Charging Model is to help balance the needs of the city in relation to events to:

- 4.1.1 Remain a world leading Festival and Events City;
 - 4.1.2 Recover costs from commercial operators as far as reasonably practicable; and
 - 4.1.3 Encourage and enable community and charity events to take place within the city.
- 4.2 This report seeks to address several practical issues which have been identified since the launch of the model (Appendix 1).
- 4.3 A revised Event Charging Model (Appendix 2) has been developed to address the feedback received and to ensure that any changes agreed can be reflected and implemented at the same time as the annual uplift of fees and charges in April 2025.
- 4.4 The revised charging model addresses the following issues:

Full cost recovery from commercial events

- 4.4.1 Since implementation, it is recognised that there are many costs incurred by the Council which can reasonably be quantified and therefore re-charged back to event organisers. The original charging model covered most of these costs, however a new cost is proposed to be introduced for Public Safety officer overtime costs (per hour).
- 4.4.2 In addition, the model has been reviewed and the 50% charge option is proposed to be removed from all costs which involve staff time as follows:
 - 4.4.2.1 Parking Enforcement;
 - 4.4.2.2 City Dressing installation / derig; and
 - 4.4.2.3 Traffic Signals.

Parking bay suspension cost recovery

- 4.4.3 Officers and stakeholders identified that long term events (such as the summer and winter festivals and weekly markets) were disproportionately affected by the parking bay suspension cost recovery arrangements in the current model.
- 4.4.4 To remedy this, a two week maximum period is proposed to limit the impact on these well established and important events.
- 4.4.5 This allows the same model to be used for filming and events (100% cost recovery) but does not risk the viability of events and also income for the Council. For example, under the current model, an event taking place over the month of August would have been expected to pay over £100,000 for parking bay suspension costs. The reviewed model in Appendix 2 will now mean a charge in the region of £50,000 depending on the site chosen and size of the event.

Uplift in roads coordination charges

4.4.6 Following the report to Transport and Environment Committee (November 2024) and the Council (December 2024), the agreed charges relating to roads coordination have been incorporated as part of the overall revised model.

4.5 The following issues are also being progressed and an update will be provided to Culture and Communities Committee as part of the annual review:

4.5.1 Despite best efforts, the current suite of free to use software is unable to cope with the demands of managing multiple complex public space bookings. Officers are therefore exploring the use of Artifax software (which is currently used for cultural venue bookings) and has been tested for public space. The cost is estimated to be £35,000 initially, with annual maintenance and professional services costs of circa £25,000; and

4.5.2 A commercial event surcharge will be investigated as part of the annual review. Until data is available from the first year of operation, it is not possible to predict if an additional surcharge would be reasonable to implement. It is also not possible to be confident on the percentage level any such surcharge should be pitched at until after the review.

5. Next Steps

5.1 If the revised model (Appendix 2) is agreed by Committee, stakeholders will be advised of the changes and that it will be implemented (along with the normal percentage increase in fees and charge) from April 2025.

5.2 Culture and Communities Committee agreed to an annual review of the process and charging model (currently scheduled for October 2025), allowing the process to run for a period of time to gather more data to inform a further review.

5.3 Officers are continuing to explore a preferred booking system to facilitate the renewed approach for the use and cost of public spaces in the city. Artifax is one package already used by the Council's cultural venues for this purpose and the costs of a wider adaptation and roll-out of this system to the teams involved with the public spaces process is being followed-up.

6. Financial impact

6.1 The financial impact of the new charging model and parks levy is difficult to predict at this early stage. The number and/or nature of events coming to Edinburgh will be monitored to identify if there are any impacts as part of the annual review in October 2025.

6.2 The Council's cultural venues already use Artifax for event bookings and data gathering. It is therefore compatible with Council ICT system and a request has

been submitted to ascertain the cost to build the required infrastructure to provide a robust booking system which meets the Council's requirements to manage the events charging and booking approach. This is estimated to be £35,000 initially, with an annual charge of £25,000 for maintenance and professional services.

7. Equality and Poverty Impact

- 7.1 An interim Integrated Impact Assessment (IIA) is currently being developed and is being kept updated throughout the first year of operation. This will be finalised as part of the review in October 2025.

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 there should be a net positive effect as organisers, particularly those of a commercial nature, will be encouraged to sign up to the Green Arts Initiative, UN Sports for Climate Action Framework (Race to Zero) signatory or be ISO 20121 certified which will benefit the city in reaching its Net Zero 2030 target.
- 8.4 Further, the anticipated improvements to premier parks sites should also provide a net positive effect with initiatives such as upgrading or adding new electrical power points reducing the need to use diesel generators in our public spaces.

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

- 9.1 Prior to the Policy being agreed by Culture and Communities Committee in October 2023, a wide ranging and thorough consultation took place with stakeholders. These stakeholders are being kept up to date with the progress with the process and event charging model.

- 9.2 Should elected members wish to proceed with the revised charging model (Appendix 2) prior to the annual review being completed, there are several risks to consider:
- 9.2.1 The launch of the new process and charging model happened on time and the appropriate stakeholders were informed; however, the internal arrangements for processing are still being worked through with the service areas affected (particularly in relation to joint invoicing in anticipation of the first invoices going out in early 2025). Actions are being progressed to address this as quickly as possible;
 - 9.2.2 Stakeholders were informed at time of launch of an anticipated rise of transport costs in anticipation of the report to Transport and Environment Committee in November 2024. However, they were not made aware of any other potential changes. Therefore, there is a risk of damaging relationships and undermining trust with event organisers should any new charges or processes be implemented prior to April 2025; and
 - 9.2.3 However, there is equally a risk that, should the charging model remain unchanged until the review, the Council could lose revenue income in the short-term as a result of the various cost-reductions introduced to charity, Council-supported and community events via the current model.

10. Background reading/external references

- 10.1 [Citywide Road Coordination – Revised Charging Structure](#) (Transport and Environment Committee, 18 November 2024).
- 10.2 [Citywide Road Coordination – Revised Charging Structure](#) (The City of Edinburgh Council, 19 December 2024).

11. Appendices

Appendix 1 – Summary of stakeholder feedback

Appendix 2 - Revised Event Charging Model with changes highlighted

Appendix 1 – Summary of stakeholder feedback

Ref:	Issue identified or suggestion received	Stakeholder	Improvement recommendations	Included in; Appendix 2 for approval/ Current pressure; or Annual Review
1	Full cost recovery for all council services from commercial events	Elected members	<p>To address this concern, it is recommended that Committee approve the revised charging model (Appendix 2).</p> <p>The changes proposed reflect the officer time invested in large scale commercial events.</p> <p>Officers will continue to review this, and further recommendations may be brought forward in relation to this at the annual review. This would include time to engage with the stakeholders that this could affect and provide adequate notice of any change.</p>	Appendix 2
2	Parking Bay suspension charges – unrealistic for long term events such as summer and winter festivals and weekly markets	Event organisers, Council officers and contractors	<p>Following feedback, it was identified that long term events were unfairly burdened with large costs in relation to recovering lost revenue for use of parking bays. The costs were so high it threatened event viability and overall revenue to the Council. Therefore, officers are proposing that the maximum length of time parking bays are charged for is capped at 2 weeks. This ensures that events are treated in the same way as filming, but also doesn't</p>	Appendix 2

			put an unrealistic expectation on event organisers of our world-renowned festivals. This change is reflected in Appendix 2.	
3	Uplift in Roads Coordination charges	Council officers	<p>Transport and Environment Committee (November 2024) approved a proposal to an uplift in charges for road occupations. This decision was referred to the Council on 19 December 2024 and was approved. The purpose of the change was to better reflect the true cost of the work undertaken by Council officers.</p> <p>If approved by the Council and where relevant, these changes will be included in the revised charging model for implementation from April 2025.</p>	Appendix 2
4	Large commercial event surcharge	Elected members	<p>Any additional surcharge is likely to be a percentage of overall costs added onto the overall costs of Council services for the event and therefore proportionate to the scale of the event taking place.</p> <p>It is not proposed to bring this surcharge forward at this stage as time is required for the initial process and charging model to settle in, data to be gathered on income generated via the single invoice system, and engagement with the stakeholders that this could affect in order to provide adequate notice of any change.</p>	Annual Review

5	Lack of suitable IT infrastructure to support complex, multi team and large volume booking process	Council officers	Artifax has been identified as a suitable alternative which meets the Council's requirements to ensure a sustainable level of service and meet the aims and objectives of the original policy. The estimated costs are outlined in the Main Report above.	Funding to be identified for the implementation of the system.
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Appendix 2 – Revised Event Charging Model with changes highlighted

City of Edinburgh Council – New charging model for events 2025-26

(V4: 17.12.24)

Event categories and level of cost recovery

The invoicing for the services in scope of this model will be collated and issued via the Public Spaces team and income apportioned appropriately thereafter. Please contact publicspaces@edinburgh.gov.uk for more information.

NB. The annual uplift of fees and charges (of approximately 5%) will be added to this table and circulated to stakeholders once they are agreed via Committee early 2025.

Charging Category	Event Type	Cost recovery
March/Parade/Procession	Is your event a March/Parade/Procession only? ie. no other licensable activities (Please apply via the Marches & Parades process)	0%**
Community, Charity & Civic (non-commercial)	Is your event run solely by volunteers on a not-for-profit basis and is a charity, local group, community council or registered Friends of Parks Group with all proceeds going back to the local community? <i>To verify status please provide your organisation's charity number and a copy of your constitution or aims and objectives.</i> <i>Nb. Post-event you may be asked to provide a statement of accounts showing money raised and expenses incurred.</i>	0%
Community & Charity (commercial)	Is your event run by a charity and involves commercial activities? ie. paid staff, sale of goods/services, event charges <i>Please provide details of your organisation's charity number</i>	50%*

Council-supported	Does your event or organisation receive grant funding or funding via a contract from the City of Edinburgh Council? <i>If yes, please provide evidence and value of grant/funding</i>	50%*
Commercial	Does your event/organisation operate commercially? ie. paid staff, sale of goods/services, event charges	100%

A reinstatement bond commensurate with the scale of the event or reflective of previous site-impact may be required to cover potential damage and any clean-up costs. This will be reimbursed in full if the public space is returned in the state it was found (or better) as per the Public Spaces Guidance.

* Staffing costs are exempt from discount.

** In line with [Scottish Government guidance](#) and a position statement issued by [COSLA](#); where [Article 11 rights](#) are not being exercised or the parade is commercial in nature then the local authority reserves the right to recover costs in full, including staffing costs.

*** Please note that surcharges for failing to notify within the minimum notice period are in force for these charges. Please contact roadsevents@edinburgh.gov.uk for more information

Team	Service provided	100% charge	50% charge
Building Standards	Provision of building warrants and their fees are set separately and are therefore not part of this model. Applicable to events over 28 days in duration.	See building standards web page: Building Standards – The City of Edinburgh Council	
Team	Service Provided		
Estates	Hire of Festival Square – Full-Day	£900	

Licensing and other regulatory services, including Environmental Health, Licensing Enforcement and Trading Standards	Provision of licences and/or written orders via the licensing process, including inspections. Fees are set separately and are therefore not part of this model.	See licensing web page: APPLICATION TYPES, CATEGORIES & FEES (edinburgh.gov.uk)
Parking Enforcement	Removal truck (including one on board PA) per hour Monday to Saturday 0700 to 2359 hrs.	£50*
	Removal truck (including one on board PA) per hour Monday to Saturday 0000 to 0700hrs.	£70*
	Removal truck (including one on board PA) per hour Sunday 0700 to 2359hrs (min. 6-hour shift).#	£70*
	Removal truck (including one on board PA) per hour Sunday 0000 to 0700hrs (min. 6-hour shift).#	£85*
	Removal truck (including one on board PA) per hour Public Holidays (min. 6-hour shift).#	£95*
	Parking Attendants (PAs) per hour Monday to Saturday 0700 to 2359 hrs.	£21*
	Parking Attendants (PAs) per hour Monday to Saturday 0000 to 0700hrs.	£30*
	Parking Attendants (PAs) per hour Sunday 0700 to 2359hrs (min. 6-hour shift).#	£30*
	Parking Attendants (PAs) per hour Sunday 0000 to 0700hrs (min. 6-hour shift).#	£35*
	Parking Attendants (PAs) per hour Public Holidays (min. 6-hour shift).#	£40*
	Parking Attendant Supervisor (Needed when 2+ PAs) per hour Monday to Saturday 0700 to 2359 hrs.	£22*
	Parking Attendant Supervisor (Needed when 2+ PAs) per hour Monday to Saturday 0000 to 0700hrs.	£32*
	Parking Attendant Supervisor (Needed when 2+ PAs) per hour Sunday 0700 to 2359hrs (min. 6-hour shift).#	£32*

	Parking Attendant Supervisor (Needed when 2+ PAs) per hour Sunday 0000 to 0700hrs (min. 6-hour shift).#	£37*
	Parking Attendant Supervisor (Needed when 2+ PAs) per hour Public Holidays (min. 6-hour shift).#	£43*
	Radio Operator (needed for out of hours use) per hour Monday – Saturday 0000 to 0700hrs.	£20*
	Radio Operator (needed for out of hours use) per hour Sunday 0000 to 0700hrs (min. 6-hour shift).#	£25*
	Radio Operator (needed for out of hours use) per hour Public Holidays (min. 6-hour shift).#	£30*

Please note that the Council will require at least one weeks' notice in order to arrange special event deployment involving removal trucks on Sundays or on Public Holidays as arrangements have to be made to open the Council's Car Pound site when it would normally be closed.

Team	Service provided	100% charge	50% charge
Parking <i>Parking Bay suspension – cost recovery based on hourly Pay & Display rates for all operating hours during the period of suspension.</i> <u>Maximum charge of up to 2 weeks.</u>	Fuel/oil spillages.	£130	N/A
	Parking dispensation – per vehicle, per day.	£14	£7
	Parking Bay suspension – per bay, per hour George Street, St Andrew Square, Charlotte Square, Queen Street, Market Street and Cockburn Street.	£8.20	
	Parking Bay suspension – per bay, per hour Stafford St and Melville St area, Morrison St to Shandwick Place, Old Town (including East Market Street).	£7.20	
	Parking Bay suspension – per bay, per hour West End (Palmerston Place area), Moray Place, South Side/ Nicholson St, Tollcross/Fountainbridge, Heriot Row.	£6	
	Parking Bay suspension – per bay, per hour New town – Northumberland St to St Stephen St and Royal Crescent.	£5.40	
	Parking Bay suspension – per bay, per hour Bruntsfield, Sciennes, St Leonard's, Dumbiedykes, Stockbridge, Dean.	£4.10	

	Parking Bay suspension – per bay, per hour Quality Bus Corridor.	£4.10	
	Parking Bay suspension – per bay, per hour South Queensferry.	£1.30	
	Parking Bay suspension – per bay, per hour Extended Controlled Zone.	£3.80	
Team	Service provided	Charges	
Parks & Greenspaces	Park Ranger attendance per officer/hour (Overtime cost outwith park opening hours)	£75*	
		100% charge	50% charge
	Vehicle access fee – per day	£135	£70
	Hire of Princes Street Gardens – Small/Medium Event – Full-Day	£1225	£610
	Hire of Princes Street Gardens – Small/Medium Event – Half-Day	£610	£305
	Hire of Princes Street Gardens – Large/Major Event – Full-Day	£3455	£1725
	Hire of Princes Street Gardens – Large/Major Event – Half-Day	£1725	£865
	Hire of Premier Park site – Small/Medium Event – Full-Day (including The Meadows & Bruntsfield Links, Calton Hill, Inverleith Park, Leith Links, Saughton Park and Lauriston Castle)	£525	£265
	Hire of Premier Park site – Small/Medium Event – Half-Day	£265	£135
	Hire of Premier Park site – Large/Major Event – Full-Day	£840	£420
	Hire of Premier Park site – Large/Major Event – Half-Day	£420	£210
	Hire of City Park site – Small/Medium Event – Full-Day (Sighthill, Gyle, Roseburn, Victoria and Pilrig Parks)	£315	£160
	Hire of City Park site – Small/Medium Event – Half-Day	£160	£80
	Hire of City Park site – Large/Major Event – Full-Day	£525	£265
Hire of City Park site – Large/Major Event – Half-Day	£265	£135	

Team	Service provided		
Planning	Provision of planning approval and the associated fees are set separately and are therefore not part of this model. Applicable to events over 28 days in duration.	See planning web page: Planning – The City of Edinburgh Council	
Team	Service provided	100% charge	50% charge
Public Safety	Section 89 permit for raised structure – complex or up to 3 simple structures	£660	£330
	Section 89 permit for raised structure – simple structure	£330	£165
	General Safety Certificate – Designated Stadia	£720	£360
	Special Safety Certificate – Capacity 30,000 or below	£1000	£500
	Special Safety Certificate – Capacity of 30,001 or higher	£2500	£1250
	Public Safety officer attendance per hour (overtime cost outwith normal working hours)	£54*	
Team	Service provided	Charges	
Public Spaces	Administration fee	£70 fee for all chargeable events	
	Reinstatement Bond	From £500 - agreed per event	
	Penalty Charge (not adhering to site rental terms & conditions agreement)	£1000	
		100% charge	50% charge
	Site rental terms & conditions agreement for use of Princes Street Gardens	£300	£150
	Site rental terms & conditions agreement for use of all other parks	£250	£125
	Site rental terms & conditions agreement for all parks where no rental fee has been applied	£100	
	Fee for occupation agreement and site management – Festival Square	£750	£375

	City Dressing installation – 2-person crew per hour	£100*	
	City Dressing installation – 4-person crew per hour	£200*	
	City Dressing installation – 6-person crew per hour	£300*	
	City Dressing installation – 8-person crew per hour	£400*	
		100% charge	50% charge
	Hire of banners and fixings (heraldic or city) per unit/week	£24	£12
	Hire of flag per unit/week	£6	£3
	Hire of Bunting (per 200 metres) per unit/week	£16	£8
	Hire of Square/Hex concrete block and pole per unit/week	£155	£77.50
	Hire of flagpole in pavement socket per unit/week	£155	£77.50
	Access to electrical distribution boxes	£80	£40
Team	Service provided	Charges	
Traffic Signals	Traffic signals on/off – Mon to Fri during working hours	£165*	
	Traffic signals on/off – Mon to Fri outwith normal working hours, weekends and public holidays	£330*	
	Traffic signals on/off – Short notice/anti-social hours	£495*	
Team	Service provided	100% charge	50% charge
Roads Events***	Event Temporary Traffic Regulation Order – small event (includes legal order and staff support)	Up to £2,500	Up to £1,250
	Event Temporary Traffic Regulation Order – medium event (includes legal order and staff support)	£3,000	£1,500
	Event Temporary Traffic Regulation Order – large event (includes legal order and staff support)	£4,000	£2,000
	Event Temporary Traffic Regulation Order – complex event (includes legal order and staff support)	£6,000	£3,000

Team	Service provided	100% charge	50% charge
Road Occupation Permits (S.58 & S.85***)	Container/Welfare Unit (10' x 12' maximum) per month	£130	£65
	Portaloo per week	£20	£10
	Quick form/Access Tower per day	£45	£22.50
	MEWP/Cherry picker per day	£60	£30
	Hoarding (simple site) per month	£150	£75
	Material storage (50m maximum) per month	£130	£65
	Crane per day	£120	£60
	Complex site permit (51 to 150m2) per month	£300	£150
	Complex site permit (151 to 250m2) per month	£600	£300
	Complex site permit (251 to 350m2) per month	£900	£450
	Complex site permit (351 to 450m2) per month	£1,200	£600
	Complex site permit (451 to 550m2) per month	£1,500	£750
	Complex site permit (551m2 plus) per month	£1,800	£900
Team	Service provided	Charges	
Street Lighting	Electrician in attendance – First hour	£90.28*	
	Electrician in attendance – Thereafter (0600-2100hrs)	£45.15*	
	Electrician in attendance - Thereafter (2100-0000hrs)	£48.57*	
	Electrician in attendance – Thereafter (0000-0600hrs)	£49.93*	
	Electrician in attendance – Overtime rate	£67.71*	
Team	Service provided	Charges	
Waste & Cleansing, including Public Conveniences.	Staff costs per officer/hour – Grade 3 to Grade 10	£22.92 to £46.94*	
		100%	50%
	Vehicle costs per hour - MSC	£41.50	£20.75
	Vehicle costs per hour – Scarab Minor	£32.50	£16.25

	Vehicle costs per hour – Schmidt	£36	£18
	Vehicle costs per hour – Small Mechanical Sweeper	£23	£11.50
	Vehicle costs per hour – 3.5 tonne vehicle	£13.50	£6.75
	Vehicle costs per hour – Graffiti vehicle	£14.50	£7.25
	Vehicle costs per hour – Bulk vehicle	£18.50	£9.25
	Vehicle costs per hour – Litter Press	£38.50	£19.25
	Vehicle costs per hour – Litter Bin vehicle	£12.50	£6.25
	Vehicle costs per hour – Cage vehicle	£5.50	£2.75
	Vehicle costs per hour – Car/Van	£8.50	£4.25
	Vehicle costs per hour – Water Butt	£30.50	£15.25
	Vehicle costs per hour – Beach cleaner	£27.50	£13.75
	Tipping costs per tonne	£130	£65

Premier Park Ticket Levy

In addition to the charges and fees noted above, the below levy charges are applicable to Premier Park sites.

Princes Street Gardens (E&W), including use of the Ross Bandstand; The Meadows and Brunstfield Links; Calton Hill; Inverleith Park; Leith Links; Saughton Park; and Lauriston Castle Grounds.

The charges collected will be held within a protected budget with the Public Spaces team and used to fund improvements such as eco-friendly power points, lighting and other facilities.

Event Capacity	Ticket Price	Charge
> 20,000	£50 or over	£3 per ticket
	£10 to £49	£2 per ticket
> 5,000	£50 or over	£2 per ticket
	£10 to £49	£1 per ticket
500 to 4,999	£50 or over	£1 per ticket
	£10 to £49	£0.50 per ticket
Less than 500 or ticket price £9 or less		No charge
Community/Charity (no commerciality)		No charge