

# **Southwark Council**

## **Outdoor Events Policy**

June 2019 update

## Contents

Introduction	3
The purpose of this policy	3
The aim of this policy	4
Key priorities and objectives	4
Types of event	4
Event classification	5
Pre-application assessment	6
Applying to use a park or public space	6
Application criteria	7
Decision making	7
Consultation and engagement	8
Safety Advisory Group	9
Fees and charges	10
Event cancellation and postponement	11
Event planning and management	12
Safety and security	13
Event health and welfare	14
Public health	15
Environment	16
Site specific conditions	19
Sustainability	19
Licences and permissions	19
Legislation, regulation and guidance	19

## 1. Introduction

- 1.1. Southwark Council recognises the value and benefit that a varied and well managed outdoor events programme can offer people living, working in and visiting Southwark.
- 1.2. Outdoor events in Southwark, positively contribute to celebrating diversity, un-tapping vast depths of potential talent, boosting local economy, creating a strong sense of community and community cohesion, supporting children and young people by fostering a culture of innovation and imagination and by providing activities for older people all contributing to a vibrant culture, environment and economy.
- 1.3. This is an updated edition of the council's outdoor events policy. The original policy was written in 2006 following extensive community and stakeholder consultation. It has previously been revised in 2011, 2014, and 2017.
- 1.4. This 2019 revision is informed by results of a public survey, workshop and feedback from internal and external stakeholders and partners. The policy also draws on the knowledge of experienced event officers within the culture and events team.
- 1.5. The policy is designed to support the delivery of the council's Fairer Future commitments (see background document 1). This policy will contribute towards the delivery of the following themes:
  - A greener borough
  - A full employment borough
  - A healthier life
  - A safer community
  - A vibrant Southwark
- 1.6. The policy is also strongly aligned to Creative Southwark the council's cultural strategy (see background document 2). The strategy places culture and creative industries at the heart of our priorities, shaping context and delivering a range of programmes that support our long-term ambition of Southwark being the first choice for people to live, work, study and visit. The three defined themes of the strategy are:
  - Creative Economy
  - Creative growth
  - Creative people

## 2. The purpose of this policy

- 2.1. The outdoor events policy is intended to balance the interests of residents, park users, stakeholders, businesses and event organisers. It sets out procedures and processes with the aim of providing clear and transparent information to event organisers.
- 2.2. The policy is the guiding principle for all outdoor events taking place within Southwark and provides a framework which all event organisers must work within and adhere to. It forms part of a binding contract for event organisers wishing to use Southwark as a location to host their event.
- 2.3. The policy provides the framework and criteria to consistently manage events taking place in Southwark, especially during pre-event consultation, engagement and planning period. The some circumstances the policy will be supplemented by other policies that are specific to venues that need additional considerations.

### 3. The aim of this policy

- 3.1. The aim of this policy is to assist the council in continuing to host a programme of outdoor events giving all event organisers clear information about what is required of them.
- 3.2. Southwark Council funds more than fifteen free festivals each year, and as local government finances reduce year on year this policy sets the framework by which commercial events can take place, under conditions set in partnership with local stakeholders to generate income that directly supports the delivery of the free programme.

### 4. Key priorities and objectives

- 4.1. The main objectives of the policy are:
  - To reflect the aims of the Council Plan
  - To reflect the aims of Creative Southwark
  - To build a sustainable and varied programme of events for the people who live, work in and visit Southwark.
  - To minimise or mitigate any negative impacts which events may cause.
  - To provide a clear framework for the application process for holding outdoor events in Southwark
  - To ensure considered pre-event consultation takes place
  - To ensure the effective planning and management of events
  - To maximise safety for those working at and attending events
  - To ensure the protection of the physical environment, nature and wildlife
  - To minimise disruption to residents and businesses in Southwark
  - To increase the use of Southwark's public spaces as well as the reputation and positive image of Southwark
  - To ensure that events create benefits for local areas and communities
  - To maximise the opportunity for increased spending that boosts the local economy
  - To ensure that events are accessible to all communities and individuals

### 5. Types of event

- 5.1. Private events that restrict entry to the public, will be considered but will need to clearly demonstrate the positive benefit to the borough, through financial input and/or through other direct benefits. All private events will be subject to the same level of regulations as the appropriate scale of commercial event.
- 5.2. Community, charity and non-profit (CC&N) events are defined as any event organised by charities, not-for-profit, community or voluntary groups that directly benefit the residents and stakeholders of Southwark and do not provide significant advertising or other commercial benefit to a profit-making business or organisation. They will be free for the public to attend.
- 5.3. Commercial events constitute any activity that does not fall within the CC&N event classification. As a guideline for applications received, we will use the following general criteria:
  - Paid for ticketed events
  - Product launches
  - Corporate events
  - Marketing and promotional activities for profit making organisations
  - Fairs and circuses

- 5.4 Commercial fundraising events will usually be run by professional companies on behalf of a charity, or non-profit organisation with the sole purpose of raising a significant amount of money for the charity, or organisation in question. Attendance will be subject to an entrance or ticket fee. They will be subject to the same fee structure as CC&N events, but may receive less of a discount – see section 13.7 and 13.8
- 5.5 Street parties are not considered to fall within any of our outdoor event classifications and are covered by separate guidance, available on the council website [www.southwark.gov.uk/streetparty](http://www.southwark.gov.uk/streetparty)
- 5.6 Religious worship events: Standalone, organised acts of religious worship will not be considered. Permission for religious activity may be granted if event organisers can demonstrate that an act of worship will be a minor aspect of event programming (in comparison to other aspects) and ancillary to the main event. The event and any specifically religious activity must comply with all elements of the outdoor events policy and with all relevant legislation regarding equalities.
- 5.7 Events, or activity which promote messages of hate and intolerance: The council seeks to maintain its existing high levels of community cohesion, promotion of equalities and maintenance of public order. Any event or activity which promotes messages of hate and intolerance will not be considered.
- 5.8 Demonstrations and marches; By law, the organisers of demonstrations or marches need to inform the Metropolitan Police Service and work with them. More information is available on their website [here](#).
- 5.9 Standalone markets are processed by the council's markets team. Events that include a market, or market stalls are processed by the events team, but still maybe subject to the market's policy, a markets license and a license fee. More information is available on the councils [markets webpages](#).
- 5.10 Sports and fitness activities are booked separately. More details can be found on the council's [leisure and sport web pages](#).
- 5.11 Other types of events may occur which do not fit with the classifications above. Where such activity is planned, this outdoor events policy may be used as a guideline and a collaborative approach will be taken between the departments of the council to determine the specific process to be followed.

## 6. Event classification

- 6.1. When event applications are made to the council, the event will be classified as one or more of the event types listed in section 5. The classification will be decided by council officers and may affect any of the following:
- The type of application required
  - Whether an application is accepted or not
  - The size of the event and associated hire fees
  - The length of time needed for an application to be considered
  - The nature and duration of stakeholder consultation to be undertaken
- 6.2 The size classification for an event will be based around the expected 'audience capacity'. This is the maximum number of people expected to be at the event at its busiest period, and not the total number of people who may experience the event throughout the day(s).

6.3 If the capacity of any event is very close to the limit of a classification, then the council reserves the right to choose which classification the event should fall within.

6.4 The council also reserves the right to reclassify an event as they see fit. For example, medium events taking place at smaller locations could potentially have the same impact as large events taking place at bigger locations.

6.5 Summary table:

<b>Size</b>	<b>Audience capacity</b>	<b>Lead in times (minimum)</b>
Small	0 to 499	6 weeks
Medium	500 to 2,000	3 months
Large	2,001 to 7,999	6 months
Major	8,000+	9 months

6.6 Small events are events with audience capacity numbering 499 or under at the busiest period. Applications for small events must be submitted a minimum of six weeks before event set up on site begins.

6.7 Medium events are events with audience capacity numbering between 500 and 2000 at the busiest period. Applications for medium events must be submitted a minimum of three months before event set up on site begins.

6.8 Large events are events with an audience capacity of between 2001 and 7999 at its busiest period. Applications for large events must be submitted a minimum of six months before event set up on site begins.

6.9 Major events are events with an audience capacity of 8000 or over at the busiest period. Applications for major events must be submitted a minimum of nine months before event set up on site begins.

6.10 Fun fairs and circuses have a tailored classification more relevant to their operations

<b>Size</b>	<b>Audience capacity</b>
Small	Up to 499
Large	500 to 1000
Major	1001+

## 7. Pre-application assessment

7.1. Organisers of major (and in some cases, large) scale events will be required to complete a pre-application assessment form and get an 'in principle' agreement to use a location before a formal hire application can be submitted.

## 8. Applying to use a park or public space

8.1. Event organisers must submit event applications via the council's [online application system](#). An application fee is payable from the time the application is submitted. Requests for events will not be recognised until a formal application has been received.

8.2. Applications will need to be accompanied by a minimum level of supporting information documentation to the satisfaction of the events team before they are progressed to the next stage.

- 8.3. Normally, no more than one event will be approved for the same day at any site (exceptions may be made where events are complementary and with the agreement of both organisers). Should multiple applications be received for the same site on the same date, organisers may be offered an alternative date or park.
- 8.4. Applications must be received within the lead time stipulated below to allow sufficient time for the event consultation, notification and application process to be completed. Should applications not be received within these lead times, it will be at the discretion of council officers as to whether an application can be considered. The lead times refer to the date an application is received via the online application system and **not** when event requests are received by email or other methods.

Size	Lead in times (minimum)
Small	6 weeks
Medium	3 months
Large	6 months
Major	9 months

## 9. Application criteria

- 9.1. The following criteria will be considered when assessing an application, to ensure that compliance with the all the objectives of this policy are met:

- Location, date and time of the event
- Site and event capacity
- Compliance with site-specific conditions
- The ability of the organisers to effectively plan, manage and control the event
- Security and public safety management
- Anticipated impact on the local environment and damage limitation
- Anticipated impact on regular users of public spaces, stakeholders and residents
- Anticipated impact on transport infrastructure. For example; parking, public transport and road closure requirements.
- Quality of event production
- Quality of event content and programming
- The ability to demonstrate commitment to the council's aims for equality and diversity in Southwark
- The ability to demonstrate positive impact on the local economy. For example; benefits to local businesses, employment of local people etc.
- There must be no financial risk to the council
- There must be no reputational risk to the council
- Legal constraints

- 9.2. An event organiser may be asked to attend a meeting of the Southwark Safety Advisory Group (see section 12) to discuss their proposed event, if the event is of a significant scale, deemed sensitive in some way, or has not taken place in the borough before.

## 10. Decision making

- 10.1. Community, charity and non-profit (CC&N) events: CC&N events are approved by council officers in line with the application process and by way of either consultation or engagement with location stakeholders through the council's online application system – see section 11.2

- 10.2. Commercial events: Most small, medium and large scale commercial event applications will be processed in the same way as CC&N events.
- 10.3. Major events: Organisers of major events will be required to submit a pre-application assessment form. The details given on this form will be reviewed by council officers and external agencies, where appropriate, and a decision on its feasibility will be made. If it is decided that the event is feasible, authority will be sought from the relevant senior council officer in consultation with the appropriate Cabinet Members to issue an 'in principle' letter of support.
- 10.4. An 'in principle' agreement will be subject to compliance with all stipulated pre-event conditions and fees, and obtaining all necessary licenses and consents. Failure to meet any stipulated requirements or conditions will result in the 'in principle' agreement being withdrawn. In such circumstances the council will not be liable for any costs already incurred by the event organiser.
- 10.5. The criteria for an event requiring 'in principle' approval from the senior council officer is as follows;
- The expected attendance (site capacity) is near, or over 8,000 people
  - The event lasts for two days or more with 4,000 or more in attendance per each day
  - The event occupies a site for more than fourteen days including set up and take down periods
- 10.6. Some examples of pre-event conditions include:
- Granting of premises license
  - Agreement to pay all associated fees and charges including damage deposit.
  - Event management plans being signed off by the Safety Advisory Group
  - Support from health and safety officers and agencies
  - Implementation of a comprehensive stakeholder engagement plan
  - Full wildlife and nature assessment taking place
  - Commitment to reduce single use plastic
  - Commitment to use local suppliers and traders
- 10.7. The organiser will then formally submit applications for any licenses or consents required and event planning will commence.
- 10.8. A chart outlining the event hire application, premises license application and planning application 'decision making' process is detailed on the councils [major commercial events webpages](#).

## 11. Consultation and engagement

- 11.1. Stakeholder lists: The council holds internal and external stakeholder contact lists for each event individual location. Internal stakeholders include Cabinet Member(s), Ward Councillors and representative officers from other council departments. External stakeholders include, but are not limited to; Friends of groups, park user groups, tenants and resident's associations, local businesses and residents who have declared an interest in a location and have given permission for the council to contact them about events in line with GDPR regulations. **In the case of major events, or events that are expected to have a significant impact on a location and/or surrounding area, additional methods of communication will be sought by the Council and/or event organiser to connect to local residents within a defined catchment area, who are not listed, or represented on the external stakeholder list.** External partner organisations

and agency stakeholders include representatives from the Metropolitan Police Service (MPS), London Fire Brigade (LFB), London Ambulance Service (LAS) and Transport for London (TFL).

- 11.2. Stakeholder consultation for CC&N events: When CC&N event applications are received, details will be forwarded to all relevant internal and external stakeholders. If the application is for a new event or for one that has happened before, but is deemed sensitive for some reason, then stakeholders will receive full details of the event via our online application system and invited to provide feedback. A consultation period will usually last 28 days, but can be reduced or extended as required.
- 11.3. If objections to the application are received the council will seek to mediate and offer mitigating measures where appropriate.
- 11.4. In case of continued dispute a senior council officer has the final decision.
- 11.5. All stakeholder consultation will take place through the council's online application system.
- 11.6. Stakeholder consultation for commercial events: Small, medium and large commercial events will be subject to the same consultation process as CC&N events – see section 11.2
- 11.7. In some cases, large events may need to follow the same process for major events – see section 10.3
- 11.8. Stakeholder engagement for major events: Organisers of major events and in some cases, large events, will be required to set out in a plan when and by what methods they will engage with stakeholders.
- 11.9. Organisers will be expected to produce detailed information for the purposes of initial Ward Councillor and 'Friends Of' group briefings and then arrange and attend a series of stakeholder engagement meetings to allow stakeholders to input on event planning and delivery. The stakeholder engagement meetings will be advertised to the wider public and not just those on the council's official stakeholder list.
- 11.10. Stakeholder engagement for major events will be delivered by the event organiser, with council support where required.
- 11.11. Event notification: Most of the applications that are received are for low impact small and medium CC&N events. In these instances, stakeholders will be sent a 'notification' message through the online application system to inform them of when the event is taking place and at what times. This may also be the case for commercial events that have taken place before with no issues, or those that are not expected to have a significant impact on a site.

## 12. Safety Advisory Group

- 12.1. Specialist advice will be sought from external partners and public safety agencies, known as the Safety Advisory Group (SAG), to determine event feasibility with the use of location as required. Public safety agencies include; the Metropolitan Police Service (MPS), the London Ambulance Service (LAS), the London Fire Brigade (LFB), Transport for London (TFL). Representatives from these organisations are members of Southwark's SAG.
- 12.2. The purpose of the SAG is to ensure that outdoor events that will have significant impact are organised and managed to the appropriate standards, thus ensuring the

safety of both those organising the event and those attending. Not all events are required to attend SAG.

- 12.3. The SAG meets monthly and event organisers may be called to one or multiple meetings dependent upon the nature of the event and the submission of satisfactory event management plans.

### 13. Fees and Charges

- 13.1. The Council sets an annual scale of fees and charges for the hire of public spaces for events. The fees and charges are aligned with the classification of an event, audience capacity and duration of an event (including set up and break down periods). Details of our current fees and charges can be found [here](#).
- 13.2. Application fee: The application fee is payable from the time an application is submitted. The application fee covers the cost of processing and administering the application. Application fees are non-refundable.
- 13.3. Site hire fee: The site hire fee is relevant to the size of an event and how long it will be on site for. A basic hire fee is set to cover a one day event and any additional event days and/or build and break days are calculated as a percentage of the basic one day hire fee.
- 13.4. Damage deposit: A deposit may be required from event organisers if council officers anticipate that by hosting the event, there are likely to be costs incurred to the council post-event. The deposit will be taken and used to reinstate the site to the condition it was in before the event took place.
- 13.5. The deposit will be 20% of the site hire fee or £500 (whichever is greater) and is payable at the same time as the site hire fee is due. Any remaining funds that are left following satisfactory reinstatement works, will be refunded to the event organiser as soon as practicably possible.
- 13.6. Event organisers remain liable for ALL site reinstatement works and will be required to pay for any additional costs over and above what the deposit amount covers.
- 13.7. Community, charity & non-profit (CC&N) event discounts: The fees and charges structure (see appendix 1) is set to a default that is consistent with charging commercial hire rates. CC&N events will be base-charged against commercial rates but will automatically receive a 50% discount in line with their CC&N status. CC&N events must be able to provide evidence of their CC&N status to qualify for this discount.
- 13.8. For CC&N events which can demonstrate a significant benefit to local people and communities, and minimal negative impact on the site and local environment, a discretionary discount of up to 90% may be applied at the discretion of council officers.
- 13.9. All CC&N event discounts are applicable to the site hire fee only.
- 13.10. Fun fairs and circuses: Fun fairs and circuses are governed by a separate set of fees and charges and are aligned with the classification shown in the table in section 6.10. Specific charges for circuses have been developed and are relative to anticipated site impact and audience capacity levels and current market rates.
- 13.11. Environmental Impact Fee (EIF): All commercial and private events will be subject to an EIF. The EIF is 10% of the site hire fee and is payable in addition to the site hire fee.

The EIF will be ring-fenced towards funding projects and/or initiatives at or near the event site.

- 13.12. The EIF is payable in line with the payment stipulations of the hirer's license agreement
- 13.13. Costs incurred by the council: As part of the license agreement and to ensure organiser compliance with this policy, council officers will monitor all non-commercial events in situ, once during the build period, once during the event and once during the break period. The costs of these three visits will not be recharged. However, if additional monitoring is deemed necessary, officer time may be recharged at the rate detailed in appendix 1.
- 13.14. Where the council is required to provide staffing, equipment or other resources to an event, the costs for such resources will be charged to the event organiser. These costs will usually be agreed before the event takes place, but in the case of unforeseen circumstances, officers may need to act immediately and all necessary actions may be taken without consultation, or negotiation with event organisers. Event organisers may be liable for covering any costs incurred by the council associated with unforeseen circumstances that arise as a direct, or indirect result of their event taking place.
- 13.15. Council officers will monitor commercial events as deemed necessary by the council. A monitoring schedule will be agreed with event organisers as part of the application process. Out-of-hours staff cover will be recharged to the event organiser, in line with the rates detailed in appendix 1
- 13.16. Payment terms: Full payment of all fees must be made in line with the stipulations of the hirer's license agreement
- 13.17. Cancellation fees: An event organiser may terminate their license agreement at anytime prior to their first day on site by giving written notice to the relevant event officer. The following cancellation fees will apply:

<b>Notice given</b>	<b>Percentage of site hire fee payable</b>
28 days or more (not including first event day)	0%
8 to 27 days (not including first event day)	50%
7 days or less (not including first event day),	100%

#### 14. Event cancellation and postponement

- 14.1. The council has the right to terminate a license agreement. If at any time the event organiser fails to comply with any of the terms and conditions of their agreement and if after being notified of this, continues to act (in the reasonable opinion of the authorised officer) in breach of the terms and conditions of this agreement, the council reserves the right, to terminate a license agreement.
- 14.2. The council may immediately terminate the agreement in any of the following circumstances:
- The event organiser fails to pay any amount that is due to the council for licenses, permits or services within the relevant time period as set out in item 6.
  - The image or reputation of the council has been or is likely to be adversely affected by a breach of the agreement by the event organizer.
  - The event organiser is or threatens to be in the reasonable opinion of the council, subject to an insolvency or bankruptcy event.

- The event organiser or anyone acting on their behalf has offered, given or agreed to give any gift or consideration of any kind as an inducement or reward for doing or not doing something, or for showing favour or disfavour in relation to this or any other agreement with the Council or have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010, or have offered or given any fee or reward to any officer of the Council which if accepted is or would be an offence contrary to s.117 Local Government Act 1972 and any amendment or reenactment of this.
- The council requires the event site in an emergency.
- The council is of the opinion that the event will or is likely to compromise public health or safety.
- The council is of the opinion that the event will or is likely to be dangerous or cause damage to the event site.
- The event organiser fails to obtain or comply with any condition of a planning permission, advertising consent or legislation relating to the event, or the event site.

14.3. Event organiser's rights to cancel a license agreement: An event organiser may terminate their licence agreement at anytime prior to the event by giving written notice to the Council. The fees associated with cancelling an agreement are detailed in section 13.17.

14.4. Event postponement: Every effort will be made to reschedule an event, but the council cannot guarantee this. Event organisers may need to submit a new application for alternative dates required.

14.5. Event management and planning requirements: A comprehensive set of terms and conditions exist for the hire of all locations in Southwark. An event organiser's compliance with the terms and conditions will be monitored, and failure to comply will prejudice future event applications.

## 15. Event planning and management

15.1. All event organisers wishing to put on an event in a public space are required to produce an event management plan (EMP). The EMP should be a clear guide as to how the event will be produced and managed.

15.2. It is acknowledged that levels of responsibility can differ significantly between small and larger scale events and the extent of the information required may vary depending on the size and impact of the event. For smaller events where certain items from the list below may not be considered as relevant, it is expected that written consideration of each item, even when this is simply highlighting the non-requirement of the item.

15.3. Information required within the event management plan is:

- Accessibility provision
- Safeguarding statement
- Crowd management plan
- Emergency control/evacuation plan
- Environmental impact assessment
- Equalities and Diversity statement
- Event communications plan
- Fire procedures
- Medical plan / first aid provision
- Food safety plan
- Lost child and vulnerable adult procedure
- Marketing plan

- Proof of valid and current public liability insurance (minimum cover £5million)
- Risk assessments/method statements
- Toilet and sanitation plan
- Security and stewarding provision
- Site plans
- Production and event schedule
- Traffic and transport management plan
- Waste management plan
- Sustainability policy

15.4. Events which are expected to cause significant impact to an area, or significant disturbance to usual business, must provide a comprehensive event management plan which will be subject to scrutiny by relevant departments within the council and the borough's Safety Advisory Group.

15.5. Where a small or medium event is considered to have the potential to cause significant impact on a site or the local environment, the procedures in place to manage large, or major scale events may be applied. This will be determined by the council.

## 16. Safety and security

16.1. People safety: The safety and security of event visitors, organisers and other members of the public must not be compromised at, or by any event. It is the duty of all event organisers to make such provisions necessary as to ensure that this is the case. Adequately trained security & stewarding personnel are vital to ensuring the safety of all people in and around an event space.

16.2. All event organisers must ensure that a sufficient number of trained and briefed staff are in appropriate positions to maintain crowd control, provide public information and to enforce any applied restrictions on entry and behaviour within the space, as well as to implement procedures in an accident or emergency.

16.3. All staff working in an event security role must be qualified to the appropriate level with the Security Industry Authority (SIA).

16.4. Any staff who may be expected to work with or come into direct contact with children or vulnerable adults should be appropriately DBS checked.

16.5. Safeguarding: Event organisers have a duty to safeguard and promote the welfare of children and vulnerable adults at their event. You may identify a child (under 18 years) or a vulnerable adult at your event who presents themselves as being harmed or neglected and you must therefore comply with a safeguarding policy and procedure on referring a child/person at risk to social care.

16.6. Site safety: Event organisers will be responsible for the security of the site. Should a site presence from the council be required that relates to a site security matter, the cost of this will be paid for by the licensee.

16.7. Event organisers must produce and if need be adhere to an emergency control/evacuation plan that will have to have been approved by the council and/or the council's Safety Advisory Group.

16.8. Acts of terrorism and malice: Acts of terrorism and malice must be considered by all event organisers. All event organisers will be expected to consider counter and preventative measures relevant to the event that they are holding and where necessary

will be required to consult with the borough's Counter Terrorism Police advisors and agree on any necessary mitigation methods and/or site infrastructure.

- 16.9. Organisers must ensure that council owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.
- 16.10. Vehicles: Only persons who are properly authorised by the council shall be allowed vehicular access to any site.
- 16.11. Event organisers will be responsible for the safe management of event-related traffic on site and shall provide details of all vehicles in advance of the event.
- 16.12. It is expected by the council that event organisers shall ensure that all vehicles entering the site have their hazard warning lights on and restrict their speed to 5mph.
- 16.13. Large vehicles will need to be escorted by a banks-person and in some cases event organisers will be required to provide a full management plan regarding the movement of large vehicles in and around an event location.
- 16.14. Site signage: Signs within an event site should be clear to read, use commonly understood language and symbols and be positioned such that they can be seen from a reasonable distance by event attendees. All main toilet, medical and safety facilities, as well as emergency exits should be signposted throughout the event site. Where signage and/or advertising are used outside of the event site, guidelines around outdoor advertising must be adhered to. See also point 18.8.

## 17. Event health and welfare

- 17.1. Medical provision: Event organisers not only have a duty of care to the people working at and attending their event, but they must ensure that they do everything possible in order not to impact upon the broader health care provision in the surrounding area.
- 17.2. All event organisers must carry out a medical risk assessment which considers such things as; event activities, anticipated audience numbers, audience demographic, site access and egress routes, site design and infrastructure, and any other aspects of their event that could impact on people's health, safety and welfare. Provision of adequate numbers and types of first aid and medical resources should be based upon published literature such as HSE '[Guidance on running events safely](#)' and event industry '[Purple Guide](#)' recommendations.
- 17.3. Accessibility: It is imperative that event organisers fully consider the accessibility requirements of disabled people attending events. Organisers are required to be proactive and robust when making improvements for access for disabled people attending their events.
- 17.4. In the cases of large or major scale commercial live music events, event organisers will be required to aspire to the industry recognised Attitude is Everything [Charter of Best Practice](#) at Bronze Standard as a minimum and show a commitment to working towards gaining Silver Standard over the life of the agreement with the council
- 17.5. Staff and contractors: All event organisers will be required to produce risk assessments in line with the [Health and Safety at Work Act 1974](#).
- 17.6. All commercial event organisers will be required to pay staff working at their event the [London Living Wage](#) as a minimum.

- 17.7. All commercial event organisers will be required to pay artists/performers applicable union rates.
- 17.8. Sanitation: Toilets are vital at all events with an expectation that appropriate numbers and types of toilets are provided to service the anticipated number of people at events. The toilet facilities provided must always include an adequate number of fully accessible wheelchair-friendly units. We advocate that event organisers align their plans for toilet provision with the guidance and recommendations set out in the [Purple Guide](#).
- 17.9. Animals: Section 9 of the [Animal Welfare Act 2006](#) places a duty of care on people to ensure they take reasonable steps in all circumstances to meet the welfare needs of their animals to the extent required by good practice.
- 17.10. Circuses which travel with, or include performances by wild or exotic animals will not be permitted.
- 17.11. Circuses, or events, which include the use of domesticated animals in performances, or activities, must be able to demonstrate that the welfare needs of the animals are being met to the appropriate Animal Welfare Act 2006 standards as a minimum and as per [RSPCA guidance](#).
- 17.12. All event organisers will be required to relay [RSPCA guidance](#) in their event communication about leaving dogs in hot cars, if applicable. If facility has been made for event organisers to provide a car park for event patrons, then the car park policy should state that owners should not leave dogs in cars. Car park stewards should do all that they can to enforce this policy and be briefed to dial 999 immediately if they see a dog in distress.

## 18. Public health

- 18.1. It is a legal and moral duty that events are made as safe as possible for all persons.
- 18.2. Catering: All event organisers are required to provide healthy food and drink options at their event in line with the [council's public health strategies](#)
- 18.3. Physical activity: All event organisers are encouraged to provide event content which promotes physical activity in line with the council's [physical activity strategy](#).
- 18.4. Emissions and air pollution: On 8 April 2019, City Hall's new '[Ultra Low Emission Zone](#)' (ULEZ) came into effect. Southwark Council supports this and the Mayor of London's efforts to clean up London's air and improve health and quality of life for everyone in Southwark.
- 18.5. Event organisers shall ensure that all stationary vehicles on site have their engines turned off. Drivers of vehicles connected with the production of the event must not sit with their engines idling. If facility has been made for an event organiser to provide a car park for people attending the event, then it should be a car park policy that no drivers of cars should be sat with their engines idling. Event stewards should be briefed to enforce this.
- 18.6. Event organisers should look to minimise power consumption where possible
- 18.7. Southwark Council does not allow the use of portable petrol generators for health and safety reasons; petrol and the fumes in particular, is a highly volatile substance. As from January 2019, all event organisers will be expected to use EU stage 5 emissions compliant non-petrol generators. The council reserves the right to stop an event organiser from using a generator if it is deemed not up to a satisfactory standard, or if it poses a health and safety risk. Event organisers must ensure the efficient use of

generators - all generators should be appropriate for the power load required and only in operation at the times required.

- 18.8. Healthy living advertising policy: As part of Southwark Council's approach to reducing childhood obesity, the advertising of high fat, salt or sugar (HFSS) products in the borough has been banned on council-owned advertising sites. Advertisements of food and/or non-alcoholic drink products rated high in fat, salt and/or sugar (HFSS) will not be permitted. All details can be found on the council [advertising webpages](#).
- 18.9. All food and non-alcoholic drink brands, service companies or ordering services can advertise providing it is their healthier options, consisting of non-HFSS products only.
- 18.10. Advertisements cannot show or feature HFSS products 'incidentally', even if they are not the subject of the advertisement

## 19. Environment

- 19.1. Environmental Impact Assessment: All event organisers will be asked to consider the negative impacts that their event will have on both the local and global environment and implement measures to mitigate these.
- 19.2. Organisers of large and major scale events will be required to produce a written Environmental Impact Assessment (EIA) report as part of the application process. This should form part of the Event Management Plan (EMP). The report should address the anticipated negative impacts the event would have with associated mitigation measures.
- 19.3. Noise: Noise levels are dependent on specific locations and the requirements of those locations. Some events will require an independent acoustic consultant on site to provide continual monitoring of noise levels. Event organisers will be required to adhere to the [Noise Conditions for Open Air Events in Southwark](#)
- 19.4. Waste: Effective waste management contributes to Southwark being a cleaner and greener borough. The council expects event organisers to be solely responsible for the clearance and maximum avoidance of waste. In addition, the council expects organisers to promote and facilitate recycling methods as its first option of waste management before waste disposal.
- 19.5. Every effort should be made to minimise environmental impact and maximise the 'green' delivery of events through the use of recyclable, reusable and sustainable products and materials.
- 19.6. Single-use plastic: Event organisers should ensure that all efforts are made to minimise the use of single-use plastics at their event. This can be done in the following ways:
- Ensure that all caterers are providing paper variety drinking straws and not plastic ones
  - If possible and applicable make water points available on site and encourage event staff, contractors and event patrons to bring their own reusable bottles.
  - Request that the operators of bars, catering units and other concessions on site, serve their products only in biodegradable containers, cups and bags for life etc.
  - Request that the operators of bars and catering units sell or ensure the sale of re-useable cups/ bottles and offer a deposit scheme for the return of such items
  - Ensure where possible and applicable that all avoidable plastic packaging, including cling wrap, plastic bags or similar is not used in the purchase, sale, distribution and transport of food or goods that are available at the event.

- Use alternatives to cable ties, or alternative material cable ties, or re-useable cable ties
  - Use wax paper for advertising posters or public notices instead of laminating
  - Reuse PVC advertising banners
- 19.7. Normal service levels: Are provided by Southwark Council for the day-to-day maintenance, upkeep and cleaning of public areas. All increases in these service levels will result in costs being charged directly to event organisers. These details are outlined in the application process.
- 19.8. Traffic and transport: Traffic and transport management should be considered by all event organisers, but will be a priority for large and major scale events. The organisers of such events must liaise with the council's Road Network Management and Parking Services departments and Transport for London (TfL) and adhere to appropriate guidance given. A comprehensive traffic and transport plan is required to be submitted as part of the application process.
- 19.9. All event organisers will be required to advocate the use of public transport and the use of bicycles as methods of getting to and from events. Where the use of bicycles is encouraged an adequate amount of secure bicycle racks, or a compound should be provided.
- 19.10. Wildlife and nature: Wildlife and nature is extremely important and preservation of biodiversity is one of the council's Fairer Future commitments. It is a priority to safeguard the ecological future of the wildlife and habitat in the borough. Event organisers must make every effort to minimise the impact that their events have on the biodiversity within our parks and open spaces. The following measures will be required:
- Avoid positioning of generators close to lakes and ponds to reduce the chance of an impact from fuel leaks into water bodies
  - Ensure any fuel spillage on grass or hard standing areas is cleared up.
  - Avoid the disturbance of habitat and vegetation during bird nesting season (March to July).
  - Avoid positioning event infrastructure close to observed bird boxes or visible nests.
- 19.11. Event organisers may be required to commission at their own cost an ecology report to assess impact on bats and birds, or any other species of wildlife that inhabits or frequents the event location. This will be done entirely at the cost of the event organiser
- 19.12. Trees are a major natural asset in Southwark's parks and public spaces. It is therefore important to ensure that adequate arrangements are in place to prevent damage to or loss of this asset. As a result, the following restrictions to the siting of events amongst and around trees will apply:
- No structure shall touch or interfere with any tree canopy.
  - No tree or shrub should be pruned without authorization.
  - No exhausts from heaters, generators, etc. shall be positioned next to the base of trees and where possible, exhausts shall be directed away from the tree canopy
  - Nothing shall be attached to trees without prior consent of the arboriculture team.
  - Any damage to trees as a direct result of the event shall be charged to the organizer.
  - Large and major scale events which have the potential to impact upon trees significantly will be required to take direction from the council's arboriculture team in line with BS5837: Trees in relation to design, demolition and construction.

- 19.13. Site reinstatement: All event organisers should consider the impact their event will have on the site that they are using and put measures in place to mitigate the potential for damage or disturbance.
- 19.14. A deposit will be taken from event organisers if council officers anticipate that by hosting the event, there are likely to be costs incurred to the council post-event. The deposit will be taken and used to reinstate the site to the condition it was in before the event took place.
- 19.15. All event organisers are responsible for leaving or returning the site to the state it was in before their set up and event took place.
- 19.16. Sky lantern and balloons: Southwark Council does not allow the organised or intentional release of balloons or sky lanterns at events, or any of its sites. Balloon and lantern releases have a significant, detrimental impact on the environment and this policy is in force to protect habitat and wildlife within Southwark and further afield.
- 19.17. Southwark Council advocates against the use, sale, or distribution of latex and foil helium-filled balloons for the following reasons;
- The material used poses a threat to the environment and wildlife
  - Helium is a valuable resource and is becoming increasingly more scarce because of it's use to inflate party and celebration balloons
- 19.18. Flying of Drones: The unlicensed flying of drones within Southwark is not permitted. The Council will only consider requests to fly drones from Civil Aviation Authority (CAA) licensed operators. Applications to fly drones in Southwark for filming purposes are assessed and processed by [Southwark Film Office](#).
- 19.19. Outdoor advertising and fly posting: Banners, posters or any other advertising, or promotional media must comply with the regulations set out in Southwark's guidelines on Advertising in Public Spaces, see [here](#).
- 19.20. Advertisers must have permission from the land owner and local authority to hang banners, or display posters. Where illegal fly posting can be linked to an event, the event organiser will be deemed in breach of their license agreement with the Council and will subsequently incur any associated costs in connection with the Council having to remove such material. In all instances, the Council will seek to prosecute offenders and future applications from offenders will not be accepted.
- 19.21. Advertisements of any of the following products or services will not be permitted by Southwark Council:
- Alcohol
  - Tobacco and electronic cigarettes
  - Drugs/ illegal substances
  - Nudity, pornography, prostitution or sexual messaging services
  - Gambling and betting
  - Weaponry
  - No win, no claim services, payday lenders or pyramid promotional schemes
  - Hateful or discriminatory content
- 19.22. For information on the council healthy living advertising policy see section 18.8.

## 20. Site specific conditions

20.1. Explicit conditions regarding the use of specific locations in Southwark are detailed in the [site specific conditions](#) for the following sites;

- Dulwich Park
- Burgess Park
- Southwark Park
- Geraldine Mary Harmsworth Park
- Peckham Rye Park
- Peckham Rye Common

## 21. Sustainability

21.1. We encourage all event organisers to aspire to produce events in line with ISO:20121. ISO: 20121 is the international standard which specifies the requirements for an Event Sustainability Management System to improve the sustainability of events.

21.2. Event organisers should manage events in line with the following aims:

- The event continues to be financially successful
- How can the event become more socially responsible
- How can the event reduce its environmental footprint

## 22. Licensing and permissions

22.1. Event organisers are responsible for ensuring that all required permissions and licences are acquired in an appropriate and timely manner. This will include, but is not limited to:

- [Consent to use council land](#)
- [PPL and PRS music content licenses](#)
- [Planning permission](#)
- [Private operator license for markets](#)
- [Advertising in public spaces](#)
- [Temporary events notice \(TEN\)](#) or [time-limited premises license](#) may be required by event organisers. The issue of a TEN or time limited premises license does not itself constitute permission to use the land.
- [Temporary traffic orders](#)

## 23. Legislation, regulations and guidance

23.1. Southwark Council's will advise and support outdoor events organisers to create and produce safe and enjoyable events. This can be done digitally via our [website](#), over email, phone and face to face.

23.2. All events must conform, wherever applicable, to relevant legislation, including but not limited to:

- [Health and Safety at Work Act 1974](#)
- [Data Protection Act 1994 and 1998](#)
- [Equality Act 2010](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [RIDDOR 1995](#)
- [Town and Country Planning Act 1947 and 1990](#)

- [Licensing Act 2003](#)
- [The Children's Act 1989](#)
- [Fire and explosion](#)
- [Wildlife and Countryside Act 1981](#)
- [London Borough of Southwark Open Spaces Bylaws](#)
- [Counter-terrorism and Security Act 2015 \(CTSA15\)](#)
- [Road Traffic Regulation Act 1984](#)
- [ISO 20121 event sustainability](#)
- [Animal Welfare Act 2006](#)

23.3. In addition to the list above, events will be expected wherever possible to follow the guidance set out here:

- [HSE guidance on running events safely](#)
- [HG 65 The Principles of Safety Management](#)
- [Outdoor arts access guide](#)
- [Purple Guide](#)
- [Attitude is Everything Charter of good Practice](#)