



# **Southwark Council**

## **Outdoor Events Policy**

April 2023

<b>Contents</b>	<b>Page</b>
1. Introduction	3
2. The purpose of this policy	3
3. The scope of the policy	4
4. Key priorities and objectives	4
5. Types of event	4
6. Event classification	6
7. Pre-application assessment	7
8. Applying to use a park or public outdoor space	7
9. Application criteria	8
10. Fees and Charges	8
11. Decision making	10
12. Consultation and engagement	11
13. Safety Advisory Group	12
14. Event cancellation and postponement	12
15. Event planning and management	13
16. Safety and security	14
17. Event health and welfare	15
18. Public health	16
19. Environment	17
20. Site specific conditions	19
21. Sustainability	19
22. Licences and permissions	20
23. Legislation, regulation and guidance	20

## 1. Introduction

- 1.1. Southwark Council recognises the value and benefit that a diverse and well-managed outdoor events programme can offer people living in, working in and visiting Southwark.
- 1.2. Outdoor events positively contribute to the celebration of diversity, have the potential to discover and promote local talent, boost the local economy, create a strong sense of community and cohesion, support children and young people and provide activities for older people and families. This all contributes to a vibrant culture, environment and economy in Southwark.
- 1.3. This is an updated, April 2023 edition of the outdoor events policy. The original policy was written in 2006 following extensive community and stakeholder consultation. It has previously been revised in 2011, 2014, 2017 and most recently, in 2019.
- 1.4. The 2019 policy was informed by the results of a public survey and workshop and feedback from internal and external stakeholders and partners.
- 1.5. The policy supports the [Council Delivery Plan \(2022 – 2026\)](#) and its commitments, which are set out across the following themes:
  - Transforming our borough
  - A thriving and inclusive economy
  - A healthy environment
  - Quality, affordable homes
  - Keeping you safe
  - Investing in communities
  - Supporting families
- 1.6. The policy supports 'Creative Southwark', the council's Cultural Strategy. The strategy places culture and creative industries at the heart of Southwark's priorities, shaping context and delivering a range of cultural programmes that support the 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 the policy

- 2.1. The policy is intended to be a document that governs fairness and strikes balance between the interests of all stakeholders: residents, site user groups, businesses and event organisers. It sets out relevant procedures and processes associated with holding an event, with the aim of providing clear and transparent information to all involved.
- 2.2. The policy is intended to be the guiding principle for the planning and management of all outdoor events taking place within Southwark. It provides a framework which all 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. Working within the framework ensures a consistent approach is taken by all, in relation to planning and delivering events in Southwark. In some circumstances, the policy will be supplemented by other conditions, guidance and/or policies, which are specific to venues and processes that require additional considerations.

### **3. The scope of the policy**

- 3.1. The policy helps to ensure that the council can continue to host and deliver an annual programme of outdoor events in a consistent and fair way.
- 3.2. The policy relays clear and consistent information to all stakeholders.
- 3.3. The policy's framework specifically includes provision for the management of commercial events. Conditions relating to the delivery of commercial events in the borough have been set in partnership with local stakeholders, with the intention of generating income that directly supports the delivery of free community events.

### **4. Key priorities and objectives**

- 4.1. The key priorities and objectives of the policy are:
  - To support the aims of the Council Delivery Plan 2022-2026
  - To support the aims of Creative Southwark, the Cultural Strategy
  - To support the Council's Southwark Stands Together initiative
  - To support the Council's Climate Emergency Strategy and Climate Action Plan
  - To build a sustainable and varied annual programme of events for the people who live, work, study in and visit Southwark to attend
  - To minimise or mitigate any negative impacts which events may cause to local people or areas
  - To provide clear explanation of the application process for holding outdoor events in Southwark
  - To ensure considered and effective engagement and consultation with stakeholders takes place
  - To ensure the effective planning and management of council and third-party events
  - To maximise safety for those working at events
  - To maximise safety for those attending events
  - To ensure the protection of the physical environment
  - To ensure the protection of biodiversity
  - To increase the use of public spaces for events
  - To enhance the reputation and positive image of Southwark Council through events
  - To ensure that events create a range of benefits for local areas and people
  - To maximise event-associated spend in order to boost local economies
  - To ensure that events are accessible and inclusive
  - To promote equality
  - To promote celebration and understanding of the rich diversity of communities within Southwark
  - To promote events and event spaces where all feel welcome, included, valued, safe and respected.

### **5. Types of event**

- 5.1 We define an 'event' as something that involves an activity which is not part of the usual daily activity associated with the space in question.

An event is usually an activity that is planned for a special or particular purpose and involves more people than you would normally find (at any one time) within the space in question.

Here is a list of example activities that DO require permission:

Operating a barbecue (this activity is only considered an event if the BBQ forms part of an organised event which has suitable public liability insurance and health and safety measures in place)

- Selling goods or foodstuffs
- Installing temporary structures, such as tents, marquees, staging, stalls and inflatables, or setting up items of equipment or furniture etc.
- Using generators
- Cooking or preparation of food
- Driving vehicles (other than on designated public roadways)
- Blocking or fencing off of any particular area from the general public (whether for health & safety issues or any other reason)
- Any activities which go against the London Borough of Southwark's "byelaws for pleasure grounds, public walks and open spaces"
- Organised sporting events (sports facilities for usual sports bookings need to be booked via the [Leisure and Sport Department](#))

Here is a list of example activities that would NOT usually require permission:

- Playing of informal games
- Picnics (pre-prepared)
- Simple gathering of people

5.2 Private events that are exclusive and restrict entry to the public can be considered but will need to clearly demonstrate a positive benefit to the borough, through financial input and / or other direct benefits. All private events will be subject to the same level of regulation as the equivalent scale of commercial event.

5.3 Community, charity and non-profit (CCNP) 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.

5.4 Commercial events constitute any activity that does not fall within the CCNP 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
- Funfairs and circuses.

5.5 Commercial fundraisers are usually 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.

5.6 Street parties do not fall within any of our event classifications and are covered by a separate application process: [www.southwark.gov.uk/streetparty](http://www.southwark.gov.uk/streetparty)

5.7 Play Streets do not fall within any of our event classifications and are covered by a separate application process: [www.southwark.gov.uk/transport-and-roads/traffic-orders-licensing-strategies-and-regulation/play-streets](http://www.southwark.gov.uk/transport-and-roads/traffic-orders-licensing-strategies-and-regulation/play-streets)

5.8 Religious worship: applications for standalone, organised acts of religious worship will not be considered, unless the act of worship is ancillary to a main event. Permission may be granted if event organisers can demonstrate that an act of worship will be a minor element of an event (in comparison to other elements of the event). The event

and any religious activity will be subject to this policy and all relevant legislation concerning equalities.

- 5.9 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. In line with our statutory Prevent Duty obligations, no application will be accepted for use of a site by any individual or group for the purposes of promoting extremism, criminality or violence of any kind. All applications will be subject to due diligence to ensure that they do not pose a risk to public safety or community cohesion.
- 5.10 Demonstrations and marches: by law, the organisers of demonstrations or marches need to inform the Metropolitan Police Service. More information is available on their website [here](#).
- 5.11 Standalone markets are processed by the council's markets team. Events that include a market, or a selection of market-type stalls (over 5), are processed by the events team, but still may be subject to the market's policy, a markets licence and a licence fee. More information is available on the council's [markets webpages](#).
- 5.12 Sports and fitness activities are booked separately. More details can be found on the council's [leisure and sport web pages](#).
- 5.13 Other types of events may occur which do not fit with the classifications above. Where such activity is planned, this policy may be used as guidance and a collaborative approach will be taken between Council Departments to determine the specific process to follow.

## 6. Event classification

- 6.1. When an event enquiry or application is received by Council Officers, the event is classified as any of the event types listed in section 5. Classification of an event is based on information provided and will determine the following:
- The type of application and any licences and permissions required
  - Whether or not a pre-application is required. See 7.1
  - Whether an application is likely to be progressed (based on event feasibility)
  - Fees and charges (based on the size and duration of the event)
  - The length of time needed to process the application (please see 6.5 and 6.10)
  - The level of stakeholder consultation to be undertaken
- 6.2 The size classification for an event will be based on '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 an event is very close to crossing the threshold into another 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 Application submission lead-in times:

<b>Size</b>	<b>Audience capacity</b>	<b>Application submission time (minimum)</b>
Small	0 to 499	6 weeks prior to event start date
Medium	500 to 2,000	3 months prior to event start date
Large	2,001 to 7,999	6 months prior to event start date
Major	8,000+	9 months prior to event start date

- 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 prior to the event start date.
- 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 prior to the event start date.
- 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 prior to the event start date.
- 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 prior to the event start date.
- 6.10 Fun fairs and circuses have a separate classification system, which is more relevant to their operations

<b>Size</b>	<b>Audience capacity</b>	<b>Application submission time (minimum)</b>
Small	Up to 499	3 months prior to event start date
Large	500 to 1000	6 months prior to event start date
Major	1001+	9 months prior to event start date

## **7. Pre-application assessment**

- 7.1. Organisers of major (and in some cases, large) events will be required to complete a pre-application assessment and obtain 'in principle' agreement to use a location, before a formal event hire application can be submitted. The decision as to whether a large event is required to submit a pre-application is at the discretion of the Council.

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

- 8.1. Event organisers must submit formal event applications via the Council's online application system, Eventapp. An application fee is payable at the point of application.
- 8.2. Applications need to be submitted with a list of 'supporting information' documents. The supporting information must be of a standard that is satisfactory to the events team

before the application is progressed to the next stage. Usually, the minimum amount of information required at point of application is a site map and a basic event management plan.

- 8.3. Normally, no more than one event will be approved for the same day at the same 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 site.
- 8.4. Applications must be received within the lead times shown in 6.5 and 6.10 to allow sufficient time for the event consultation, notification and application process to be completed. Should applications not be received within these times, it will be at the discretion of Council Officers as to whether an application can be considered. The times refer to the date an application is received via Eventapp and **NOT** when event requests are received by email or other methods.

## 9. Application criteria

- 9.1. The following list includes some of the things that will be considered when assessing an application:
- Location, date and time of the event
  - Site and event capacity
  - Event feasibility and compliance with any site-specific conditions
  - The ability of the organiser to plan and deliver the event effectively and safely
  - Security and public safety
  - Anticipated impact on the local environment
  - Anticipated impact on regular users of a site
  - Anticipated impact on local residents
  - Anticipated impact on local transport facilities and infrastructure
  - Anticipated quality of event production
  - Anticipated quality of event content
  - The ability of the event to deliver against Council priorities
  - The ability of the event to have a positive impact on the local economy and to contribute to the council's climate action plan
  - Legal constraints
- 9.2. An event organiser may be asked to attend a meeting of the Southwark Safety Advisory Group (see section 13) 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. Fees and Charges

- 10.1. 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](#).
- 10.2. Application fee: The application fee is payable at the point of application. Application fees are non-refundable.
- 10.3. Site hire fee: The site hire fee is relevant to the size of an event and how long it will be on site. A basic 'first day' hire fee is set to cover a one day event. Any additional event days and/or build and break days are calculated as a percentage of the first day hire fee.



- 10.4. 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, if necessary.
- 10.5. The Damage Deposit is 20% of the site hire fee or the rate shown in the Outdoor Events fees and charges at the time of booking (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.
- 10.6. Event organisers remain liable for ALL site reinstatement works and will be required to pay for any additional costs over and above what the damage deposit amount covers.
- 10.7. Community, Charity & Non-profit (CCNP) fee discounts: The fees and charges structure is published separately on the council's website. Events that are classified as CCNP will automatically receive a 50% discount on the hire fee on confirmation of their CCNP status.
- Small or Medium CCNP events which demonstrate a significant benefit to the local area and/or community are also eligible for additional discounts. Additional discounts can be awarded against the criteria listed in Table 2 of the Fees & Charges document published on the council's website. A maximum of 90% discount can be awarded to any one small or medium CCNP event.
- 10.8. All CCNP event discounts are applicable to the site hire fee only.
- 10.9. Fun fairs and circuses: Fun fairs and circuses are subject to a separate set of fees and charges and are aligned with the classifications shown in the table in section 6.10
- 10.10. Environmental Impact Fee (EIF): All commercial and private events, including fun fairs and circuses, will be subject to an EIF. The EIF is worked out as a percentage of the site hire fee and is payable in addition to the site hire fee. The EIF is ring-fenced specifically for funding projects and/or initiatives that offer enhancement or benefits to the immediate site where the event has taken place
- 10.11. The site hire fee, EIF and damage deposit fee is payable in line with the payment stipulations of the terms and conditions of the Licensee's agreement
- 10.12. Monitoring of CCNP events: To ensure an event organiser's compliance with their Licence Agreement, Council Officers will monitor CCNP events in situ, usually once during the build period, once during the event and once during the break period. The cost of these visits is not recharged to the organiser. If it is necessary for additional event monitoring to take place, the cost to cover Officer time may be recharged at the rates detailed in the Fees & Charges document.
- 10.13. Monitoring of commercial and private events outside of office hours (Mon-Fri, 9am-5pm) is chargeable at the rates detailed in the Fees & Charges document. The level of staffing required to conduct appropriate monitoring will be determined by the council. A monitoring schedule will be agreed with event organisers as part of the application process.
- 10.14. Normal service activity is provided by various Council Departments for the day-to-day maintenance, upkeep and cleaning of public spaces. Any increase to normal service activity, which occurs because an event is, or has, taken place, will result in costs being recharged to event organisers.

- 10.15. Agreed use of Council resources: 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 foreseen unforeseen circumstances that arise as a direct, or indirect result of the event taking place.
- 10.16. Payment terms: Full payment of all fees must be made in line with the stipulations of the hirer's licence agreement
- 10.17. Cancellation fees: An event organiser may terminate their licence agreement at any time prior to their first day on site by giving written notice to the relevant event officer. The following cancellation fees will apply:

Notice given	Percentage of site hire fee payable
28 days or more (not including first event day)	0%
8 to 27 days (not including first event day)	50%
7 days or fewer (not including first event day)	100%

## 11. Decision making

- 11.1. Community, charity and non-profit (CCNP) events: CCNP 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 12.2
- 11.2. Commercial and private events: Most small, medium and large-scale event applications will be processed in the same way as CCNP events.
- 11.3. Major events: The organiser(s) 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 about event feasibility will be made. If it is decided that an event proposal is feasible, authority will be sought from the relevant senior council officer in consultation with the appropriate Cabinet Member(s) to issue an 'in principle' letter of support for the event. The organiser(s) will then be invited to submit a formal application.
- 11.4. 'In principle' support will be subject to all necessary licences and consents being obtained. Failure to meet any stipulated requirements or conditions during the formal application process may result in the 'in principle' support being withdrawn. In such circumstances the council will not be liable for any costs already incurred by the event organiser.
- 11.5. A pre-application to obtain in-principle support will only be required for a new or first year application, but the council reserves the right to request a pre-application for iterations of the event in subsequent years.
- 11.6. The criteria for an event requiring 'in principle' support 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 people in attendance per day
- The event occupies a site for more than fourteen days including set up and take down periods and it is expected that this will have a significant impact on the site or local area.

11.7. Some examples of licences, consents and conditions include:

- Premises licence
- Planning consent
- Building consent
- Agreement to pay all associated fees and charges including damage deposit.
- Event management plans being signed off by the Safety Advisory Group
- Implementation of a comprehensive stakeholder engagement plan
- Ecology surveys being carried out
- Agreement to implement the requirements of the Events Environmental Sustainability Guide
- Commitment to a programme of community benefits

This list is not exhaustive.

11.8. A process map outlining the event hire application, premises licence application and planning application 'decision making' process is detailed on the council's [major commercial events webpages](#) in the stakeholder engagement section.

## 12. Consultation and engagement

12.1. Stakeholder lists: The council holds internal and external stakeholder contact lists for each key event site in the borough. Internal stakeholders include Cabinet Member(s), Ward Councilors and representative officers from other council departments. External stakeholders include, but are not limited to: 'Friends of' groups, park user groups, tenants and residents' associations, local businesses and residents who have declared an interest in a site or event 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).

12.2. Stakeholder consultation for CCNP events: When CCNP 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.

12.3. If objections to an application are made, the council will seek to mediate and offer mitigating measures where appropriate.

12.4. In case of continued dispute a senior council officer has the final decision as to whether an event can take place.

- 12.5. Stakeholder consultation will usually take place through the council's online application system, EventApp, but the method of communicating by email may be used at times.
- 12.6. Stakeholder consultation for commercial and private events: Small, medium and large events will be subject to the same consultation process as CCNP events – see section 12.2.
- 12.7. In some cases, large events may need to follow the same process for major events – see sections 12.8 – 12.10.
- 12.8. Stakeholder engagement for major events: Organisers will be required to set out in a plan when and by what methods they will engage with stakeholders.
- 12.9. Organisers of major events will be expected to produce detailed information for the purposes of initial Ward Councilor 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.
- 12.10. Stakeholder engagement for major events will be facilitated by the event organiser, with council support where required.
- 12.11. Event notification: Most event applications received are for low impact small and medium CCNP 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 small and medium scale commercial and private events that have taken place before with no issues, or those that are not expected to have a significant impact on a site.

### 13. Safety Advisory Group

- 13.1. Specialist advice will be sought from external partners and public safety agencies, known as the Safety Advisory Group (SAG), to determine event feasibility as required. Public safety agencies include: the Metropolitan Police Service (MPS), the London Ambulance Service (LAS), the London Fire Brigade (LFB), and Transport for London (TFL). Representatives from these organisations are members of Southwark's SAG.
- 13.2. The purpose of the SAG is to ensure that outdoor events that are expected to have a significant impact on a site and the area around a site are organised and managed to appropriate standards, thus ensuring the safety of those organising and attending the event and any other members of public.
- 13.3. 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. Not all events are required to attend SAG.

### 14. Event cancellation and postponement

- 14.1. The council has the right to terminate a licence 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, they continue 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 licence agreement.
- 14.2. The council may immediately terminate a licence agreement in any of the following circumstances:

- The event organiser fails to pay any amount that is due to the council for licences, permits or services within the relevant time period.
- 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 organiser.
- 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 licence agreement: An event organiser may terminate their licence agreement at any time prior to the event by giving written notice to the Council. The fees associated with cancelling an agreement are detailed in section 10.17.

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 will be given, even when this is simply highlighting the non-requirement of the item.

15.3. Information required within the event management plan\*:

- Accessibility provision
- Safeguarding statement
- Crowd management plan
- Emergency control/evacuation plan
- Environmental impact assessment

- Equalities and Diversity statement
- Event communications plan
- Fire safety 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 and plan

\*some elements may not be applicable to some events and varying levels of information will be required depending on scale and nature of event

- 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. All licensed premises events will be required to sign up to the [Women's Safety Charter](#).

- 16.7. 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.
- 16.8. Event organisers must produce and if necessary 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.
- 16.9. 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.
- 16.10. Organisers must ensure that council owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views or to promote extremism, criminality or violence of any kind.
- 16.11. Vehicles: Only persons who are properly authorised by the council shall be allowed vehicular access to any site.
- 16.12. 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.
- 16.13. It is expected by the council that event organisers shall ensure that all vehicles entering the site restrict their speed to 5mph.
- 16.14. Large vehicles will need to be escorted by a banks-person and in some cases event organisers will be required to provide a full traffic management plan regarding the movement of large vehicles in and around an event location.
- 16.15. 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 demographics, 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 and optimise the accessibility of their event. Organisers are required to be proactive and robust when making improvements for access.

- 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 term of any agreement held 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 standard union rates as a minimum.
- 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, that 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 a 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 [Healthy Weight strategy](#).
- 18.3. Physical activity: All event organisers are encouraged to provide event content which promotes physical activity in line with the council's [Sport and 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 a 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 in line with the council's Events Environmental Sustainability Guide
- 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 older model generators if they are 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 as specified in the Events Environmental Sustainability Guide as a minimum 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 must be aware of Southwark's [Climate Emergency Strategy](#) and Climate Action Plan and will be required to consider the negative impacts that hosting the event will have on local and global environments and implement measures to mitigate these in line with the Events Environmental Sustainability Guide.
- 19.2. Organisers of large and major scale events will be required to produce a written Environmental Impact Assessment (EIA) as part of their application. This should be an integral part of the Event Management Plan (EMP). The assessment should address the negative impacts the event will have and detail associated mitigation measures. Details of carbon footprint calculations and mitigation measures will be required by the council for any outdoor events taking place in council owned and managed spaces after 1 April 2023.
- 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 both the avoidance and disposal of waste. Organisers will be expected to promote and facilitate waste reduction and recycling methods as a first option of waste management before general waste disposal is considered. All event organisers are required to produce a waste management plan.

- 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 in line with the Events Environmental Sustainability Guide.
- 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. All organisers are required to adhere to the guidance in the council's Events Environmental Sustainability Guide.
- 19.7. 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) where relevant and adhere to appropriate guidance given. A comprehensive traffic and transport plan for large and major scale events is required to be submitted as part of the application process.
- 19.8. All event organisers will be required to advocate the use of public transport, walking, cycling etc. 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.
- 19.9. Wildlife and nature: Wildlife and nature is extremely important and preservation of biodiversity is paramount. 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 biodiversity within the council's parks and open spaces. All organisers are required to adhere to the guidance in the council's Events Environmental Sustainability Guide.
- 19.10. 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.
- 19.11. 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. All organisers are required to adhere to the guidance in the council's Events Environmental Sustainability Guide.
- 19.12. 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.
- 19.13. A ground 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 for reinstatement or cleaning. The deposit will be used to reinstate or clean the site to the condition it was in before the event took place.
- 19.14. 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.
- 19.15. Sky lanterns 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 pose a threat to wildlife and this policy is in force to protect habitat and wildlife both within Southwark and further afield.

- 19.16. 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
- 19.17. Flying of Drones: The flying of drones from or over Southwark owned or managed property is not permitted without consent from the council. 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](#).
- 19.18. 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](#).
- 19.19. 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 licence 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.
- 19.20. 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
- 19.21. 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 and 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. All event organisers are required to adhere to Southwark's Events Environmental Sustainability Guide
- 21.3. Event organisers should manage events in line with the following aims:
- The event continues to be financially successful (if it's an annual event)
  - The event is socially responsible
  - The event reduces 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 PRS music content licences](#)
  - [Planning permission](#)
  - [Private operator licence for markets](#)
  - [Advertising in public spaces](#)
  - [Temporary events notice](#) (TEN) or full [premises licence](#). The issuing of a TEN or premises licence by the Licensing department does not in itself constitute permission to use the land.
  - [Temporary traffic orders](#)
  - [Temporary structures licence \(section 30\)](#)

## 23. Legislation, regulations and guidance

- 23.1. Southwark Council Events Officers will advise and support event organisers in order for them to deliver safe and enjoyable events. Support is available digitally via our [website](#), by email, phone or in-person meetings.
- 23.2. All events must conform, wherever applicable, to relevant legislation, which includes, but is 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](#)
  - [Animal Welfare Act 2006](#)
- 23.3. In addition to the list above, events will be expected, where applicable, to adhere to:
- [HSE guidance on running events safely](#)
  - [HG 65 The Principles of Safety Management](#)
  - [Purple Guide](#)
  - [Attitude is Everything Charter of Good Practice](#)