

Mayor and Cabinet			
Title	Blackheath Events Policy - minor amendments to 2011-16 Policy		
Key decision	Yes	Item no	
Wards	Blackheath		
Contributors	Executive Director for Customer Services, Executive Director for Community Services, Head of Law		
Class	Part 1	11 February 2015	

1. Report Purpose & Summary

The report sets out the proposals for minor amendments to the Blackheath Events Policy part of the 2011-16 Events Policy Parks.

2. Policy Context

2.1 Shaping our Future – the Councils Sustainable Community Strategy includes the following priority outcomes:

- Empowered and responsible - where people are actively involved in their local area and contribute to supportive communities
-Empower citizens to be involved in their local area and responsive to the needs of those who live there.
-Champion diversity and the contribution everyone makes to the borough's quality of life
- Clean, green and liveable – where people live in high quality housing and care for and enjoy their environment
- protect and enhance our parks, open spaces and local biodiversity
- Healthy, active and enjoyable – where people can actively participate in maintaining and improving their health and well-being
-improving the well-being of our citizens by increasing participation in healthy and active lifestyles

2.2 The Council has outlined ten corporate priorities which enables the delivery of the Sustainable Community strategy. Priority number 9 Active, Healthy Citizens promotes greater community cohesion through cultural, sport and leisure activities.

2.3 The Council's Cultural Strategy sets out the following key themes:

- Placemaking – develop high quality leisure, heritage and cultural facilities that contribute to the borough's physical character and sense of place
- Community – Build vibrant and cohesive communities by encouraging participation in cultural and leisure activities

- Health – Build healthy communities through culture, sport and leisure

3. Recommendations

It is recommended that the Mayor approves

- 3.1 The adoption of the amended Blackheath Events Policy as outlined in this report.

4. Background

- 4.1 Parks and open spaces provide a wonderful setting for events and activities that can be enjoyed by residents and visitors to the borough. The Council is keen to promote a varied programme of events and activities that can offer both cultural and active enjoyment whilst recognising the need to protect parks from over use.
- 4.2 It is important that potential hirers and the public at large have a clear picture of how events bookings are taken, how they are evaluated, what legal processes are required and how health and safety implications are addressed.
- 4.3 As part of the Council's Green Space contract, it is the responsibility of parks contractor, Glendale Grounds Management, to manage all bookings held in the borough's parks.
- 4.4 Blackheath is a historic green open space situated in a heavily populated area of south-east London. It is of value for its quietness, and for its ecology, as well as for the opportunities it offers for outdoor recreation. It is well-used as a relatively car-free walking and cycling route. Blackheath is shared between the boroughs of Greenwich and Lewisham. Its open spaces provide a wonderful setting for organised events and activities. For many years two major events, the London Marathon and Blackheath Fireworks, along with a variety of smaller events, have been enjoyed by residents and visitors to both boroughs.
- 4.5 Both Councils play a key role in the provision, management, improvement, protection and promotion of Blackheath. The Blackheath policy document sets out the desire of Lewisham and Greenwich Councils for closer collaboration and partnership between the two Councils, and between them and the private and voluntary sectors, as well as other public sector bodies, in order to develop new opportunities to enhance the quality and diversity of Blackheath for the benefit of all those who use and enjoy it.
- 4.6 Both Councils are keen to continue to promote a varied programme of events and activities on the heath that can offer both cultural benefits and active enjoyment whilst recognising the needs of existing users and local residents as well as the importance of protecting the fragile ecology of the heath from over-use.
- 4.7 The Blackheath Joint Working Party (BJWP) is a local forum consisting of Councillors of both boroughs as well as representatives from many local amenity societies, including the Blackheath, Greenwich and Westcombe Societies. The Working Party's remit includes advising on events and activities and ensuring that the fabric of the heath is protected and that the views of residents and regular heath users are considered when the heath is hired for events.

- 4.8 The Council through the nominated Authorised Officer, in this case the Executive Director for Customer Services, retains the final say as to whether the applicant is given formal approval to hold the event or not. This document sets out the booking process for events on Blackheath (appendix 1) with amendments highlighted.

Consultation

- 4.9 The proposed amendments listed have been discussed and approved by the Blackheath Joint Working Party at their meeting on 15th January 2015. These minor amendments have been proposed in order to clarify the process of obtaining approvals for events on the heath.

- Agree to limit to 2 x 2-day music festivals annually
- The Authorised Officer can apply additional conditions over and above conditions applied to the Premises Licence
- The Chair of the BJWP will write to the AO, following applicant's presentation of their pre-approval questionnaire setting out the advice of the BJWP
- Formal Contracts to be signed once approvals have been given to applicants
- The AO reserves the right to set both a maximum Music Noise Level (MNL) and a maximum Base Music Noise Level (BMNL)

5. Financial implications

- 5.1 Under the terms of the Green Space Contract 2010-20, income from events held in parks is retained by the Council's parks contractor, Glendale Grounds Management.
- 5.2 An agreement with Glendale has been reached to share the hire fee for major festival style events with the Council for the purpose of making improvements to parks.
- 5.3 All costs relating to events bookings and the management of the event process are undertaken by Glendale at no additional cost to the Council.

6. Legal and human rights implications

- 6.1 For the purposes of section 193 of the Licensing Act 2003 ("LA 2003"), an open space (whether or not enclosed by ropes or stakes,) such as the land at Blackheath is deemed to be 'Premises'. As such, any events which are likely to be held there which may involve one or more 'licensable activities', for example the performance of a play, dance, live music, playing of recorded music, entertainment of a similar description, and/ or the sale of alcohol, requires a form of Licence to be granted by 'the relevant licensing authority' in advance of the proposed event(s).
- 6.2 'The relevant licensing authority', (s. 99 LA 2003) for the granting of statutory

licences, in relation to any 'premises' is "(a) the licensing authority in whose area the premises are situated, or (b) where the premises are situated in the areas of two or more licensing authorities, each of those authorities."

- 6.3 Whenever it is proposed to use 'premises' for one or more licensable activities, for an event which is likely to have no more than 499 people attending for a continuous period "not exceeding 96 hours..." (s.100 LA 2003), then an application by means of a Temporary Event Notice must be submitted to the 'relevant licensing authority. If the event is likely to have 500 or more people attending, then there is a statutory requirement to submit an application to the 'relevant licensing authority' for a Premises Licence (s. 16 LA 2003). In both instances, 'the relevant authority' will need to ensure that the correct time periods and procedures governed by the LA 2003 are adhered to. In both instances, there are statutory provisions for objections; in particular, as to who can make representations upon these applications, the relevant specific grounds for objecting and procedures for determining such applications.
- 6.4 Licensing Authorities, as defined by the Licensing Act 2003, section 3(1) are public authorities for the purposes of the Human Rights Act 1998. Accordingly, they are under a duty to act compatibly with Convention rights in the exercise of their functions. Article 6(1) of the Convention provides that everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial hearing established by law. The right to apply for a licence falls within the scope of civil rights and obligations in Article 6(1) because it relates to the applicants' right to make a living and pursue commercial activity. Therefore, an applicant for such a licence has the right to have the application determined fairly in accordance with the guarantees contained within Article 6(1).
- 6.5 A premises licence is considered to be a possession for the purposes of the Human Rights Act 1998. However, the right to hold such a licence is not absolute. It is a 'qualified right'. So, where the grant of a premises licence may affect the interests of local residents or others, in a significant way, then article 6(1) will be engaged. Thus the right to hold a licence may lawfully be interfered with where, for instance, it is in the interests of wider society to do so. Objectors' rights under article 6(1) will not automatically be triggered merely because they wish to object. The question of whether they have a sufficient interest to engage article 6(1) is ultimately a question of fact.
- 6.6 The Council has powers under Article 7 of the Ministry of Housing and Local Government Provisional Order Confirmation (Greater London Parks and Open Spaces) Act 1967 (as amended by the Commons Act 2006) to in any open space (amongst other things) provide amusement fairs and entertainments including bands of music, concerts, dramatic performances, cinematograph exhibitions and pageants; provide meals and refreshments of all kinds to sell to the public; and set apart or enclose in connection with any of the matters referred to in this article any part of the open space and preclude any person from entering that part so set apart or enclosed other than a person to whom access is permitted by the local authority. The part of any open space set apart or enclosed for the use of persons listening to or viewing an entertainment (including a band concert, dramatic performance, cinematograph exhibition or pageant) is not to exceed in any open space one acre or one-tenth of the open space, whichever is greater.
- 6.7 Under Article 8, the Council may "subject to such terms and conditions as to

payment or otherwise as they may consider desirable, grant to any person the right of exercising any of the powers conferred upon the local authority by Article 7 and to let to any person for any of the purposes mentioned in that Article ... any part of an open space set apart or enclosed, pursuant thereto". This enables the Council to hire out open space land for events and to enable hirers to do the things that the Council is permitted to do under Article 7.

- 6.8 There is a restriction on the exercise of powers under Articles 7 and 8 in relation to commons. Article 12 provides that in the exercise of powers conferred by Articles 7 and 8, the Council cannot, without the consent of the Minister "erect or permit to be erected any building or other structure on, or enclose permanently, or permit to be enclosed permanently, any part of a common". However, temporary enclosure is permitted without Ministerial Consent and it is therefore not envisaged that any event approved under the Blackheath Events Policy will require Ministerial Consent.
- 6.9 The grant of permission to use the heath granted by the Authorised Officer under the Blackheath Events policy is a separate matter to any licence which has been obtained by an applicant under the Licensing Act 2003. The fact that an applicant has such a licence does not entitle them to actually hold the event on the heath.
- 6.9 Blackheath is managed under a Scheme of Management made under the Metropolitan Commons Act 1866. Following the dissolution of the Greater London Council, management responsibility is split along the Borough Boundary between the Council and the London Borough of Greenwich, with each Borough having its own grounds maintenance arrangements. The Blackheath Events Policy sets out the desire of Lewisham and Greenwich Councils for closer collaboration and partnership and as such, it is a joint policy and its adoption by the Council is therefore subject to its also being adopted by the London Borough of Greenwich.
- 6.10 The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.11 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.
- 6.12 As was the case for the original separate duties, the new duty continues to be a "have regard duty", and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

- 6.13 The Equality and Human Rights Commission issued guides in January 2011 providing an overview of the new equality duty, including the general equality duty, the specific duties and who they apply to. The guides cover what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guides were based on the then draft specific duties so are no longer fully up-to-date, although regard may still be had to them until the revised guides are produced. The guides do not have legal standing unlike the statutory Code of Practice on the public sector equality duty, However, that Code is not due to be published until April 2012. The guides can be found at:
<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties/new-public-sector-equality-duty-guidance/>

7. Crime and disorder implications

- 7.1 For large and major events the application, together with a detailed Event Management Plan, will be assessed by the Lewisham Events Safety Advisory Group (ESAG). The ESAG is a multi agency group, chaired by the Head of Strategy and Performance for Customer Services, which offers advice to the Council in relation to upholding reasonable standards of public safety at large and major events where the attendance is over 5000 people or less than 5000 if the events contains one of the following elements: the sale of alcohol; major funfair rides; the likelihood of major impact on local residents, businesses.

8. Equalities implications

- 8.1 It is a key policy aim to “promote a diverse range of community, sporting, charity, commercial and council run events that can add value to the quality of life for residents and visitors to the borough”. An events rate card will be compiled and concessions will be offered to small community and charitable groups to ensure that a wide range of smaller events can take place. The Council’s parks contractor will offer help and assistance in completing the necessary application forms and assisting groups with the management of the event.

9. Environmental implications

- 9.1 It is a policy aim to “prevent any damage being done by events to the biodiversity and natural and historic fabric of the park and to promote improved environmental sustainability”. The Council’s parks contractor will actively engage with event organisers to promote a sustainable event which may include an ecologist’s report to ensure the protection of the park and a transport plan to promote public transport.
- 9.2 In considering applications officers from both Green Scene and Glendale will be concerned with the environmental and ecological impact of the event, the accumulative impact of events during the year and the effect of the event on park users, residents and local businesses. Applicants will be expected to have considered what impact their event may place on the park and to have practices which will mitigate against damage, for example providing metal track-way to reduce vehicle damage to grasslands. In considering specific applications for

Blackheath the Blackheath Joint Working Party will assess the application at the pre-approval stage.

- 9.3 In considering applications at the pre-approval stage, officers from both Green Scene and Glendale will be concerned with the level of noise emitted by an event. Applicants for major events will be required to commission an independent acoustic survey and noise management plan which will be required as part of the detailed event management plan and discussed at the Council's ESAG who will agree a maximum decibel level allowed for the event. In considering specific applications for Blackheath the Blackheath Joint Working Party will assess the potential noise impact at the pre-approval stage.

10. Conclusion

- 10.1 The report sets out the minor amendments to the 2011-16 Blackheath Events Policy in order to clarify the process for both applicants and users of the Heath. A full detailed review of the Policy will take place in 2016.

11. Background documents and originator

- 11.1 The background documents, including notes of meetings are attached as Appendix 1
- 11.2 If you require any further information about this report please contact Martin Hyde on 020 8314 2034.

Blackheath Events Policy

2011-2016

**December 2011
Amended January 2015**

London Borough of Lewisham

1. Scope

- 1.1 This document sets out the policy for both Greenwich and Lewisham Council in relation to events and activities taking place on Blackheath.
- 1.2 The policy covers the period 2011 – 2016. During the first part of this period we will be preparing for the 2012 London Olympic Games, but specific Olympic planning is not in the remit of this document.

2. Context

- 2.1 Blackheath is a historic green open space situated in a heavily populated area of south-east London. It is of value for its quietness, and for its ecology, as well as for the opportunities it offers for outdoor recreation. It is well-used as a relatively car-free walking and cycling route. Blackheath is shared between the boroughs of Greenwich and Lewisham. Its open spaces provide a wonderful setting for organised events and activities. For many years two major events, the London Marathon and Blackheath Fireworks, along with a variety of smaller events, have been enjoyed by residents and visitors to both boroughs. Both Councils play a key role in the provision, management, improvement, protection and promotion of Blackheath. This document sets out the desire of Lewisham and Greenwich Councils for closer collaboration and partnership between the two Councils, and between them and the private and voluntary sectors, as well as other public sector bodies, in order to develop new opportunities to enhance the quality and diversity of Blackheath for the benefit of all those who use and enjoy it.
- 2.2 Both Councils are keen to continue to promote a varied programme of events and activities that can offer both cultural benefits and active enjoyment whilst recognising the needs of existing users and local residents as well as the importance of protecting the fragile ecology of the heath from over-use.
- 2.3 The Blackheath Joint Working Party (BJWP) is a local forum consisting of Councillors of both boroughs as well as representatives from many local amenity societies, including the Blackheath, Greenwich and Westcombe Societies. The Working Party's remit includes advising on events and activities and ensuring that the fabric of the heath is protected and that the views of residents and regular heath users are considered when the heath is hired for events.
- 2.4 As part of the overall consultation process the advice of the BJWP is sought for major and large events and activities taking place on the heath and its advice will be an important factor to be taken into consideration by the Authorised Officer for parks and open spaces at Lewisham and the Head of Stakeholder Relationships and Events at Greenwich before a decision is made.

3. Policy aims

1. To promote a diverse range of community, sporting, charity, commercial and council run events that can add value to the quality of life for residents of both boroughs
2. To ensure that events and activities held on the heath cover their costs and potentially generate an income for both boroughs.

3. To prevent any damage being done by events to the biodiversity and natural and historic fabric of the heath and to promote improved environmental sustainability. In the event of damage to the fabric of the heath, to ensure full remediation begins immediately after the event.
4. To reduce the overall impact of events on Blackheath, for example ensuring noise from events does not cause a nuisance and is maintained at or below the levels permissible under our environmental licence requirements or other set limits.
5. To keep the impact of cars, road closures and other possible transport problems to a minimum and ensure that footpaths and cycleways across the heath remain open.
6. To introduce a set of clear criteria against which all potential events are evaluated.
7. To provide clear guidance notes for organisers of events
8. To introduce a tariff framework and 'Event Rate Card' to move towards harmonising the charging structure and provide transparency
9. To ensure that the potential hirer can meet the conditions of the premises licence set by each individual Council.
10. To ensure that the potential hirer has the necessary financial resources, qualifications and experience to deliver a high quality event
11. To improve the visitor economy by ensuring event organisers deliver activities that promote the boroughs' cultural and visitor offer.
12. To co-ordinate effectively with park teams, the Royal Parks team, the World Heritage Site team and between boroughs.
13. To have better and more systematic consultation procedures and improved information management.
14. To improve risk management with the aim of reducing the potential for unsuccessful events.
15. To improve event management across Blackheath open space.
16. To ensure that the decision making process is fair, open, consistent and transparent for all potential hirers and the general public
17. To maintain and improve the heath.

4. How we will achieve our aims

4.1 Promoting events

Lewisham and Greenwich are amongst London's most diverse boroughs and a varied events and activities programme can enhance the cultural life of the local community. Both Councils will continue to promote and offer a range of community, sporting, charity commercial and Council-run events to help strengthen community use of open space and to promote greater social inclusion. Similarly both Councils will continue to promote healthy lifestyles and well-being offering a programme of sporting and fitness activities, with the aim of increasing participation and physical activity by residents of both boroughs. ***The number of Large Music Festivals will be limited to two x 2-day festivals annually on the Lewisham side of the heath (see Appendix B for definition).***

All applicants will be required to provide details of how the event is going to be financed, what the main sources of income are and any funding that may already be guaranteed. Applicants must also provide details of their personal qualifications and experience to demonstrate that they can successfully manage the event proposed.

4.2 **Protecting the heath**

In considering applications the BJWP and both Councils will be concerned with the environmental and ecological impact of an event, the cumulative impact of events during the year and the cumulative impact of events year after year. The two Councils will also be concerned with the effect of the event on heath users, local residents, local businesses and visitors to the area: both as individual events and as part of a continuous series of events year after year. Applicants will be expected to have considered what impact their event may place on the heath and to have in place practices which will prevent damage to the natural fabric of the heath, in particular damage to the fragile heathland soil. Areas of the heath which are mapped as relict acid heathland soil will generally not be available for events. Areas of the heath where the soil is found to be decreasing in depth year by year, where the soil surface is broken, where the grass cover has been worn away leaving only sparse cover to the soil, or where the soil has been eroded, will be closed to events.

4.3 **Sustainability**

Managing events sustainably is a key priority. Greenwich and Lewisham Councils actively engage with event organisers to measure and capture key environmental sustainability, audience and event data. This data will be published on the website of the appropriate Council. Environmental sustainability data will need to include details of an event 'Transport Plan' and to promote public transport. There will need to be an Event Data Form pre and post event for completion. This information will be used to improve the environmental performance of both Councils as well as of those working on Blackheath and it will also be used to benefit the wider London community. Recommended reading for event organisers: BS 8901 Specification for a sustainable event management system – British Standards (2007)

4.4 **Stakeholder engagement**

Officers from both Councils have consulted with members of the BJWP on the preparation of a pre-approval questionnaire as set out in **appendix A**, which will form the basis of the assessment of all major and large event applications proposed for the heath. The completed assessment will be given to the relevant Council's Authorised Officer in order that consideration can be given to the application. The process will be undertaken at an early stage (**refer to Guidance Notes appendix B**) to ensure that the applicant can proceed with the knowledge that the event is confirmed in principle.

4.5 **Event safety**

Everyone organising or running an event of any kind has a legal duty of care to their employees, contractors and members of the public. We require that a named person takes responsibility for the proposed event and this individual will be the point of contact for the relevant Council during the planning and execution of the event.

Recommended reading:

'The Event Safety Guide – A guide to Health, Safety and Welfare at Music and Similar Events' otherwise known as the purple guide or HSG195. This can be bought from the HSE or downloaded on-line (for free) at

<http://hse.gov.uk/pubns/books/hsg195.htm>

4.6 Premises licences

If the applicant is intending to have any form of entertainment i.e. music, singing, dancing, acting etc, and/ or the sale of alcohol, then they will need to apply to the Council Licensing Department for a Premises Licence or Temporary Event Notice (TEN). These licences should only be applied for once the applicant has sought the advice of the BJWP and received the authorised officers in-principle approval to hold the event. Each applicant will also need to satisfy the Council's Events Safety Advisory Group (ESAG) that they are experienced and competent to stage the event. The applicant may also be asked to attend the Council's Events Safety Advisory Group (ESAG) meetings to demonstrate their ability to deliver a safe event. For large and major events the applicant will be asked to prepare a detailed Event Management Plan. (refer to section 7).

4.7 Hiring tariff

It is important that applicants know in advance the tariff or range of tariffs that each Council applies to events held on Blackheath. An event rate card will be produced and will be displayed on the Councils web sites and made available to applicants when they make their initial enquiry. The event rate card will include free usage for certain local charitable/community events where entrance is free and more significant charges for larger scale commercial activity on what is a prestigious site.

4.8 Deposits and conditions

A compulsory non- refundable administration fee will be charged to recover administrative costs once approval for the event has been given from the Authorised Officer. A venue hire fee will also be charged to secure dates on the events calendar, reduce cancellations, and encourage timely booking. 25% of the venue hire fee is payable when the event has been approved with the remainder of the fee to be paid 6 weeks prior to the event. Where an application is declined, a full refund of fees will be made.

4.9 Damage deposits

A refundable damage deposit of £250 for events up to 1000 attendees , up to £1000 for events up to 5000 attendees and up to £10,000 for major events over 5000 attendees will be taken 15 working days before the event. This deposit shall be returned providing the site and surrounding area is left in a clean, safe, undamaged and secure way and the terms and conditions of hire have been complied with. The damage deposit will be used to repair any damage to the heath, property and buildings and/or to remove additional litter from the site to bring the site to a suitable standard.

4.10 Cancellation fees

In case of cancellation of the event booking, the hirer must inform the respective Council in writing.

Cancellation 21 days prior to event	100% venue hire refund
Cancellation 14 days prior to event	50% venue hire refund
Cancellation 7 days prior to event	No refund
Cancellation by Lewisham/Greenwich Council	100% refund

Lewisham/Greenwich Council reserve the right to cancel a booking at any time having given notification of no less than 14 days in advance to the hirer. In this case, a 100% refund will be made.

In case of emergency, no prior notice shall be given should the heath be required for exceptional circumstances. Lewisham/Greenwich Council's accept no liability whatsoever other than to refund any fees paid (without compensation/interest).

Lewisham/Greenwich Councils reserves the right to cancel the booking at any time if the hirer intends to use the heath for any other purpose than stated on the application form.

4.11 **Reduced Fees**

The venue hire fee may be waived for community/charity events.

The refundable damage deposit may also be waived for these types of events.

5. **How will applications be assessed**

5.1 **The role of the Greenwich Council (for events to the north of the A2)**

5.1.1 All applications for events on the Greenwich side of the heath are managed by the Council's Communications department. On request Greenwich Council's Authorised Officer will issue a small or large events application together with the pre-approval questionnaire in the case of a major or large event. The pre-approval questionnaire will be considered at the next Blackheath Joint Working Party meeting and the applicant may be required to attend in person.

5.1.2 On receipt of the completed application form, pre-approval questionnaire and the advice of the BJWP, the Council's Authorised Officer will give either in-principle approval or rejection for the event. At this stage the applicant will be advised whether they require a premises licence and that their application may be discussed, and attendance may be required, at the Events Safety Advisory Group (ESAG). Please note: Annual and repeat events will be treated on an event by event/year on year basis and the approval of the Authorised Officer must be sought in all cases and not assumed for subsequent occasions.

5.2 **The role of Lewisham Council and its Parks contractor (for events to the south of the A2)**

5.2.1 All applications for events on the Lewisham side of the heath are managed by the Council's parks contractor. On request they will issue a small or large events application together with the pre-approval questionnaire in the case of a major or large event. The pre-approval questionnaire will be considered at the next Blackheath Joint Working Party meeting and the applicant may be required to attend in person.

5.2.2 On receipt of the completed application form and pre-approval questionnaire, and the advice of the BJWP the Council's Authorised Officer will give either in-principle approval or rejection for the event. ***The Authorised Officer can, if he or she feels appropriate apply conditions to any in-principle approval.*** At this stage the applicant will be advised whether they require a premises licence and that their

application may be discussed and attendance may be required, at the Events Safety Advisory Group (SAG).

Please note: Annual and repeat events will be treated on an event by event/year on year basis and the approval of the Authorised Officer must be sought in all cases and not assumed for a subsequent occasion.

5.3 The role of the Blackheath Joint Working Party (BJWP)

- 5.3.1 The BJWP is a local forum for the Councils and other organisations having an interest in Blackheath. It was established by the Councils when they took over responsibility for their respective sections of Blackheath in the late 1980s. Its membership comprises Councillors from both boroughs, as well as representatives from many local amenity societies, including the Blackheath, Greenwich and Westcombe Societies. There are nine voting members of whom six are Councillors (three from each borough).
- 5.3.2 The BJWP therefore has an important and long established role in advising on activities held on Blackheath and, in reaching their decisions under this policy, the Councils' Authorised Officers will, having regard to the presence of elected Councillors on the BJWP, give very considerable weight to its advice on proposals for large and major events and activities that are proposed for Blackheath.
- 5.3.3 In considering such applications the BJWP will be particularly concerned with the environmental and ecological impact of an event, the visual impact of the event in the natural environment of Blackheath and considerations of noise (including low frequency noise), transport and parking. The BJWP will also be concerned with the impact of each individual event, the cumulative effect of all events in any one year, the long term impact of events year after year, and the effect of events on heath users, residents, local businesses and visitors to the area. ***The Chair of the BJWP will write to the responsible Authorised Officer setting out the advice of the BJWP.***
- 5.3.4 If the Lewisham or Greenwich Authorised Officer (as the case may be) declines to accept the advice of the BJWP the Authorised Officer concerned will provide a written explanation of the reasons for the decision and a reasonable opportunity for the BJWP to discuss it with him/her before the decision is notified to the applicant.
- 5.3.5 If the application receives in-principle approval more detailed planning may then be undertaken ***including the issuing of formal Contracts***, and the Authorised Officer will take the advice of the BJWP on all aspects of the detailed plans which materially differ from the initial application.
- 5.3.6 ***The Authorised Officer can, if he or she deems it appropriate add further conditions over and above any conditions that may be applied to the Premises Licence.***

5.4 The role of the Event Safety Advisory Group (SAG)

- 5.4.1 The Events Safety Advisory Group (SAG) is a multi agency group which offers advice to the authority in relation to upholding reasonable standards of public safety at major and large events.
- 5.4.2 The role of the group will be to consider large scale public events and associated requirements. The groups remit is to cover major outdoor events including firework displays, carnivals, parades, music festivals, faith events, and any other major event of a similar nature.
- 5.4.3 A major event will refer to any event with an attendance of over 5,000 or less than 5000 if the event contains one or more of the following elements:
- Alcohol sales (if over 500 people, i.e. covered by Premises Licence)
 - Major funfair rides
 - The likelihood of major impact on local residents, businesses (i.e. traffic and parking restrictions, significant noise or other disruption)
- 5.4.4 All matters that relate to public safety, crime and disorder, noise and nuisance and protection of children from harm for major events will be addressed at the dedicated event planning meetings. It is anticipated that any issues can be negotiated, addressed and resolved through the event planning process.
- 5.4.5 Where the Events Safety Advisory Group is aware of an issue related to a major event that presents an undue and unacceptable risk to public safety, the Chair of the ESAG may escalate the matter to the Executive Director for Community Services and the Police's Borough Commander for further action.

6. Application process

6.1 How to apply

Step 1

Initial contact to discuss applicant's proposal, advice can quickly be given if the application is unlikely to be successful (for example if we already have a booking at that time)

Step 2

Applicant to complete the appropriate events application form (major/large or small event) to include details of times/dates, size of area required, set up and take down times and expected numbers etc

Step 3

For major and large events the applicant must also complete the Blackheath pre-approval questionnaire which will be discussed at the next Blackheath Joint Working Party meeting (applicants should therefore ensure that at least 6 months notice is given prior to the event for all approvals to be given)

Step 4

Depending on the nature of the application attendance may be required at the next Blackheath Joint Working Party meeting to discuss the application in more detail

Step 5

When the Councils are satisfied that the application can proceed formal approval from the appropriate Council's Authorised Officer will be given, this will give the applicant the knowledge that their event is confirmed in principle, subject to the detailed event planning and the grant of any premises licence or Temporary Event Notice (TEN)

(Please note; the granting of a premises licence or TEN does not confer the Council's approval to hold the event)

Step 6

A formal agreement is prepared and signed by the applicant and the Council (or nominated contractor)

Step 7

Detailed event planning and liaison, including obtaining any licenses required and health and safety certification. Attendance at the Councils Events Safety Advisory Group (SAG) may be required

7. Application requirements/criteria

A summary of the key criteria is set out below:

Application requirements/criteria
<p><u>Event dates and location</u></p> <p>Applicant will need to provide definitive start up and break down dates including both setup, clear-up and the actual event dates in addition to the proposed hours of operation.</p>
<p><u>A brief description of the event is required.</u></p> <p>The organisation is required to provide a map of precisely which area of the Heath the event is to take place</p> <p>The map should include the location of relevant event facilities (enclosures, tents, stage, toilets, sound equipment and food and drink outlets</p>
<p><u>Organisational Status and experience</u></p> <p>The applicant will need to provide evidence of which organisational sector it belongs to.</p> <p>Private company Evidence- Company Registration number from Companies House and/or audited accounts .</p> <p>Education sector</p>

Evidence -school or college require DFE/ Local education authority reference

Community/Charitable Faith - organisation

Evidence - Charity commission registration number or local authority reference or audited accounts

Experience

Applicants will be required to demonstrate evidence that they have the experience (or the capacity) of organising similar events in similar settings.

Financial Capability

Applicants will be required to demonstrate how the event is going to be financed, what the main sources of income are and what funding has already been guaranteed.

Attendance information

All applicants will need to provide anticipated audience and participation numbers including the key target age ranges and nature of activities. This will include information on the types of performance and audience it will attract.

Open or ticketed access requirements

The event must be registered as either a ticketed or free open access event. Information must be provided if concessions and/or stall holdings within the event will be present.

If ticketed the applicant organisation will need to provide information about ticket rates.(refer to the section on Tariff information below)

Licensing Requirements

All organisations must produce an Event Management Plan.

All events will require registration with the licensing section of the local authority. The type of licence needed will be determined in accordance with licensing guidelines as part of the application.

Applicants are advised to contact the licensing section as soon as they have in-principle approval to familiarise themselves with licensing requirements.

Organisation must ensure that food and drink (including alcohol) outlets have relevant food safety and alcohol licences

Applicants must be responsible for the event clean up during and after the event. The site must be returned a high standard of cleanliness and any occurrence of environmental damage must be notified to the Council and repair carried out as directed by the Council

All musical events organisations will be required to comply with environmental standards with respect to amplification of sound including arrangements for noise level monitoring during the event. For major events an independent noise assessment in the form of an acoustic survey will be required to ensure that noise from outdoor music events follow current best practice guidance and do not cause a nuisance. ***The Authorised Officer reserves the right to set a Maximum Noise Level (MNL) dB(A) and a Base Music Noise Level (BMNL) dB(A) for low frequency noise,***

All major events will require a Transport Plan to comply with local authority traffic management

standards including any traffic diversions or road closures. Footpaths and cyclepaths should remain open during events. If closure of footpaths or cycle paths are necessary then suitable alternative routes must be identified.

Applicants will need to provide details of how residents are to be informed about events in accordance with the licensing requirements. All streets around the heath which are going to be affected by road closures, changes in traffic flow, additional parking, must be included in the list of residents to be informed.

Event organisation will need to include detailed information in the Event Management Plan outlining arrangements for the event control and command structure; security and stewarding; the provision of toilets and other key infrastructure services.

Events organisers will need to provide an assessment of the impact on local business in the locality of Blackheath

Event applicants will need to provide information on the measures it will take to minimise any adverse environmental impact on the heath. Because of the fragile nature of the heathland soil on Blackheath, applicants may need to produce an ecologist's report on the impact of their event.

Information will be required to demonstrate how the event organisers will carry out full rectification work on the heath in the event of environmental damage, with the work beginning soon after the event.

Pre-approval questionnaire

Name of Event:	
Name of Organiser:	
Contact details:	
Telephone number:	
Email address:	
1. Proposed date and hours of operation.	
2. Brief description of event.	
3. Is the event for charity / educational / sporting / commercial ? Is the event of national or local significance ?	
4. Anticipated audience/participants numbers and age ranges.	
5. Is the event open or ticketed and if the latter what will be the range of ticket prices?	
6. What licences are required for the event? When will these be applied for?	
7. Give previous experience of organising comparable events.	
8. For how long will there be a presence on the heath? What are the proposed dates of set up and departure? What is the timescale for organising the event?	
9. Indicate on a map	

<p>precisely which area of the Heath is required for the event including relevant features (enclosures, tents, stage, toilets, sound equipment and food and drink outlets).</p>	
<p>10. If appropriate give details of food and drink (including alcohol) outlets.</p>	
<p>11. What arrangements exist for cleaning up litter during and after the event?</p>	
<p>12. Will there be any amplification of sound?</p> <p>If so, what will be the maximum noise level at the perimeter of the event and how will this be monitored? <i>(The Authorised Officer reserves the right to set a Maximum Noise level dB(A) and a Base Music Noise Level (BMNL) dB(A) for low frequency noise,</i></p> <p>What will be the maximum level of low frequency sound at the perimeter of the event, and how will this be monitored?</p> <p>How will the event organisers keep informed of any noise nuisance that may occur, and how will they respond when notified that a nuisance is being caused?</p>	
<p>13. Does the event involve any road closures / traffic diversions/increased parking on surrounding streets?</p> <p>Will the event have an</p>	

<p>impact on users of footpaths and cyclepaths and other frequently used routes across the heath.</p> <p>If so please outline proposals.</p>	
<p>14. Is there a transport plan for the event? If so please attach it.</p>	
<p>15. What are the arrangements for people arriving by car and the vehicles involved in the event organisation ?</p>	
<p>16. Have residents been consulted and if not when will this take place?</p> <p>How will residents be consulted?</p>	
<p>17. What are the arrangements for stewarding the event site and wider perimeter and monitoring the impact of the event during the hours of operation ?</p>	
<p>18. What additional infrastructure is planned e.g. toilet facilities?</p>	
<p>19. What is the envisaged effect on businesses in Blackheath?</p>	
<p>20. Is this a one off event or do you wish to repeat it and if so how frequently?</p>	
<p>21. Please indicate what measures will be taken to protect the heath from any damage and what rectification work will be carried out should any damage occur</p>	

Guideline notes for application process Blackheath only

Introduction

These notes are intended to assist you in completing the application form for your proposed event and to help you ensure your event meets all the necessary legal and statutory obligations and requirements made by Lewisham Council and partner Glendale Grounds Management, for all events to the south of the A2 and Greenwich Council for all events to the north of the A2.

Throughout the examples given are to illustrate the type of information that is required. These are only intended to be examples and not an exhaustive list of possible considerations of specific events.

Please refer to the Health and Safety Executive publication 'The Event Safety Guide – A guide to Health, Safety and Welfare at Music and Similar Events' otherwise known as the purple guide or HSG195. This can be bought from the HSE or downloaded on-line (for free) at <http://hse.gov.uk/pubns/books/hsg195.htm>

Application process

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Initial contact to discuss your proposal, we can advise you quickly if your application is unlikely to be successful (for example if we already have a booking at that time)

Step 2

Applicant to complete the appropriate events application form (large or small event) to include details of times/dates, size of area required, set up and take down times and expected numbers etc

Step 3

For major and large events the applicant must also complete the Blackheath pre-approval questionnaire which will be discussed at the next Blackheath Joint Working Party meeting (applicants should therefore ensure that at least 6 months notice is given prior to the event for all approvals to be given)

Step 4

Depending on the nature of the application attendance may be required at the next Blackheath Joint Working Party meeting to discuss the application in more detail

Step 5

When we are satisfied that the application can proceed formal approval from the Council's Authorised Officer will be given, this will give you the knowledge that the event

is confirmed in principle, subject to the detailed event planning and grant of any Premises Licence or Temporary Event Licence (TEN). (Please note: the granting of a premises licence or TEN does not confer the Council's approval to hold the event)

Step 6

A formal agreement is prepared and signed by the applicant and the Council

Step 7

Detailed event planning and liaison, including obtaining any licences required and health and safety certification. Attendance at the Council's Events Safety Advisory Group (ESAG) may be required.

Events Guidance

Depending on the size of your event, either a small or large application form will need to be completed. Examples are as follows:

Small events (under 100 people)

- A small sponsored run or walk or similar
- A guided walk
- A picnic
- A community sports competition
- Organised fitness training

Large Events (over 100 people)

- Outdoor concerts
- Festivals
- Large sponsored runs and walks
- Sports festivals
- Fairs, flower shows and exhibitions
- Circuses
- Large performing arts events
- Any event that would normally involve co-ordination with the local authority, emergency services or similar. (If you are intending to have a carnival, procession or celebrities at your event, you must inform the Police and Council Licensing Department as soon as possible)

Major Events (over 5,000)

- Major events that are free or offer affordable public access, events that are predominantly outdoor, that encourage physical and mental well-being, and that promote an appreciation of the value of our open spaces to Londoners

The number of Large Music Festivals will be limited to two x 2-day festivals annually on the Lewisham side of the heath.

Large Music Festival (over 10,000 people)

A large enclosed event, free or ticketed and over one or two consecutive days, with at least one main stage for the performance of live music.

It may be that the date you request is not available, this could be due to a previous booking or because there are a number of events taking place close to the date which you requested., It would be helpful if you could indicate other dates that would be agreeable to you.

Licensing

Once the event has been approved by the Authorised Officer, you may need to apply for licences.

If you are intending to have any form of entertainment i.e. music, singing, dancing, acting etc, and/ or the sale of alcohol, then you will need to apply to the Council Licensing Department for a Premises Licence or Temporary Event Notice (TEN). The Licence can take up to 8 weeks to obtain. It is illegal to operate an event with entertainment and/or sale of alcohol without this licence and you could face legal action by Lewisham Council if you operate your event without a Premises Licence or TEN.

NB. The following types of events will require either a Premises Licence or TEN:

- Musical events
- Performances
- DJs
- Plays
- Operas
- Films
- Sale of Alcohol

Listed below are the minimum time scales to apply for licences:

The minimum statutory time period to obtain a Premises licence is 28 days, this application process also involves serving the application on all the responsible Authorities:

Planning
Environmental Enforcement
Fire Safety
Health and Safety
Children's Services
Metropolitan Police service
Trading Standards

The minimum statutory period for a TEN is ten clear working days (note these notices can only be used for events with a capacity of no more than 499 including all performers and staff).

General Timescales

Major and large events require at least 6 months notice to give sufficient time for all approvals.

Insurances

If you are given permission to hold your event you will need to arrange public liability insurance cover. The minimum amount of cover required is £5 million pounds.

Deposits and conditions

A compulsory non-refundable administration fee will be charged to recover administrative costs once approval for the event has been given from the Authorised Officer. A venue hire fee will also be charged to secure dates on the events calendar, reduce cancellations, and encourage timely booking. 25% of the venue hire fee is payable when the event has been approved with the remainder of the fee to be paid 6 weeks prior to the event. Where an application is declined, a full refund of fees will be made.

Damage deposits

A refundable damage deposit of £250 for events up to 1000 attendees, up to £1000 for events up to 5000 attendees and up to £10,000 for major events over 5000 attendees will be taken 15 working days before the event. This deposit shall be returned providing the site and surrounding area is left in a clean, safe, undamaged and secure way and the terms and conditions of hire have been complied with. The damage deposit will be used to repair any damage to the heath, property and buildings and/or to remove additional litter from the site to bring the site to a suitable standard.

Cancellation fees

In case of cancellation of the event booking, the hirer must inform the respective Council in writing.

Cancellation 21 days prior to event	100% venue hire refund
Cancellation 14 days prior to event	50% venue hire refund
Cancellation 7 days prior to event	No refund
Cancellation by Lewisham/Greenwich Council	100% refund

Lewisham/Greenwich Council reserve the right to cancel a booking at any time having given notification of no less than 14 days in advance to the hirer. In this case, a 100% refund will be made.

In case of emergency, no prior notice shall be given should the heath be required for exceptional circumstances. Lewisham/Greenwich Councils accepts no liability whatsoever other than to refund any fees paid (without compensation/interest).

Lewisham/Greenwich Council reserves the right to cancel the booking if the hirer intends to use the heath for any other purpose than stated on the application form.

Reduced Fees

The venue hire fee may be waived for community/charity events.

The refundable damage deposit may also be waived for these type of events.