

Mayor and Cabinet			
Title	Blackheath Joint Events Policy – 2017 - 2020		
Key decision	Yes	Item no	
Wards	Blackheath		
Contributors	Executive Director of Customer Services, Executive Director of Community Services, Head of Law		
Class	Part 1	October 4 2017	

1. Report Purpose & Summary

1.1 This report recommends the approval of a joint events policy for Lewisham and Greenwich Councils in relation to events and activities on Blackheath. The major changes the Councils existing Blackheath Events Policy are set out under para 5

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. Recommendation

That the Mayor approves the Joint policy for Lewisham and Greenwich Councils in relation to events and activities taking place on Blackheath as set out in Appendix A

4. Background

- 4.1 Blackheath is a historic green open space situated in a heavily populated area of south east London. It is dissected by the A2, which demarks the borough boundaries. Lewisham Council is responsible for land to the south of the A2 and Greenwich Council the land to the north.
- 4.2 Blackheath is a designated metropolitan common and has been recognised as a site of metropolitan importance for nature conservation. Its open spaces also provide a wonderful setting for outdoor recreation as well as a range of more formal events and activities.
- 4.3 Both Councils play a key role in the management, improvement and protection of the heath as well as promoting its use for the enjoyment of residents and visitors.
- 4.4 The adoption of a joint events policy for Blackheath demonstrates the desire of both councils to work together in close collaboration and partnership with the voluntary and private sectors and other public bodies to develop new opportunities to enhance the quality and diversity of the heath for the benefit of all who use and enjoy it.
- 4.5 The current Events Policy for Blackheath was adopted by Mayor and Cabinet on 13th January 2016.
- 4.6 The current policy was used as a basis for the new joint policy and has been amended following input from Council officers, elected members and representatives of the local amenity societies via the Blackheath Joint Working Party (BJWP)

5. Changes to the current policy.

5.1 The main changes to the existing policy are as follows:

- The introduction of an annual review meeting held by members of the Blackheath Joint Working Party (BJWP) in October each year to assess each event application and provide feedback to each Councils Authorised Officer in order that the final decision can be made for each event.
- Concurrent major events will be avoided, however small events may be allowed depending on location.
- Each Council will allow no more than 90 days of event presence on their respective areas of the heath. The London Marathon spans both sides of the heath and therefore will not be included in the 90 day figure. The impact of this particular change will be monitored by members of the BJWP to ensure it does not have a detrimental impact on local residents, visitors or the ecology of the heath.

5 Adoption by Greenwich Council

5.1 On the 18TH January 2017 Greenwich Councils Cabinet approved the Joint Events Policy for Blackheath as set out in Appendix A

6 Financial implications

6.1 There are no direct financial implications in approving the policy as described.

7. Legal and human rights implications

7.1 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).

7.2 ‘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.”

- 7.3 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.
- 7.4 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).
- 7.5 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.
- 7.6 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.
- 7.7 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.

- 7.8 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 a Joint Blackheath Events Policy will require Ministerial Consent.
- 7.9 The grant of permission to use the heath granted by the Authorised Officer under a Joint 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.
- 7.10 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.
- 7.11 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.
- 7.12 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.
- 7.13 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.

- 7.14 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-sectorduties/new-public-sector-equality-duty-guidance/>

8. Crime and disorder implications

- 8.1 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.

9. Equalities implications

- 9.1 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.

10. Environmental implications

- 10.1 It is a policy aim 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”. 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 heath and a transport plan to promote public transport.
- 10.2 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 heath 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.

- 10.3 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 with an attendance over 5,000 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.

11. Conclusion

- 11.1 The report sets out the proposal for the adoption of the 2017 -2020 Joint Events Policy for Blackheath

12. Background documents and originator

- 12.1 The background documents are attached as Appendices
- 12.2 If you require any further information about this report please contact John Thompson on 020 8314 2015

Blackheath Joint Events Policy 2017 - 20

1. Scope

1.1 This document sets out the policy for Lewisham and Greenwich Councils (The Councils) in relation to events and activities taking place on Blackheath.

1.2 The policy covers the period 2017-20.

2. Context

2.1 Blackheath is a historic green open space situated in a heavily populated area of south-east London. It is dissected by the A2, which demarks the Borough boundary. The Royal Borough of Greenwich takes responsibility for land to the north of the A2, and Lewisham Council the land to the south. Blackheath is a designated a metropolitan common and has been recognised as a Site of Metropolitan Importance for Nature Conservation (SMINC). The area comprises green open space and two ponds, footpaths and cycling routes. Blackheath is of value for its ecology, as well as for the opportunities it offers for outdoor recreation. Its open spaces provide a wonderful setting for a number of events and activities. For many years 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 and protection-of Blackheath. They also play a key role in the promotion of the enjoyment of the heath for both residents and visitors.

This document sets out the desire of the two Councils to work together in close collaboration and partnership, as well as to work with-the private and voluntary sectors, and 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 and Officers from both boroughs, as well as representatives from 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 The advice of the BJWP is sought for all events and activities taking place on the heath and its advice will be an important factor to be taken into consideration by the respective Councils Authorised Officers when making a decision. Please see section 5.2 for full details on the role of the BJWP.

3. Policy aims

1. To enable a diverse range of community, sporting, health, arts and cultural events, both charity and commercial, that can add value to the quality of life for residents, and visitors, in formats which are appropriately adapted for Blackheath.
2. For both Councils to work together to ensure that the quality and character of the heath is preserved and events are managed in number and diverse in nature.
3. To manage the impact of events on the biodiversity and natural and historic fabric of the heath and to promote improved environmental sustainability. To ensure that timely and comprehensive remediation work is carried out should any damage occur.
4. To minimise 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 as per the Premises License.
5. To minimise the impact of vehicles accessing the site, road closures and other possible transport issues and ensure that footpaths and regular walking/jogging/cycling routes across the heath remain open.
6. To promote the use of public transport for those attending events on Blackheath. To minimise the use of vehicles on the heath wherever possible, and where car parking on the heath is permitted, to ensure there is a robust car parking management plan for each event.
7. To adhere to a set of clear criteria against which all potential events are evaluated.
8. To provide clear guidance notes for organisers of events
9. To provide a tariff framework for hire of all spaces on the heath for events.
10. To ensure that the potential hirer can meet the conditions of the premises licence set by each individual Council.
11. To ensure that the potential hirer has the necessary financial resources, qualifications and experience to deliver a high quality event
12. To improve the visitor economy by ensuring event organisers deliver activities that promote the boroughs' cultural and visitor offer.

13. To co-ordinate effectively with park teams, the Royal Parks, the World Heritage Site and between boroughs.
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.
18. To promote participation at events in line with each Councils' Equalities policy.

4. How we will achieve our aims

4.1 Enabling 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. The Councils working in partnership will continue to enable and offer a range of community, sporting, arts and cultural events, both charity and commercial, as well as Council-run events, to help strengthen community use of open space and to promote greater social inclusion. Similarly the Councils will continue to promote healthy lifestyles and well-being by offering a programme of sporting and fitness activities, with the aim of increasing participation and physical activity by residents.

4.2 Managing the use of the heath for events

The popularity of Blackheath as a public space to hold events requires it to be well managed and controlled to prevent overuse. In order to maintain a balance and ensure that areas of Blackheath remain as open space to be enjoyed by all, particularly during the spring and summer event 'season', a series of control measures will be observed:

- An annual meeting between both Councils and the BJWP will take place each October to review all applications for events for the following year.
- The events will be considered against set criteria (provided at Appendix A), and whilst their merit will be considered individually, consideration will also be given to dates and requested location.
- The Councils will endeavour to minimise occurrences where events take place on directly adjacent spaces of the heath, for example on Circus Field, and on the opposite side of the A2.
- The total number of event days requested for each event, including set up and take down days, will be carefully considered with due regard for the calendar, and periods of zero event days, including weekends, will be maintained. Each Council will allow no more than 90 days of event presence on their respective areas of the heath. The London Marathon spans both sides of the heath and therefore will not be included within the 90 figure.

- Concurrent major events will be avoided, however small events may be allowed concurrent with each other, depending on location. Please see section 5.3.3 for definition of major events.
- The number of ticketed events with a daily attendance over 10,000 will be limited two x 2 day festivals on the Lewisham side of the heath.

4.3 Protecting the heath

In considering applications for events, the Councils will consider the environmental and ecological impact of an event, the cumulative impact of events during the year and the cumulative impact of events year on year. The Councils will also consider the effect of the event on heath users, local residents, local businesses and visitors to the area. 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 undergoing reinstatement, or needing rest to promote regrowth, will be closed to events. This will be assessed at the annual events review meeting in October, but may change throughout the year depending on activity and weather conditions. Applicants granted permission to use the heath will be notified as early as possible if their allocated space needs to be changed in order to avoid damage to the surface. To minimise damage to the grassland, all events organisers will be required to lay trackway for heavy vehicle routes, and may be required to provide additional trackway according to weather forecast or proposed use of the heath by vehicles, i.e. for car parking.

4.4 Noise

Blackheath is surrounded by residential areas and events held on any part of the heath have the potential to cause noise nuisance. It is possible for a particular residential area to be affected by events anywhere on the heath, depending on the wind strength and direction. In the terms of the Noise Council's Code of Practice on Environmental Noise Control at Concerts, Blackheath falls under the designation "Other Urban Venue" and should be regarded as a single venue for the purposes of setting maximum noise levels (MNLs). The premises licence for each area of the heath, or for the particular event, will set noise levels. Where a premises license is not required, for example for Funfairs, the contract between the relevant Council and the operator will provide a maximum noise level, and require as a contractual obligation, regular noise monitoring by the event operator. Applicants for large scale events will be required to submit a comprehensive Noise Management Plan.

4.5 Sustainability

Managing events sustainably is a key priority. Both Councils will actively engage with event organisers to ensure their plans are sustainable, and to measure and capture key environmental sustainability, audience and event data. All event organisers will be required to promote public transport as the primary method of accessing their event. Event organisers will be directed to recommended reading: BS 8901:2009 Specification for a sustainability management system for events.

4.6 Stakeholder engagement

Both Councils will work with local councillors and the BJWP to ensure that the views of local amenity societies, businesses and residents are taken into consideration. As part of the application process, the BJWP's 'Pre Approval' questionnaire, as set out in Appendix B, will be issued to all event organisers making an application. This, together with information gathered by each Council, will be used to assess each event application at the annual Events review meeting of the BJWP in October. The outcome of this annual meeting will be provided to each respective Council's Authorised Officer in order that the final decision can be made for each application. All applications for events will need to be received by the Council's events officers by 1st September, except in exceptional circumstances. The full application process and how it engages stakeholders is provided at appendices A and B.

4.7 Event safety

Both Councils require all events organisers to recognise that everyone organising or running an event of any kind has a legal duty of care to their employees, contractors and members of the public, including people with disabilities or additional needs.. The Councils require all events to adhere to the practices detailed in 'The Purple Guide to Health, Safety and Welfare at Music and Other events' or similar appropriate Healthy and Safety Executive approved publication. Each event must have a named person who is required to take responsibility for the health and safety at the proposed event and this individual will be a point of contact for the Council during the planning and execution of the event. The Council will scrutinise the health and safety plans including ensuring that plans for the event are compliant with the Disability Discrimination Act.

4.8 Premises licences

Any event intending to have any of the following forms of entertainment will usually need to apply for to the relevant Council Licensing Department for a Premises Licence or Temporary Event Notice (TEN): Plays, films, indoor sporting events, boxing or wrestling entertainment, live music, recorded music, performances of dance, anything of a similar description.

Some exemptions do apply for very small events, and the relevant Council Licensing Department will advise if an event appears to fall within any such exemption. These licences should only be applied for once the applicant has received the authorised officer's in-principle approval to hold the event, following the annual BJWP events review meeting. Each applicant will need to satisfy the Council's Events Safety Advisory Group (ESAG) that they are experienced and competent to stage the event, and will need to attend the ESAG meetings to demonstrate their ability to deliver a safe event. It may be the case the Council already holds a Premises Licence for the relevant space, or would prefer to be the licence holder for the event, rather than the event organiser. In this case a contract would be signed with a clause to adhere to all of the Premise License conditions.

4.9 Hiring tariff

The Councils each have an event rate card, covering all events, which will be made available to applicants when they make their initial enquiry.

4.10 Deposits and conditions

Fees will be negotiated when an application is submitted, however fees will not be payable until the event has been approved following the October annual event review meeting. 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, and reduce cancellations. 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.

4.11 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.

4.12 Cancellation fees

In case of cancellation of the event booking, the hirer must inform the relevant 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/Royal Borough of Greenwich	100% refund

The Councils reserves 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. The Councils accepts no liability whatsoever other than to refund any fees paid (without compensation/interest).

The Councils reserves the right to cancel the booking at any time if the hirer intends to use the heath for any other purpose than that agreed by the Authorised officer and detailed in their event management plans.

4.13 Promoting Equalities

Both Councils are committed to promoting equalities via their respective equality policies. In order to uphold the values and objectives within these policies the relevant officers from each Council will offer help and assistance to event organisers if required. This can include help completing the application forms, and providing support and guidance relating to the management of the event.

5. How will applications be assessed?

5.1 The role of The Councils

5.1.1 All applications for events on the Lewisham side of the heath are managed by the Council's parks contractor Glendale. All applications for events on the Greenwich side

of the heath are managed by the Royal Borough of Greenwich Events department. On request they will issue an events application form together with the BJWP's pre-approval questionnaire. The pre-approval questionnaire will be considered by the Blackheath Joint Working Party at their October meeting and the applicant may be required to attend in person.

5.1.2 On receipt of the completed application form and pre-approval questionnaire, and the advice of the BJWP, the respective 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 (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 a subsequent occasion.

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

5.2.1 The BJWP is a local forum for both Lewisham Council and the Royal Borough of Greenwich 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 and Officers from both boroughs, as well as representatives from local amenity societies, including the Blackheath, Greenwich and Westcombe Societies. There are nine voting members of whom six are Councillors (three from each borough).

5.2.2 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.

5.2.3 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.

5.2.4 If the Authorised Officer 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.

5.2.5 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.

5.2.6 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.

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

5.3.1 Each Council has an Events Safety Advisory Group (ESAG). Lewisham's group meets on a regular basis; the Royal Greenwich group is called according to the premises license applications or at the request of the Events team. Both groups are multi agency groups which offer advice to the authority in relation to upholding reasonable standards of public safety at major and large events.

5.3.2 The role of the ESAG 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.

5.3.3 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)

5.3.4 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 ESAG as well as dedicated event planning meetings. It is anticipated that any issues can be negotiated, addressed and resolved through the event planning process.

5.3.5 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 relevant Council Director or the Police's Borough Commander for further action.

Appendix A - Application process and Event criteria

Application Process

Step 1

Applicants will make contact with the respective Council via the webpage enquiry form, email or telephone. The Council events officer will then contact the applicant to discuss the proposal. Advice can quickly be given if the application is unlikely to be successful, for example if the event is not suitable for Blackheath, or is proposed to take place during a period where another longstanding event takes place, such as the annual funfairs or London Marathon.

Step 2

The applicant will be provided with the appropriate events application form (which is based on the event criteria below) and the BJWP pre-approval questionnaire to complete. Applicants will be informed that their event cannot be considered until the annual BJWP Event Review meeting in October (unless extenuating circumstances prevail).

Step 3

Depending on the nature of the application, the applicant may be required to attend the BJWP Event Review meeting. The applicant will be given sufficient notice should this be the case.

Step 4

The Chair of the BJWP will present their comments on the event to the relevant Councils' Authorised Officer. The Authorised Officer will then give a formal approval in principle, or decline the application. Approval in principle will give the applicant the knowledge that their event is confirmed, 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 5

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

Step 6

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

Event criteria

Event applications will be assessed according to their ability to meet or provide information against the following criteria. The application form and BJWP questionnaire are based around these criteria.

- **Event dates and location.** The applicant will need to provide definitive set up and break down dates including site build, clear-up and the actual dates the event will be open. Proposed hours of operation must also be included.
- **Event description.** The applicant is required to provide a map of precisely which area of the heath the event is to take place on. The map should include the location of relevant event facilities including all structures, enclosures, tents, stage, toilets, sound equipment and food and drink outlets. The map should also include all areas proposed to be used for car parking.
- **Organisational Status.** The applicant will need to provide evidence of which organisational sector it belongs to; Private company – evidence such as company registration number from Companies House and/or audited accounts; Education sector –evidence such as local education authority reference;

Community/Charitable organisation –evidence such as charity commission registration number, 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. This will include knowledge of standard industry guidelines, awareness of industry publications and standards. If applicants do not have experience they must provide details of an experienced external company who will be employed by them to produce and manage their event.
- **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.** Applicants will need to provide an audience profile, event capacity and anticipated attendance figures. This must include key target age ranges and information on the nature of activities at the event.
- **Access Requirements.** The event must be registered as either a ticketed or free open access event. If ticketed, the applicant will need to provide information about ticket rates, on sale dates, and how walk ups will be managed. If open access the applicant must provide detailed information on how capacity will be monitored and managed, and how they intend to manage crowds.
- **Licensing requirements.** 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 to hold the event. Applicants are advised to contact the licensing section as soon as they have in-principle approval to familiarise themselves with licensing requirements. Applicants must declare that they intend to sell alcohol at the event.
- **Event Management.** Applicants will be required to produce an Event Management Plan covering all aspects of the event including arrangements for the event control and command structure; security and stewarding; the provision of toilets and other key infrastructure services, and all health and safety related aspects, including food safety. This will be a working document but drafts will need to be produced on agreed dates once the event has received approval to go ahead.
- **Waste management.** Applicants must be responsible for the event clean up during and after the event and a waste management plan must be produced as part of the event planning process.
- **Noise management.** All events will be required to comply with environmental standards and licensing requirements with respect to amplification of sound. 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 which must be included in the license application and contract. Arrangements for noise level monitoring during the event must be in place as part of the overall noise management plan. For major events, an independent noise assessment in the form of an acoustic survey may be required.

- **Transport Plan.** Applicants will need to produce a transport plan to comply with local authority traffic management standards including any traffic diversions or road closures. Footpaths and cycle paths should remain open during events. If closure of footpaths or cycle paths is necessary then suitable alternative routes must be identified.
- **Environmental considerations.** Event applicants will need to provide information on the measures they will take to minimise any adverse environmental impact on the heath.
- **Communication with residents and local businesses.** Applicants will need to provide details of how residents are to be informed about their events, and which residents will receive the information. Licensing requirements may stipulate aspects of this communication; however applicants must consider all streets around the heath which are going to be affected by road closures, changes in traffic flow, additional parking, etc. Applicants will also need to assess the impact of the event on local businesses.

Appendix B - Blackheath Joint Working Party 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 precisely which area of the Heath is required for the event including relevant features	

<p>(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? If so, what will be the maximum noise level at the perimeter of the event and how will this be monitored? (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). What will be the maximum level of low frequency sound at the perimeter of the event, and how will this be monitored? How the event organisers keep will inform 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? Will the event have an impact on users of footpaths and cycle paths and other</p>	

<p>frequently used routes across the heath? 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? What size of vehicle will need to have access to the heath? How many of each size of vehicle will need access to the heath? (Note that tracking will be required for heavy vehicles and on regularly used routes. Public parking, other than for the disabled is discouraged for events)</p>	
<p>16. Have residents been consulted and if not when will this take place? 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</p>	

repeat it and if so how frequently?	
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.	