

Events in West Princes Street Gardens – conditions and working parameters

Key principles:

West Princes Street Gardens and the Ross Bandstand are historic and iconic sites within Edinburgh's City Centre and World Heritage Site with the Gardens forming part of Edinburgh's designated Garden and Designed Landscape of the New Town Gardens. The Gardens contain a series of listed monuments and structures such as the Ross Fountain and is of archaeological significance overlying the remains of the Nor Loch and bounded by the A-listed St Cuthbert's Church & Graveyard. The southern part of the site is formed by Edinburgh Castlehill, containing the Castle's Well House (a Scheduled Ancient Monument) and is also a Site of Special Scientific Interest (SSSI). The Gardens are primarily used as a space for the public to enjoy and this should be taken into consideration when preparing event proposals, ie. access to the Gardens for the general public should be maximised and the potential for damage to the Gardens should be mitigated.

Please also refer to: [Edinburgh parks events manifesto – The City of Edinburgh Council](#)

General conditions of use:

- A Reinstatement Bond (determined by both Parks & Open Spaces and Bereavement Services - see St Cuthberts T&C's below) will be payable 4 weeks before the commencement of an on-site build. Access onto the site will not be granted until the bond payment is received.
- A rental fee will be set by Parks & Open Spaces, determined by the scale and potential for impact of the event on the Gardens.
- As part of the application process to use the Gardens, you will be required to provide details of the proposed event, produce a risk assessment and provide proof of public liability insurance.
- A Vehicle Access Plan and separate Tree & Root Protection Plan require to be submitted as part of your event application for approval of Council officers.

- Depending on the scale and/or complexity of the event, it may be determined that an on-site presence is required by the Council to ensure compliance with conditions of use. This will be confirmed by a Council officer once your application has been reviewed and any associated costs will be the responsibility of the applicant/organiser.
- A multi-agency Event Planning and Operations Group (EPOG) meeting may be required to ensure the safe delivery of your event. If so, you will be expected to produce an Event Safety Management Plan (ESMP) and present your proposals to the group for their consideration and approval. We would recommend that you review event best practice guidance, e.g. [The Purple Guide](#), on what to include within your ESMP.
- As part of the application process you may also require to gain permission from other Council services such as Licensing, Environmental Health, Roads Events (for traffic regulation orders), Bereavement Services, Archaeology, Planning and Public Safety. All Council services must confirm that they are content with the plans for the event before it can take place.

Working parameters

Does the event require emergency services on site?

YES

NO

During the event, can you safely designate St Cuthbert's churchyard to only be used as an emergency vehicle and accessible access/egress point?

NO

YES

We would recommend that you look at other venues in the City that better fit the requirements of your event. Please contact publicspaces@edinburgh.gov.uk for more information.

Access via the road between King's Stables Road and the railway bridge is not accessible.
Can you manage the build and break using St Cuthbert's route as the access point?
*see below conditions

NO

YES

Can the attendees be managed in/out of the gardens, incl. emergency egress just using the gates leading onto Princes Street?
**see below gate widths

NO

YES

Please make an application to use the Gardens via publicspaces@edinburgh.gov.uk

***Access through St Cuthbert's Church & Graveyard – conditions of use -**

- Access for public must be maintained during normal Garden opening times.
- Closure of access will only be allowed outwith normal opening times (variable, seasonal changes applicable).
- Access for St Cuthbert's Church parishioner's and CEC Bereavement Services has priority – coordination with the church and Bereavement Services is essential to clarify timings of services or other requirements. There should be no parking in the graveyard under any circumstances.
- Access for CEC Bereavement Services to the kirkyard must be maintained to ensure required work is carried out – coordination with the Bereavement Services is required.
- Vehicle size will be limited to 3.5t vehicles for access through St Cuthbert's churchyard. Dispensation can be granted for limited use of vehicles up to 7.5t for major events. Please submit a detailed vehicle access plan detailing the frequency and reasoning for vehicles over and above the 3.5t limit for assessment by Council officers.
- Banksman must always be used while vehicles move through the churchyard.
- Provide a method statement for the protection of tombs and gravestones along the complete length of the pathway through St Cuthbert's Church and Graveyard.
- The repair of any damage caused to the graveyard, it's monuments or landscape as a result of the event with costs met in full by the applicant/event organiser.
- Limitation on heights will be required for the protection of tree canopies along the route of the path. This should be detailed in the required Event Management Plan which will include a Vehicle Access Plan and Tree & Root Protection Plans.

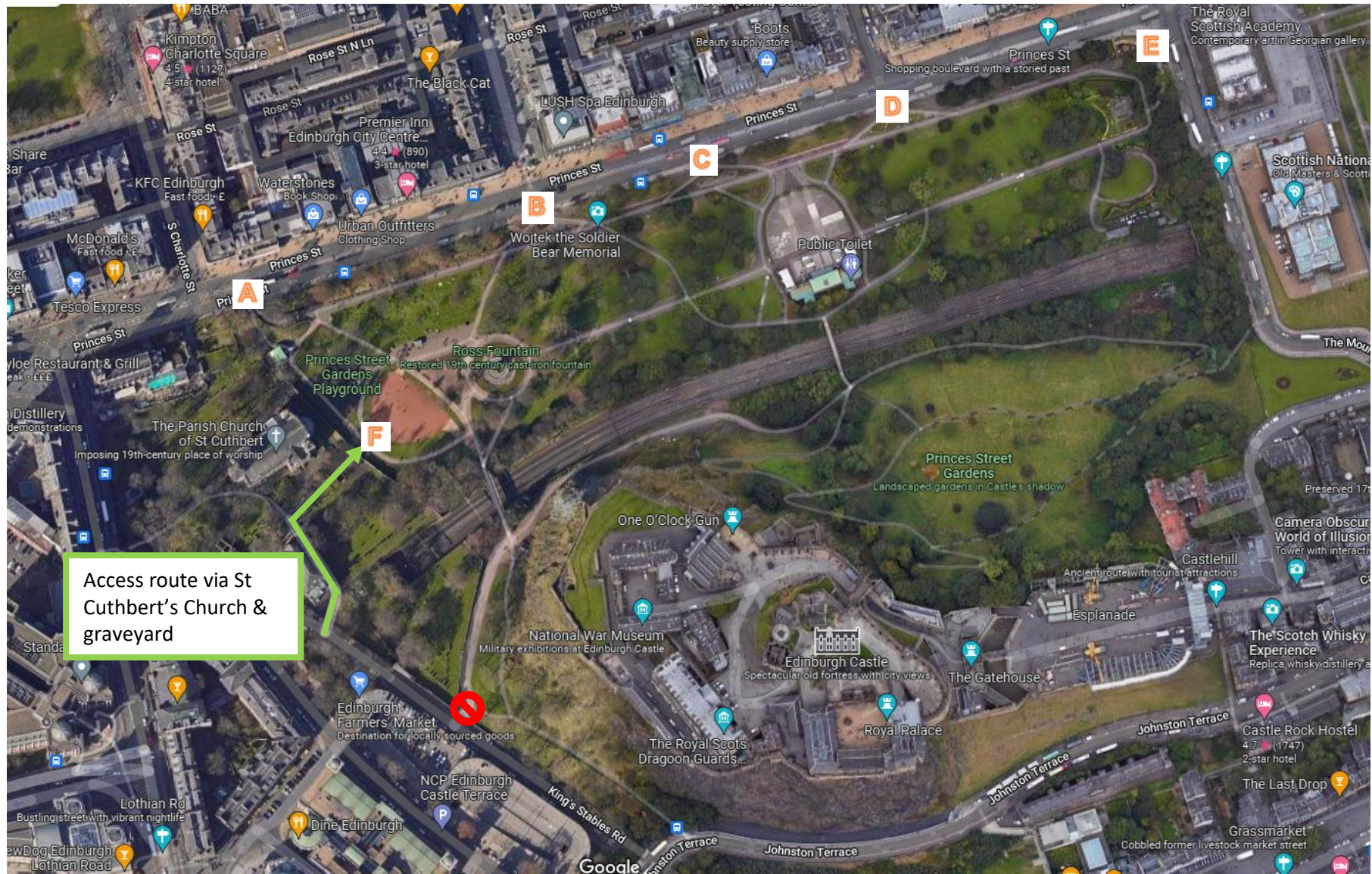
****Gate widths for West Princes Street Gardens**

- A. West End – 3760mm
- B. Castle Street – 2200mm
- C. Frederick/Castle Street – 2280mm
- D. Frederick Street – 2250mm
- E. Floral Clock – 3280mm
- F. St Cuthbert's Churchyard – 3340mm

Please refer to Section 4 of open air event guidance to determine a safe capacity for your event taking into account the risks particular to your event; [Layout 1 \(publishing.service.gov.uk\)](#).

If you have any questions, please contact publicsafety@edinburgh.gov.uk

See the below map for details of the gates and access route through St Cuthbert's to West Princes Street Gardens as noted above.



Access route via St Cuthbert's Church & graveyard